

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, November 5, 1993 at 1:30 p.m. in the Administration Building with the following officers and members present, to-wit:

Chairman:	Mr. Dalda Womack
Vice Chairman:	Mr. Joe White
Secretary:	Mr. Madison P. Aydelott III
	Mr. Ben F. Burton
	Mrs. Elaine Goode
	Mr. Rush Harding III

and with the following absent, to-wit:

Mr. Jerry Malone

constituting a quorum of said Board, at which meeting the following business was transacted, to-wit:

Minutes of the last regular meeting, August 13, 1993, were approved as circulated on motion by Mr. White, seconded by Mr. Burton, and passed.

President Thompson introduced Mr. Brad Lacy, President of the Student Government Association, Dr. Mike Scoles, President of the Faculty Senate, and Ms. Sandy Breeding, President of the Staff Senate.

PRESIDENT'S REPORT

President Thompson reported on the following items:

Enrollment Update - Enrollment is up slightly this year while many of the other four-year institutions experienced declines in enrollment. If freshman enrollment holds, UCA's earlier projection that enrollment will level off between 9,000 and 10,000 students is accurate. There were no significant changes in graduate enrollment or racial and gender distributions. Percentages of total enrollment include 13% minority students, and 60% women. The most significant change in enrollment is the increase in international students which increased to approximately 300. The number of students enrolled in transitional classes continues to decline.

State Board of Higher Education/Arkansas Higher Education Council Fall Retreat - Discussions concerning the budgeting process for the next legislative session have begun, and work is being done on a productivity measurement for various institutions as well as a uniform accounting system for state institutions. Hopefully, UCA will fare well under the productivity

standards that have been tentatively developed. It is expected that the productivity standards will be included in the legislative funding recommendations. President Thompson is urging Governor Tucker and legislators to include an equity factor in the funding formula for next year since growth at institutions has not been adequately taken into account.

SILO Conference - The first round of informal discussions was held with legislators concerning the development of the funding cycle for next year.

October State Board of Higher Education Meeting - UCA's Master of Science in Occupational Therapy proposal and the collegiate reorganization which were adopted by the UCA Board of Trustees at previous meetings were approved by the State Board of Higher Education at its regular quarterly meeting held October 21-22 in Helena.

The feasibility study for the issuance of the Student Center bonds in the amount of \$9 million was also approved.

NCATE Accreditation - The College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). Arkansas law requires that a university be accredited by NCATE in order for its graduates to be licensed to teach in the state. During the recent NCATE visit, UCA met all standards at both the undergraduate and graduate levels, and received significant praise from the accreditation team. President Thompson commended Dr. Bill Berry, Vice President for Academic Affairs, Dr. Jim Bowman, Dean of the College of Education, and Dr. Selvin Royal, who was in charge of the self-study process.

Intramurals/Recreation - Beginning with this school year, Intramurals and Recreation were moved to Student Affairs and one additional staff member hired to assist with these programs. Several new activities have been added and the hours for recreation in the Farris Center have been expanded. The response from students has been very favorable and the participation level has increased. Dr. John Smith, Vice President for Student Affairs, reported that racquetball, swimming, and soccer clubs have been established.

Construction Update:

New Tennis Courts - The Kullander Construction Company of Little Rock has substantially completed its portion of the new tennis courts, and the physical plant is supervising the construction of a restroom and equipment storage building which will complete this project.

Speech/Language Hearing Center (University Church of Christ) - Trotter Construction Company of Conway, Arkansas has completed this facility, and it was occupied at the beginning of the fall term of 1993.

Irby Building - The Cone Construction Company of Little Rock has substantially completed this \$6 million facility, and it was occupied at the beginning of fall 1993. This facility houses the English faculty, foreign language faculty and laboratory, geography faculty and laboratory, public administration faculty and statistics laboratory, philosophy faculty, a writing laboratory, classroom space for approximately 725 students and an office suite for the Dean.

Laney Building - This facility was bid in two phases, the first being the demolition and site work for the project, completed this summer. The second phase, which includes the actual construction of the new building, is under way. Cone Construction Company of Little Rock has been awarded the contract. This facility may be available for occupancy in the fall of 1994, more likely in the spring term, 1995.

Art Gallery - Bids were received on August 17, 1993 from two construction companies. The low bid was for \$437,000 from Nabholz Building and Management Corporation of Little Rock. The contract has been awarded and construction began on September 13, 1993. Site preparation and pier drillings and pourings have been completed. This project is expected to be completed by March 11, 1994.

Minority Purchasing - The UCA Minority Purchasing Program is very active. The average percentage of dollars spent with minority business during FY 93 was .490 percent. Although we did not reach the 10 percent goal established by Act 698 of 1991, we are among the leaders of the state and successful when compared with the overall average of the other institutions of higher education (.072 percent) and the State of Arkansas (.483 percent) for the same accounting period.

A comparison of percentages spent with minorities by some of the other universities and the State of Arkansas is presented in Table I.

Ms. Cassandra McCuien-Smith is the UCA Minority Procurement Officer and dedicates a great deal of her time trying to meet our goals in this area. Examples of some of her efforts are as follows:

1. Reviewed all purchase requests to ensure that any feasible purchase from a minority vendor be made from such.
2. Contacted the individual state agencies that have a consistent 1 percent or greater rating on the Minority Purchasing Program Report to solicit information and obtain useful ideas.
3. Sent Invitations to Bid to any known minority vendor for that commodity class.
4. Sent letters to each of the local minority vendors in an attempt to determine what commodities or services are available from them.
5. Sent letters to each of the agency purchasing officials at other colleges and universities to obtain any methods/ideas they use for this program, additional names of minority vendors with whom they have conducted business, etc.
6. Communicated with the Minority Business Development Division about methods used by UCA and to solicit their ideas and suggestions for improving our program.

The inquiries to our local minority vendors resulted in one reply. Letters to other agency purchasing officials in higher education resulted in two new minority vendors being added to our list.

In telephone conversations with Mrs. Berthina Gill of the Minority Business Development Division, the methods used by UCA on the subject of minority procurement have been discussed in great detail. Examples of these methods were used demonstrating several types of procurements and the problems we have incurred. Mrs. Gill stated that it appeared to her that UCA is making a very valid attempt to meet the goal, but with the current conditions and restraints it would be extremely difficult to attain the 10 percent.

Some of the many constraints which inhibit our efforts are as follows:

Many of the minority businesses are very small firms. Some are operated from residences and are not set up to sell to the State. In Conway for example, there is a firm listed as Central Valet Dry Cleaning. The owner of this business stated that his firm was very small and could not handle the type of service required by UCA.

Some of the more successful agencies are not subject to the same purchasing rules and regulations as UCA. The Purchasing Department is charged to procure the needs of this University in a timely and cost effective manner, but at the same time, we must maintain full compliance with all state laws, regulations, university policies, etc.

The percentage of minority businesses is very small. The State Chamber of Commerce listed 87,201 businesses in the State of Arkansas as of August 1992, with only 140 vendors listed in the Minority Vendor Directory which is produced by the Office of State Purchasing. This equates to .16 percent of the businesses in the state.

A great many minority businesses are in areas in which we have limited or no purchases at all. Of the 140 vendors listed in the Minority Vendor Directory, 13 are in automotive services, 41 in janitorial services and 8 in landscaping. These businesses comprise 44.3 percent of the minorities listed. Because of UCA's in-house staffing in these three areas, the university does not have a need to make direct purchases from these vendors.

We can obtain prices for many of the "small purchases" from minority vendors but in many cases the prices exceed those from non-minority vendors. As custodians of university funds, it is difficult to justify spending \$200 for an item that could have been purchased for \$175.

Many times university needs require immediate delivery and with many of the minority vendors, as is the case of most small businesses, the item may not be in stock which then forces the university to look elsewhere.

The State's Minority Vendor Directory is extremely difficult to keep current. For example: Unique Office Products is listed as a vendor but is no longer in business; John-Us is found in several different commodity classes, but when price requests are made we are informed that they do not sell many of the items they indicate to be in stock.

In summary, the UCA Purchasing Department has been and will remain diligent in its efforts and support of the minority purchasing program. The 10 percent procurement goal is a worthy one. However, when the current number of minority vendors, commodities/services offered, current laws/regulations, etc., are considered, the 10 percent procurement goal may be unrealistic.

TABLE I

MINORITY PROCUREMENT COMPARISON
Fiscal Year 1993

Quarter	State of Arkansas	HSU	ASU	ATU	UA	UALR	UAMS	UAPB	UCA
1st	.166	.008	.041	.059	.041	.215	.025	.957	.458
2nd	.270	.000	.000	.079	.130	.232	.005	.389	1.136
3rd	.284	.008	.000	.011	.034	.127	.018	.802	.227
4th	.570	.000	.000	.040	.040	.120	.020	.050	.140
Overall FY 93	.483	.004	.012	.038	.062	.174	.017	.349	.490

President Thompson recognized and expressed his appreciation to Mr. Paul Totten, Director of Purchasing, and Ms. Cassandra McCuien-Smith, Minority Procurement Officer, for their efforts in trying to meet minority purchasing goals.

Committee to Review Needs of President's House - Dr. Jim Dombek has been designated to serve as the administrative member of the committee which was established by the Board at the August 13, 1993 Board meeting. Other members of the committee, appointed during the August 13 meeting, are Mrs. Goode, Mr. White, and Mr. Harding. Dr. Dombek stated that he plans to contact members of the committee and the university architect to schedule a planning session before the Christmas holidays.

Fair Labor Standards Act - In 1985 the Fair Labor Standards Act (FLSA) became applicable to state governmental entities. Therefore, UCA is fully subject to the Act. The state has recently updated the process which identifies employees covered by the wage-and-hour provisions and those who are exempt. UCA has participated in the process to insure compliance with the Act.

Litigation Update - The following is a report on the status of litigation against UCA as of October 20, 1993:

Bekken v UCA Board of Trustees et al., No. LR-C-92-772 (E.D.Ark.). On December 9, 1992, Dr. Bekken filed a complaint alleging that UCA had violated his First Amendment right to freedom of speech and the university's Academic Freedom Policy as protected by the Fourteenth Amendment by failing to renew his contract as a journalism instructor. Dr. Bekken sought reinstatement, unspecified damages, fees and costs. UCA has denied the allegations in the complaint. The case was settled prior to trial for \$1,280.92.

Denton v Smith et al., No. E-93-245 (Faulkner County Chancery). On March 11, 1993, Heather Denton, a UCA student, filed a petition for a temporary restraining order seeking to prevent UCA from suspending her from school for three years for violation of the UCA policy prohibiting possession of weapons on campus. Ms. Denton claimed that she did not know the gun was in her possession. The court entered the TRO and subsequently granted a permanent injunction, finding that the policy violated the student's right to substantive due process. The court denied the plaintiff's request for attorney's fees and costs. The case is on appeal to the Arkansas Supreme Court.

Mannis v Smith, No. E-93-455 (Faulkner County Chancery). On May 14, 1993, Bradley Mannis, a UCA student, filed a petition asking for reinstatement after the plaintiff had been suspended for violation of the UCA weapons policy. (Due to the circumstances of the case, the automatic three-year suspension was waived and Mr. Mannis was suspended for one-and one-half years.) Mr. Mannis knowingly drove on campus with a hunting rifle in his vehicle. He contends that he should not be suspended because he did not know that his actions violated a UCA policy. During the October 13, 1993 trial, the parties settled the case. The suspension will be reduced to one year, and the plaintiff will be on probation for one and one-half years. Any violation of university policy during that time will result in a minimum of two years suspension.

Veazy et al. v Ming Fang Wang et al., No. 92L-1621 (DuPage County Cir. Ct., Ill.). On August 12, 1992, Mr. Veazy and his wife filed this complaint against Dr. Wang (a UCA professor), UCA and the State of Arkansas for over \$300,000 in damages for physical injury, loss of consortium, and pain and suffering resulting from an automobile accident near Chicago, Illinois. Dr. Wang was driving a state vehicle, with insurance policy limits of \$65,000. In addition, Dr. Wang has a personal insurance policy for \$25,000. The parties are conducting medical discovery. This case has not been set for trial.

UCA v Super-Chef Manufacturing Co., Inc. et al., No. Civ 92-87 (Faulkner County Cir. Ct). This is an insurance company subrogation lawsuit. UCA has already received compensation from Liberty Mutual Insurance Company for damages sustained in a fire on the campus. Liberty Mutual is bringing this subrogation action in UCA's name. To the best of UCA's knowledge, the matter has not been set for trial. UCA has no financial liability in this matter.

