

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, August 19, 1983 at nine-thirty o'clock in the Board Room in the Administration Building on the campus with the following officers and members of the Board present, to-wit:

Chairman:	Mr. Bill Johnson
Chairman Elect:	Mrs. Charles E. Hammans
Secretary:	Mr. Ben Burton
	Dr. John W. Sneed, Jr.
	Dr. J. Albert Johnson
	Judge Henry L. Jones, Jr.
	Mr. James W. Ahlf

and with the following absent, to-wit:

None

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

Minutes of the last meeting were approved as distributed.

Motion was made by Dr. Sneed and seconded by Judge Jones that Dr. Johnson assume the office of Secretary of the Board. Motion passed.

Motion was made by Judge Jones and seconded by Dr. Sneed that Mr. Burton assume the office of Chairman Elect of the Board. Motion passed.

Motion was made by Mr. Ahlf and seconded by Judge Jones that Mrs. Hammans assume the office of Chairman of the Board. Motion passed.

President Farris reported on enrollment and housing, fringe benefits, Education Standards Committee, Teaching Excellence Award, and affirmative action.

The Board of Trustees agreed to defer finalizing any recommendation on Greek housing until after the beginning of the Fall Semester, 1983.

Adoption of the following resolution was approved upon motion made by Mr. Ahlf and seconded by Judge Jones. Motion passed.

"BE IT RESOLVED: The Board of Trustees approves the following statement of objectives and goals and the constitution for a Staff Senate at the University of Central Arkansas."

#### Staff Senate Objectives & Goals

The university will enjoy the most success when a true spirit of family exists among all of those connected with the institution. The Staff Senate is intended to provide a forum to allow the non-faculty employees of the university an opportunity to participate constructively in the efforts to move our university forward. The goals and objectives of the Staff Senate will be as follows:

1. Organize in accordance with procedures set out in the constitution, (i.e., election of senators, officers, and committees).
2. Develop a process that will allow staff members to transmit their interest and needs to the Staff Senate, and develop ways and means of communicating the activities of the Staff Senate to the campus.
3. Maintain lines of communication with faculty and administration so assistance may be given in setting and achieving goals and objectives for the university.
4. Establish communication lines with other organizations, i.e., Faculty Senate and Student Senate. The Staff Senate stands ready to work on goals and objectives that will further the cause of the university.
5. The Staff Senate will assist the administration in improving relations with students, alumni, constituents and legislators by working with other groups interested in the university.
6. Staff Senate activities will at all times be directed toward the betterment of the university. The Staff Senate will at all times involve itself in the kinds of activities that will enhance the university and further its cause in all endeavors.

We propose the establishment of a Staff Senate to provide communication and representation. A sense of purpose and a confidence in the future is important for morale and productivity in a community of people. Communication and representation are important for the achievement of a positive attitude within the university. Efforts to establish university goals and functions will be enhanced as a result of representation from the staff of the university.

#### STAFF SENATE CONSTITUTION

##### ARTICLE I. MEMBERSHIP AND ORGANIZATION OF THE STAFF

Section 1. The staff shall include all employees of the university, below the level of vice president, who do not hold faculty rank.

Section 2. The Staff Senate, hereinafter referred to as the Senate, shall serve as the representative body of the staff of the University of Central Arkansas.

##### ARTICLE II. FUNCTION OF THE SENATE

Section 1. The Senate shall provide the representation for the staff in matters affecting the welfare of the university.

Section 2. Within the limitations stated in the remainder of this article, the Senate shall have the opportunity to review non-academic policies of the university.

Section 3. To facilitate timely review of proposals which pertain to

non-academic functions of the university, each university standing committee shall forward copies of its minutes to the Senate. The Senate may request chairmen of the university standing committees to discuss policy proposals which the Senate may wish to review.

Section 4. The Senate shall establish such committees as it deems necessary to carry out its function.

Section 5. The Senate shall serve as the Staff Committee on Committees for the selection of staff members on all university standing committees.

