

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, August 12, 1994 at 2:45 p.m. in the Fireplace Room with the following officers and members present, to-wit:

Chair:	Mr. Dalda Womack
Vice Chair:	Mr. Joe White
Secretary:	Mr. Madison P. Aydelott III
	Dr. Harold Chakales
	Mrs. Elaine Goode

and with the following absent, to-wit:

Mr. Rush Harding III
Mr. Jerry Malone

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

Minutes of the last meeting, July 8, 1994, were approved as circulated on motion by Mrs. Goode with a second from Dr. Chakales.

PRESIDENT'S REPORT

President Thompson reported on the following items:

FY 1994-95 Budget Adjustments - Information included in the agenda book indicates that adjustments to the 1994-95 budget may be discussed at this meeting. However, work on the adjustments has not been completed. This item will be placed on the agenda for the October 14 Board meeting.

Update on Property Purchases:

Williams Property - The purchase of this property, located at 102 Donaghey Avenue, has been completed.

Comstock Property - An agreement has been reached in the condemnation suit of this property which is adjacent to the Williams Property.

Softball Complex - Construction is scheduled to begin next week.

Student Center Addition/Renovation - Bids are scheduled to be opened September 20.

Campus Master Plan - copies of a master plan adopted in the early 1980s were distributed. Although the plan has not been followed in every detail, suggestions made in respect to development of parking lots, traffic design within the campus, burial of utility lines, and locations of buildings have been generally followed.

Enrollment/Registration - Fee payment for the Fall semester begins Monday, August 15. Based upon freshman applications and pre-registration, enrollment for the Fall semester is expected to be down slightly.

Remedial Courses - UCA continues to work with Petit Jean Technical College concerning the possibility of PJTC offering remedial courses on the UCA campus. If an agreement can be reached it is hoped that the courses can be offered in the 1995 Fall semester.

UCAPD - President Thompson alerted the Board that he may at the next meeting present a request for construction of a new building for the University Police Department. The facility would be located closer to the center of campus to enhance student safety. Dr. Thompson stated that it should be possible to construct the building at a moderate cost.

OLD BUSINESS

Report of Committee on Policy for Requests to Address the Board of Trustees - Mr. Aydelott, chairman of the committee, distributed copies of a memorandum from President Thompson dated August 4 which included a draft policy with several possible alternatives.

Prior to discussing the alternatives Mr. Aydelott suggested that the Board decide if a policy for requests to address the Board should be adopted.

Mr. White stated that he feels that the Board needs to proceed with adopting a policy. He further stated that he supports the original draft submitted by the administration with one exception -- he would prefer that presidents of the Faculty and Staff Senates, and the Student Government Association be placed on the Board agenda for the first meeting of the Spring semester instead of the Fall semester.

Mrs. Goode agreed with Mr. White's suggestion.

MR. AYDELOTT MOVED THAT THE BOARD FORMULATE A POLICY TO ALLOW PERSONS TO ADDRESS THE BOARD OF TRUSTEES. THE MOTION WAS SECONDED BY DR. CHAKALES AND PASSED WITH A NEGATIVE VOTE FROM MR. WOMACK.

Mr. Aydelott stated that the Board apparently would like to take additional time to consider the alternatives listed in the draft.

Dr. Chakales stated that he has no problem with the administration establishing the policy guidelines; however, there may be some argument about the appeals process. He stated that he thinks it would be appropriate for the Board to take additional time to consider the policy.

Mr. Aydelott requested members of the Board to review the alternatives presented in the draft policy and forward their comments and suggestions to President Thompson. The draft policy can then be presented with fewer alternatives for the Board's consideration and action at the next board meeting.

Dr. Chakales moved that the issue be postponed until the next meeting. The motion died for lack of a second.

Mr. Aydelott stated that in speaking with individual members of the Board there is a spectrum of opinions as to how often speakers should be allowed to address the board. His personal opinion is that speakers should be allowed at each meeting.

Mrs. Goode expressed her concern about allowing speakers at each meeting. She stated that the Board should keep its focus as a policy-making board. Therefore, speakers should be allowed at one meeting during the Spring semester to present general statements on matters of interest and concern to their constituencies; they should not be involved with each item at each meeting.

Mr. Womack agreed that speakers should be limited to one meeting during the Spring semester.

Board members discussed the possibility of limiting speakers to 5 minutes each with a total of no more than 20 minutes per meeting for presentations.

The Board also discussed whether the President, during the President's Report, may request the chair to recognize the presidents of the Faculty Senate, Staff Senate, and the Student Government Association without first having placed them on the agenda.

Mr. White stated that such requests should be made at the President's discretion during his report with permission from the chair.

Mr. Aydelott asked if the Board wants to be advised of the President's denials of requests to appear before the Board so it may have an opportunity to review the request and possibly overrule the decision.

President Thompson suggested that time limits be placed on all requests to coincide with the preparation of the agenda book. The written requests and the President's responses could then be included in the agenda book which is generally mailed to Board members 14 days prior to the date of the meeting.

Mr. Womack asked Mr. Aydelott if he planned to make a recommendation concerning the policy today since Dr. Chakales' motion to postpone the issue until the next meeting died for lack of a second.

Mr. Aydelott stated that he hoped that the process could be concluded at this meeting but because two board members are absent, he thinks it would be unwise to proceed today. It was decided that the issue be postponed at this time. It will be dealt with either before or at the October 14 board meeting.

Report of Committee to Review Needs of President's House - Mrs. Elaine Goode, chairman of the committee, reported that the committee recommends approval of option B of the two options discussed previously. She stated that option B will enlarge the public areas of the house making them more functional for public gatherings and, therefore, more useful to the university. She also discussed the possibility of enclosing the garage for the family's use in addition to option B.

MRS. GOODE MOVED THAT THE BOARD ADOPT THE FOLLOWING OPTION B WITH THE POSSIBILITY OF EXPANDING WHAT IS INCLUDED IN THAT OPTION:

- * Replace electrical wiring and plumbing, modify existing cooling and heating equipment.
- * Expand the current kitchen area to the east to provide approximately 388 additional square feet.
- * Extend current living room (and master bedroom above it) to provide approximately 158 additional square feet on each floor.

- * Remove the screened porch on south side and add 23 feet by 32.6 feet room (750 square feet) which would be partitioned to provide a handicapped accessible rest room and additional entertainment/living space.
- * Construction of a 21 feet by 36.5 feet room to the south of option A which would provide additional space to host university functions.

Option B provides a total of 7,366 square feet with 2,221 square feet in new construction. Estimated cost of construction for this option is approximately \$350,000. Architectural fees of \$33,250 and contingencies of \$17,500 would bring the total cost of the project to \$400,750.

Option B would include renovation and remodeling of areas of the current structure necessary for the improvement of appearance or functionality. Costs for additional furnishings are not included.

THE MOTION WAS SECONDED BY MR. WHITE.

Mr. Aydelott asked if an option which addresses only the wiring and plumbing needs was considered.

Mrs. Goode stated that such an option was discussed; however, that option does not address the needs of the handicapped. She explained that the only restroom downstairs is not accessible to the handicapped. Mrs. Goode stated that the committee agreed that such an option would not be the best choice.

Dr. Chakales stated that if he recalls correctly, improvements to the house were approved by the Board in either 1988 or 1989, but were never done.

Mr. White stated that he views the house as an asset not only to the university but also to the City of Conway. He further stated that it is the Board's responsibility to renovate, maintain, and repair the facility. For those reasons, he strongly supports the approval of option B. Mr. White requested Mr. John Ward, Vice President for Public Affairs, to consider the possibility of a fund-raising campaign to help defray the cost, although he stressed that going forward with the project would not be contingent upon this. He asked Mr. Ward to present a proposed plan at the next board meeting.

Mrs. Goode and Dr. Chakales agreed with Mr. White's suggestion.

At Mrs. Goode's request, Mr. Womack requested Mr. Brooks Jackson, architect, to explain option B.

Mr. Jackson explained that several issues were considered including life safety (electrical system), plumbing, air conditioning, and accessibility for the physically challenged, all of which are inadequate. Public use of the building was also considered. Mr. Jackson stated that option B will resolve most of these issues. He reminded the Board that cost estimates for the project were prepared almost a year ago; therefore, the present cost of the project will probably be more.

Mr. Aydelott asked if a cost estimate was prepared on the mechanical and accessibility issues. Mr. Jackson stated that he does not recall preparing estimates on those specific issues.

**MRS. GOODE'S MOTION, SECONDED BY MR. WHITE, WAS PASSED
WITH A NEGATIVE VOTE FROM MR. AYDELOTT.**

NEW BUSINESS

Change of Name of the Associate of Applied Science in Day Care Management to Associate of Applied Science in Child Care Management - The Department of Home Economics has requested a change in the name of the Associate of Applied Science in Day Care Management to Associate of Applied Science in Child Care Management. The change reflects the department's recent revision of the curriculum in child care. The new name is in keeping with the designation of such programs across the nation and has been endorsed by appropriate committees and administrators.

The following resolution was adopted upon motion by Mr. White with a second by Dr. Chakales:

**"BE IT RESOLVED: THAT THE ASSOCIATE OF APPLIED SCIENCE IN
DAY CARE MANAGEMENT WILL BECOME THE ASSOCIATE OF
APPLIED SCIENCE IN CHILD CARE MANAGEMENT EFFECTIVE
WITH THE FALL 1994 SEMESTER."**

Board Policy Book (Academic Affairs Section 374 and Administrative Affairs) - The proposed sections of the Board Policy Book generally reflect existing Board policy. An explanation of those sections proposed for change follows:

The Space Utilization Policy has been rewritten to improve readability. The rental rates have been increased significantly in order to bring them into line with comparable market prices. Provisions restricting use of the facilities for religious and political purposes have been removed in order to comply with recent Supreme Court decisions.

The Board policy adopting the UCA Police Department's Policy and Procedures Manual has been removed. The Policy and Procedures manual governs the day-to-day operations of the Department. As such, it should be a "living" document subject to frequent revisions based upon the changes in daily operational needs. In addition, it contains many procedural items not properly the subject of Board policy. Issues concerning use of force and firearms and the imposition of fees have been retained as Board policy.

The policy on use of force and firearms has been revised to make it comparable with policies currently in use by other universities and law enforcement authorities. Any officer on duty who draws or uses a weapon is required to justify the action to the Chief of University Police. If the use of the weapon results in injury or death, the officer will be suspended with pay pending review by a panel appointed by the President. If the use of force is found to be justified, the officer will be reinstated. If the use of force is not found to be justified, appropriate disciplinary action will be taken, which may include dismissal.

The following resolution was adopted upon motion by Mr. Aydelott with a second by Mrs. Goode:

"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES HEREBY ADOPTS THE ATTACHED SECTIONS 374, 400-405, 410, AND 420-423 OF THE BOARD POLICY BOOK, PROVIDED, HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 374

Subject: Honorary Degrees

Page 1 of 1

Date Adopted 8/85 Revised _____

The ~~administration~~ **President** is authorized to complete and submit to the Board of Trustees procedures for the selection of individuals to be awarded honorary degrees by the University.

