The University of Central Arkansas Board of Trustees convened in a regularly scheduled meeting at 10:00 a.m., August 15, 2014, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

Chair:	Ms. Kay Hinkle
Secretary:	Ms. Shelia Vaught
	Mr. Bunny Adcock
	Ms. Elizabeth Farris (via telephone)
	Mr. Bobby Reynolds

Mr. Brad Lacy and Mr. Victor Green were absent.

INTRODUCTIONS

Steve Runge, executive vice president for academic affairs and provost, introduced Mr. Terry Wright, dean, College of Fine Arts and Communications; Dr. Jimmy Ishee, dean, College of Health and Behavioral Sciences; and Dr. Stephanie Bellar, dean, Graduate School.

STATEMENTS FROM THE PRESIDENTS OF THE STAFF SENATE, STUDENT GOVERNMENT ASSOCIATION AND FACULTY SENATE

Dr. Don Bradley, president of the Faculty Senate; Ms. Ashley Ross, president of the Student Government Association; and Mr. Chad Hearne, president of the Staff Senate made statements to the board. Dr. Bradley's and Mr. Hearne's statements are attached to the original minutes.

MINUTES

Minutes of the following board minutes were unanimously approved as submitted upon motion by Shelia Vaught and second by Bobby Reynolds:

- May 30, 2014; and
- July 22, 2014

REPORTS

Financial Update – Diane Newton, vice president of finance and administration, updated the board on the financial status of the university. Charts and other information are attached to the original minutes.

Lewis Science Center – Diane Newton also updated the board on the progress with the Lewis Science Center renovations and addition. Charts and other information are attached to the original minutes.

Donaghey Project – President Courtway gave an update on the Donaghey Project. Information presented in the report is attached to the original minutes.

ACTION AGENDA

Sexual Harassment and Other Forms of Harassment - Board Policy No. 511

Board Policy No. 511, contains information about the university's sexual harassment and other forms of harassment policy. There have been recent changes to various pieces of the regulatory framework that guides institutions on matters related to sexual misconduct.
Developments over the past three years have triggered substantial review and revision of the systematic approaches we utilize to protect students, faculty, staff, and campus visitors from sexual misconduct and to provide victims with appropriate support. Title IX of the Education Amendments of 1972 ("Title IX"), Section 304 of the Violence Against Women Reauthorization Act of 2013 ("Campus Save Act") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") are federal laws that require universities to take various measures to prevent sexual misconduct, including providing a written policy that addresses sexual misconduct, including, but not limited to sexual harassment, dating violence, domestic violence, sexual assault, stalking.

Title IX prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX mandates that if a college or university knows, or reasonably should know about sexual misconduct, it must eliminate the harassment, prevent its recurrence, and remedy its effects. On April 4, 2011, the United States Department of Education, Office of Civil Rights, released a Dear Colleague Letter reiterating its expectations for Title IX compliance practices. In recent months, the U.S. Department of Education has taken an aggressive stance on our institutional obligations under Title IX, reiterating the mandate to adopt and widely publish a notice of nondiscrimination policy; identifying a campus Title IX coordinator; training constituencies, including faculty, staff and students on Title IX and related sexual misconduct issues; and implementing grievance procedures that are prompt and equitable in the disposition of complaints of sexual misconduct. In April 2014, the White House Task Force to Protect Students from Sexual Assault issued a report which was specifically geared toward strengthening federal enforcement efforts and providing schools with additional tools to help combat sexual assault on their campuses.

The Campus Save Act**,** more formally known as Section 304 of the Violence Against Women Reauthorization Act of 2013, mandates that colleges or institutions take steps to prevent dating violence, domestic violence, sexual assault, and stalking. The university is required to have preventative and awareness programming which focuses on awareness, bystander intervention, primary prevention, and risk reduction. It is also required to include, amongst other things, policy statements concerning mandatory reporting, confidentiality, and prohibition of retaliation within our grievance procedures.

The Clery Act requires institutions of higher education receiving federal financial aid to report specific crime statistics on campus and provide safety and crime information to members of the campus community. Because of the recent changes, sexual misconduct violations including dating violence, domestic violence, sexual assault, and stalking must now be reported in the university's Annual Security Report.