ARTICLE III. MEMBERSHIP OF THE SENATE

Section 1. The Senate shall consist of elected members as follows:

- A. Staff Senators: Staff members shall be elected by secret ballot from the Administrative Divisions\* of the university in accordance with the provisions of the Constitution.
- B. Classification Senators: Five staff members shall be elected by vote of each designated classification in accordance with the provisions of the Constitution.

Section 2. The following scale shall become the base used to insure representation of the number of staff employed within each administrative division:

Number of Staff Employed Within EACH Administrative Division	Number of Senators To Be Elected
1 - 39	1
40 - 69	2
70 - 99	3
100 and above	4

Section 3. Each category of staff employees shall elect one Classification Senator from within its category as follows:

- Grades 1 - 6
- Grades 7 - 12
- Grades 13 - 17
- Grades 18 - 22
- Non-academic/non-classification positions

Section 4. Elected Senators shall serve for a term of three years and vacancies shall be filled by Senate appointment until the next regularly scheduled election. However, no person shall succeed himself/herself more than one three-year term.

Section 5. Vacancies for Senate positions shall be filled each year. By May 1, the staff shall elect by secret ballot, the Senators to fill the vacancies as may be required.

Section 6. The term of office for newly elected Senators shall begin on July 1.

ARTICLE IV. OFFICERS

Section 1. The offices of the Senate shall be as follows: President; President-elect, who shall serve as Vice President; Secretary-Treasurer and Parliamentarian.

Section 2. Eligibility for election to an office shall be restricted to elected members of the Senate.

Section 3. The term of office for a Senate officer shall be one year.

Section 4. The officers of the Senate shall be elected by a vote of the elected members of the Senate before July 15 of each year.

\*The Administrative Divisions shall include all departments under the jurisdiction of the President and/or a Vice President of the University of Central Arkansas.

Section 5. The President of the Senate shall be granted "senate time" as approved by the President of the University and coordinated with his/her immediate supervisor. The "senate time", not to exceed five hours per week, is to be used for Staff Senate business only and must not interfere with the mission of the university or his/her normal duties.

#### ARTICLE V. MEETINGS

Section 1. The Senate shall hold regularly scheduled meetings each month of the fiscal year.

Section 2. The Senate may be called into special session by the President of the Senate or by request of the majority of the Senate. Such called meeting must be scheduled at a time subject to the approval of the President of the University.

Section 3. Any staff member may attend any regular or special session of the Senate and may participate in its deliberations with the consent of the presiding officer. Only Senate members shall be eligible to propose motions or to vote.

Section 4. A quorum for any meeting of the Senate shall consist of a majority of the members.

Section 5. The rules of Parliamentary procedure contained in Roberts Rules of Order, Revised shall govern the proceedings of the Senate, subject to such special rules as may be adopted by the Senate.

#### ARTICLE VI. AMENDMENTS

Section 1. An amendment to this Constitution may be proposed at any regular meeting of the Senate by a majority vote of the Senate, provided a copy of the proposed amendment has been presented to each member at least fourteen days in advance.

Section 2. Any amendment proposed by the Senate shall be submitted to a vote of the staff. Each staff member shall be notified at least fourteen days in advance of such a vote and at that time furnished with a copy of the proposed amendment.

Section 3. An amendment to this Constitution shall become effective upon approval by a majority of the members of the staff.

#### ARTICLE VII. RATIFICATION

Section 1. This Constitution shall be submitted to the staff at a called meeting. At least fourteen days before that meeting, each member of the staff shall be provided a copy of this Constitution.

Section 2. This Constitution shall be considered ratified upon approval by a majority of the staff members present at the called meeting, by the President of the University, and by the Board of Trustees of the University of Central Arkansas.

Adoption of the following resolution was approved upon motion made by Dr. Sneed and seconded by Mr. Burton. Motion passed.

"RESOLVED: The fee for instruction at the Little Rock Air Force Base will be \$49 per semester credit hour effective July 1, 1983."

Adoption of the following resolution was approved upon motion made by Dr. Johnson and seconded by Dr. Sneed. Motion passed.

"RESOLVED: All unmarried full-time freshmen students who enter with less than 21 semester hours credit are required

to live in a residence hall for two semesters. UCA feels that the residence experience adds to the students' overall academic and personal development and, therefore, is an essential and vital part of the total college experience. There will be numerous programs for the new students in the halls, coordinated through the central Housing Office, which will encompass the academic, social, and recreational areas of development.