Administrative Affairs - 400.00

400	Space Utilization Policy
401	Memorial & Plaque Policy
402	Naming University Facilities
403	Distinguished Alumni Awards
404	Use of Driftwood Property
405	Alcohol Policy
410	Statement on Patents
420	Department of Public Safety Manual
420	Dept. of Public Safety Firearms Policy <u>University Police Use of Force and Firearms Policy</u>
421	Traffic and Parking Regulations
422	Withholding of Traffic and Parking Charges
423	Use of Skateboards and Other Wheeled Devices

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 400

Subject: Space Utilization Policy

Page 1 of 19

Date Adopted 08/78 Revised 08/79, 04/82, 12/88, 4/89

~~-----~~
~~I. PHILOSOPHY~~

~~The University of Central Arkansas is dedicated to the philosophy of providing continuing educational opportunities for its various publics by providing faculty, staff services and facilities to fulfill the educational mission of the University.~~

~~II. PURPOSE AND FUNCTION OF THE MASTER CALENDAR OFFICE~~

~~The Purpose of the Master Calendar Office is to schedule and maintain a listing of all University activities on the University of Central Arkansas campus. No event or activity is to take place on the campus unless it has been placed on the official University Calendar which is maintained by the Division of Continuing Education.~~

~~The Dean of Continuing Education has the responsibility for the administration of space utilization policy as delineated through the Procedures section of this document.~~

~~III. IDENTIFICATION OF UNIVERSITY ACTIVITIES~~

~~Activities at the University of Central Arkansas fall into four categories:~~

- ~~1. Regularly scheduled Academic Classes~~
- ~~2. Student Activities~~
- ~~3. Continuing Education Activities~~
- ~~4. Non-university Sponsored Activities~~

~~Regularly Scheduled Academic Classes are those classes which have been identified by the various departments at the University of Central Arkansas to support or extend the educational criteria established in each college. These classes also include credit workshops or conferences which have been scheduled through the Division of Continuing Education.~~

~~Student Activities~~ are those which have followed the "approval process" established by the Division of Student Affairs.

~~Continuing Education Activities~~ are those which have been identified by the Division of Continuing Education to support the academic enrichment of the University of Central Arkansas student body or general public. They may include former, current or future students at UCA or private community sector. These activities may include workshops or conferences, seminars, special programs or student clinics, camps or other University approved and sponsored activities. These activities will also include Community Education Activities, those which have been identified by the Division of Continuing Education to support enrichment activities for the general public. These activities may include public forums, community education classes, special events or other community based University-sponsored activities.

~~Non-university Sponsored Activities~~ include those events requested by organizations for use of University space for the express purpose of fulfilling mutual interests or fellowship. These activities may include those of registered student organizations which are not under the direct authority of the University; community activities such as pageants or other social activities; business and professional organizations desirous of meeting space; or governmental units and agencies.

~~IV. SCHEDULING UNIVERSITY ACTIVITIES: GENERAL POLICIES~~

- ~~1. All activities on the University of Central Arkansas campus will be scheduled through the Master Calendar Office in the Division of Continuing Education. This applies to all academic activities, departmental meetings, student organization meetings, athletic events, social events, special activities and outside groups using UCA facilities.~~
- ~~2. All University space will be controlled and scheduled by the Master Calendar Office.~~
- ~~3. All academic spaces for regularly scheduled classes will be assigned by the Office of the Vice President for Academic Affairs. Academic classes~~

~~will have space priority before any other University activity can be confirmed.~~

- ~~4. Activity requests are to be filed with the Master Calendar Office and approved by the Dean of Continuing Education prior to:
 - ~~a. The issuance of any public invitation or announcement~~
 - ~~b. The commitment of any University personnel or finances~~
 - ~~c. The collection of any fees.~~~~
- ~~5. The "University of Central Arkansas" may appear on any literature after an activity has been approved for sponsorship by the University through the Dean of Continuing Education.~~
- ~~6. Activities to be conducted by the University of Central Arkansas students on the campus of the University must be sponsored by the appropriate student organization and approved by the Vice President for Student Affairs.~~
- ~~7. All continuing education activities must meet the following criteria in order to be approved for sponsorship:
 - ~~a. The proposed program must be a bona fide educational need.~~
 - ~~b. The proposed program must be endorsed by a department chairperson or academic administrator.~~
 - ~~c. The proposed program, when initiated by an outside agency, must meet the educational criteria and be confirmed by the Dean of Continuing Education.~~
 - ~~d. Non-credit community education classes must be offered through the Division of Continuing Education.~~~~
- ~~8. All non-university supported activities which do not meet the educational criteria must receive "approval for space usage" through the Dean of~~

~~Continuing Education and the Council of Vice Presidents. No University space will be approved for rental without meeting the additional requirements outlined for "space rental" in this document.~~

- ~~9. Priority for University activities other than regularly scheduled academic classes will be determined by the Dean of Continuing Education subject to the policies and procedures as approved by the Council of Vice Presidents and the policies as approved by the University Board of Trustees.~~

~~V. RESERVATION PROCEDURES~~

~~Regularly Scheduled Academic Classes~~

- ~~1. All requests for space for academic departments and the Division of Continuing Education shall follow the procedures established by the Office of the Vice President for Academic Affairs and the Master Calendar Office.~~
- ~~2. Deadlines regarding scheduling of academic space shall be set by the Office of the Vice President for Academic Affairs.~~
- ~~3. All space requests for credit workshops/classes should be made through the Division of Continuing Education Office prior to scheduling these with the Office of the Vice President for Academic Affairs.~~
- ~~4. The preparation of Academic Class schedules shall be the responsibility of the Office of the Vice President for Academic Affairs.~~
- ~~5. Changes in academic space assignments shall be made by the Office of the Vice President for Academic Affairs and coordinated through the Master Calendar Office.~~
- ~~6. Requests for academic space should maximize University faculty use and energy efficiency.~~

~~Student Activities~~

- ~~1. Recognized student organizations may schedule activities through the Master Calendar Office through these procedures:~~
 - ~~a. Activity request is signed by organization sponsor and the Vice President for Student Affairs or their designated representative. Activity requests may be secured from the Master Calendar Office.~~
 - ~~b. Signed activity request is brought to Master Calendar Office for scheduling.~~
 - ~~c. Activity is accommodated for scheduling by the Master Calendar Office.~~
 - ~~d. Scheduled activity is published in a weekly calendar.~~
 - ~~e. Forms are sent from the Master Calendar Office to the building administrator, sponsor, security and maintenance.~~
- ~~2. Activities which are scheduled in the Student Center are subject to Student Center Board Policy.~~
- ~~3. Activities which are scheduled in the Little Theater or Ida Waldran Auditorium are subject to additional regulations. These regulations may be secured in the Office of the Division of Continuing Education.~~
- ~~4. Recognized student organizations may have a maximum of two (2) activities scheduled at one time in each semester.~~
- ~~5. Recognized student organizations may schedule additional activities up to two weeks in advance, if space is available.~~
- ~~6. No duplicate activities may be scheduled on the same date (e.g., dances).~~
- ~~7. Registered student organizations may schedule regular meetings on campus. They will follow the same procedure for scheduling space as recognized student organizations.~~

Continuing Education Activities

- ~~1. All requests for space for Continuing Education activities will be made through the Division of~~

~~Continuing Education and will be approved by the Dean of Continuing Education before scheduling with the Master Calendar.~~

- ~~2. Continuing Education activities may be placed on the calendar on a tentative basis one year in advance. Confirmation of space will be made after the academic space has been confirmed.~~
- ~~3. The preparation of the Continuing Education Activities Schedules shall be the responsibility of the Division of Continuing Education.~~

Community Education Activities

- ~~1. All requests for space for Community Education Activities will be made through the Division of Continuing Education and will be approved by the Dean of Continuing Education before scheduling with the Master Calendar.~~
- ~~2. The preparation of the Community Education Activities Schedules shall be the responsibility of the Division of Continuing Education.~~

Non-University Sponsored Activities

- ~~1. The use of campus property or facilities by non-university individuals shall be subject to the regulations of the University concerning other types of meetings or activities on campus.~~
- ~~2. Religious activities which are designed to promote worship, recruitment and/or religious training to any particular religious doctrine may not be held in University facilities.~~
- ~~3. 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. The scheduling of space for this purpose shall be done through the Director of Community Education and approved by the Dean of Continuing Education.~~

- ~~4. Sales or solicitation is not permitted on University property by any outside agency. Display of materials may be permitted by following the guidelines provided by the Division of Continuing Education.~~

~~VI. BILLING OF FEES FOR SPACE USE~~

- ~~1. The billing of all fees for space use will be made by the Division of Continuing Education.~~
- ~~2. Fees will be assessed for the following activities:~~
 - ~~a. Regularly Scheduled Academic Classes. No fees for space use will be collected for regularly scheduled academic classes. This includes credit classes which are scheduled through the Division of Continuing Education.~~
 - ~~b. Student Activities. Student Activities may be divided into several categories. Fees will be assessed according to the following guidelines:~~
 - ~~(1) On-campus student groups will not pay a facilities use fee for regular meetings or for special events if (a) no admission charge is made for the event; or (b) no equipment is used for the activity. Exception: There will be a \$25 charge for Ferguson Chapel and a \$10 charge for the Mirror Room plus direct costs.~~
 - ~~(2) On-campus student groups who schedule a space and will need special services, but will not be charging admission to their event, will pay the direct costs of labor, lighting, maintenance, etc.~~
 - ~~(3) On-campus student groups who schedule a space and will be charging admission will pay for~~

~~direct costs plus a facility use fee for the following activities:~~

(a) Student Center Ball	\$25 per day (8 hrs.)
(b) Mirror Room	\$10 per day
(c) HSC Auditorium	\$15 per day
(d) Recital Hall	\$15 per day
(e) Little Theater	\$25 per day
(f) Farris Center	\$25 per day
(g) Old Gym	\$15 per day
(h) Ida Waldran Auditorium	\$25 per day

- ~~(4) All student organizations will pay the direct cost for repair of facilities or the repair or replacement of equipment resulting from damage during the sponsored activity. The Division of Continuing Education will have the responsibility of assessing damages~~
- ~~(5) Student organizations will follow the regulations regarding the use of specific University space. These regulations may be obtained in the Division of Continuing Education Office.~~
- ~~(6) All fees, except for direct cost, will be waived for Student Senate activities.~~
- ~~(7) Fee waivers may be obtained for special activities, and these forms are available in the Division of Continuing Education Office.~~
- ~~* (8) The expenses of having a Public Safety Officer present during dances in the Student Center and of hiring two lifeguards employed by the University to be on duty during the use of the swimming pool at the Farris Center will be considered direct costs for the purposes of this Section V.2.b and will be borne by the sponsoring organizations. The specific fees charged will be \$50.00 for the dances and \$25 for the swimming pool.~~

e. ~~Continuing Education Activities.~~ Continuing Education Activities may be into the following categories. Fees will be assessed according to the appropriate category.