Dennis Charles v UCA, No. LR-C-93-312 (E.D. Ark.) Mr. Charles, a Physical Plant employee, claimed that he was terminated on the basis of his sex. EEOC found no cause to believe that discrimination occurred. Acting as his own attorney, Mr. Charles has filed suit alleging both sex and race discrimination. UCA has moved to dismiss the claim as frivolous. Mr. Charles has received a court-appointed attorney.

Wilton Hill v UCA, EEOC No. 251-93-0644. Mr. Hill, an officer in UCA's Department of Public Safety, claimed that he has been paid less than a less experienced white officer on the basis of race. UCA has denied the charge and is awaiting a determination from EEOC.

Wilton Hill v UCA, EEOC No. 251-93-0960. Mr. Hill has filed a second charge claiming that he was denied promotion to the position of Uniformed Shift Commander based on his age, his race, and in retaliation for filing his previous EEOC charge. UCA has filed a response denying the charge and explaining that the selectee was chosen due to his superior qualifications.

Barthel Huff v UCA, EEOC No. 251-93-1035. Dr. Barthel Huff has served as a faculty member at numerous universities. He currently resides in the State of Utah. Dr. Huff contends that UCA discriminated against him on the basis of his age when he was not selected for a faculty position in the Department of Mathematics and Computer Science. UCA has denied the charge and is awaiting a decision from the EEOC.

Walter Hathaway v UCA, EEOC No. 251-93-1346. Mr. Walter Hathaway is an employee in UCA's Physical Plant. Mr. Hathaway charged that UCA discriminated against him on the basis of his age when he was not selected for the positions of Financial Aid Officer II, Equipment Operator I, and Custodial Supervisor II. UCA is preparing its response to EEOC.

Willis Hampton v UCA, EEOC No. 251-93-1486. Mr. Willis Hampton was an unsuccessful applicant for the position of Director of Public Safety. He contends that he was not selected due to race discrimination. UCA is preparing its response to the EEOC charge.

Bailey v ARCO Construction and UCA Board of Trustees, No. 93-906 (Pulaski Cty. Cir. Ct.). On February 12, 1993, Mr. Bailey filed suit seeking unspecified damages for physical injury allegedly incurred when the plaintiff was working as a construction worker for ARCO on the UCA campus. UCA has moved to dismiss the suit because Mr. Bailey failed to achieve service on any of the Board members within 120 days as required by the Arkansas Rules of Civil Procedure. UCA does not anticipate any liability in this action. Even if some liability were found, UCA would be covered by a builders risk insurance policy.

Dorothy Long Gift - At President Thompson's request, Mr. John Ward, Vice President for Public Affairs, reported that the UCA Foundation has received \$93,365.94 from the Dorothy Long estate with half designated for the Dorothy Long Alumni Scholarship Fund. The other half is unrestricted and has been placed in a fund with earnings only to be used for special development-related alumni activities. Miss Long was a long-time teacher of mathematics at UCA.

Mr. Ward also reported that Ms. Edna Bandy of Little Rock recently gave \$20,000 to the UCA Foundation to generate earnings for scholarships to prospective teachers in the College of Education. Now retired, Ms. Bandy was a long-time teacher in the Pulaski County School District.

Madrigal Dinners - Invitations to Madrigal Dinners will be sent to Board members. Mr. Harding and Mr. Womack will be invited to the Old State House Madrigal Dinner in Little Rock which will be held on Saturday, December 18; other Board members will receive invitations to the dinner scheduled on Monday, December 6, in East Commons on the UCA campus.

Financial Report - At President Thompson's request Mr. Bob McCormack, Vice President for Financial Affairs, reviewed UCA's financial highlights as of September 30, 1993. UCA's cash position continues to be strong, revenues continue to come in on schedule, and expenditures are being controlled.

Other - President Thompson stated that initial information concerning UCA's budget preparations for fiscal year 1995 is being prepared and will be mailed to Board members within the next two weeks.

President Thompson reminded the Board that there is a statutory requirement for eight hours of trustee training per year beginning in 1994. The colleges and universities are working together to schedule a session for their Board members. UCA has offered to host the session since the campus is conveniently located. The other option is attendance at AGB (Association of Governing Boards of Universities and Colleges) Conferences or special workshops.

NEW BUSINESS

Board Policy Book - Sections 1 & 2 - Over the years, the Board of Trustees has adopted many policies of general applicability governing university actions. To date, there has been no official codification of these policies. An official Board Policy Book will assist the Board members, the university faculty, staff, and administration in performing their duties.

The following are proposed as the first two sections of a Board Policy Book. The first section compiles the current policies that affect the university's mission. The appropriate committees will review and propose revisions to these policies as a part of the accreditation process and development of a higher education plan.

The second section contains policies directed to the Board of Trustees. The proposed revisions to Policy No. 200 are recommended to reflect statutory provisions and to use gender neutral language. (Deletions are ~~marked through~~. Additions are shaded.)

The following resolution was adopted upon motion by Mr. Harding, seconded by Mr. White, and passed:

"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES HEREBY ADOPTS THE ATTACHED SECTIONS OF THE BOARD POLICY BOOK, PROVIDED, HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE."

Institutional Mission - 100.00

- 100 University Role and Scope
- 101 Doctoral Degree Program
- *** ADHE Plan Role and Scope
- 110 UCA 2000: The Challenge

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 100

Subject: University Role & Scope Statement Page 1 of 3

Date Adopted 01/79 Revised _____

The University of Central Arkansas is a residential university offering undergraduate and graduate preparation in a variety of fields and disciplines. The University enrolls students from every county in the state. The primary service area, as defined by the State Department of Higher Education, consistently exceeds thirty counties.

The University was established in 1907 as a state-wide teacher training institution. The mission has broadened since World War II into a multi-purpose university. According to the Southern Regional Education Board, the University is currently categorized as a Master's I institution. The academic programs are organized into four undergraduate colleges and a graduate school. Current and future areas of particular emphasis include the liberal arts and humanities; the broad area of business administration; teacher education, including special programs in counseling, special education, and early childhood education; the fine and applied arts; health sciences; and vocational teacher education. The University offers programs in these areas through the master's degree and in education through the Educational Specialist degree. Particular needs in the area served by the University may justify further expansion into advanced graduate programs, particularly in programs of education.

The unique or distinctive features of the University are and will continue to be found in the commitment the University has made to (1) high quality instructional programs provided, (2) emphasis on remaining a residential institution in which well organized programs of campus life are an integral part of student development, (3) public service, (4) research, and (5) the spirit and plans outlined in the approved desegregation plan of 1978.

In an effort to fulfill the commitment which the University has to quality instruction, efforts are made to emphasize the following:

1. Accreditation for all programs in the University.
2. Opportunities for superior students through our Honors College.
3. Offerings through the recently initiated Center for Vocational Education.
4. Program review on both the undergraduate and graduate levels.
5. A high quality computerized library and library collection.
6. A Developmental Skills Center for any student who needs academic assistance.

As a residential institution where campus life is considered important to student development, the University will:

1. Emphasize the important role of the Counseling Center and the services offered by the program;
2. Recognize the importance of a good work ethic and stress the services of Career Counseling;
3. Encourage the concept of co-curricular activities designed to encourage student activities as true learning experiences;
4. Place importance on cultural activities from which both student and community profit.

The public service commitment will be achieved by placing major emphasis on the following:

1. Continuing education programs offering both credit and non-credit courses.
2. Seminars, workshops, and conferences designed to meet the needs of business, industry, professions, and labor.
3. Undergraduate and graduate courses offered beyond the confines of the university campus to help update the professional preparation of the people.

Research has been and will continue to be a very important component of any university. The University of Central Arkansas will conduct activities consistent with this obligation. In order to do so the university shall:

1. encourage basic and applied research efforts by both faculty and students, particularly at the graduate level;
2. emphasize research and the dissemination of research findings in business, science, health care, and education;
3. encourage opportunities for both faculty and students to attack current problems facing society such as those concerning environment, energy, economics, and education.

Finally and importantly, the commitment to desegregation of institutions of higher education means the university will:

1. support those plans outlined in the desegregation plan of 1978;
2. emphasize programs and activities designed to meet the goals of that plan.

The university has enjoyed a rather consistent rate of growth since World War II. Enrollment in the decade of 1966 to 1976 increased by 23 per cent. The university must face the need to control student enrollment in some academic programs. It is anticipated that total on-campus enrollment of the university will remain at 5200 to 5500 in the next five to ten years. Additional emphasis on programs for non-traditional students and/or increased efforts to provide two-year associate degree programs not otherwise available in the Central Arkansas area may substantially increase this head count enrollment.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 101

Subject: Doctoral Degree Program

Page 1 of 1

Date Adopted 1/92 Revised 8/92

The University of Central Arkansas Board of Trustees approves a change in the institution's role and scope to offer a doctoral program in school psychology (PhD) in the College of Education. The Board authorizes the President to request approval of that change by the Board of Higher Education.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: ***

Subject: ADHE Plan Role and Scope

Page 1 of 2

Date Adopted *** Revised _____

UCA is a comprehensive university offering a variety of associate, bachelor's, master's, and specialist degree programs to students throughout Arkansas. UCA's curriculum has expanded in recent years to include numerous academic disciplines in addition to its historical emphasis upon the field of education. Strength has been developed in the liberal arts and basic sciences, and attention now is given to technical and professional fields as well. The instructional program is based upon the goals of maintaining the highest academic quality and of assuring that the curriculum remains current, dynamic, and responsive to curricular trends and state needs. Attachment A lists the degree programs recognized by the Board to be offered by UCA in carrying out its instructional role and scope.

UCA provides assistance to its varied constituencies in many ways. Independent study courses are offered through correspondence. The University works with the Arkansas Education Television Network, the state correctional system, and other off-campus credit programs in providing outreach instruction. Seminars, workshops, conferences, and in-service training activities to meet the needs of business and industry, public schools, and state and local government are delivered through Continuing Education, the Center for Management Development, the Small Business Institute, the Center for Academic Excellence, the Education Renewal Consortium, and the University's colleges and academic department. Faculty members also conduct applied research projects and provide information through publications, consulting services, and conferences.

Teaching is the primary focus for faculty members at UCA. Within the available time and resources, faculty members are also encouraged to participate in research and other scholarly activities in addition to their teaching responsibilities. Research by faculty members at UCA is encouraged by sabbatical leaves, released time, a faculty research fund, research centers, and computer hardware and software designed to support faculty research.

Attachment B lists the organizational units approved by the Board for UCA to carry out its instructional, public service, and research role and scope.

*** The foregoing was adopted by the ADHE as part of the Arkansas Higher Education Plan: 1989-1994 on October 13, 1989. The Board has not acted on this document; however, it is included for information purposes.

ATTACHMENT B

UNIVERSITY OF CENTRAL ARKANSAS

Organizational Units of Instruction, Research and Public Service

College of Business Administration

- Department of Accounting
- Department of Administration Services and Business Education
- Department of Economics and Finance
- Department of Marketing and Management
- Department of Quantitative Methods and Information Systems
- Center for Management Development
- Small Business Institute

College of Education

- Department of Administration and Secondary Education
- Department of Educational Media and Library Science
- Department of Childhood Education
- Department of Psychology and Counseling
- Department of Special Education
- Department of Speech-Language Pathology
- Center for Academic Excellence

College of Fine and Applied Arts and Sciences

- Department of Art
- Department of Health Education
- Department of Home Economics
- Department of Industrial Education
- Department of Military Science
- Department of Music
- Department of Nursing
- Department of Occupational Therapy
- Department of Physical Education
- Department of Physical Therapy

College of Science and Humanities

- Department of Biology
- Department of Chemistry
- Department of English
- Department of Foreign Language
- Department of Geography
- Department of History

Department of Mathematics and Computer Science
Department of Philosophy
Department of Physics
Department of Political Science
Department of Sociology
Department of Speech, Journalism, and Theatre
Center for Community and Public Affairs
Ozark Heritage Institute
Graduate School
Division of Undergraduate Studies
 Audio Visual
 Office of Grants
Division of Continuing Education
 Off-Campus Credit Classes
 Non-Credit Classes
 Corporate Relations Office/Center for Community Development

Honors College
Library
 Archives and Special Collections

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 110

Subject: UCA 2000: The Challenge

Page 1 of 4

Date Adopted 2/84 Revised 4/90, 8/90

The following is adopted as the initial planning document for the University of Central Arkansas for the 1990's and is entitled UCA 2000: The Challenge.

Quest for Quality. The Long-range goals and aims of the University, established in the Quest for Quality document adopted in February 1984, have taken on a sharper focus in the intervening years, as events and circumstances have affected the institution and its role in higher education.