Due to the recent regulatory guidance and amendments to the aforementioned laws, Board Policy No. 511 is revised and now titled Sexual Misconduct to encompass a broader range of gender-based violence offenses. The revised policy incorporates an extended list of protected categories with the objective being to capture any status that may be protected under federal or state law. These revisions will ensure the university remains in compliance and continues to be proactive in taking a comprehensive approach to investigating, stopping, preventing, and remedying the effects of sexual misconduct on our campus.

The following resolution was unanimously adopted upon motion by Bunny Adcock and second by Bobby Reynolds:

"BE IT RESOLVED: That the attached Board Policy No. 511, Sexual Harassment and Other Forms of Harassment, is hereby revised and adopted and the administration is authorized and directed to incorporate the provisions of the foregoing policy in university publications, materials and handbooks, as well as take any and all other steps necessary to implement the foregoing policy."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 511

Subject: Sexual ~~Harassment and other Forms of Harassment~~ Misconduct

Date Adopted: 08/89 Revised: 12/12; 8/14

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

~~The university considers sexual harassment a very serious issue and shall subject the offender to dismissal or other sanctions following the university's investigation and substantiation of the complaint and compliance with due process requirements.~~

~~NOTE: Other forms of harassment based upon race, religion, national origin, sex, or age may have the same impact as sexual harassment. In the absence of other policies addressing these specific issues, the university encourages the use of the steps and procedures in this policy in reporting other types of harassment and will generally conduct investigations of those complaints in the same manner.~~

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

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

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

~~Because of the unique situations that exist among students, faculty, supervisors, and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty is encouraged to remain professional in all relationships with students.~~

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

- ~~non-sexual slurs about one's gender;~~
- ~~contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender;~~
- ~~repeated unwanted touching, patting or pinching;~~
- ~~repeated inappropriate social invitations or requests for sexual favors;~~
- ~~repeated unwanted discussions of sexual matters;~~
- ~~use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation;~~
- ~~touching, fondling or deliberate brushing against another person;~~
- ~~ogling, leering or prolonged stares at another's body;~~
- ~~display or use of sexual graffiti or sexually-explicit pictures or objects; and~~
- ~~sexually-suggestive jokes, comments, e-mails, or other written or oral communications.~~

~~Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the university officials designated to receive these complaints. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.~~

~~In the course of a complaint investigation, the university will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation.~~

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

PROCEDURES FOR SEXUAL HARASSMENT CLAIMS

Employees or students of the university who believe they have been subjected to sexual harassment are encouraged to use the following procedures to resolve their complaint.

The university will make every effort to adhere to the prescribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or of other unanticipated occurrences, the affirmative action officer, with the concurrence of the president, may adjust the time frames. Any changes will be immediately communicated to the complainant and respondent by the affirmative action officer, and where possible, their needs will be accommodated.

INFORMAL INVESTIGATION AND RESOLUTION

1. Individuals who believe they have been subjected to sexual harassment (complainant) should report the incident promptly to their immediate supervisor, academic dean, departmental supervisor higher up in the chain of command, or directly to the affirmative action officer, legal counsel or assistant vice president for human resources.

   The person to whom the complaint is made shall immediately contact the affirmative action officer, legal counsel or assistant vice president for human resources. One or more of these administrators will determine the course of the informal investigation and resolution. The department involved and/or the supervisor to whom the complaint was made may be asked to assist in the informal investigation.

2. If, following investigation, an informal resolution of the matter which is satisfactory to the complainant, the person against whom the complaint is made (respondent) and the university (represented by the affirmative action officer, the legal counsel or assistant vice president for human resources) is reached, it shall be considered closed and all parties involved shall be so advised in writing by the affirmative action officer, legal counsel or assistant vice president for human resources. If a satisfactory resolution has not been reached within 10 working days from the date of the complaint, the complainant, respondent, or university may initiate formal complaint/investigation procedures.