- (1) ~~All special activities which are scheduled by UCA personnel (either on or off the UCA campus) and use the University's name as a sponsor, must be scheduled through the Division of Continuing Education and conform to the rules and regulations stated herein.~~
- (2) ~~Any activity scheduled by an academic department and/or University employee for which fees are assessed but all proceeds to the support of the University, only direct costs will be charged.~~
- (3) ~~Adult conference groups or Community Education classes which have generated by UCA faculty and/or sponsored by the Division of Continuing Education will not be assessed a direct use fee for space use. All registration fees will be collected by the Division of Continuing Education and 20% of these fees will be utilized for the following services:~~
 - ~~(a) conference planning/program development~~
 - ~~(b) scheduling of facilities and meals~~
 - ~~(c) printing and advertising~~
 - ~~(d) mailing~~
 - ~~(e) processing supplies and services contracts~~
 - ~~(f) registration (collection and disbursement of fees)~~
 - ~~(g) audio-visual equipment~~
 - ~~(h) conference monitoring~~
 - ~~(i) conference evaluation~~
- (4) ~~The Division of Continuing Education will be responsible for establishing registration fees for conference/community education classes.~~
- (5) ~~Credit Workshops will not be assessed a direct fee for space use.~~

~~(6) Youth Groups. All youth groups must be scheduled through the Division of Continuing Education. Youth groups may originate (be sponsored by) a University administrative unit.~~

~~(a) Youth groups who are sponsored by a University administrative unit will not be assessed a direct space use fee. All registration fees will be established by the UCA faculty member and the Division of Continuing Education. All fees will be collected by the Division of Continuing Education and 20% of all registration fees will be utilized for the following services:~~

- ~~1. program planning~~
- ~~2. scheduling of facilities and meals~~
- ~~3. printing and advertising~~
- ~~4. mailing~~
- ~~5. processing supplies and services contracts~~
- ~~6. registration (collection and disbursement of fees)~~
- ~~7. audio-visual equipment~~
- ~~8. group monitoring~~
- ~~9. evaluation~~

~~(b) Youth groups who are not sponsored by an academic department will pay a fee of \$1 per person per day plus any additional personnel, labor, or other charges which may result from their activities on campus.~~

~~(c) All youth groups will adhere to the regulations regarding the use of University space. These regulations may be obtained in the Division of Continuing Education Office.~~

~~(d) The Director of Special Activities will have the responsibility of assessing and/or collecting the direct cost of facility or equipment repair resulting~~

~~from damage during the sponsored activity.~~

~~d. Non-university Sponsored Activities. These activities may include any request for use of space which has no UCA sponsorship. Fees will be collected for use of space by the Division of Continuing Education based on the following guidelines:~~

~~(1) Any adult groups who are not sponsored by UCA and wish to use space will pay a rental fee to the Division of Continuing Education as per the attached rental schedule.~~

~~(2) Any city, county or state government unit or agency that wishes to use UCA space for the purpose of in-service training for employees within that agency will be assessed a fee of \$1 per person per day or the regular classroom rental fee, whichever is the lesser amount.~~

RENTAL RATES AND FEES

FACILITIES RENTAL FEES

Classrooms _____ \$ 15/day

Auditoriums

Health Science Center _____ \$ 75/day

Recital Hall _____ \$ 75/day

Little Theater _____ \$100/day

Ida Waldran _____ \$150/day

Gymnasiums

Farris Center _____ \$150/day

Old Gym _____ \$150/day

~~(The above rates are based on a maximum of eight (8) hours. An additional hourly rate will be charged for usage over the maximum.)~~

ADDITIONAL HOURLY RATES

Classrooms	\$ 5/hour
Health Science Center Auditorium	\$ 15/hour
Recital Hall	\$ 15/hour
Little Theater	\$ 15/hour
Ida Waldran Auditorium	\$ 20/hour
Farris Center Gymnasium	\$ 50/hour
Old Gymnasium	\$ 20/hour

SECURITY CHARGES

Each officer \$ 6/hour

(Number of officers needed will be determined by the Director of Public Safety concerning the type of event and anticipated number in attendance.)

USHERS Minimum wage/usher

Health Science Center Auditorium	2 required
Recital Hall	2 required
Little Theater	2 required
Ida Waldran Auditorium	4 required (minimum)
Farris Center	10 required (minimum)

Minimum wage will be assessed if the group does not provide its own ushers.

FERGUSON CHAPEL

(One day of rehearsal is included in the above cost.)

MIRROR ROOM (Reserved for formal receptions only.)

Student organizations/campus departments and off-campus groups will give a donation of \$10.00 or more to the Women's Faculty Club for the refurbishing and upkeep of the room. This will be collected for them through the Division of Continuing Education.

STUDENT CENTER

Ballroom _____ \$100/day

~~{Campus organizations/departments using the ballroom for an event for which there is an admission charge or donation taken will be assessed a \$25 fee.}~~

Conference Room _____ \$ 15/day

Meeting Room _____ \$ 15/day

~~The Television Room and Music Room can not be reserved by any group.~~

~~The Second Floor Lounge area can be scheduled for guest speakers if the event is open to the entire campus. No food, drink, or smoking is allowed.~~

CAFETERIASSpace Usage Only:

~~Student organizations and campus departments will not be charged a fee when the area is used during regular hours. Any time cafeteria space is used during closed hours there will be a charge of \$25.00 for clean-up and opening/closing the facility.~~

~~Off-campus organizations are charged the \$25.00 fee any time they schedule cafeteria space.~~

Usage When Food is Served:

~~Student organizations and campus departments will only be charged the cost of food if space is used during regular hours. If space is reserved after regular hours, groups will be charged a clean-up and opening/closing fee based on the schedule below:~~

Food costs below \$50.00 _____	\$25.00 fee
Food costs \$50.00 to \$100.00 _____	\$15.00 fee
Food costs over \$100.00 _____	No additional fee is charged

I. PURPOSE

The University of Central Arkansas is a state-supported institution of higher education. Its facilities are designed primarily to accomplish its educational objectives. This document provides policies and procedures for the use of University facilities.

II. ROLES AND FUNCTIONS

1. University Calendar Office

- a. Serves as the office through which all University space and facilities are scheduled, and rental and special fees collected.
- b. Coordinates with all University offices and Building Administrators to insure efficiency and effectiveness in scheduling.

2. Building Administrators

- a. Insure that all activities scheduled in non-restricted space in each building are placed on the University Calendar.
- b. Report to the University Calendar Office all renovations which alter the physical layout of the facility.
- c. Identify restricted spaces and provide the rationale for restricting the space. This rationale is presented to the appropriate Vice President for submission and consideration by the Council of Vice Presidents.

III. PRIORITIES FOR USE OF FACILITIES

1. Priority 1: Academic Classes

- a. Academic credit classes offered through the regular class schedule.
- b. Academic credit classes scheduled through the Division of Continuing Education.

2. Priority 2: Non-Academic University Sponsored or Recognized Activities (i.e., college, department, student, senates).

3. Priority 3: Non-University Sponsored or Recognized Activities

IV. PRIORITIES FOR USE OF STUDENT CENTER

1. Priority 1: Activities sponsored by a UCA recognized student organization (RSO).
2. Priority 2: Activities sponsored by departments, divisions, and other University offices.
3. Priority 3: Non-University sponsored activities.

V. SCHEDULING PROCEDURES

1. Priority 1: Academic Classes

Academic classes offered through the regular schedule are assigned spaces by the departments during the prior semester. Coordination of these assignments is provided through the office of the Vice President for Academic Affairs. Classes scheduled through the Division of Continuing Education are coordinated through the academic departments and become a part of the master schedule for all credit classes.

The scheduling of credit classes receives priority through the last day of late registration. At that time, the credit schedule becomes a part of the University Calendar, and all other assignments for the semester are made and/or confirmed through the University Calendar Office.

2. Priority 2: Non-Academic University Sponsored or Recognized Activities

University, college, and departmental sponsored activities are scheduled through the University Calendar Office. Requests which raise questions regarding policy or the appropriateness of the activities will be referred to the College Dean for a decision or recommendation. If the concern cannot be resolved at that level, the request will be submitted to the Council of Vice Presidents for a decision.

Student sponsored activities are scheduled through the University Calendar Office. Any request which raises questions regarding policy or appropriateness of the activity will be referred to the Dean of Students for a decision or recommendation. If the concern cannot be resolved at that level, the request will be submitted to the Council of Vice Presidents for a decision.

Other officially sponsored activities are scheduled through the University Calendar Office. Requests which raise questions related to policy or the appropriateness of the

activity will be referred to the Council of Vice Presidents for a decision.

University related activities may be scheduled up to one (1) calendar year in advance. Should conflicts of date or facility occur with Priority 1 scheduling, and acceptable alternate arrangements cannot be made, the Priority 2 event will be canceled.

3. Priority 3: Non-University Sponsored or Recognized Activities

External groups requesting the use of University facilities must complete a request form provided by the University Calendar Office. Activities which raise questions regarding policy or appropriateness of the activity will be reviewed by the Dean of Continuing Education. Should further review be necessary, the request will be submitted to the Council of Vice Presidents for a decision. Requests will be accepted up to one (1) calendar year in advance; however, the request will not be confirmed until the last day of late registration during the semester of the requested date.

VI. GENERAL POLICY STATEMENTS

1. Any sales or solicitation on University property must comply with the University Solicitation Policy.

2. Rental Fees and Direct Cost Charges:

a. All groups renting facilities will be billed for all direct costs unless a waiver has been granted.

b. Non-University sponsored or recognized groups using facilities for receptions will pay a rental fee. The rental fee is waived if a meal is served by the UCA contract vendor.

c. When no admission fee is charged by University sponsored or recognized activities, rental fees are waived.

d. When admission is charged, University and student organizations will be billed for direct costs and also pay a rental fee, unless a waiver has been granted.

e. All fees, except for direct costs, will be waived for Student Government sponsored activities.

- f. When a University department schedules an event for which fees are assessed and the proceeds go to the University, only direct costs will be charged.
 - g. Any group or organization renting or using University facilities is responsible for any damages occurring as a result of the activity.
3. The University Police and other appropriate University officials will determine how much security will be provided for any event, and the sponsor of the event will be billed for security services.
 4. All events requiring food service must make arrangements with the UCA contract vendor.
 5. Special events that have the potential for injury are required to have liability insurance. The University should be included in the policy rider as an additional insured and be given a copy of the certificate before the event. (The University will determine when required.)
 6. All activities must conform to Federal and State laws and regulations.
 7. Failure to follow policies and procedures governing the use of University facilities may result in denial of future usage for a period of time.

RENTAL RATES

Classrooms/Conference Rooms/Lobbies \$10/hr (or \$50/8 hrs)

Labs (computer, science, etc.) \$25/hr

Auditoriums

1. BBA205, LSC101, 102, HSC \$25/hr (or \$150/8 hrs)

2. Recital Hall, Center Stage *\$250/8 hrs (\$25/hr additional)

3. Ida Waldran *\$500/8 hrs (\$50/hr additional)

Auxiliary

1. Mirror Room *\$50/4 hrs

2. Fireplace Room *\$50/4 hrs
(no cost when East Commons is used)

3. President's Dining Room \$25/hr

4. Buffet Area/Commons \$25/hr
(no cost when East Commons is used)

5. Ferguson Chapel *\$75/8 hrs
(4 hrs for rehearsal the day prior to a wedding is included)

6. Film Rooms 1 & 3 *\$50/8 hrs

Meeting Rooms

1. East Commons *\$150/8 hrs (\$10/hr additional)

2. West Commons B *\$100/8 hrs (\$10/hr additional)

3. Student Center Ballroom *\$300/8 hrs (\$25/hr additional)

Gymnasiums

1. Farris Center *\$500/8 hrs (gym floor only)

2. Farris Center Pool \$50/2 hrs (lifeguard included)

3. Old Gym *\$250/8 hrs (gym floor only)

Outside Areas

1. Estes Stadium *\$250/8 hrs
(includes track & field)

2. Tennis Courts \$5/hr M-F
\$10/hr Sat-Sun

3. Other *\$50/8 hr

(Practice Field, Lawn areas, etc.)

All groups will be responsible for paying all direct costs associated with the event. Examples of direct costs are maintenance set-up charges, clean-up charges, University Police (security) expenses and technician wages.