Plans developed by individual faculty members, departments, colleges, and administration will continue to form the basis for the direction and priorities for the University as we move into the 21st Century. From this foundation the University will fulfill its primary mission, to provide sound educational experiences based on a strong program of liberal studies, relevant professional preparation, and a meaningful program of student life.

The quality of the educational experience depends primarily on the commitment of faculty to students, and the University's goals will reflect that commitment.

Assumptions:

1. The educational philosophy of the University is founded on the need of each student for personal development, intellectual growth, and preparation for serving society as an informed, involved, and productive citizen.
2. The University will continue to develop as a strong, comprehensive institution through the delivery of superior instruction by qualified faculty dedicated to scholarly achievement.
3. Students are changing -- in terms of age, marital status, race, mobility, and in various other ways and interests. The University will increase its efforts to meet these changing needs without diminishing its mission to serve the traditional college-age student.

4. The views of all constituencies of the University are welcomed and valued. Therefore, the Faculty, Staff and Student Senates along with the University councils and committees, will advise and assist the administration in governance and the management of programs and activities.
5. The prospect for significant increases in state funds is uncertain. The University must set realistic priorities for increased educational services and seek supplemental funding from private sources.
6. The first priority for our physical plant must be to maintain and, if necessary, renovate existing facilities. Plans for the 1990s include: a major addition to Torreyson Library, renovation of McAlister Hall, remodeling and adaptation of the Old Gym, an addition to Snow Fine Arts Center, renovation or demolition of Laney Hall, renovation of the Performing and Visual Arts Annex, a climate control system and other renovations in Main Hall and Ida Waldran Auditorium, renovations of residences halls, and construction of an academic complex.

QUALITY GOALS

The University recognizes the need to compete nationally for outstanding faculty and professional staff and is committed to reaching salary levels that meet Southern Regional Education Board averages.

The University will assume responsibility for the following objectives in each degree program: (1) Clearly stating the expected level of student achievement; (2) Regularly assessing the level of student achievement; and (3) Reviewing and evaluating each program on the basis of that assessment.

Graduate education requires familiarity with relevant research and literature, and the University expects its students to participate in research activities. The University expresses its commitment to increased faculty research by providing additional funds, strengthening institutional support to attract sponsored projects, and providing released time to encourage faculty initiatives.

The University continues its commitment to an effective affirmative action program and encourages racial and cultural diversity and interaction among its faculty, students and staff. The institution is committed to provide a healthy pleasant workplace for employees and a campus environment that encourages an appreciation for beauty and intellectual stimulation.

Recognizing the library as the core of its academic programs, the University will complete a major expansion of the library and will fund a library budget equal to at least 5 per cent of the education and general budget. The library will develop data storage and retrieval systems to improve access to all appropriate data sources.

To the extent resources allow, the University will maintain accreditations already earned and earn accreditation of other programs in which such recognition is desirable and advantageous to our students.

The following goals and objectives address issues to be given particular attention as the University moves through the 1990s and beyond:

Faculty and Educational Experience

The needs of students for more flexible class schedules will be evaluated and accommodated whenever those needs do not compromise the integrity of academic programs.

Tenure is recognized as an important component of the University's educational process. Tenure procedures will be used to assure well qualified, highly motivated and effective faculty. Awards of tenure will reflect both favorable evaluation of past accomplishments and high expectations of future contributions.

Academic scholarships will be made available to the extent resources permit in order to attract deserving students and to encourage a high level of performance.

The Honors College is a model of academic rigor and achievement that attracts outstanding students from throughout Arkansas. The University will seek to strengthen the College and its programs.

International studies demand a higher priority in the 1990s, making available to our students the perspective that can come only from contact with other languages and cultures. The University will increase support from both private and public funds to build such a program.

Technology can enhance the learning process and increase the availability of education to the citizens of Arkansas. The University will explore opportunities to provide students access to new technologies and will cooperate with other institutions to ensure cost-effective and efficient services.

Students and Enrollment

The University recognizes the great need for educational opportunity in Arkansas and is committed to provide the necessary additional space, faculty, and other resources to accommodate growing enrollments.

A high priority for the University is the retention of capable students. We will periodically evaluate the causes for student attrition and make increased efforts to improve retention rates without lowering academic standards.

From a review of its undergraduate admission policy, the University will make appropriate changes to provide educational opportunity to aspiring students, while maintaining high academic standards.

Increasing the percentage of graduate students in the total enrollment is a desirable goal for the 1990s. This increase may provide greater opportunities for faculty research and will place greater emphasis on graduate student recruitment.

Finance

Access to higher education in a relatively poor state remains a concern. The University is committed to a level of tuition which does not deny access to large numbers of students and maintaining tuition at approximately 20 percent of the cost per student.

The University will seek funding for new programs consistent with our mission and at a level comparable to that of similar programs at other Arkansas colleges and universities.

Public Service

The University's mission is linked to the industrial, economic and cultural development of Arkansas. We will intensify our efforts to that development primarily through the Division of Continuing Education and the Center for Management Development.

The University will strive to establish, through private funds, an Institute for the Study of Educational Policy in order to objectively assess problems and recommend solutions for more harmonious and complementary educational services in the state. The University will also seek

to add scholarships and funds for faculty development as well as endowed chairs and professorship in all colleges.

The University intends to become a more pervasive artistic force in the community and state through an enhanced, privately supported distinguished artist series to bring noted performers to our stage; to present works of art in public exhibit; and to bring prominent speakers to campus for the enlightenment and enjoyment of the University community and the state.

Board of Trustees - 200.00

- 200 Organization & Duties of the Board
- 210 Publications Made Available to the Board
- 211 Reimbursement of Expenses Unrelated to Board Meetings

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 200

Subject: Organization & Duties of the Board

Page 1 of 5

Date Adopted 6/69 Revised 9/76

Organization and Scope

The University of Central Arkansas forms a single administrative unit. The Board of Trustees has seven members appointed by the Governor of the State and approved by the upper house of the General Assembly. Each member of the Board serves for seven years beginning on January 15 and ending January 14 of the final year. Within 10 days following an appointment, the Secretary of State must furnish a certificate to the Board member, who then has 30 days to notify the Governor and Secretary of State in writing of acceptance of the appointment. One member's term expires each year. The Board elects its Chairman, Vice-chairman, and Secretary.

There is no geographical limitation within Arkansas on the selection of Board members since the College University was created to serve the entire state. A Board member must be an Arkansas resident.

Organizational Meeting

The Board of Trustees at its first regular meeting during the first quarter of the fiscal year shall organize by the election of a Chairman, Vice-chairman, and a Secretary from among its members, each of whom shall serve for a term of one year, or until his a successor is elected.

It shall be necessary to have a quorum of the Board present at any meeting for the election of officers, or for any other action by the Board, unless otherwise specified by law or in these policies.

Duties of Board Officers

1. The Chairman shall preside at all meetings, shall decide questions of order in accordance with Robert's Rules of Order Revised, and shall appoint all committees unless otherwise directed by the Board. He The Chair shall have the right, as other members of the Board, to discuss and to vote on all questions.
2. The Chairman shall call a special meeting of the Board whenever conditions set out for special meetings have been met.
3. In the absence or incapacity of the Chairman, the Vice-chairman shall perform the duties and have the obligations of the Chairman.
4. The Secretary of the Board shall keep a record of the proceedings (this may be done through the secretary to the President of the University).
5. The Secretary of the Board shall furnish each member of the Board and the President of the University a copy of the minutes of each regular or special meeting prior to the following meeting of the Board.
6. No member of the Board of Trustees, by virtue of his said office, may exercise administrative responsibility with respect to the University.

Powers and Duties of the Board of Trustees

The Board of Trustees is charged with the management and control of the University of Central Arkansas. The Board shall provide a university program and establish general policies in keeping with the best interests of the University and the requirements of the state law. Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is in pursuance of specific instructions of the Board.

The responsibilities of the Board of Trustees shall be:

1. To select the President of the University and support him the President in the discharge of his the duties of the office;

2. To elect members of the faculty and staff and fix their salaries upon nomination and recommendation of the President;
3. To prescribe the course of study for the University;
4. To grant diplomas and degrees;
5. To consider and act on policies for the University program. Such policies may be initiated by the President, or that person or persons charged by ~~him~~ ~~the President~~ with this responsibility. Any policy must be submitted to ~~for~~ the President's ~~for his~~ consideration and recommendation;
6. To evaluate the reports of the President concerning the progress of the University program and finances;
7. To adopt or revise an annual operating University budget as recommended by the President;
8. To contract and be contracted with; to own, purchase, sell, and convey all types of property; to accept gifts;
9. To make lawful bylaws, rules and orders as they deem necessary for themselves, ~~and~~ all officers and employees of the University, and all persons in the University, and regarding limitations as to the number of students to be admitted;
10. To make binding any business transacted by conference telephone calls when a majority of the Board is thereby contacted. Such business to be brought before the Board at its next meeting and said action confirmed by motion duly made and seconded;
11. To determine the conditions under which students shall be admitted to the University, subject to statutory limitations;
12. To fix the rate of tuition, and to fix and regulate matriculation, library, laboratory, and other incidental fees;
13. To exercise the power of eminent domain, subject to statutory limitations;

14. To issue negotiable interest-bearing notes or bonds, subject to statutory limitations; and
15. To perform the other specific duties imposed upon the Board by Statutes;

Committee of the Whole

Except as hereinafter noted, committee work shall be done by the members of the Board sitting as a Committee of the Whole.

Special Committees

Special committees may be created by the Board for special assignments. When so created, such committees shall terminate upon completing their assignments, or such committees may be terminated by a vote of the Board.

Meetings

All regular meetings of the Board of Trustees shall be held quarterly ~~in the Office of the President~~ unless otherwise specified ~~(Sec. 6-602, Arkansas Statutes)~~. One regular meeting must be held within thirty days after the close of commencement week. (A.C.A. 6-67-102(g)(1)(A)). All meetings shall be open to the public except when the Board has under consideration the employment, discharge, or investigation of an individual.

Special Meetings

Special meetings of the Board of Trustees shall be called by the Chairman of the Board ~~at the request of the President or of any when in his opinion it is necessary, or when requested by two members of the Board of Trustees~~. No business shall be transacted at any special meeting of the Board which does not come within the purpose or purposes set forth in the call for the meeting unless all members are present and agree to consideration of the additional items. A notice in writing must be given seven days prior to the called meeting, or in case of an emergency, three days will suffice.

Quorum

A majority of the Board shall constitute a quorum for the transaction of business.

Order of Business

The order of business at a regular meeting of the Board of Trustees shall be:

1. Call to Order
2. Roll Call
3. Minutes
4. Reports
5. Correspondence
6. Business
 - a. Old
 - b. New
7. Adjournment

Minutes

The official Minutes of the Board of Trustees shall be kept in the Office of the President.

Amendment of Policies

The policies of the Board may be amended by a majority of the Board of Trustees at any meeting, provided each member shall have been furnished a copy of the proposed amendment at least one week in advance.

Board Legislation

1. The Board of Trustees is the policy-making body of the University, and it acts with the advice and assistance of the President of the University;
2. Any amendment of these policies shall require a quorum vote of all members of the Board at a regular meeting or at a special meeting, in the call for which the purpose of considering change has been announced;
3. The administration of these policies shall be the duty of the President. Any appeal to the Board of Trustees from such administration will be to the Board as a legislative body rather than as an executive body;

4. The President shall report to the Board as a legislative body from time to time on the operation of these policies and shall be expected to propose any ~~necessary~~ changes ~~he may consider necessary~~.

College Board Agenda

An agenda for each regular meeting of the Board shall be prepared by the President and submitted to the Board of Trustees.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 210

Subject: Publications Made Available to Board

Page 1 of 1

Date Adopted: 5/92 Revised: _____

The publications The Chronicle of Higher Education and Black Issues in Higher Education will be made available to the Board of Trustees upon request at the university's expense.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 211

Page 1 of 1

Subject: Reimbursement of Expenses Unrelated to Board Meetings

Date Adopted: 10/92 Revised: _____

State regulations require that the UCA Board of Trustees must approve the reimbursement of actual expenses incurred by members of the Board of Trustees in connection with official duties performed at time other than official board meetings and that a certified copy of the Board's approval must accompany the claims. Therefore the Board authorizes the president to approve, following receipt of an estimate of the expenses involved, the incurring of reimbursable expenses for official business or travel by a board member unrelated to official board meetings provided that the actual expenses must be reported to the Board at its next meeting or as soon as reasonably practical thereafter. The Board approves the reimbursement of actual expenses incurred for official business or travel by a board member unrelated to official board meetings pursuant to this policy.