Students living with parents, legal guardians, or close relatives are exempt from this policy. Living with a close relative is defined as any place of abode owned, rented, or leased and occupied by a grandparent, married brother or sister, aunt, or uncle.

Also, any individual who is over 21 years of age at the beginning of his/her first semester at UCA, or a transfer student who has lived in a residence hall at another campus for two or more semesters, will be exempt from this requirement."

A Self-insurance Committee will report by February 1, 1984 on the feasibility of the university entering a self-insurance program to cover both health insurance and dental insurance. After this initial report, the committee may also explore the possibility of self-insurance on long-term disability. The Board will decide whether or not one or more Trustees should serve on this committee.

Adoption of the following resolution was approved upon motion made by Judge Jones and seconded by Mr. Ahlf. Motion passed.

"RESOLVED: That the university establish a key system for dormitory residents to replace the current blue light system.

BE IT FURTHER RESOLVED: The Board directs the Student Affairs Staff to make reports during the coming year on the utilization and any problems that may arise as a result of this new system."

Mr. McCormack, Vice President for Financial Affairs, gave a financial report for the fiscal year ending June 30, 1983 and distributed copies of same. A preliminary report from President Farris showed that revenues less expenditures would allow:

- 1) retirement of \$300,000 in bond anticipatory notes on the Maintenance Building
- 2) programed repairs in residence halls will be possible without use of mineral lease funds or repair and replacement funds.
- 3) reserves in bond accounts for repair and replacement in auxiliary buildings can be maintained at maximum level.

Mr. McCormack reported current fund revenues for 1982-83 totaled \$24,792,961 and expenditures plus the transfer of funds for the items mentioned in President Farris' report were \$24,699,975 which was \$92,986 less than the income received. In excess of \$50,000 of this balance will be used in 1983-84 to fund the dental insurance referred to in the President's report.

Motion was made by Dr. Sneed and seconded by Dr. Johnson that executive session be declared for the purpose of considering personnel. Motion passed.

In executive session, the following appointments, resignations, and adjustments as recommended by President Farris were approved upon motion made by Mr. Ahlf and seconded by Mr. Johnson. Motion passed.

Appointments:

1. James H. Thomas, Project Coordinator, "The Competency Based Administrator Education" and "The Development and Implementation of a Competency Certificate System for Arkansas Vocational and Technical Programs" effective July 1, 1983 through June 30, 1984 @ a gross monthly salary of \$1,851.77.

Appointments, continued:

2. Sarah J. Blackstone, Director of Theatre & Assistant Professor of Speech & Theatre Arts, effective August 15, 1983 @ a gross salary of \$18,000 (9 months).
3. Gregory Blakey, Instructor of Speech & Theatre Arts, effective August 15, 1982 @ a gross salary of \$17,250 (9 months).
4. Deborah Ross Stone, Assistant Professor of Home Economics (Temporary) gross salary Fall Semester \$9,500 (full-time); gross salary Spring Semester \$7,125 (three-fourth time).
5. Kellie Jennings, Instructor of Childhood Education & Childhood Education Child Study Center Supervisor, effective August 15, 1983 @ a gross salary of \$12,500 (9 months).
6. Sue Merrill, Director of Developmental Skills, effective August 15, 1983 @ a gross salary of \$12,200 (9 months).
7. David Zehr, Assistant Professor of Biology, effective August 15, 1983 @ a gross salary of \$19,000 (9 months).
8. Gwendolyn Van Meer, Assistant Instructor of Nursing, effective August 15, 1983 @ a gross salary of \$10,000 (9 months). This is a one-year terminal appointment.
9. Diana K. Smith, Assistant Instructor of Nursing, effective August 15, 1983 @ a gross salary of \$10,000 (9 months). This is a one-year terminal appointment.
10. Paul E. Peterson, Assistant Professor of Administration & Secondary Education, effective August 15, 1983 @ a gross salary of \$19,000 (9 months).
11. Sara Zeno, part-time Instructor of Special Education & Clinical Supervisor, effective August 22, 1983 through May 31, 1984 @ a gross salary of \$7,500.
12. Burvin C. Alread, part-time Instructor of Economics & Finance, Fall Semester for a total salary of \$2,400.
13. George Balogh, part-time Instructor of Quantitative Methods & Information Systems, Fall Semester for a gross salary of \$1,200.
14. Carol Adcock, part-time Instructor of Foreign Languages, Fall Semester for a gross salary of \$1,332.
15. Marian Brodman, part-time Instructor of Foreign Languages, Fall Semester for a gross salary of \$1,000.
16. Jesse Thompson, part-time Instructor of Accounting, Fall Semester for a gross salary of \$1,200.
17. Frank Shaw, part-time Instructor of Accounting, Fall Semester for a gross salary of \$1,200.
18. Evelyn Schultz, part-time Instructor of Mathematics & Computer Science, Fall Semester for a gross salary of \$2,000.
19. Jeffrey Hart, part-time Instructor of Mathematics & Computer Science, Fall Semester for a gross salary of \$2,000.
20. Julia Hendrickson, part-time Instructor of Mathematics & Computer Science, Fall Semester for a gross salary of \$2,000.
21. Margorie Hanft-Martone, part-time Counselor, Fall Semester for a gross salary of \$4,200.
22. Betty Pagan, part-time Instructor of Home Economics, Fall Semester for a gross salary of \$2,000.