*Half and Full day rates only

**RENTAL RATES
FOR
STUDENT ORGANIZATIONS**

Classrooms/Conference Rooms/Lobbies \$5/hr (or \$25/8 hrs)

Additoriums

1. BBA205, LSC101, 102, HSC \$10/hr (or \$75/8 hrs)

2. Recital Hall, Center Stage \$125/8 hrs (\$25/hr additional)

3. Ida Waldran \$250/8 hrs (\$50/hr additional)

Auxiliary

1. Mirror Room \$25/4 hrs

2. Fireplace Room \$25/4 hrs

3. President's Dining Room \$10/hr

4. Buffet Area/Commons \$10/hr

5. Ferguson Chapel \$35/8 hrs
(4 hrs for rehearsal the day prior to a wedding is included)

6. Film Rooms 1 & 3 \$25/8 hrs

Meeting Rooms

1. East Commons \$75/8 hrs (\$10/hr additional)

2. West Commons B \$50/8 hrs (\$10/hr additional)

3. Student Center Ballroom \$150/8 hrs (\$25/hr additional)

Gymnasiums

1. Farris Center \$250/8 hrs (gym floor only)

2. Farris Center Pool \$25/2 hrs (lifeguard included)

3. Old Gym \$125/8 hrs (gym floor only)

Outside Areas

1. Estes Stadium \$125/8 hrs
(includes track & field)

2. Tennis Courts \$25/8 hrs (M-F)
\$50/8 hrs (Sat-Sun)

3. Other \$25/8 hrs
(Practice Field, Lawn areas, etc.)

All groups will be responsible for paying all direct costs associated with the event. Examples of direct costs are maintenance set-up charges, clean-up charges, University Police (security) expenses and technician wages.

Organizations who require a fee for their event will be charged a rental fee.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 401

Subject: Memorial & Plaque Policy

Page 1 of 2

Date Adopted 4/86 Revised _____

GUIDELINES FOR MEMORIALS

Requirements On Those Memorialized:

Any faculty, staff, student, individual, or group who have been associated with or have made significant contributions to UCA.

Request May be Initiated by:

Any faculty, staff, student, individual, or group associated with UCA.

Steps To Go Through To Board:

-Buildings and Grounds Committee for Memorials

Two Faculty - Appointed by Committee on Committees

Two Students - One from RHA and one from Student Senate

Two Staff - Appointed by Staff Senate:
One from Public Affairs
One from Student Affairs

- Chair is elected

- Committee makes recommendations to the Council of Vice Presidents

- To President

- To Board of Trustees

Person or Persons Making the Request Must Be Prepared To Submit:

1. Size of memorial - maximum of four feet in height and base no larger than three feet by three feet
2. Type of memorial
3. Preferred location of memorial

4. Plans for maintenance and costs (who will be responsible?)
5. Construction (who will be responsible?)

Committee will decide if the memorial meets the requirements and the architectural design of buildings and landscaping and make a recommendation to the Council of Vice Presidents.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 402

Subject: Naming University Facilities

Page 1 of 1

Date Adopted 12/82 Revised _____

The University policy on naming of facilities and programs is as follows:

- 1) Buildings may be named after individuals, to designate the function of the building, or to commemorate historic or traditional identities. All academic buildings should also carry a functional designation if named after an individual.
- 2) Buildings, portions of buildings, or programs may be named after individuals who have made significant or meritorious contributions to the University.
- 3) Portions of present buildings or present buildings still un-named may be named after individuals as stated in Item 2 above.
- 4) It is recognized that the final decision for the naming of any building or program rests with the Board of Trustees. The following mechanism would be followed in the naming process.

Recommendations for the naming of buildings, portions of buildings, or programs may be initiated by any group on the campus. A recommendation should be made in writing to the President of the University. If the President, upon the advice of the Council of Vice Presidents, feels there is any merit in the recommendation, the President shall appoint a study committee representing such groups as Alumni Association, the administration, the students, the faculty, and other friends of the University. This committee will make its recommendation to the President, who in turn will present that recommendation to the Board of Trustees. In the event the initial suggestion coming to the President is found not to have any merit after its review with the Council of Vice Presidents, that suggestion will be provided by the President to the Board of Trustees for its information. This will insure that any suggestion made will ultimately reach the Board of Trustees.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 403

Subject: Distinguished Alumni Awards

Page 1 of 1

Date Adopted 8/85 Revised _____

The administration is authorized to implement a program in which no more than three awards may be made annually at Homecoming to distinguished alumni and/or distinguished friends of the University.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 404

Subject: Use of Driftwood Property

Page 1 of 1

Date Adopted 8/88 Revised _____

The following general policies shall govern the use of the Jimmy Driftwood property in Mountain View:

1. The Jimmy Driftwood property in Mountain View, known as the Barn and Folk Hall of Fame, and the grounds and other buildings may be used for education purposes (classes, seminars, plays, recitals, exhibitions, field trips and discussions) sponsored by the University. Other uses of the property may be made if approved by the Director of the Ozark Heritage Institute and the Advisory Council of the Ozark Heritage Institute in advance.

2. Scheduling of the use of the property will be done by the Director of the Ozark Heritage Institute: however, it is understood that the Rackensack Society of Stone County and Jimmy Driftwood will have priority for use of the Barn on weekends.

3. Use of the property will be governed, where applicable, by the regulations governing use of other University property. Where appropriate, specific rules and regulations governing the use of the Mountain View property will be established by the Advisory Council, which is also hereby granted the authority to establish a fee schedule for use of the property.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 405

Subject: Alcohol Policy .

Page 1 of 1

Date Adopted 8/90 Revised _____

No alcoholic beverages will be served on any occasion on university premises, except at the President's Home.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 410

Subject: Statement on Patents

Page 1 of 1

Date Adopted 11/71 Revised _____

Every faculty member or employee who conceives or develops or believes that he has conceived or developed a patentable invention and has received institutional support or used university facilities for the development of the invention is encouraged to disclose the facts and to discuss the implications with his dean.

The University recognizes that each situation is unique and that the rights and equities of the inventor, the University, and perhaps a third party such as a governmental agency or a foundation which may have furnished additional support can only be determined by consideration of the facts of each case and by mutual discussion and agreement.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 420

Subject: ~~Department of Public Safety Manual~~

Page 1 of 1

Date Adopted 10/85 Revised _____

~~The Board adopts the Policies and Procedures Manual submitted
by the Department of Public Safety and directs that it become the
operational guide of that department.~~

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 420

Subject: ~~Department of Public Safety Firearms Policy~~ Page 1 of 5
University Police Use of Force and Firearms Policy

Date Adopted 6/81 Revised 8/81

~~NOTE: OTHER POLICIES RELATED TO DPS CAN BE FOUND IN THE DPS~~
~~MANUAL.~~

~~I. PURPOSE:~~

- A. ~~The purpose of this policy is to provide a single source of reference for all members of the Department of Public Safety at the University of Central Arkansas. WEAPONS Safety will always be practiced by all Officers.~~

~~II. POLICY:~~

- A. ~~An Officer is equipped with a firearm to defend himself or others against deadly force or the threat of imminent deadly force. However, when a firearm is used by an Officer it must be with the realization that the death of some person may occur. Justification for the use of an Officer's firearm is limited to facts known to or perceived by the Officer or which should have been known or perceived at the time the firearm is used.~~

~~III. PROCEDURES:~~

~~A. Authorization of Firearms:~~

- ~~1. All law enforcement officers shall be armed at all times when on duty with a firearm approved by the Director of the Department of Public Safety. All firearms will be issued by the Department.~~
- ~~2. The only ammunition authorized for any Officer to have in his possession while on duty will be that ammunition issued by the Department. High powered ammunition is strictly prohibited for use by any Officer employed by UCA. Authorized ammunition will be hollow point .38 caliber, 125 or 158 grain.~~

- ~~3. An Officer is authorized to wear the firearm issued by the University only when he/she is in uniform.~~
- ~~4. Officers in uniform engaged in off-duty employment which requires the performance of police related service may be armed only with a Department approved firearm. UCA will not be responsible for actions during other employment.~~
- ~~5. An Officer shall never remove a firearm from its holster, except in line of duty during an emergency.~~
- ~~6. Those Officers charged with enforcing the rules and regulations of the University and the laws of the State of Arkansas, will be authorized to carry firearms. Non-enforcement personnel, such as Radio Dispatchers will not be armed.~~
- ~~7. No Officer will be allowed to wear a sidearm until he/she has successfully completed the Arkansas Law Enforcement Training Academy.~~

~~B. Authorization for the Discharge of Firearms:~~

- ~~1. An Officer is authorized and has the duty to prevent an attack with a deadly weapon on himself, a fellow Officer or a member of the public by utilizing whatever force necessary including the use of firearms.~~
- ~~2. The use of firearms is permitted:~~
 - ~~a. To defend the Officer or a third person when the Officer reasonably believes it necessary because of the use of imminent use of deadly physical force on him or a third person.~~
 - ~~(1). Deadly physical force is such force as can reasonably be expected to cause death or serious physical injury.~~
 - ~~b. To affect the arrest or prevent the escape of a person the Officer reasonably believes has committed a felony involving the use of threatening the use of deadly physical force.~~
- ~~3. The use of firearms is prohibited:~~
 - ~~a. When there is risk of death or injury to an innocent party by application of such force. (Except as outlined in paragraph 2 above.)~~

- ~~b. In any circumstances not outlined in paragraph 2 above.~~

~~C. Removal of a Firearm from Holster While on Duty:~~

- ~~1. Should an Officer on duty remove his/her firearm from the holster for any reason, he/she should:~~
 - ~~a. Immediately report to the Department of Public Safety Office.~~
 - ~~b. Prepare a report explaining the circumstances which caused the gun to be removed from the holster. Include in the report, location, time of day, and the name(s) of any witness(es).~~
 - ~~c. Remain in the office until relieved of duty by the Director of the Department.~~
- ~~2. Failure of an Officer to report immediately to the office in any case in which he/she removes his/her firearm from its holster while on duty will be grounds for dismissal.~~
- ~~3. In the event a firearm is discharged, the Officer shall submit his report including the following information in the order listed:~~
 - ~~a. Name of Officer discharging the firearm.~~
 - ~~b. Date and time of incident.~~
 - ~~c. Type, caliber, and serial number of firearm discharged.~~
 - ~~d. Type of ammunition fired.~~
 - ~~e. Number of shots fired and direction fired.~~
 - ~~f. A diagram showing location of objects and people directly involved.~~
 - ~~g. Description of object fired at. (If person: Name, DOB, (if known sex, race, and brief description; if an animal, a brief description.)~~

- h. ~~Whether or not object fired at was moving, standing, or barricaded, and direction of travel if moving or in vehicle.~~
 - i. ~~Results of the shot(s) fired. (Extent of wounds, other objects struck, etc.)~~
 - j. ~~Name of supervisor, director of public safety, and investigators responding to the scene.~~
 - k. ~~Other pertinent information concerning the incident, including the reason for the use of a firearm, plus statements from any witnesses.~~
4. ~~The Officer in either #1 or #3 above will be suspended by the Director without loss of pay or benefits until a hearing can be held. The Officer will not complete that shift.~~
5. ~~A hearing shall be convened by the President of the University for any Officer suspended for removal of his firearm from the holster while on duty. The hearing will begin within 24 hours of the suspension unless delayed by some unusual circumstances.~~