Phasing Out Low Degree Productivity Program - During the past year, the university has undertaken an extensive review of degree programs that are producing few graduates. While such review is an on-going process, most of these programs depend on faculty, courses, course sections, and space that the institution already employs and would continue to employ to meet the needs of other programs (BA or BS degrees in the same subject areas) that produce adequate levels of graduates. The university would realize little or no savings if it eliminated these programs, and the cost per FTE student would actually rise. Further, the programs producing few graduates tend to be in areas such as science, mathematics, and foreign languages, fields in which the state has critical shortages in trained people.

These circumstances do not apply to the program in Physical Education and Recreation for the Handicapped. The degree has not been attractive to employers, and it does not seem to be in the best interests of students to offer the program. The program has produced only six graduates since 1987, and at present only one student is seeking a degree in the area. We propose to admit no more students and, after the student currently enrolled graduates or withdraws, to eliminate the degree. The proposal has been reviewed and is recommended by all appropriate officials and councils.

The following resolution was adopted upon motion by Mr. Burton, seconded by Mrs. Goode, and passed:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO ELIMINATE THE BSE DEGREE IN PHYSICAL EDUCATION AND RECREATION FOR THE HANDICAPPED EFFECTIVE WITH THE GRADUATION OR WITHDRAWAL FROM THE PROGRAM OF ANY STUDENTS CURRENTLY ENROLLED IN THE PROGRAM."

Merger of School of Health Sciences and Department of Health Education to Form the Department of Health Sciences - During the spring semester 1993, faculty and administrators in the College of Health and Applied Sciences began a series of discussions aimed at finding ways to reduce costs without sacrificing academic quality or services. It was concluded that the most sound approach would be to eliminate one administrative position by merging the Department of Health Education with the School of Health Sciences. This would result in a new structure, the Department of Health Sciences. Faculty in both units share common goals and interests and have expressed the belief that this action will not pose problems, jeopardize accreditation of the programs they serve, or interfere with the achievement of their objectives. Rather, it opens possibilities to better serve students and the health education and health promotion needs of the state.

The following resolution was adopted upon motion by Mr. Aydelott, seconded by Mr. White, and passed:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES A REORGANIZATION IN THE COLLEGE OF HEALTH AND APPLIED SCIENCES BY MERGING THE SCHOOL OF HEALTH SCIENCES AND THE DEPARTMENT OF HEALTH EDUCATION TO FORM THE DEPARTMENT OF HEALTH SCIENCES EFFECTIVE WITH THE SPRING TERM 1994."

Second Section of Faculty Handbook - At its August 13, 1993 meeting, the Board of Trustees approved the first of several sections of a revised Faculty Handbook. The attached sections cover Faculty Privileges and Other University Policies Affecting Faculty. These sections have been recommended favorably by all appropriate committees, councils, and administrators. Other sections will be brought to the Board as the reviews by faculty and the administration are completed.

The following resolution was adopted upon motion by Mr. Harding, seconded by Mr. Aydelott, and passed:

"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES HEREBY ADOPTS THE ATTACHED SECTIONS OF THE FACULTY HANDBOOK, PROVIDED, HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE."

FACULTY PRIVILEGES

The university provides faculty members the privileges, benefits, and services described below:

I. Credit Union

The Personnel Office will provide information on the services available from the Arkansas Federal Credit Union. All faculty members are eligible to participate. Withholding procedures are arranged through the Personnel Office.

II. Identification Cards

With an identification card, a faculty member and immediate family members may gain free admission to most campus events. The cards are issued free of charge in the Business Office and must be validated annually in the Personnel Office.

III. Faculty Emeritus

Upon retirement from active service with the university at or after age 62, tenured faculty will be recommended to the Board of Trustees as "Emeritus" or "Emerita."

Such emeritus or emerita designation will confer the continued privileges of using the Torreyson Library, admission to all university functions as provided active faculty members, and any other privileges the university may deem appropriate.

One (1) year after retirement from active service with the university at or after age 62, tenured faculty who have served the university with extraordinary distinction may be recommended to the Board of Trustees as "Distinguished Emeritus" or "Distinguished Emerita."

The nomination for Distinguished Emeritus status shall be by a written positive recommendation of a majority of the tenured faculty of the appropriate academic department. The Faculty Emeritus Committee shall be responsible for evaluating all applications for Distinguished Emeritus status and for preparing a recommendation in each case for submission to the president.

The announcement of Distinguished Emeritus status will be made at the spring commencement program. The Faculty Emeritus Committee will limit its recommendation to no more than two (2) individuals each year for Distinguished Emeritus status.

IV. Fringe Benefits

Upon initial employment by the university, faculty members must fill out forms related to insurance coverage and withholding at the Personnel Office. Changes in family status or insurance coverage selected must likewise be reported to the Personnel Office. Some changes are only allowed during annual re-enrollment periods.

A. Group Insurance

The university provides group health, dental, long-term disability, and term life insurance for faculty members. Details of the coverages may be obtained from the Personnel Office. The university pays all or part of the insurance premiums for the employee only. The employee has the option of purchasing dependent's coverage for health and dental. The university provides a cafeteria benefit program developed for full-time employees. Details are available from the Personnel Office.

B. Social Security

All faculty are covered by social security. Contributions are deducted from each paycheck and matched by the university. Social security provides retirement, disability, and survivor benefits.

C. Retirement/Tax Sheltered Annuities

The university currently contributes to either the Arkansas State Teachers Retirement System or to TIAA/CREF, as the faculty member chooses. University contributions to TIAA/CREF are currently ten (10) percent of gross wages. The faculty member is required to contribute 6 percent of gross wages to TIAA/CREF and may contribute up to 10 percent. This contribution may be either before or after-tax dollars, as the employee specifies. (The employee contribution will not be tax-sheltered unless requested by the faculty member.) State Teacher Retirement may be noncontributory if the faculty member chooses.

Because of the university's status as a tax-exempt educational organization, university employees may tax-shelter additional retirement savings. Exact percentages may be determined with the assistance of a tax advisor, TIAA/CREF, or the Personnel Office.

D. Retirement Age

The University of Central Arkansas, pursuant to both Federal and State law, follows a policy prohibiting age discrimination.

E. Early Retirement

The university provides an Early Retirement Program for faculty who have reached the age of 62 and have ten (10) continuous years of service prior to the date of application for early retirement. The plan provides:

1. University Admissions -- Lifetime passes to athletic events, tennis courts, swimming pool, theatre, musicals, and other university-sponsored events.
2. Library -- Lifetime passes for use of the library.
3. Health Insurance -- The university will allow the retiree to remain a member of its health insurance group and will pay the entire cost of the retiree's insurance to age 65. At that time, the university will provide a supplement to Medicare. The retiree will share the cost to age 70 and will then pay the entire cost.

The retiree may continue to provide coverage for the spouse within the university's health insurance group until the spouse reaches age 65.

4. Life Insurance -- The retiree may remain a member of the university's group life plan until age 80. The university will pay the cost of basic coverage and the retiree has the option of purchasing an equal amount. At age 65, the coverage will decrease 35%. At age 70, the employee will assume the total cost of basic and optional coverage until age 80, at which time coverage will cease.
5. Parking Permits -- Retirees may contact the Public Safety Department for retiree parking decals.

Notice of an intent to activate early retirement must be given by the employee and received by the President of the University at least ninety (90) calendar days prior to the effective date of the proposed retirement.

F. Fee Remission

The Board of Trustees at the University of Central Arkansas establishes the following criteria relative to the fee remission benefits for full-time employees of the university.

1. Beginning with the first semester or summer term commencing after the starting date of employment, a full-time faculty/staff member, a spouse and/or child of a full-time faculty/staff member may receive fee remission benefits for undergraduate resident courses. A fee of \$10.00 per hour registered will be charged, along with the activity fees assessed other students. The fee remission for children remains in effect for six (6) consecutive years following initial enrollment.
2. Only unmarried children by birth, legal adoption, and stepchildren living with the employee will be eligible for fee remission. To qualify they must enter the university within thirty (30) months of their date of high school graduation. A spouse may enroll at any time.
3. If a faculty member resigns during the semester in which the faculty member, or spouse, or children are receiving this benefit, the faculty member will be required to pay a prorata portion of the fee represented by the part of the semester remaining after the resignation. If a faculty member dies or becomes disabled during the years in which any dependents are receiving fee remission, the dependents shall retain their eligibility as if that faculty member were still employed by the university. The fee remission will be available for eligible children of deceased or disabled faculty providing the child enters the university within thirty months of their date of high school graduation. The fee remission plan will remain in effect for six consecutive years following initial enrollment. For dependents of a deceased or disabled faculty member to be eligible for this benefit the faculty member must have been employed by UCA for (5) five consecutive years prior to death or disability.

V. Use of University Facilities and Services**A. Check Cashing**

As funds are available, the Business Office will cash a faculty member's personal check for a maximum of \$50.00.

B. Counseling Services

All university counseling services are available to faculty and are provided at no cost to the faculty member. Among the services are personal counseling on a confidential basis, counseling regarding career exploration or career change, consultation regarding any student or issue about which the faculty may be concerned, and presentations to classes on any one of several topics such as test anxiety, stress reduction, how to study, speaking up in group, and job acquisition skills. Brochures more fully describing the counseling services available may be obtained from the counseling center, and additional questions should be directed to that center.

C. Dining Service

In addition to being able to purchase individual meals at the cafeteria, faculty may purchase meal ticket books and meal plans from the Food Service Office at reduced rates. Arrangement may also be made with the Food Service Office for catering group meals on or off campus.

D. Student Health Center

The Health Center provides free first aid and simple health monitoring tests for faculty members. This service is for UCA personnel only and does not include family members.

E. Legal Services

The university counsel is available for consultation in regard to legal matters related to a faculty member's professional responsibilities or action. The staff of the Arkansas Attorney General may represent the university in litigation.

The university carries an educator's liability insurance for all faculty and staff to cover the cost of any legal actions brought against employees while properly acting within the scope of their university employment. The university also carries a medical professions liability policy for faculty, students, and staff in specified health-related professions.

F. Library Privileges

Faculty members and their immediate family members have full use of the library.

Faculty of the university will be given Torreyson Library bar codes for their I.D. Cards and will use these to check out books.

Faculty children under ten years of age should be escorted by an adult when using the library.

All patrons are expected to reimburse the university for lost or damaged books which are checked out with the patron's card.

G. Parking on Campus

Any employee who operates a vehicle on campus must register a description of that vehicle and the State license number with the Department of Public Safety which is located in the West Annex. Parking permits may be purchased and parking/traffic fines paid at that location. A copy of "Traffic and Parking Regulations" is provided with each parking permit.

Parking permits are available to employees each academic year or a portion thereof. A faculty member's spouse and children are not eligible for faculty/staff parking permits.

If an employee must operate an unregistered vehicle on campus, a temporary permit may be obtained from the Department of Public Safety. These permits are valid for one week. The first permit per semester is free of charge.

H. Postal Service

The Campus Post Office provides postal services.

I. Recreation Facilities

The university tennis courts, handball courts, swimming pool, and the Fitness Center in the Farris Center are available to all faculty members and their immediate families. A faculty member's spouse and children must request a free swimming pass before using the swimming pool. Additionally, full-time faculty may participate in programs offered through the faculty/staff Wellness Program. The activities include use of UCA Fitness Center, aerobic dance, body composition analysis and seminars/workshops.

The availability of these facilities is determined principally by their need for instructional and intramural activities and by practice requirements for the university's athletic teams.

J. Employee Alcohol/Drug Abuse Assistance Programs

There are a number of groups, offices, agencies, and hospitals in central Arkansas that offer drug treatment and rehabilitation services/programs. For information about these contact the following departments:

1. UCA Counseling Center can provide referrals for those with alcohol and other drug problems.
2. UCA Health Resource Center provides information and Alcohol/Drug Awareness programming.

VI. Vacation

Vacation periods are not provided for faculty on nine-month appointments except for institutionally determined holidays and periods when the university is not in session. The university observes the following holidays: Memorial Day, July 4, Labor Day, Thanksgiving Day, and the subsequent Friday and the Christmas Season.

A faculty member or administrator on a twelve-month appointment must arrange vacation periods with the immediate supervisor consistent with the obligations of the position. Written request and approval is required for all vacation periods. The immediate supervisor will maintain a record of vacation days taken.

Vacation time for twelve-month faculty and administrators is accrued at the following rates:

Length of Employment	Annually
0-3 years	12 days
4-5 years	15 days
6-12 years	18 days
13-20 years	21 days
Over 20 years	23 days

All vacation time is cumulative, but no employee may carry forward more than thirty (30) work days from one (1) calendar year to the next.