Appointments, continued:

23. James Johnson, part-time Instructor of Industrial Education, Fall Semester for a gross salary of \$1,000.
24. Ken Coon, part-time Instructor of Psychology, Fall Semester for a gross salary of \$1,200.
25. Sherrye L. Jameson, part-time Instructor of Home Economics, Fall Semester for a gross salary of \$2,000.
26. Sharon Thompson, Visiting Instructor of Piano, effective August 24, 1983 for a gross salary of \$4,157 plus fees.
27. Elizabeth Lyon, Visiting Instructor of Double Reeds, effective August 24, 1983 for a gross salary of \$3,000 plus fees.
28. Martha Antolik, Visiting Instructor of Voice, effective August 24, 1983 for a gross salary of \$4,900 plus fees.
29. Toni Erwin, Visiting Instructor of Voice, effective August 24, 1983 for a gross salary of \$7,000.
30. Ken Christie, Visiting Instructor of Piano & Strings, effective August 24, 1983 for a gross salary of \$2,820 plus fees.
31. Glen Irby, Visiting Instructor of Dance, effective August 24, 1983, fees only.
32. Robert Bean, Visiting Instructor of Piano, effective August 24, 1983 for a gross salary of \$5,000 plus fees.
33. Gwenneth Price, part-time Instructor of Sociology, Fall Semester for a gross salary of \$1,000.
34. Carolyn Pederson, part-time Instructor of Flute & Music Appreciation, Fall Semester for a total salary of \$4,000 plus fees.

Resignations:

1. Ronnie D. Williams, Assistant Dean of Students, effective July 31, 1983.
2. Katsuya Yamada, Assistant Professor of Physics, effective August 12, 1983.

Adjustments:

1. Paul Totten, effective July 7, 1983 change classification from Buyer @ a gross salary of \$15,288 (12 months) to Purchasing Agent @ a gross salary of \$16,432 (12 months).
2. Richard I. Scott, effective August 15, 1983 change appointment from Instructor of Sociology @ a gross salary of \$18,000 (9 months) to Assistant Professor of Sociology @ a gross salary of \$18,500 (9 months).
3. Charles Harvey, effective August 15, 1983 change appointment from Instructor of Philosophy @ a gross salary of \$17,500 (9 months) to Assistant Professor of Philosophy @ a gross salary of \$18,000 (9 months). This is a terminal appointment.

In open meeting, appointments, resignations, and adjustments as recommended by President Farris in executive session were approved upon motion made by Mr. Ahlf and seconded by Mr. Johnson. Motion passed.

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

*Mrs. Charles E. Hammans*  
Mrs. Charles E. Hammans, Chairman

*J. Albert Johnson*  
Dr. J. Albert Johnson, Secretary