~~If the weapon was not fired, the hearing panel will consist of the President of the University, the Assistant to the President of the University, and the Director of the Department of Public Safety. If the act is found to be unjustified, the Officer will be reprimanded or dismissed from the staff.~~

~~If the weapon was fired, the hearing panel will be the same as that above except the President may appoint one or two non-university employed persons with law enforcement experience to sit as non-voting members of the panel. If the act is found to be justified, the Officer will be reinstated. If the act is found to be unjustified, the Officer will be dismissed from the staff.~~

~~D. Injury or Fatality in the Performance of Police Duty:~~

- 1. ~~When an Officer of the Department of Public Safety wounds or kills a person, a thorough and objective investigation of the facts and circumstances will be initiated immediately by Police Officers designated by the University President.~~
- 2. ~~The Officer responsible for an injury or a death shall be immediately relieved of duty by the Director without loss of pay or benefits.~~

- a. ~~The Officer shall be available at all times for official interviews and statements regarding the case and shall be subject to recall to duty at any time. He shall notify the Director of Public Safety prior to departing his home for any period over one hour.~~
- b. ~~The Officer shall not discuss the case with anyone except the Prosecuting Attorney and departmental personnel, including the University President or his Assistant.~~
- 3. ~~When a decision has been made by the Prosecutor or the Grand Jury relative to the incident, the Director of Public Safety will:~~
 - a. ~~Suspend the Officer without pay if the Prosecutor files criminal charges or the Grand Jury returns an indictment.~~
 - b. ~~Reinstate the Officer to active duty if the Prosecutor or the Grand Jury determines the occurrence to be justifiable.~~
- IV. ~~Officers should always keep in mind the seriousness of a firearm and that they are designed to kill. Being armed, even as a police officer, is not authorization to misuse the weapon, to display or handle it dangerously. Officers shall be held liable for any misuse of a firearm and subject to dismissal if misuse or illegal use of a firearm has occurred.~~
- V. ~~Weapons safety must be stressed at all times. Supervisors (Public Safety Officer II) will be responsible to the Director of Public Safety for the enforcement of weapons safety.~~
 - 1. ~~Officers carrying departmental weapons shall be responsible for any damage or loss of the weapon if it is determined the damages or loss occurred due to carelessness on the Officer's part.~~
 - 2. ~~Upon termination of employment, the last pay check will be held by the University until the firearm and accompanying equipment has been turned in to the Director of Public Safety.~~

POLICY

The University recognizes and respects the value and special integrity of each human life. In vesting University police officers

with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of the University that police officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another. Use of deadly force by a police officer is authorized to defend the officer or others against deadly force or the threat of imminent deadly force.

PROCEDURE

1.0 Training: All officers will be required to adhere to the following training requirements:

- No officer will be allowed to carry a firearm on duty until the officer has received a basic course of instruction in the use of firearms and has qualified with his duty weapon as certified by the UCA Police Rangemaster.

- The UCA Police Department shall schedule regular training and qualification sessions for all officers which shall be graded on a pass/fail basis. Such training and qualification requirements will be held at least twice annually. Routine training will be scheduled at least three additional times annually.

- Police officers who fail to receive a passing score with their duty weapon(s) in accordance with department testing procedures shall be relieved of their police powers and immediately reassigned to non enforcement duties.

- A police officer shall not be permitted to carry any weapon with which he has not been able to qualify during the most recent qualification period.

2.0 Types of Firearms Authorized: All University police officers shall be armed at all times when on duty with a firearm approved by the Chief of University Police.

2.1 Ammunition: The only ammunition authorized for a University police officer to have in his possession while on duty will be that ammunition issued, or approved, by the Chief of University Police. High powered ammunition is strictly prohibited.

3.0 Drawing a Weapon in the Line of Duty: Should an officer on duty need to draw his weapon in response to a critical incident not requiring the subsequent use of force, the officer shall indicate his actions and justification in an Incident Report. A copy of the Incident Report will be forwarded to the Field Operations Captain and the Chief of University Police for

review and disposition. A report will be forwarded to the Vice President for Administration.

3.1 Discharge of Firearm Permitted: A police officer may discharge a weapon under the following circumstances:

- When deadly force is justified in protecting an officer or a third party.

- During range practice or competitive sporting events.

- To destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured.

3.2 Prohibited Actions with Firearms: Police officers shall adhere to the following when their weapon is exhibited:

- Except for maintenance or during training, police officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.

- Warning shots are prohibited.

- Police officers shall not fire their weapons at or from a moving vehicle when the risk of a stray or missed shot may reasonably be inferred to endanger another, except when necessary to protect the officer or another person from imminent danger of physical injury.

- Firearms shall not be discharged when it appears likely that an innocent person may be injured.

4.0 Deadly Force - Defined: Any use of force that is likely to cause death or serious bodily harm.

4.1 Deadly Force - Authorized: Police officers are authorized to use deadly force in order to:

- Protect the police officer or others from what is reasonably believed to be an immediate threat of death or serious bodily harm; or

- Prevent the escape of a fleeing felon whom the officer has probable cause to believe will pose an imminent threat to human life should escape occur.

4.2 Warning Required when Feasible Before using deadly force, police officers shall identify themselves and warn the suspect, whenever feasible.

5.0 Reporting Use of Deadly Force: A written report prepared according to police department procedures will be required in the following situations:

- When a firearm is discharged outside of the firing range.
- When a use of force results in death or serious injury.

The police officer's immediate supervisor, or in his absence, the senior ranking officer will respond to the scene for an evaluation of the case where an officer or other person receives serious injuries as a result of an enforcement action. The supervisor or senior officer will complete a thorough report of the incident including, but not limited to, the following information:

- Name of the officer discharging the firearm.
- Date and time of incident.
- Type, caliber, and serial number of the firearm discharged.
- Type of ammunition fired.
- Number of shots fired and direction fired.
- A diagram showing location of objects and people directly involved.
- Description of person or object fired at. All identifying information will be included.
- A list of all witnesses to the incident.
- Whether or not object fired at was moving, standing, or barricaded, and direction of travel if moving or in a vehicle.
- Results of the shot(s) fired. (Extent of wounds, other objects struck, etc.)
- Name of all department personnel present at the time of the incident or subsequently responding to the scene of the incident.

The supervisor or ranking officer will forward a memorandum through channels to the Chief of Police when additional comments are appropriate.

5.1 Officer's Responsibility: A University police officer who discharges a firearm except at an approved range, or otherwise uses deadly or other force either accidentally or in the

performance of a police duty, or who discharges a firearm accidentally, will submit in addition to an Incident Report, a detailed written report of the circumstances through channels to the Chief of University Police.

5.2 Command Officer's Responsibility: When a firearm is discharged, but does not result in injury or death, a Command Officer will conduct a thorough investigation of the circumstances involved. The investigating Command Officer will then submit a detailed written report of the results of the investigation through the chain of command to the Chief of Police. This report will also contain the Command Officer's observations and conclusions. A report will be forwarded to the Vice President for Administration.

5.3 Investigation Required: The Chief of University Police will be contacted and will respond to the scene of any serious injury or death caused by an enforcement action. The Chief of University Police will appoint a command-level officer to conduct an internal investigation. The Chief of University Police may elect to request that a concurrent police jurisdiction assist with the investigative process. The Chief of University Police will review the completed investigation and formally accept or reject the findings. Rejection of the findings must be made with written justification. A report will be forwarded to the Vice President for Administration.

5.4 Suspension from Duty Required: Where a police officer's use of force causes death or serious injury, the officer shall be placed on suspension with pay after completing all internal investigative requirements, and until it is determined by a mental health professional that the police officer is ready to return to duty. While on suspension the officer:

- Shall be available during normal University business hours for official interviews and statements regarding the case and shall be subject to recall to duty upon reasonable notice.

5.5 University Review: All uses of deadly force will be reviewed by a panel appointed by the President of the University. The panel will consist of the Chief of University Police and the Vice President for Administration or their designees. The panel will include two (2) additional members appointed by the President. The panel will review all reports submitted by Department personnel and may conduct additional interviews as necessary. The panel will recommend to the President appropriate disposition of the incident under review including appropriate personnel action. If the act is found to be justified, the officer will be reinstated. If the act is found to be unjustified, the officer will be subject to appropriate

disciplinary action which may include dismissal from the department.

6.0 Departmental Administrative Review: The Chief of University Police will review all reported uses of force to determine whether:

- Department rules, orders or procedures were violated.
- The relevant policy was clearly understandable and effective to cover the situation.
- Department training is currently adequate.

In addition, the Chief of University Police will take the following actions with regard to use of force:

- All findings of policy violations or training inadequacies shall be reported to the appropriate unit for resolution and/or discipline.
- All use of force incident reports shall be retained for a minimum of five years.
- There will be regular review of use of force incidents by all command staff to ascertain training and policy needs.
- An annual summary report of use of force incidents will be published and made available to the President of the University.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 421

Subject: Traffic and Parking Regulations

Page 1 of 8

Date Adopted 4/89 Revised 8/90, 8/91, 4/92, 3/93, 5/93, 5/94

I. Administrative Policy

In accordance with A.C.A. 25-17-307, the Board of Trustees of the University of Central Arkansas has established regulations for the operation and parking of motor vehicles on the UCA campus. These regulations apply to all faculty, staff, students, and others utilizing the land and streets owned or controlled by the University of Central Arkansas.

1. Any appropriately licensed driver choosing to operate an automobile on campus may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the university to set aside a space for every vehicle nor allows the driver to violate parking regulations.
2. The university reserves the right to restrict the use of an automobile on university property if the owner has abused the privilege of operating a vehicle on campus.
3. The university assumes no responsibility for a vehicle or its contents.
4. Motorcycles, mopeds and motorbikes are not permitted on campus except in designated parking areas located on the perimeter of the campus. Users must enter and depart the campus at the location nearest these parking areas. No travel through campus is permitted.
5. Any motor vehicle parked on property owned or controlled by the university and under the control of a student, faculty member, or staff member must display a permanently affixed, current UCA parking permit or temporary permit.
6. Failure to pay fines will result in the blocking of pre-registration or the withholding of transcripts, diplomas, or pay and refund checks.
7. A ticketed vehicle continuing in violation may be ticketed again as long as the violation continues. Overtime parking will be ticketed every two hours.

8. An illegally parked but unticketed vehicle is not an indication that the regulation being violated is no longer in effect.
9. Physically disabled persons will be issued a disabled decal after furnishing University Police proof of issuance of a disabled permit or license plate by the Arkansas Department of Finance and Administration.
10. Any person who is stopped for a violation of a traffic regulation is subject to either a university or municipal citation as determined by the issuing officer.
11. Occupants of residence halls are requested not to drive to class, the cafeteria, or other campus areas between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday.
12. A traffic ticket or any other communication from a University Police officer is an official University notice. Recipients who do not respond to such a communication face disciplinary or legal action.

II. University Police Department

University Police Department is located at 115 Farris Road on the west side of campus. As a service to the university community, the office is never closed. Business hours for payment of traffic fines and purchase of parking decals are 8:00 a.m. to 4:00 p.m., Monday through Friday. Temporary parking permits will be issued 24 hours a day.