Any university faculty member who on or after July 1, 1993 changes employment status from a 12-month position to a position of less than 12-months which does not accrue annual leave is required to use all annual leave accrued before entering into the new employment status.

VII. Sick Leave

A collegial approach is followed in the case of illness of a nine-month faculty member. When illness occurs, faculty members are expected to notify the department chair so that appropriate arrangements may be made for class meetings and any other obligations for which the faculty member may have made a commitment. As needed, colleagues are asked to assume class responsibilities. Sick leave shall be limited to six (6) consecutive months leave with pay. Leave without pay may be granted at the discretion of the President of the University upon recommendation of the Vice President for Academic Affairs.

All twelve-month administrative personnel with faculty rank who assume administrative positions after January 1, 1989, will accumulate sick leave at the rate of eight (8) hours per month with a maximum accrued leave of nine hundred sixty (960) hours. Employees who leave university employment are not entitled to be paid for accrued sick leave.

All twelve-month administrative personnel holding faculty rank in the employment of the university before January 1, 1989, will be allowed maximum absences due to sickness not to exceed six consecutive months.

The Family and Medical Leave Act of 1993 entitles employees who have worked at least 1,250 hours during the previous twelve months to a total of twelve workweeks of unpaid leave during any given twelve month period for:

1. Medical reasons,
2. Birth or adoption of a child, or
3. To care for a child, spouse, or parent with a serious medical condition.

The employer must maintain coverage for the employee under any group health plan for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued employment.

Upon return from Family and Medical Leave, an employee is entitled to be restored to:

1. The position formerly occupied, or
2. An equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

VIII. Military Leave

Faculty members who are members of the National Guard or any of the reserve branches of the U.S. Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes. Effective July 15, 1991, Act 956 of 1991 provides that military leave will accumulate for use in succeeding calendar years or fiscal years until it totals fifteen (15) days at the beginning of the calendar year or a maximum number of thirty (30) military leave days.

Military leave will be granted without loss of pay and in addition to regular vacation time. Each employee who requests military leave must furnish a copy of orders to the Personnel Department.

Faculty members called to duty in emergency situations by the Governor or by the United States President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.

IX. Fiscal Policies and Payroll Deductions

All faculty members are paid monthly. Faculty members may elect to receive their nine-month compensation in twelve (12) installments. Salaries for teaching summer school are determined on a percentage of the nine-month salary.

Certain payroll deductions are made automatically by the university, and certain others may be made at the request of the faculty member. These are listed and explained below:

A. Income tax

Both federal and state income tax installments are automatically deducted from the paycheck.

B. Retirement

Deductions are made from the salaries of employees who are members of either the Arkansas Teacher Retirement System or TIAA-CREF. In either case, the university also makes contributions on behalf of the faculty member.

C. Social Security

Deductions are made from the salaries of employees for social security contributions. The university also makes contributions in behalf of the faculty member.

D. Group Insurance

Although the university covers all or part of the individual premiums for dental and medical insurance, deductions for those faculty members who are on the two-party or family group plan are made.

For those faculty members who elect to carry life insurance in addition to that provided by the university, deductions are made from the employee.

E. Tax-sheltered Annuities

Deductions are made from the checks of participants of tax-deferred annuity plans. Further information can be obtained from the Personnel Director.

F. Contributions to the University of Central Arkansas Foundation, Inc.

Payroll deductions are permitted for contributions to the University of Central Arkansas Foundation, Inc. when authorized by university employees.

G. Cafeteria Plan

Pre-tax deductions will be made as designated by the employee in accordance with Section 125 of the Internal Revenue Code. Information may be obtained at the Personnel Office.

OTHER UNIVERSITY POLICIES AFFECTING FACULTY

I. Inclement Weather

The university does not close during periods when classes are in session. Under some circumstances the university may close during vacation times when weather hampers operation and/or when the residence halls and food services are closed.

During inclement weather the important decision for the commuter is a personal one: Can the trip to campus be made safely? No student will be penalized for non-attendance on bad weather days. In so far as possible, instructional time during inclement weather should be devoted to activities that particularly benefit those who are able to attend without placing others at a disadvantage.

All university personnel are expected to be on duty when the university is open. Employees must use their best judgment to determine if it is safe to come to work.

II. Solicitation Policy

The university's solicitation policy may be obtained from personnel at the information desk in the Student Center. Any solicitation conducted on the UCA campus must comply with the policy.

III. Travel

Official university travel is accommodated through the use of both university and private vehicles. Faculty and staff are strongly encouraged to use university vehicles when they are available.

A. Purpose of the Motor Pool

The motor vehicle pool at the University of Central Arkansas is under the direction of the Director of the Physical Plant and provides the faculty, staff, and students with transportation for attending and performing official university activities and functions.

The motor pool is responsible for the maintenance and supervision of university owned automobiles, station wagons, vans, and buses. The motor pool issues gasoline credit cards to vehicle operators when required. No motor pool vehicles will be released without an official request signed by the department chair and approved by the Travel Administrator or a designee.

B. Passenger Limits

The following passenger limit guidelines are to be observed by persons who requisition vehicles from the motor pool:

Automobiles	1-5
Station Wagons	1-8
Vans (Mini Buses)	7-15
Buses	15-42

Drivers of vans and buses will ensure that seats are available for all passengers and that no passenger stands in the aisle or leaves the vehicle until it has come to a complete stop. All vehicle drivers will remind passengers to use the automobile safety seat belt installed in the vehicle.

C. Mileage Limits

Automobiles or station wagons will not be issued for trips made within the City of Conway.

Trips involving more than one (1) day and distances approaching 500 miles will be approved on an individual basis by the travel administrator.

D. Requests for Vehicles

No request for motor pool vehicles will be accepted by the travel administrator earlier than thirty (30) calendar days prior to the actual date of departure.

To request a motor pool vehicle, the requisitioner should complete "Part 1" of the standard university form entitled, "Request for Motor Pool Vehicle," in quadruplicate, obtain the signature of the department chair and forward all copies of the request to the Physical Plant.

The motor pool supervisor will forward one (1) copy of the request to the requisitioning department and one (1) copy to general accounting as soon as the charges for the vehicle are determined.

E. Reserved Vehicle

Vehicles will be assigned and reserved approximately five (5) calendar days prior to the date they are to be used. Assignment decisions will take into account the following priorities:

1. Travel required by contractual commitment of the university;
2. Travel directly related to instructional programs;
3. Student recruitment related to the office of Admissions;
4. Supervision of students in assigned off-campus instructional activities; and
5. Travel for attending university functions.

Other requests will be filled, as possible, considering the number of people to be accommodated, availability of alternate transportation, and the length of time the vehicle will be needed.

Once a vehicle has been reserved for use and confirmed to the person making the request, it will not be reassigned in the event priority requests are received later. It is imperative to have requests in at least five (5) calendar days prior to travel.

If a school car is not available, a private automobile may be used and reimbursement will be made at the current approved rate.

F. Travel Administrator

The Travel Administrator will review all requests for motor pool vehicles and no vehicles will be issued without a signature of approval or that of a designee. If a request is not approved, all copies will be returned to the department chair with a brief explanation stating why the request was denied. Only in emergency situations will approval be granted by telephone.

G. Returning Vehicles, Credit Cards and Keys

Drivers of vehicles must return motor pool vehicles within the return date/time frame specified on the request form so as to allow ample time for service work and to meet other scheduled priorities. Credit cards and charge tickets should be returned to the Physical Plant when the vehicle is returned. A key drop has been installed in the Physical Plant Office door. Vehicles returned after hours should be locked and keys placed through the drop.

H. Reporting Vehicle Malfunctions

Drivers of motor pool vehicles are requested to report any malfunctions of the vehicle or its equipment to the Physical Plant. If no workers are present when the vehicle is returned, leave a note of explanation on the dashboard of the vehicle or attach it to the key placed in the key drop.

IV. Facilities

A. Usage

For a full description of the policy covering facilities, see the University of Central Arkansas Board of Trustees Policy #400 in the Board Policies Manual. The manual is available in the Office of the President.

B. Building Administrators

For each university building there is a person designated as "Building Administrator" having responsibilities as follows:

All requests to the Physical Plant for work orders, custodial services and supplies must originate from the Building Administrator's Office. Requests from faculty and staff in the building will be channeled through that office. It is the building administrator's responsibility to help the Physical Plant establish priorities on scheduled work and to respond to the individual making the request regarding the schedule for meeting that request.

C. Securing Offices and Buildings

Academic and administrative buildings are closed to public access after 5:00 p.m. on weekdays. They are also closed on weekends, holidays and other times designated by the administration.

If a facility is to be used during the above times (evenings, weekends and holiday periods) for an activity that is not regularly scheduled, a written request to open the facility should be sent to the master calendar office in the Division of Continuing Education, indicating the nature of the meeting, the person responsible, the room number and the time for opening and closing. This request should be made 72 hours in advance. A public safety officer will be available to unlock and lock the facility.

Faculty members should take special care to protect university property, equipment, and supplies. Care should be taken to secure student records and copies of examinations. In the interest of the above:

1. Do not leave unoccupied offices open or unlocked.
2. Make certain that office doors are locked when leaving for the day.
3. Do not leave grade books, records, or examinations unattended.
4. Lock all classrooms containing electronic, office, or audio visual equipment.
5. If using an office in the evening, lock outside building doors upon entering and exiting.
6. Under no circumstances should keys to buildings and offices be loaned to students.
7. Close and lock windows in offices and classrooms, when leaving for the day.

Evidence of unauthorized entry into a building, classroom, or office should be reported immediately to the Public Safety Office.

V. Motor Vehicle Registration

All university personnel are required to purchase a UCA registration decal for each vehicle to be operated and parked on the campus. Registration and decal sales occur in the fall of each year and are valid until the next fall.

Replacement permits may be purchased provided that proof of destruction of the old permit is furnished.

VI. Key Control

Door keys to university facilities are issued to employees upon completion of a "Key Request" form. Keys are issued through the physical plant warehouse office. Keys are the responsibility of the person they are issued to and are not to be loaned to others at any time. All keys that are lost or stolen should be reported to the Department of Public Safety immediately. All keys must be turned in to the physical plant warehouse office before the employee's last paycheck is released.

VII. Drug-Free Workplace Policy

Drug abuse and use in the workplace are subjects of immediate concern in our society. The problems created by drug abuse are extremely complex and allow for no easy solutions. The users of drugs may impair the well-being of all employees, the public at large, and result in damage to State property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in a State agency's workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

- A. State agencies will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances to another person or sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.
- B. The term "controlled substance" means any drug listed in twenty-one (21) U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
- C. Each employee is required by law to inform the agency within five (5) calendar days after the employee is convicted of violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
- D. The University of Central Arkansas is required to notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten (10) calendar days of receiving notice of the conviction from the employee or otherwise receiving actual notice.
- E. If an employee is convicted of violating any criminal drug statute while in the workplace, the employee will be subject to discipline up to and including termination. Alternatively, the agency may require the employee to successfully complete a drug rehabilitation program sponsored by an approved private or governmental institution.
- F. Abiding by the Drug-Free Workplace Policy is considered a condition of employment for all State employees.

- G. This policy is intended to comply with the rules published by the Federal Office of Management and Budget on January 31, 1989, in the *Federal Register*, implementing the Drug-Free Workplace Act of 1988 and the Governor's Executive Order 89-2 dated March 30, 1989.

VIII. Sexual Harassment Policy

Sexual harassment by any faculty, staff, or student is a violation of both law and university policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964, and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the university or a factor in the educational program of a student; and/or
- B. Submission to or a rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; and/or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature.

Sexual harassment shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (e.g. faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty-faculty, student-student, staff-staff). Both men and women may be victims of sexual harassment.

Sexual harassment may create a hostile, abusive, demeaning, offensive, or intimidating environment. It is manifested by verbal and/or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt; it can also be subtle and covert. A person who consents to sexual advances may nevertheless be a victim of sexual harassment if those sexual advances were unwelcome. Previously welcomed advances may become unwelcome. Sexual

harassment also includes non-sexual slurs about one's gender, contrived work or study assignment, and assigning more onerous or unpleasant tasks predominately to employees or students of one gender.

Faculty or students who believe they have been subjected to sexual harassment, as defined in the policy, are encouraged to contact the Affirmative Action Officer for the procedures to resolve their complaint.

IX. Firearms Policy

University policy strictly prohibits the possession of firearms on campus unless that possession has been specifically authorized by the university. Board of Trustees policy #508, which may be obtained from the President's Office, states that possession of firearms on campus may result in termination of employment.