III. Automobile Registration

1. All students, faculty, and staff who park vehicles on campus are required to immediately register and display the appropriate registration decal on the driver's side of the rear bumper or the lower left corner of the rear window. The small front decal must be displayed on the driver's side, upper corner, of the front windshield. Decals should be applied to a clean, dry surface.
2. In order for faculty and staff to obtain an annual parking decal, their vehicle must display a current Arkansas license plate. Temporary permits may be issued for a maximum of 30 days for those who have out of state license plates.
3. It is a violation for a decal to be taped or displayed from the vehicle interior.
4. Registration of vehicles shall normally be completed at University Police Department or such place that may be designated

on registration days. Vehicle license number, make, model, year, and color are required for registration.

5. A "Visitors and/or Temporary Permit" may be obtained without cost from the University Police Department for any vehicle brought to the campus for a period of one to seven days. The permit is to be affixed to the lower corner of the driver's side rear window. If a second permit is requested during the semester, a charge of \$1.00 will be made.

6. Temporary disabled permits will be issued only to persons who have purchased and displayed a regular UCA decal. Upon obvious, visible disability a temporary disabled permit will be issued for a period of 3 - 5 days. Temporary disabled permits for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled permit and the length of time it is needed.

7. The Arkansas Crime Information Center furnishes the University Police Department with information on the owners of the unregistered vehicles that received tickets. These tickets are then issued to the faculty/staff member or student whose last name and home address match those on the listing.

8. Visitors are welcome. However, visitors may not park in a no parking or disabled parking area. Violation will result in a municipal court citation with fines set by the Conway Municipal Court. A visitor who receives a ticket for a violation of the UCA parking rules, other than parking in a no parking area or disabled space, may bring or mail the ticket to the University Police Department and it will be voided.

IV. Types and Costs of Permits

1. Fees for vehicle registration are as stated below. Fees are subject to change without notice.

(A) PARKING DECALS

<u>Faculty/Staff:</u> (Regular, Institutional and Disabled)	<u>1994-95</u>	<u>1995-96</u>
Full Year	\$30.00	\$45.00
Summer	\$15.00	\$23.00
Replacement	\$ 2.00	\$ 2.00
Temporary	\$ 1.00	\$ 1.00
<u>Students:</u> (Regular, Institutional and Disabled)		
Full Year	\$25.00	\$35.00

Summer	\$12.00	\$17.00
Replacement	\$ 2.00	\$ 2.00
Temporary	\$ 1.00	\$ 1.00

(B) PRIORITY PARKING FEES

Not to exceed the cost of an annual faculty/staff decal by more than \$100.00

2. Additional vehicles may be registered by paying the same fee as for the initial decal.

3. Replacement permits may be purchased at a cost of \$2.00, provided proof of destruction of the original permit is furnished to the University Police Department.

4. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle or termination of employment. Permits are not transferable to any other vehicle. Only one current permit shall be displayed on a vehicle. A permit must not be altered or defaced.

5. A current permit expires the last day of summer school, or upon the date of termination of the faculty/staff member, or withdrawal by the student, whichever comes first.

6. Relatives of faculty or staff members are not eligible for a faculty/staff decal and may not park in faculty/staff parking areas unless they themselves are regular employees of UCA. Each parking permit is valid only for use by the person to whom it is issued. Misuse of a faculty/staff parking decal may result in loss of parking privileges for both the faculty/staff member and the violator.

V. Parking Area Assignments and Hours

Faculty/Staff Parking - Areas marked "Yellow Area" with yellow signs and yellow lines are reserved for faculty and staff vehicles displaying current yellow decals.

Student Parking - Areas marked "Student Parking" with white lines are reserved for student vehicles displaying current purple UCA decals.

UCA Permit Parking - Areas marked "UCA Permit Parking" are reserved for student or faculty/staff vehicles displaying current UCA decals.

Disabled Parking - Areas marked for disabled access are reserved for vehicles displaying current blue decals.

Area assignments listed above apply to parking between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday.

Between 4:30 p.m. and 6:30 a.m., Monday through Friday, "Yellow" areas and "Student Parking" areas are interchangeable. (Summer Hours are from 2:30 p.m. to 6:30 a.m.) They are interchangeable all day Saturday and Sunday. The reserved spaces for residence hall directors, nurses, and the disabled are not included.

VI. Driving Regulations

1. The campus speed limit is fifteen (15) miles per hour, except where conditions indicate a slower speed is necessary.
2. One-way street driving regulations are to be observed at all times by all vehicles.
3. All STOP signs, YIELD RIGHT-OF-WAY signs, and all other regulatory or directional signs are to be observed.
4. Pedestrians in crosswalks shall have the right-of-way.
5. It is a violation of traffic regulations to avoid a speed bump.

VII. Parking Regulations

1. Vehicles must be within the boundaries of the parking space. Other improperly parked vehicles in the area shall not constitute an excuse for parking with any part of the vehicle over the line.
2. Where parallel parking is required, vehicles must be parked with the right wheels to the curb.
3. Where diagonal and head-on parking are required, vehicles should be parked with the front toward the curb and the rear bumper toward the traffic lane.
4. No parking is allowed next to red curbs, red parking blocks or in red or candy-striped areas.
5. No parking is allowed on the grass, sidewalks, or in driveways or loading zones.
6. Double parking is a violation at all times.
7. If a vehicle is parked in violation, attended or unattended, the driver may be issued a citation.
8. All parking spaces are defined by painted lines or parking blocks. Vehicles must be parked within the painted lines or parked in front of a parking block properly spaced for parking.

9. Excluding those exempted by state law, holders of all types of UCA decals are required to pay when parking at parking meters.

10. Persons riding bicycles must obey all rules of the road established for motor vehicles. Bicycles shall be parked in racks provided on campus. Bicycles parked in access ways, on sidewalks, in areas which may obstruct disabled access or in any other improper location will be subject to citation and impoundment. Impounded bicycles may be claimed at the University Police Department after all fines are paid.

VIII. Personal Responsibility for Vehicles

1. The person registering a vehicle is responsible for all violations by that vehicle. If a registered vehicle is loaned to another driver, its proper operation remains the registrant's responsibility.

2. If ownership of a registered vehicle is transferred, the decal should be removed. A replacement decal may be obtained for \$2.00, if identifiable portions of the old one are presented to the University Police Department.

3. If a vehicle without a decal is driven on campus while a registered vehicle is being repaired, a "Visitors and/or Temporary Permit" must be obtained from the University Police Department. Temporary parking permits are available 24 hours a day, 7 days a week.

4. Parking facilities may not be used until a decal is affixed to the registered vehicle.

IX. Towing and Impoundment of Vehicles

1. UCA reserves the right to tow from its property any parked vehicle that does not display a current parking permit, is parked in a space reserved for the disabled, is parked in a restricted zone, or has unpaid parking tickets. Vehicles will be towed if parked in such a way as to constitute a traffic or pedestrian hazard or impede the access of service or emergency vehicles. Violations which could also result in towing and possible impoundment include, but are not limited to, parking in reserved parking spaces, parking in painted candy-striped or red areas, parking in driveways, or double parking on the street or in parking lots.

2. UCA reserves the right to tow from its property and impound any vehicle in violation of its traffic and parking regulations until all towing fees and UCA traffic/parking violation charges have been paid.

X. Appeals Process

A traffic citation may be appealed within 72 hours of its issuance if the recipient believes it was "issued contrary to campus traffic regulations" or in error. Forms for appeals may be obtained from the University Police Department.

Once an appeal is made, the 50% discount will not be allowed. An appeal may not be made after a ticket has been paid.

These regulations take effect August 15, 1994.

XI. Penalties for Violations

The following are the violations and penalties of the University of Central Arkansas:

1.	No permit	\$25.00
2.	Defacing, reproducing, altering or illegal use of permit	25.00
3.	Falsifying registration information	50.00
4.	Exceeding speed limit	25.00
5.	Reckless/unsafe driving	25.00
6.	Failure to stop or yield right-of-way	25.00
7.	Parking in a disabled space	50.00
8.	Parking at a red curb	15.00
9.	Improper equipment	15.00
10.	Double parking/blocking	15.00
11.	Parking in the wrong area	15.00
12.	Parking in a "No Parking" area	15.00
13.	Parking in a reserved area	15.00
14.	Driving and/or parking on grass	10.00
15.	Driving/parking wrong direction on a one-way street	10.00
16.	Parking on the wrong side of street	10.00
17.	Overline parking	10.00
18.	Improper display of permit	10.00
19.	Overtime parking	10.00
20.	Avoiding a speed bump	10.00

ALL FINES WILL BE HALF PRICE IF PAID WITHIN 24 HOURS EXCEPT VIOLATIONS 2,3,4,5,6 AND 7. All fines are payable at the University Police Department from 8:00 a.m. until 4:00 p.m., Monday through Friday.

Back of Brochure

University Police Department

The University Police Department is the jurisdictional police agency for The University of Central Arkansas. The Department employs

officers, who are trained, certified and have full police authority pursuant to A.C.A. 25-17-305.

University police officers are specifically trained to provide a full range of public safety services to all members of the UCA community. It is the mission of the University Police Department to consistently seek and find ways to affirmatively promote and preserve a feeling of security and safety within the UCA community, and to deliver quality services to the public in a professional and sensitive manner.

University police officers are charged with the enforcement of federal, state and local laws and university regulations. The officers patrol the campus 24-hours daily and are also ready to fulfill a service role to the university community. The officers will help stranded motorists, provide information to visitors, and help recover lost or stolen property.

Persons needing assistance at any time may call the University Police Dispatch Center at 450-3111. Assistance can also be summoned by pushing the call button on any blue light emergency telephone located throughout the campus. The Dispatcher, who instantly knows the location of the activated emergency telephone, will ask what type of assistance is needed.

All regulations contained within this brochure are enforced by the University Police Department. Parking patrollers are charged with the enforcement of parking regulations. These persons, while not certified police officers, have full authority in the enforcement of parking regulations.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 422

Page 1 of 1

Subject: Withholding of Traffic and Parking Charges

Date Adopted 8/90 Revised _____

The Administration is authorized to withhold from the payroll of employees unpaid traffic/parking charges contingent upon the employee having been properly provided thirty (30) calendar days notice in writing of the unpaid traffic/parking charges and having failed to respond. In addition, the authority to withhold payroll deductions is contingent upon the appeal period for the traffic/parking citation having expired or the employee having appealed and the appeal having been denied.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 423

Page 1 of 1

Subject: Use of Skateboards and Other Wheeled Devices

Date Adopted 8/93 Revised _____

The University of Central Arkansas designates limited areas for the use of skateboards, roller skates, roller blades, or other similar wheeled devices. Except as provided below, no person may skateboard, roller skate, or use roller blades or any other similar wheeled device in or on any university buildings, or sidewalks, roadways, or parking areas on university lands, except as specifically authorized in writing in advance by the President or President's designee. This policy shall be enforced by the Department of Public Safety.

Designated areas: skateboards, roller skates, roller blades, or any other similar wheeled devices may be used on sidewalks and walkways, provided that at the time of the use the activity does not create a safety hazard or otherwise interfere with pedestrian traffic and, provided further, that skateboards may not be used within 50 feet of any university-owned building, residence hall, or other structure.

Prohibited areas: as guidance in the interpretation of this policy, the following prohibited areas are expressly noted: skateboards, roller skates, roller blades or similar wheeled devices may not be used in the following locations: (a) inside any building or other enclosed facility; (b) on stairs, steps, curbs, benches, ledges, loading docks, ramps for disabled, and other similar fixed-location, designated-purpose external sites: (c) on any streets or in any parking lots occupied by vehicles; (d) any location within 50 feet of Torreyson Library; (e) in all areas and ramps immediately adjacent to the Farris Center; (f) in all areas within and adjacent to Estes Stadium, including the track.