X. Political Activity

The Arkansas Political Practices Act (A.C.A. §§7-1-101-104) as supplemented by Governor's Policy Directive 9 prohibits state employees from devoting time or labor during usual office hours toward the campaign of candidates for office or for nomination to office. The circulation of initiative or referendum petitions during usual office hours or while on duty is also prohibited. Candidates for office are prohibited from using any office or room furnished at public expense for a political headquarters or for sending out or distributing any letters, circulars, or other campaign literature, and the Policy Directive prohibits the display of campaign literature in State offices. It is unlawful for any campaign banners, cards, or campaign literature (including bumper stickers) to be placed on any vehicles belonging to the State, and the Policy Directive extends the prohibition to personal vehicles when being used in the performance of official duties for which reimbursement by the State will be made.

In addition to being covered by State law and administrative policy, there are other specific limitations under the Federal Hatch Act which apply to employees whose salaries are either partially or totally paid from federal funds.

Recognized University organizations and departments may invite candidates for public office to speak on campus property or in campus facilities, provided the meeting is limited to members of the campus community and is not promoted to the general public. Should the general public be invited to attend, reasonable equal speaking opportunities must be made available to all other candidates for the same political office, or reasonable equal access should be extended to all other candidates to use

the property or facilities. For further details, see UCA's Space Utilization Policy (Board of Trustees Policy #400).

XI. Public Information

Some information regarding the university and university personnel is a matter of public record. However, many confidential matters are entrusted to those working for the university. The faculty member should obtain permission from the chair or dean before releasing requested information.

XII. On-The-Job Injuries

When a university employee is injured while working, the accident should be reported immediately to the supervisor. If medical attention is necessary, the employee will be sent to a physician. If injuries are sustained at or on weekends when the physician's office is closed, the employee will be treated at the Conway Regional Hospital emergency room. Supervisors will instruct the injured employee on procedures for securing treatment.

Supervisors or co-workers should not hesitate to call an ambulance when there is evidence of serious injury to a fellow employee. The driver should be directed to take the employee to the nearest hospital emergency room.

The departmental manager should make a thorough investigation of the accident, and must contact the Personnel Department for the necessary forms within 24 hours of the injury. These forms should be completed by the supervisor and the injured employee and returned to the Personnel Department as soon as possible so they may be mailed to the Public Employees Claims Division of the Arkansas Insurance Department.

For further information concerning on-the-job injuries, please contact the Personnel Department.

Audit Report for 1991-92 - In accordance with Act 4 of 1991, the Board of Trustees is required to review audit reports and accompanying comments and recommendations relating to publicly funded institutions. This Act requires that the Board take appropriate action relating to each finding and recommendation contained in the audit report.

On September 1, 1993, we received the audit report for fiscal year 1992 for the University of Central Arkansas. Following are the findings and recommendations of the Arkansas Division of Legislative Audit concerning that audit and our response to those findings:

ATHLETIC DEPARTMENT MEDICAL REIMBURSEMENT SHORTAGE

FINDINGS: "The Agency notified us, and we verified, that Athletic Department Medical Reimbursements had unaccounted for funds of \$15,671.24 which were discovered missing May 19, 1993. In addition, the UCA Foundation, Inc. and ARA Services had unaccounted for funds of \$700.00 and \$3,563.44 respectively. An audit of the Athletic Department Reimbursements, UCA Foundation, Inc., and ARA Services was conducted by the Agency's Internal Auditor. In addition, the Agency's Department of Public Safety conducted an investigation into this matter. The custodian of the funds was Debbie A. Hall, a former extra help employee. Felony informations charging Ms. Hall with 3 counts of theft of property have been filed by the Twentieth Judicial District Prosecuting Attorney."

RESPONSE: We have requested insurance companies to send all medical reimbursement checks directly to Accounts Payable. The checks are logged in accordance with our standard procedures. The secretary in the Athletic Office is notified of payments received and a copy is forwarded to her. Since overpayment occurred for some medical services because several different documents were being submitted to Accounts Payable, we have notified medical providers that we will not process payment without an original HCFA form.

CASHIER CHANGE FUND SHORTAGE

FINDINGS: "The Agency notified us, and we verified, that the Cashiering Change Fund had unaccounted for funds of \$703.00 which were discovered missing on August 28, 1992. An audit of the fund was conducted by the Agency's Internal Auditor. In addition, the Agency's Department of Public Safety conducted an investigation into this matter. The custodian of the Fund was Carole L. Hoyt, former head cashier.

Ms. Hoyt resigned her position November 16, 1992. Ms. Hoyt acquiesced that the \$703.00 should be deducted from her final paycheck."

RESPONSE: Funds were discovered missing on August 28, 1992 from the cashiering change fund. Several changes have been made to internal control procedures for the Business Office. Among those changes are: (1) the Head Cashier no longer has custody of two cash funds. The Housing Deposit Fund is no longer being used. All housing refunds are made by check rather than cash with submission of a new refund/forfeit form with sequential, pre-printed numbers; (2) to maintain control of cash, each cashier has been given a locking drawer with two keys--one stays with the cashier at all times and the other is in a sealed envelope with their signature in the safe. The safe is locked at all times. Cash is kept either in the cashier's drawer or in a locked bank bag to be taken to the bank during closed hours. This bag has two keys which are kept in the same manner as the drawer keys; (3) the Head Cashier maintains her funds in a locked box and bank bag. These are stored in a locked file cabinet during the day and sent to the bank during closed hours; and (4) there are random unannounced cash counts made of all cash, cash items and receipts of the cashiers' money and the Cashiering Change Fund.

This 1992 audit was filed with the Legislative Joint Audit Committee at its September 10, 1993 meeting. The Committee requested that all audit recommendations be implemented and has directed its staff to follow up on progress in the implementation of the audit recommendations on future audits.

The following resolution was adopted upon motion by Mrs. Goode, seconded by Mr. White, and passed:

"BE IT RESOLVED: THAT THE UCA BOARD OF TRUSTEES ACCEPTS THE AUDIT REPORT FOR FISCAL YEAR 1992 AS PREPARED BY THE ARKANSAS LEGISLATIVE AUDIT DIVISION AND REVIEWED BY THE LEGISLATIVE JOINT AUDITING COMMITTEE."

Authority to Extend and Bid Health Insurance - The present health insurance contract with HMO Arkansas for University employees will expire December 31, 1993. (The Blue Cross/Blue Shield Standard Plan will expire June 30, 1994.) Effective January 1, 1994, HMO Arkansas and Health Advantage HMO will merge to become Health Advantage HMO. We have received a proposal from the soon to be created Health Advantage HMO which offers the benefits currently provided at the current rates.

It is recommended that we accept the provisions of the Health Advantage HMO proposal for the period January 1, 1994 through June 30, 1994 and that during that period bids for health insurance be requested for the 1994-95 fiscal year if necessary.

The following resolution was adopted upon motion by Mr. White, seconded by Mrs. Goode, and passed:

"BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO EXTEND THE CURRENT HMO ARKANSAS HEALTH INSURANCE CONTRACT FOR THE PERIOD JANUARY 1, 1994 THROUGH JUNE 30, 1994 WITH HEALTH ADVANTAGE HMO AND REQUEST BIDS FOR HEALTH INSURANCE FOR THE 1994-95 FISCAL YEAR."

Miscellaneous Capital Improvements - The following list shows the status of various capital improvement projects approved by the Board since December, 1991.

c = Completed
fnc = Funded - Not Completed

STATUS OF VARIOUS CAPITAL PROJECTS
Approved at December 6, 1991 Board of Trustees Meeting

<u>Status</u>	<u>Project Description</u>	<u>Amount</u>
c	1. Recondition Laboratory Fume Hoods in Lewis Science Center.	\$ 32,000
	2. McAlister Hall - Furniture in Mirror Room needs to be reupholstered and/or refinished.	8,500
c	3. Engineer and reconfigure drainage at entrance of Farris Center.	15,000
c	4. Install outside campus lighting at various residence halls, Christian Cafeteria, Old Gym, Student Center, Ferguson Chapel & areas adjacent to parking lots, etc.	70,000

			2101
fnc	5.	Remodel 1st floor of THD to provide additional offices.	50,000
fnc	6.	Steam Boiler Monitoring & control system for Lewis Science Center, Bernard and Wingo Halls.	23,500
c	7.	Replace mortar in damaged joints as needed & waterproof exterior walls of Snow Fine Arts Center.	30,000
fnc	8.	Replace mortar in damaged joints as needed & waterproof exterior walls of Farris Ctr.	55,000
	9.	Replace steam boiler with hot water boiler in Bernard Hall.	40,000
	10.	Replace roof of Burdick Business Building.	67,000
c	11.	Purchase and install Local Area Network (LAN) for Division of Public Affairs.	23,850
fnc	12.	Purchase sculpture for campus.	25,000
fnc	13.	Enclose cooling towers and trash areas for various residence halls.	42,800
c	14.	Landscape area south of Conway and Short/Denny Halls.	20,000
fnc	15.	Install automatic door openers for the disabled on each major E & G bldg., Student Center & Christian Cafeteria.	40,000
c	16.	Replace swimming pool filtration system & pool cover.	34,000
c	17.	Extend water line south of Physical Plant.	7,500

			2102
c	18.	Replace carpet on second floor of Center for Teaching & Human Development.	27,200
	19.	Upgrade the safety of the Student Center.	15,000
	20.	Install computerized card access system for female residence halls.	80,000
	21.	Install central heat & air in Fisher House.	4,000
fnc	22.	Install irrigation system for intramural/band practice field.	9,100
	23.	Convert serving area in East Commons to private dining and/or serving room.	8,000
c	24.	Remodel space in Bernard Hall.	5,000
c	25.	Replace steam condensate return system for Farris Center.	20,000
	Total		\$752,450
	Total Completed and/or Funded-Not Completed		\$529,950
	Total Not Completed		\$222,500

Approved at October 30, 1992 Board of Trustees Meeting

<u>Status</u>	<u>Project Description</u>	<u>Amount</u>
fnc	26. Modifications to and installation of ramps for disabled, in parking lots and building entrances.	\$116,386
	Total	\$116,386

Approved at May 7, 1993 Board of Trustees Meeting

<u>Status</u>	<u>Project Description</u>	<u>Amount</u>
c	27. Install lighting in paved parking lots Baridon, State, THD, & Schichtl Studio Arts Bldg.	\$ 84,000
c	28. Develop gravel parking lot on Augusta St. (Gain 62 parking spaces).	23,000
fnc	29. Develop 260 parking space parking lot on north end of intramural field with curb, gutter and planting islands.	226,000
fnc	30. Improve existing gravel parking lots north of Army Reserve, north of admin. bldg.	11,500
fnc	31. Install sprinkler systems/landscaping Parking lots, west of Stadium, Baridon, THD & State Hall; Academic Bldgs., Health Science, Schichtl Studio Arts; Residence Halls, Conway, Short/Denny, Baridon & State Halls; Other, Old Main Circle, Farris Road.	61,500
	Total	\$406,000

Projects to be Considered for Funding

Elevator and Theater area in Snow Fine Arts: At the August 13, 1993 meeting of the UCA Board of Trustees, it was recommended that the fly loft and other renovations to the Snow Fine Arts Center be deferred. Further study has been given to this project and it is recommended that even though the other renovations cannot be done at this time, an elevator should be constructed to make it accessible to handicapped students. There is also a need to convert a small gallery into a studio theater, purchase stage draperies, add lighting equipment and rebuild the front of the center stage and orchestra pit. Arkansas Department of Higher Education consultants during their visit to the UCA campus indicated that the completion of a studio space was essential to the continued quality and growth of the theater program. Additionally, this space is needed so we can comply with facility standards of the National Association of Schools of Theater. The cover for the orchestra pit would be durable and light weight making it more flexible, efficient and safer for student crews to operate.

None of the various components of this project would hinder, in any fashion, future construction of the center stage should that become financially feasible. The estimated cost of this project, including the installation of an elevator, is \$200,000.

Signs and Columns at Entrances to the UCA Campus: In order to improve direction to the UCA campus for its various constituencies, additional signage and columns at various entrances to the campus are needed. Plans are to construct a brick and stone sign at the corner of Donaghey and Highway 286, a smaller brick and stone sign at Bruce and Farris Road and at least one and possibly two or three sets of entrance columns.

The university architect is working on preliminary plans for the signs and columns and his preliminary estimated cost is approximately \$12,000 for each set of columns and approximately \$37,000 for the signs.

The following resolution was adopted upon motion by Mr. Harding, seconded by Mr. Aydelott, and passed:

"BE IT RESOLVED: THE BOARD OF TRUSTEES AUTHORIZES THE EXPENDITURE OF FUNDS FOR CAPITAL PROJECTS INDICATED BELOW (COST OF SIGNS AND COLUMNS IS APPROXIMATE) AS RESOURCES BECOME AVAILABLE."

MISCELLANEOUS CAPITAL IMPROVEMENTS

Elevator and Theater area in Snow Fine Arts	\$200,000
Signs and Columns at Entrances to the UCA Campus	<u>73,000</u>
TOTAL	<u>\$273,000</u>

Diehl Property - The university has an opportunity to purchase the property owned by Mr. W. A. Diehl at 320 Donaghey Avenue. This property is Lot 4, Block 62, Boulevard Addition to the City of Conway (50 feet wide, 163.7 deep), and is located immediately north of the UCA Speech-Language-Hearing Parking lot.

Appraisals were requested from Beaty & Associates and Coats Appraisal Service. The property was appraised at \$42,000 by Coats Appraisal Service and \$44,000 by Beaty & Associates.

The buildings on the property would be of limited value to the university; however, the lot could be used to add parking spaces to the existing parking lot.

The following resolution was adopted upon motion by Mr. Harding, seconded by Mr. Burton, and passed:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE PURCHASE OF PROPERTY FROM MR. W. A. DIEHL LOCATED AT 320 DONAGHEY AVENUE IN THE AMOUNT OF \$44,000 AND THAT THE NECESSARY PROCEDURES SHOULD BE UNDERTAKEN WITH STATE OFFICES TO COMPLETE THE PURCHASE."

Student Facilities Revenue Bonds - The Board of Trustees previously approved the issuance of bonds for the construction of the new student center which will be funded by a special student fee approved by the Student Government Association. The necessary documents were completed just prior to this meeting. Bond counsel has advised that the Board move as quickly as possible since interest rates are very low at the present time. At President Thompson's request Mr. George Campbell, bond counsel, addressed the Board.

Mr. Campbell recommended to the Board that action be taken as soon as possible to provide for the sale of the bonds during the particularly favorable interest rate market now prevailing. He stated that while no one can give assurance that the climate may not improve further, it is at or near a 20-year low, and it would be unfortunate if any further delay resulted in missing the market low.

The following resolution was adopted upon motion by Mr. Harding, seconded by Mr. Aydelott, and passed:

**RESOLUTION PROVIDING FOR THE ISSUANCE OF \$8,500,000
STUDENT FACILITIES REVENUE BONDS, SERIES 1993, AND
PRESCRIBING MATTERS RELATED THERETO**

BE IT RESOLVED, by the Board of Trustees of the University of Central Arkansas:

Section 1. *Findings.* The Board of Trustees of the University of Central Arkansas (the "Board"), as the governing body of the University of Central Arkansas (the "University"), at its meeting held March 26, 1993, approved the establishment of a special student fee for the purpose of financing the expansion and renovation of the Student Center and the construction of additional recreational facilities. The Board, at its meeting held August 13, 1993, approved the issuance of bonds not to exceed \$ 10 million in principal amount for such purposes to be payable from and secured by such special fee. The State Board of Higher Education gave favorable advice to the proposed issuance of such bonds at its meeting held October 22, 1993. The Vice President for Financial Affairs has obtained proposals from bond counsel firms and, following a review thereof, has entered into a contract for bond counsel services dated July 1, 1993, with Rose Law Firm, a Professional Association ("Bond Counsel"), which contract was approved by the State Department of Finance and Administration on August 20, 1993, and has received favorable advice from the Legislative Council. The Board finds that there remains the necessity to finance the construction, renovation, and equipping of such facilities through the issuance of bonds as previously determined.

Section 2. *Grant of Authority to Issue Bonds; Approval of Documents.* The Board hereby confirms the authority of the officers of the University to issue bonds for the purposes set forth in Section 1 of this Resolution, which bonds are to be designated as the "Board of Trustees of the University of Central Arkansas Student Facilities Revenue Bonds, Series 1993" (the "Bonds"), in the principal amount of \$8,500,000. Bond Counsel, in consultation with the Vice President for Financial Affairs, has caused to be prepared and provided to the Board the proposed form of Official Notice of Sale, Official Bid Form, and

the Preliminary Official Statement applicable to the Bonds (collectively, the "Bond Documents"), which contemplate a sale of the Bonds at public sale on sealed bids on November 30, 1993. The Bonds will be dated December 1, 1993, will mature not later than December 1, 2013, will bear interest at a rate or rates not to exceed 8% per annum, and will be in a principal amount of \$8,500,000. The Bond Documents are hereby approved. The respective officers of the University named in the Bond Documents are hereby authorized to execute and deliver the same for the purposes therein prescribed in substantially the form exhibited to the meeting at which this Resolution is adopted, with such changes and modifications thereof (including, without limitation, revision of the date proposed for such sale) as shall, in the opinion of such officers, be desirable in the circumstances, their execution and delivery thereof to constitute conclusive evidence of such approval. Also, pursuant to such authority, the Vice President for Financial Affairs is authorized to represent to prospective bidders on the Bonds on behalf of the Board that the Preliminary Official Statement is deemed final for the purposes of Securities and Exchange Commission Rule 15c2-12(b)(1).

Section 3. *Authority to Award Bid.* The Vice President for Financial Affairs is authorized to accept the bid most favorable to the University at such public sale and to deliver an acceptance thereof on behalf of the Board at the conclusion of such sale, if, in his judgment, the most favorable bid received is satisfactory, or, to reject all bids. The Chairman of the Board is authorized to complete and deliver to the successful purchasers of the Bonds an Official Statement of the Board to be dated as of the date of the public sale describing said bonds substantially in the form of the Preliminary Official Statement, with such changes and modifications as shall be appropriate under the terms of the successful bid, and as shall be approved by Bond Counsel.

Section 4. *Approval of Trust Indenture.* There has been presented to the Board the proposed form of a Trust indenture for the Bonds, to be dated as of December 1, 1993 (the "Indenture"), between the Board and a bank or trust company to be named by the successful bidder (the "Trustee"). The Indenture is hereby approved as presented to this meeting, and the Chairman and Secretary of the Board are empowered to execute and deliver the Indenture in substantially the form presented at this meeting, but with such changes therein as they may approve in order to conform the document to the terms of the successful bid and as may be advised by Bond Counsel, their execution and delivery of the Indenture to be conclusive evidence of such approval.

Section 5. *Pledge of Student Center/Recreational Facility Fees.* The Board has previously authorized the collection of a special student fee called the "Student Center/Recreational Facility Fee" (herein, the "Facility Fees") in the amount of \$4.00 per

semester hour, but not to exceed \$48.00 per semester, which shall be collected commencing with the 1994 fall semester, and continuing thereafter until the payment in full of the Bonds or provision is made for such payment in the manner provided in Article XII of the Indenture. In order to secure the Bonds in accordance with the terms of the Indenture, the Facility Fees are hereby specifically pledged for the retirement of the Bonds in accordance with the provisions of the Indenture, and such Facility Fees shall be used only for such purposes as are permitted in the Indenture. This designation, pledge, and allocation is separate and apart from any pledge of general student tuition and fees or to prior allocations of portions of student tuition and fees pledged to previously issued bonded indebtedness of the Board.

Section 6. Additional Authorized Signatories. Whenever in this Resolution the Chairman or the Secretary of the Board is authorized to perform any act, such act may be performed by the Vice Chairman or an Assistant Secretary of the Board, respectively, if the Chairman or the Secretary of the Board is not then available. Whenever in the Indenture, or any instrument relating to the Bonds, the Vice President for Financial Affairs of the University is required or permitted to take any action, such action may be taken, if the position of Vice President for Financial Affairs is not then filled, or if such officer is not then available, by the President of the University or by the designee of the President.

Section 9. Further Actions. The Chairman and the Secretary of the Board and the President and the Vice President for Financial Affairs of the University are hereby authorized and directed, in the name of and on behalf of the Board, to take any and all such further actions, and to execute and deliver such further documents, as in their judgment may be necessary or appropriate to accomplish the Project described in the Indenture, to issue the Bonds, to realize the rights and discharge the obligations of the Board under the Indenture and the Official Notice of Sale, and to accomplish the purposes for which this Resolution is adopted.

Other - Mr. Ben Burton read a letter that he wrote to Governor Tucker concerning his term on the Board of Trustees which expires in January 1994. President Thompson and members of the Board expressed appreciation to Mr. Burton for his service to the Board and the university.

Executive session for the purpose of considering personnel was declared upon motion by Mr. Aydelott, seconded by Mrs. Goode, and passed.

OPEN SESSION

The following personnel corrections, adjustments, appointments, summer appointments, appointments (part-time), and resignations as recommended by President Thompson, were approved upon motion by Mr. White, seconded by Mr. Harding, and passed:

Clerical Error Corrections:

1. Randall Pouwels, Associate Professor, History, change adjusted gross salary from \$37,023.00 to \$37,439.00. (Clerical error due to a social security number mix-up.)
2. Gary Weekin, Professor, Political Science, change adjusted gross salary from \$44,402.00 to \$43,044.00. (Clerical error due to a social security number mix-up.)

Adjustments:

1. Carolyn Kelley, Instructor, part-time, Administration/Secondary Education, change from effective August 19, 1993 through May 19, 1994 @ a gross salary of \$1,867.00 to effective August 19, 1993 through December 17, 1993 @ a gross salary of \$2,800.00.
2. Lois Love Moody, Project Coordinator, Continuing Education/Corporate Relations, non-faculty appointment, effective July 1, 1993 to July 1, 1994, change gross salary from \$24,358.00 to \$24,758.00.
3. Francie Jeffery, English, effective August 19, 1993 through May 19, 1994, change from Instructor, term, non-tenure track, @ a gross salary of \$23,856.00 to Assistant Professor, tenure track with one year toward promotion and tenure, @ a gross salary of \$26,056.00.
4. Larry Semark, Assistant Professor, Health Education, term, non-tenure track, effective August 19, 1993 through May 19, 1994, change gross salary from \$28,500.00 to \$29,500.00.
5. Jimmy Ishee, appointment with tenure, effective July 1, 1993 to July 1, 1994 @ a gross salary of \$55,538.00, change Professor/Assistant Dean, Kinesiology/Physical Education, to Professor/Assistant Dean/Coordinator of the School of Health Sciences, Kinesiology/Physical Education/School of Health Sciences.

6. Linda Griffith, Associate Professor, Mathematics/Computer Science, tenure track, effective September 1, 1993 to May 19, 1994 @ a gross additional salary of \$3,750.00. (Additional amount paid from a DHE grant for follow-up sessions on Saturday for Math Crusade, and for managing the promotional grant. The additional amount is not part of Dr. Griffith's regular salary.)
7. Kim Dunleavy, Instructor, Physical Therapy, term, non-tenure track, @ a gross salary of \$32,989.00, change effective dates from August 19, 1993 through May 19, 1994 to August 23, 1993 through May 19, 1994.
8. Deborah Barnes, term, non-tenure track, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$22,000.00, change from Instructor, Special Education, to Instructor/Acting Coordinator of Early Field Experiences, Professional Field Services.
9. James Mainord, Professor, Special Education, additional compensation for directing Mashburn Institute, \$3,474.00.
10. Linda Graham, Instructor/Project Coordinator, Speech-Language Pathology, term, non-tenure track, effective August 19, 1993 through May 19, 1994, change gross salary from \$23,389.00 to \$23,789.00.
11. Sharon Ross, Instructor/Project Coordinator, Speech-Language Pathology, term, non-tenure track, effective August 19, 1993 through May 19, 1994, change gross salary from \$23,389.00 to \$23,789.00.
12. Ernest Dumas, Speech/Theatre/Journalism, term, non-tenure track, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$40,000.00, change from Instructor/Journalist-In-Residence to Instructor/Journalist-In-Residence/Echo Advisor.
13. Ralph Wanamaker, Speech/Theatre/Journalism, terminal appointment, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$27,635.00, change from Instructor/Echo Adviser to Instructor.
14. David Dennis, Project Coordinator/Recreation/Intramurals, Student Affairs, non-faculty appointment, change from effective July 26, 1993 to July 1, 1994 @ a gross salary of \$24,000.00 (per annum) to effective August 23, 1993 to July 1, 1994 @ a gross salary of \$20,645.68 (based on a gross annual salary of \$24,000.00).