Mr. Aydelott expressed his appreciation to the UCAPD for its assistance in helping the Searcy Police Department initiate a bicycle patrol.

Sale of \$2,000,000 Bond Issue for Parking and Related Facilities -

Bids were received on the \$2 million parking facilities revenue bonds at 10:00 a.m. on Wednesday, August 10, 1994 at the law offices of Williams and Anderson in Little Rock, Arkansas. The bids were as follows:

Merrill, Lynch and Company who is associated with Stephens, Inc., Hill, Crawford and Langford, Inc., and T.J. Raney - Division Morgan Keegan for an interest rate of 5.835545 percent, and the other bid was from Prudential Securities Inc. with a bid of 6.2701 percent.

The bid was awarded to Merrill, Lynch and Company. The closing and delivery of funds for this issue are expected to be on August 23, 1994.

The following resolution was adopted upon motion by Mr. White with a second by Dr. Chakales:

"RESOLUTION AWARDING THE SALE AND AUTHORIZING THE ISSUANCE OF BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS PARKING FACILITIES REVENUE BONDS, SERIES 1994 (THE "BONDS"), IN THE PRINCIPAL AMOUNT OF \$2,000,000; AUTHORIZING THE EXECUTION AND DELIVERY OF A TRUST INDENTURE SECURING SUCH BONDS; AUTHORIZING THE EXECUTION AND DISTRIBUTION OF AN OFFICIAL STATEMENT; PLEDGING CERTAIN REVENUES TO THE PAYMENT OF THE BONDS; AND PRESCRIBING OTHER MATTERS RELATING THERETO.

WHEREAS, there is a need to develop new parking areas and improve existing parking areas (the "Project") on the campus of the University of Central Arkansas (the "University"), and the Board of Trustees of the University (the "Board") has determined that the Project can best be financed by the issuance of parking facilities revenue bonds; and

WHEREAS, the Board has determined that it is in the best interests of the University that the Board issue its Parking Facilities Revenue Bonds, Series 1994, in the principal amount of \$2,000,000 (the "Bonds") for the purpose of financing the Project; and

WHEREAS, by Resolution approved on July 8, 1994, the Board authorized all necessary preparations for the issuance of the Bonds and directed the Vice President for Financial affairs to prepare and approve a Preliminary Official

statement and to take such other actions as were necessary for the public sale of the Bonds; and

WHEREAS, the Vice President for Financial Affairs did prepare and deem final a Preliminary Official Statement, dated July 20, 1994, and an Official Notice of Sale and bid form was published in the Arkansas Democrat-Gazette on July 24, 1994 and the Preliminary Official Statement was made available to all interested parties from and after that date; and

WHEREAS, sealed bids were submitted at the offices of Williams & Anderson, bond counsel, and opened on August 10, 1994, and the low bidder has been determined and the Vice President for Financial Affairs has recommended to the Board that such low bidder be awarded the sale of the Bonds;

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

Section 1. The Board hereby authorized the issuance of the Board of Trustees of the University of Central Arkansas Parking Facilities Revenue Bonds, Series 1994, in the principal amount of \$2,000,000 (the "Bonds"), and awards the sale of the Bonds to Merrill Lynch & Company, at a price of 99.1% of par, and a true interest cost of 5.835545%.

Section 2. The bonds shall have the terms and shall be secured as set forth in a Trust Indenture (the "Indenture"), dated as of August 1, 1994, which Indenture shall be substantially in the form presented to the Board at this meeting, with such changes and modifications as are necessary to reflect the winning bidder and the trustee selected by such bidder, and with such other changes and modifications as are directed by bond counsel and approved by the Vice President for Financial Affairs. Upon the completion of such changes and modifications as are deemed necessary and the approval of such changes by the Vice President for Financial Affairs, the Chairman and Secretary of the Board are hereby authorized and directed to execute such Indenture.

Section 3. The Bonds shall be secured by a pledge of the revenues to be derived from the sale of parking decals to faculty, staff and students of the University and the collection of parking meter revenues (the "Parking Facilities Fees"), and such Parking Facilities Fees are hereby pledged to the payment of the Bonds pursuant to the terms and provisions of the Indenture.

Section 4. A final Official statement has been submitted to this meeting of the Board, and the Board hereby approves such Official Statement, in substantially the form submitted, with only such changes as are deemed appropriate by bond counsel and approved by the Vice President for Financial

Affairs. The Chairman of the Board is hereby authorized and directed to execute the final Official Statement upon the approval of the Vice President for Financial affairs, and the distribution of such Official Statement to the purchasers of the Bonds is hereby authorized and directed. The Chairman of the Board and the President of the University are authorized to execute such other certificates, documents and other writings, and to take such other actions as may be appropriate to cause the Bonds to be issued and otherwise to carry out the terms and purposes of this Resolution.

Section 5. The Board hereby declares its expectation and intention that bonds issued and to be issued by the University during the calendar year 1994 will not in the aggregate exceed \$10,000,000 in principal amount, and the Board hereby declares the Bonds to be "qualified tax-exempt obligations" under Section 265 of the Internal Revenue Code of 1986, as amended."

Drainage and Landscaping Project North of Christian Cafeteria -

At the March 18, 1994 meeting of the Board of Trustees, approval was granted for the issuance of two million dollars in bonds to fund parking and related facilities including \$280,000 for "Curbing and landscaping of parking lots along Sowder Street, Student Lane, Powell Street, Marian Ross Avenue and". The first component of this project consists of the installation of a drainage system for the area north of Christian Cafeteria along Ross Drive between Rasor Drive and Sowder Street and is estimated to cost \$14,000.

The completion of a 250 space parking lot southwest of Christian Cafeteria by the beginning of the fall 1994 semester will dramatically increase pedestrian and vehicular traffic in this area of the campus. Authorization to pay for the \$14,000 project described above from year-end funds will permit its completion before the fall semester and allow other parking lot and street work around Christian Cafeteria to be completed between the fall 1994 and spring 1995 semesters.

The following resolution was adopted upon motion by Mr. Aydelott with a second by Mr. White:

"BE IT RESOLVED: THAT THE UCA BOARD OF TRUSTEES AUTHORIZES THE EXPENDITURE OF APPROXIMATELY \$14,000 FROM YEAR-END FUNDS FOR DRAINAGE, CURBING AND LANDSCAPING NORTH OF CHRISTIAN CAFETERIA ALONG ROSS DRIVE."

EXECUTIVE SESSION

Executive session was declared upon motion by Dr. Chakales with a second from Mr. Aydelott.

OPEN SESSION

The following personnel adjustments, adjustments (summer), appointments, appointments (summer), part-time appointments, and leaves without pay as recommended by the President were approved provided, however, that the administration is authorized to make corrections and changes of a clerical nature, upon motion by Dr. Chakales with a second from Mr. White:

Adjustments:

1. David Dennis, change Acting Director of Intramurals/Recreation to Acting Coordinator of Intramural Activities/Recreation, Student Affairs, effective July 1, 1994 to July 1, 1995 @ a gross salary of \$30,000.00.
2. Jennifer Johnson, Instructor, Occupational Therapy, Term, Non-Tenure Track, effective August 17, 1994 through May 17, 1995 change gross salary from \$33,600.00 to \$33,660.00.
3. Freddie Litton, change from Department Chairperson/Professor, Special Education, to Department Chairperson/Professor/Interim Chairperson, Special Education/Childhood Education, appointment with tenure, effective July 1, 1994 to July 1, 1995 change gross salary from \$61,506.00 to \$65,506.00.
4. Cathy R. Caldwell, Art, summer appointment, second term @ a gross salary of \$3,795.00. CANCELED.
5. John Erwin, Music, summer appointment, second term @ a gross salary of \$1,700.00. CANCELED.

Adjustments, Summer:

COLLEGE OF ARTS AND LETTERS

Sociology:

1. Kenneth Mackintosh, change Second Term @ a gross salary of \$3,939.00 to a gross salary of \$1,970.00.

COLLEGE OF EDUCATION**Childhood Education:**

2. Tammy Benson, change first term @ a gross salary of \$1,412.00 to a gross salary of \$2,824.00.

Appointments:

1. Christopher Chan, Multimedia Research Assistant, College of Business Administration, nonfaculty appointment, effective July 15, 1994 through June 30, 1994 @ a gross salary of \$21,000.00.
2. Woodrow E. Cummins, Jr., Director of Development, Public Affairs, non-faculty appointment, effective August 1, 1994 to July 1, 1995 @ a gross salary of \$56,375.00 based on \$61,500.00 per annum.
3. Steve J. East, Sports Information Director/Assistant Volleyball Coach, Athletics, non-faculty appointment, effective July 19, 1994 through June 30, 1995 @ a gross salary of \$27,111.70 based on \$28,500.00 per annum.
4. Angela Greenland, Instructor, Childhood Education, Term, Non-Tenure Track, effective August 17, 1994 to May 17, 1995 @ a gross salary of \$22,000.00.
5. Kelly D. Griffin, Assistant Project Coordinator, Small Business Advancement National Center, non-faculty appointment, effective July 25, 1994 through April 30, 1995 @ a gross salary of \$18,077.06 based on \$23,500.00 per annum.
6. James P. Guinee, Counselor/Director of Developmental Skills, Counseling Center, Division of Student Affairs, non-faculty appointment, effective August 8, 1994 to July 1, 1995 @ a gross salary of \$25,360.60 based on \$28,100.00 per annum.
7. Mary B. Lackie, Project Coordinator of International Student Activities, International Programs, non-faculty appointment, effective July 1, 1994 to July 1, 1995 @ a gross salary of \$26,112.00.
8. Mary Landreth, Instructor, History, Term, Non-Tenure Track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$24,000.00.
9. William Painter, Instructor, History, Term, Non-Tenure Track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$27,000.00.
10. Richard Scott, Instructor, Psychology & Counseling, Term, Non-Tenure Track, effective August 17, 1994 to May 17, 1995 @ a gross salary of \$24,000.00.

11. Jayme Stone, Instructor, History, Term, Non-Tenure Track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$22,000.00.
12. Ken Vaughn, Instructor/Director of Professional Field Services, Professional Field Services, Term, Non-Tenure Track, effective August 1, 1994 to July 1, 1995 @ a gross salary of \$43,083.26 based on \$47,000.00 per annum.

Appointments, Summer:

Music:

1. Neil Rutman, Second Term @ a gross salary of \$225.00.

Special Education:

2. Ralph Calhoun, Second Term @ a gross salary of \$1,655.50.

Marketing & Management:

3. James C. Weller, effective July 11, 1994 through August 15, 1994 @ a gross salary of \$2,629.00.

Appointments, part-time:

1. Mitzi K. Anthony, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.
2. Robert Anthony, Instructor, part-time, Administration & Secondary Education, effective Fall Semester @ a gross salary of \$934.00.
3. Suzanne Banister, Instructor, part-time, Music, effective Fall Semester @ a gross salary of \$4,500.00.
4. M. Philip Bartos, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.
5. Antonio Z. Bello, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.
6. Marsha Carson, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$2,800.00.
7. Susan Chambers, Instructor, part-time, Art, effective Fall Semester @ a gross salary of \$3,000.00.