Appointments:

1. Arch Jones, Acting Head Men's Basketball Coach/Instructor, Athletics/Kinesiology/Physical Education, non-faculty appointment, effective September 1, 1993 to July 1, 1994 @ a gross salary of \$40,833.33 (based on a gross annual salary of \$49,000.00).
2. Marc Hirrel, Instructor, Biology, term, non-tenure track, effective August 19, 1993 through December 31, 1993 @ a gross salary of \$12,500.00.
3. Patricia Martin, Instructor, Biology, term, non-tenure track, effective August 19, 1993 through December 31, 1993 @ a gross salary of \$12,000.00.
4. V. Cortez Henderson, Visiting Assistant Professor, Childhood Education, term, non-tenure track, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$29,000.00.
5. Teri McMoran, Instructor, English, term, non-tenure track, effective August 19, 1993 through December 31, 1993 @ a gross salary of \$10,000.00.
6. Barbara Rogers, Instructor, English, term, non-tenure track, effective August 19, 1993 through December 31, 1993 @ a gross salary of \$10,000.00.
7. Judy Boswell, Coordinator/Grants, Health Education, non-faculty appointment, effective October 1, 1993 to July 1, 1994 @ a gross salary of \$18,750.00 (based on a gross annual salary of \$25,000.00.)
8. Mary Landreth, Instructor, History, term, non-tenure track, effective August 19, 1993 through December 31, 1993 @ a gross salary of \$10,400.00.
9. Lisa Daerr, Instructor, International Programs, term, non-tenure track, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$18,000.00.
10. Tatjana Volova, Instructor, International Programs, term, non-tenure track, effective August 26, 1993 through December 17, 1993 @ a gross salary of \$7,689.00.
11. Donald Epperson, Instructor, Marketing and Management, term, non-tenure track, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$26,000.00.

12. Paula Ladd, Instructor, Marketing and Management, term, non-tenure track, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$28,500.00.
13. Pam Milburn, Instructor, Marketing and Management, term, non-tenure track, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$26,000.00.
14. Diane Holt, Clinical Instructor, Nursing, term, non-tenure track, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$30,000.00.
15. Cecily Delk, Instructor/Director of Forensics, Speech/Theatre/Journalism, term, non-tenure track, effective August 19, 1993 through May 19, 1994 @ a gross salary of \$25,000.00.
16. N. Fawzia Braine, Assistant Librarian, Torreyson Library, non-faculty appointment, effective October 1, 1993 to July 1, 1994 @ a gross salary of \$18,749.97 (based on a gross annual salary of \$25,000.00).
17. Michael Webster, Assistant Librarian, Torreyson Library, non-faculty appointment, effective November 1, 1993 to July 1, 1994 @ a gross salary of \$22,000.00 (based on a gross annual salary of \$33,000.00).

Summer Appointment:

1. Rebecca Loftis, Assistant Professor, Marketing and Management, second summer term @ a gross salary of \$1,991.00.

Appointments, part-time:

1. Michael Sutterfield, Instructor, part-time, Accounting, effective Fall semester 1993 @ gross salary of \$3,000.00.
2. Debi Avra, Instructor, part-time, Administration/Secondary Education, effective Fall semester 1993 @ a gross salary of \$933.00.
3. Bill Jackson, Instructor, part-time, Administration/Secondary Education, effective Fall semester 1993 @ a gross salary of \$1,400.00.
4. Edith Hudson, Instructor, part-time, Biology, effective Fall semester 1993 @ a gross salary of \$2,800.00.

5. James Porter, Instructor, part-time, Biology, effective Fall semester 1993 @ a gross salary of \$2,800.00.
6. Saroj Nilu Runge, Instructor, part-time, Biology, effective Fall semester 1993 @ a gross salary of \$3,000.00.
7. Nona French, Instructor, part-time, Economics and Finance, effective Fall semester 1993 @ a gross salary of \$1,500.00.
8. Joseph LaFace, Instructor, part-time, Economics and Finance, effective Fall semester 1993 @ a gross salary of \$1,500.00.
9. Marck Beggs, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$3,000.00.
10. Mary Ellen Blount, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$2,800.00.
11. Linden Cross, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$2,800.00.
12. James Frazer, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$1,400.00.
13. Susan Garner, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$1,400.00.
14. Hsiao-Hung Lee, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$1,500.00.
15. Dee Anna Mills, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$2,800.00.
16. Tami Phillips, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$2,800.00.
17. Kenneth Rickard, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$2,800.00.

18. William Schlientz, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$2,800.00.
19. Henry Smiley, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$1,400.00.
20. Joe Strange, Instructor, part-time, English, effective Fall semester 1993 @ a gross salary of \$2,800.00.
21. Emma Carrington, Instructor, part-time, Foreign Languages, effective Fall semester 1993 @ a gross salary of \$1,400.00.
22. Janet Gingerich, Instructor, part-time, Foreign Languages, effective Fall semester 1993 @ a gross salary of \$1,400.00.
23. Kristin Pritchard, Instructor, part-time, Health Education, effective Fall semester 1993 @ a gross salary of \$2,800.00.
24. George Balogh, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$3,000.00.
25. Denise Brewer, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$2,800.00.
26. Carole Carter, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$2,800.00.
27. Timothy Ebarb, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$2,800.00.
28. Chris Knife, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$2,800.00.
29. Keith Mariott, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$2,800.00.
30. William Richardson, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$2,800.00.

31. Susan Standridge, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$1,400.00.
32. Jayme Stone, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$2,800.00.
33. Dan Such, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$2,800.00.
34. John Sweeney, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$2,800.00.
35. Cathy Urwin, Instructor, part-time, History, effective Fall semester 1993 @ a gross salary of \$3,000.00.
36. Pamela Bennett, Instructor, part-time, Home Economics, effective Fall semester 1993 @ a gross salary of \$1,400.00.
37. Patricia Bueter, Instructor/Intern Supervisor, part-time, Home Economics, effective Fall semester 1993 @ a gross salary of \$5,500.00.
38. Sharon Burgess, Instructor, part-time, Home Economics, effective Fall semester 1993 @ a gross salary of \$1,400.00.
39. Elizabeth Coffman, Instructor, part-time, Home Economics, effective Fall semester 1993 @ a gross salary of \$1,400.00.
40. Celia Harkey, Instructor, part-time, Home Economics, effective Fall semester 1993 @ a gross salary of \$1,400.00.
41. K. C. Poole, Instructor, part-time, Home Economics, effective Fall semester 1993 @ a gross salary of \$2,800.00.
42. Mitzi Pyland, Instructor, part-time, Home Economics, effective Fall semester 1993 @ a gross salary of \$1,400.00.
43. Beverly Tallent, Instructor, part-time, Home Economics, effective Fall semester 1993 @ a gross salary of \$1,400.00.

44. Janet Toombs, Instructor, part-time, Home Economics, effective Fall semester 1993 @ a gross salary of \$1,400.00.
45. Freddie Bowles, Instructor, part-time, International Programs, effective Fall semester 1993 @ a gross salary of \$4,800.00.
46. Jennifer Damgaard, Instructor, part-time, International Programs, effective Fall semester 1993 @ a gross salary of \$4,800.00.
47. Virginia Steele, Instructor, part-time, International Programs, effective Fall semester 1993 @ a gross salary of \$3,200.00.
48. Toby Hart, Instructor, part-time, Kinesiology/Physical Education, effective Fall semester 1993 @ a gross salary of \$2,800.00.
49. Mitzi Anthony, Instructor, part-time, Marketing and Management, effective Fall semester 1993 @ a gross salary of \$1,400.00.
50. M. Philip Bartos, Instructor, part-time, Marketing and Management, effective Fall semester 1993 @ a gross salary of \$1,400.00.
51. Kathleen Green, Instructor, part-time, Marketing and Management, effective Fall semester 1993 @ a gross salary of \$1,400.00.
52. Nancy Carol Ridling, Instructor, part-time, Marketing and Management, effective Fall semester 1993 @ a gross salary of \$1,400.00.
53. Samuel Conley, Instructor, part-time, Mathematics/Computer Science, effective Fall semester 1993 @ a gross salary of \$2,800.00.
54. Bill Hunt, Instructor, part-time, Mathematics/Computer Science, effective Fall semester 1993 @ a gross salary of \$2,800.00.
55. Doyle Jackson, Instructor, part-time, Mathematics/Computer Science, effective Fall semester 1993 @ a gross salary of \$1,400.00.
56. Ed Alexander, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$2,800.00.

57. Martha Antolik, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$9,000.00.
58. Suzanne Banister, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$4,500.00.
59. Deya Deynova, Instructor, part-time, Music, Community School of Music, effective Fall and Spring semesters 1993/94 @ an estimated gross salary of \$1,000.00.
60. Sue Evans, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$2,800.00.
61. Felice Farrell, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$2,800.00.
62. Meg Gray, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$2,250.00.
63. Gerry Gibson, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$2,338.00.
64. Jim Hatch, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$1,500.00.
65. Jim Hatch, Instructor, part-time, Music, Community School of Music, effective Fall and Spring semesters 1993/94 @ an estimated gross salary of \$1,000.00.
66. Troy Helm, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$1,400.00.
67. Suzanne Nicklas, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$3,000.00.
68. Carol Oliver, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$2,400.00.
69. Gay Pappin, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$1,688.00.

70. Lee Phillips, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$6,500.00.
71. Charlotte Pitcairn, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$1,500.00.
72. Jessica Shaver, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$1,688.00.
73. Faril Simpson, Instructor, part-time, Music, Community School of Music, effective August 30, 1993 through June 30, 1994, @ an estimated gross salary of \$1,500.00.
74. Frances Thomas, Instructor, part-time, Music, effective Fall semester 1993 @ a gross salary of \$2,800.00.
75. Donna Conaster, Instructor, part-time, Nursing, effective Fall semester 1993 @ a gross salary of \$3,952.50.
76. Rita Woodward, Instructor, part-time, Nursing, effective Fall semester 1993 @ a gross salary of \$3,952.50. CANCELED.
77. Michael Pelt, Instructor, part-time, Philosophy, effective Fall semester 1993 @ a gross salary of \$1,500.00.
78. Stephen Hearn, Instructor, part-time, Physical Therapy, effective Fall semester 1993 @ a gross salary of \$7,000.00.
79. Jimmy Lee Pittman, Instructor, part-time, Physical Therapy, effective Fall semester 1993 @ a gross salary of \$3,600.00.
80. Ralva Bass, Instructor, part-time, Physics, effective Fall semester 1993 @ a gross salary of \$2,800.00.
81. Ralva Bass, Instructor, part-time, Physics, effective Spring semester 1994 @ a gross salary of \$2,800.00.
82. Michael Murphy, Instructor, part-time, Political Science, effective Fall semester 1993 @ a gross salary of \$3,000.00.

83. William Crow, Instructor, part-time, Professional Field Services, effective Fall semester 1993 @ a gross salary of \$4,200.00.
84. Angela Greenland, Instructor, part-time, Professional Field Services, effective Fall semester 1993 @ a gross salary of \$1,400.00.
85. Dorothy Mattison, Instructor, part-time, Professional Field Services, effective Fall semester 1993 @ a gross salary of \$4,200.00.
86. Hazel Seay, Instructor, part-time, Professional Field Services, effective Fall semester 1993 @ a gross salary of \$4,200.00.
87. Jim Stone, Instructor, part-time, Professional Field Services, effective Fall semester 1993 @ a gross salary of \$4,200.00.
88. Perry Brown, Instructor, part-time, Sociology, effective Fall semester 1993 @ a gross salary of \$3,000.00.
89. Leslie Gordon, Instructor, part-time, Sociology, effective Fall semester 1993 @ a gross salary of \$1,400.00.
90. W. Travis Plumlee, Instructor, part-time, Sociology, effective Fall semester 1993 @ a gross salary of \$1,400.00.
91. Angela Greenland, Instructor, part-time, Special Education, effective Fall and Spring semesters 1993/94 @ a gross salary of \$10,000.00.
92. Jess Dancer, Adjunct Professor, part-time, Speech-Language Pathology, effective Fall semester 1993 @ a gross salary of \$1,500.00.
93. Jane Heard, Adjunct Instructor, part-time, Undergraduate Studies, effective Fall semester 1993 @ a gross salary of \$2,800.00.

Resignations:

1. Mark Hulbert, Philosophy, May 19, 1994.
2. Steve Ellis, Student Affairs, August 13, 1993.

President Thompson announced that Dr. Brian Bolter, Director of International Programs, will resign his position with UCA in early 1994 to accept the position of Dean of International Programs at the University of Nevada at Reno. Dr. Thompson expressed his appreciation to Dr. Bolter for a job well done and wished him success in his new position.

There being no further business to come before the Board, motion to adjourn was made by Mr. Aydelott, seconded by Mrs. Goode, and passed.

Dalda Womack, Chairman

Madison P. Aydelott III, Secretary