8. Patricia D. Enderlin, Instructor, part-time, Health Sciences, effective Fall & Spring Semesters @ a gross salary of \$10,429.00.
9. Felice Farrell, Instructor, part-time, Music, effective Fall Semester @ a gross salary of \$2,800.00.
10. Shawn Finch, Instructor, part-time, Kinesiology & Physical Education, effective Fall Semester @ a gross salary of \$1,400.00.
11. Kathleen Green, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.
12. Carol A. Hambuchen, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.
13. Troy Helm, Instructor, part-time, Music, effective Fall Semester @ a gross salary of \$1,400.00.
14. John R. Hendon, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.
15. Leslie Mangiamele, Instructor, part-time, Art, effective Fall Semester @ a gross salary of \$2,800.00.
16. Beverly McChristian, Instructor, part-time, Psychology & Counseling, effective Fall Semester @ a gross salary of \$1,400.00.
17. Phillip Melton, Instructor, part-time, Honors College, effective Fall Semester @ a gross salary of \$1,500.00.
18. Michael L. Murphy, Instructor, part-time, Political Science, effective Fall Semester @ a gross salary of \$1,500.00.
19. Suzanne Nicklas, Instructor, part-time, Music, effective Fall Semester @ a gross salary of \$3,500.00.
20. Charlotte Pitcairn, Instructor, part-time, Music, effective Fall Semester @ a gross salary of \$1,500.00.
21. Timothy Lee Rodgers, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.
22. George H. Tompson, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.

23. Margie Towery, Instructor, part-time, Health Sciences, effective Fall Semester @ a gross salary of \$2,800.00.
24. Ken Vaughn, Instructor/Director of Professional Field Services, part-time, Professional Field Services, effective July 1, 1994 to July 31, 1994 @ a gross salary of \$3,916.66.
25. Linda J. Zambrano, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.

Leaves Without Pay:

1. George Bratton, Mathematics & Computer Science, 1994-1995 academic year.
2. Carol Pierson, College of Education, August 1, 1994 to August 17, 1995.
3. Robyn Serven, Mathematics & Computer Science, August 17, 1994 to September 6, 1994.

ADDENDUM

Adjustments:

1. Daniel D. Magoulick, change Instructor to Assistant Professor, Biology, tenure track, effective August 17, 1994 through May 17, 1995 change gross salary from \$28,000.00 to \$29,000.00.
2. Nancy B. Reese, Assistant Professor, Physical Therapy, appointment with Tenure, effective August 17, 1994 through May 17, 1995 change gross salary from \$39,262.00 to \$40,262.00.
3. James G. Ross, change from Instructor to Assistant Professor, Physics & Astronomy, tenure track, effective August 17, 1994 through May 17, 1995 change gross salary from \$28,560.00 to \$29,560.00.

Appointments:

1. Jess Anthony, Lecturer, Music, effective Fall Semester @ a gross salary of \$4,500.00.
2. Martha Antolik, Instructor, Music, Term, Non-Tenure Track, effective August 17, 1994 to December 16, 1994 @ a gross salary of \$9,000.00.
3. Judy Boswell, Instructor, Health Sciences, Restricted Funds, effective July 1, 1994 through September 30, 1994 @ a gross salary of \$6,250.00.

4. Giora Enden, Assistant Professor, Physics & Astronomy, Term, Non-Tenure Track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$34,000.00.
5. Linda A. Glenn, Professor/Interim Chairperson, Psychology & Counseling, effective August 17, 1994 through December 21, 1994 @ a gross salary of \$1,500.00. (Changes total 9-month contract from a gross salary of \$49,167.00 to \$50,667.00 effective August 17, 1994 through May 17, 1995.)
6. Caroline Kinsey, Lecturer, Music, effective Fall Semester @ a gross salary of \$3,000.00.
7. David L. Naylor, Interim Assistant Dean, College of Education, effective August 15, 1994 to July 1, 1995 @ a gross salary of \$10,050.00. (Changes 9-month contract effective August 17, 1994 through May 17, 1995 @ a gross salary of \$58,752.00 to a gross salary of \$68,802.00 effective August 15, 1994 to July 1, 1995.)
8. Lee Phillips, Lecturer, Music, effective Fall Semester @ a gross salary of \$7,000.00.
9. Frances Thomas, Lecturer, Music, effective Fall Semester @ a gross salary of \$4,300.00.

Appointments, part-time:

1. Theola Baker, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
2. Suzanne Banister, Instructor, part-time, Music, effective Second Summer Term @ a gross salary of \$1,400.00.
3. Ralva Bass, Instructor, part-time, Physics, effective Fall Semester @ a gross salary of \$2,800.00.
4. Pamela J. Bennett, Instructor, part-time, Home Economics, effective Fall Semester @ a gross salary of \$5,500.00.
5. Janet Blair, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
6. Michael K. Blankenbeckler, Instructor, part-time, Honors College, effective Fall Semester @ a gross salary of \$1,500.00.
7. Perry Brown, Instructor, part-time, Geography, Political Science and Sociology, effective Fall Semester @ a gross salary of \$3,000.00.
8. Sharon Burgess, Instructor, part-time, Home Economics, effective Fall Semester @ a gross salary of \$1,400.00.

9. Susan Burks, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
10. Rebecca R. Carr, Clinical, part-time, Speech-Language Pathology, effective Fall Semester @ a gross salary of \$2,125.00.
11. Gertrude Casciano, Instructor, part-time, Art, effective Fall Semester @ a gross salary of \$3,000.00.
12. Nancy Clark, Instructor, part-time, Health Sciences, effective Fall Semester @ a gross salary of \$2,800.00.
13. Elizabeth Coffman, Instructor, part-time, Home Economics, effective Fall Semester @ a gross salary of \$1,400.00.
14. Cynthia Cope, Instructor, part-time, Marketing & Management, effective Fall Semester @ a gross salary of \$1,400.00.
15. Jess Dancer, Instructor, part-time, Speech-Language Pathology, effective Fall Semester @ a gross salary of \$1,500.00.
16. Michael R. Davis, Instructor, part-time, Geography, Political Science, and Sociology, effective Fall Semester @ a gross salary of \$3,000.00.
17. Bertie Doyle, Clinical Supervisor, part-time, Nursing, effective Fall Semester @ a gross salary of \$4,107.50.
18. Stuart Flynn, Instructor, part-time, Political Science, effective Fall Semester @ a gross salary of \$3,000.00.
19. Christine Franklin, Instructor, part-time, Music, effective Fall Semester @ a gross salary of \$6,000.00.
20. James Frazer, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$1,400.00.
21. Kathryn F. French, Instructor, part-time, Health Sciences, effective Fall Semester @ a gross salary of \$2,800.00.
22. Gwen Galloway, Clinical Supervisor, part-time, Nursing, effective Fall Semester @ a gross salary of \$3,224.00.

23. Susan Garner, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$1,400.00.
24. Gerry Gibson, Instructor, part-time, Music, effective Fall Semester @ a gross salary of \$563.00.
25. Laura Gillis, Clinical Supervisor, part-time, Nursing, effective Fall Semester @ a gross salary of \$4,107.50.
26. Cristi Harris, Clinical, part-time, Speech-Language Pathology, effective Fall Semester @ a gross salary of \$3,400.00.
27. Robin Hayes, Instructor, part-time, Health Sciences, effective Fall Semester @ a gross salary of \$2,800.00.
28. Helen Hines Heron, Instructor, part-time, Psychology & Counseling, effective Fall Semester @ a gross salary of \$2,800.00.
29. Jamie Holley, Clinical, part-time, Speech-Language Pathology, effective Fall Semester @ a gross salary of \$2,125.00.
30. Bruce Jackson, Instructor, part-time, Music, effective Fall Semester @ a gross salary of \$5,000.00.
31. Mary A. Jones, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
32. Kate Kamakahi, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
33. Kay Lambert, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
34. Mari B. Lee, Instructor, part-time, Art, effective Fall Semester @ a gross salary of \$3,000.00.
35. Karen Lock, Clinical, part-time, Speech-Language Pathology, effective Fall Semester @ a gross salary of \$2,125.00.
36. Barbara Lorince, Clinical Supervisor, part-time, Speech-Language Pathology, effective Fall Semester @ a gross salary of \$1,488.00.
37. Malinda Markham, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$3,000.00.

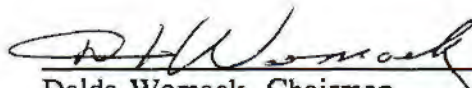
38. Lauren Maxwell, Instructor, part-time, Economics & Finance, effective Fall Semester @ a gross salary of \$1,400.00.
39. Teri McMoran, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
40. Arthur Olds, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$1,400.00.
41. Alberta McCauley Pearson, Instructor, part-time, Art, effective Fall Semester @ a gross salary of \$3,000.00.
42. Tami Phillips, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
43. W. Travis Plumlee, Instructor, part-time, Geography, Political Science, and Sociology, effective Fall Semester @ a gross salary of \$2,800.00.
44. Kristin Pritchard, Instructor, part-time, Health Sciences, effective Fall Semester @ a gross salary of \$2,800.00.
45. Mitzi R. Pyland, Instructor, part-time, Home Economics, effective Fall Semester @ a gross salary of \$1,400.00.
46. Barbara Rogers, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
47. Judith Saifnia, Clinical Supervisor, part-time, Nursing, effective Fall Semester @ a gross salary of \$4,306.25.
48. Ray Simon, Instructor, part-time, Administration & Secondary Education, effective Fall Semester @ a gross salary of \$1,400.00.
49. Don Spitler, Instructor, part-time, English, effective Fall Semester @ a gross salary of \$2,800.00.
50. Douglas J. Stanley, Instructor, part-time, Accounting, effective Fall Semester @ a gross salary of \$1,500.00.
51. Beverly Tallent, Instructor, part-time, Home Economics, effective Fall Semester @ a gross salary of \$1,400.00.
52. Don S. Terrell Jr., Instructor, part-time, Geography, Political Science and Sociology, effective Fall Semester @ a gross salary of \$2,800.00.

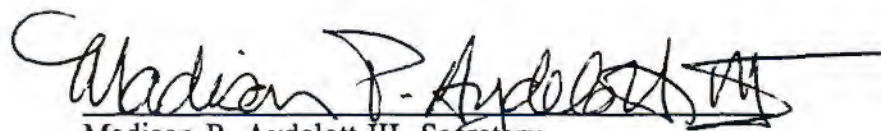
53. Lynn Vinson, Instructor, part-time, Health Sciences, effective Fall Semester @ a gross salary of \$2,800.00.
54. Michael Vinson, Instructor, part-time, Health Sciences, effective Fall Semester @ a gross salary of \$1,400.00.
55. Charles Watson, Instructor, part-time, Mathematics & Computer Science, effective Fall Semester @ a gross of \$1,500.00.
56. Jan Watson, Clinical Supervisor, part-time, Nursing, effective Fall Semester @ a gross salary of \$4,107.50.
57. Ann E. Woodruff, Instructor, part-time, Psychology & Counseling, effective Fall Semester @ a gross salary of \$4,500.00.

Election of Officers - Dr. Chakales moved that the Board elect, by acclamation, Mr. Joe White as Chair, Mr. Madison P. Aydelott III as Vice Chair, and Mr. Rush Harding III as Secretary for 1994-95. The motion was seconded by Mrs. Goode and passed.

Mr. Womack expressed his appreciation to Board members and President Thompson for their assistance and cooperation during his year as Chair. The Board thanked Mr. Womack and commended him for an outstanding job as Chair.

There being no further business to come before the Board, the meeting was adjourned by Mr. Womack.


Dalda Womack, Chairman


Madison P. Aydelott III, Secretary