FORMAL INVESTIGATION AND RESOLUTION

1. If the sexual harassment complaint has not been resolved through informal procedures and the complainant, respondent, or university wishes to pursue the matter further, the party wishing to pursue the matter must file a written complaint. The written complaint must be filed with the affirmative action officer, legal counsel or assistant vice president for human resources within 20 working days of the termination of the informal

~~procedures. The complainant and respondent shall be entitled to have, at the individual's own expense, an advisor, who may or may not be an attorney, to assist in preparing the formal complaint.~~

2. ~~The affirmative action officer will notify the parties involved of the sexual harassment complaint, provide copies of the complaint and advise the parties of the procedures for a formal investigation and hearing within three working days of receipt of the formal written complaint. The respondent will then be given five working days to respond in writing to the complaint.~~

3. ~~Within 10 working days of receipt of the formal written complaint the affirmative action officer shall refer the complaint and the respondent's response, if any, to the Sexual Harassment Complaint Committee.~~

4. ~~Within five working days of the committee's receipt of the complaint, the committee will meet separately with the complainant and the respondent. The purpose of these preliminary meetings is to inform the committee about the case, to insure the complainant and respondent are fully aware of their procedural rights, and to decide upon the nature of the investigation. Throughout the proceedings the respondent and complainant shall have the right to be accompanied by an advisor, who may or may not be an attorney. Attorneys will not be provided at university expense. The legal counsel may be present but shall act only in an advisory capacity to the committee.~~

5. ~~Within five working days of the conclusion of the committee's preliminary meetings with the complainant and respondent the Sexual Harassment Complaint Committee will hold a formal meeting on the matter. Strict judicial rules of evidence shall not be applied. The committee members may receive any evidence they consider to be relevant.~~

6. ~~The respondent and complainant, and their advisors, shall have the right to be present at any time testimony is presented and to be provided copies of all evidence considered by the committee. Neither the respondent nor complainant shall have the right to cross-examine witnesses. Advisors shall not have the right to address or question committee members or witnesses.~~

7. ~~A written record of the minutes of the proceedings and recommendations of the committee shall be presented to the president within five working days of the committee's final meeting.~~

8. ~~A copy of the minutes and recommendations of the committee shall be presented to both the complainant and the respondent at the time they are forwarded to the president.~~

9. ~~Within 10 working days of receipt of the committee's recommendation, the president shall make a final decision concerning what action, if any, to take including disciplinary action after considering the recommendation of the committee, and will notify the complainant and respondent.~~

~~Sexual Harassment Complaint Committee:~~

1. ~~Charge: To serve as the formal committee conducting investigations and making recommendations according to the guidelines of the University of Central Arkansas's sexual harassment policy.~~

2. ~~Procedure: The operating procedures of the committee will be consistent with the formal investigation and resolution process as described in the policy.~~

3. ~~Membership: The affirmative action officer, who will serve as the non-voting chair, the director of the counseling center as a voting member and six voting members, randomly drawn from appropriate categories from a 24-person membership pool.~~

   ~~The Faculty Senate, the Staff Senate and the Student Government Association will each select eight members (four male and four female) for the membership pool. A new pool will be established each September and new members will be selected throughout the year as necessary to replace members who separate from the university or who are otherwise unable to serve.~~

   ~~Upon receipt of a written complaint, the chair will arrange for the complainant and the respondent to draw members for the committee from the corresponding pools. The complainant will first draw one member, next the respondent will draw one member and the chair will draw two members from each appropriate category.~~

   ~~For example, if the complainant is a student and the respondent is a tenure-track faculty member, the complainant will draw one member from the student pool, the respondent will draw one member from the faculty pool and the chair will draw two members from the student pool and two members from the faculty pool. If the complainant and respondent are both staff members, each will draw one member from the staff pool and the chair will draw four members from the staff pool.~~

4. ~~Meetings: On call.~~

5. ~~Reporting: To the president.~~

POLICY STATEMENT

Sexual misconduct, including, but not limited to sexual harassment, sexual assault, dating violence, domestic violence, and stalking, by any faculty member, staff member, student, or a third party who is *a participant in a university-sponsored program, event, or activity,* is a violation of both state and federal law as well as university policy and will not be tolerated at the University of Central Arkansas. Further, the University of Central Arkansas is committed to providing ongoing sexual misconduct primary prevention, awareness, and risk reduction programs and training for the entire UCA community. Sexual misconduct of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972. This policy seeks to comply with requirements mandated by the Violence Against Women Reauthorization Act of 2013. The university considers sexual misconduct a very serious issue and shall subject the offender to dismissal and/or other sanctions following the university's investigation and substantiation of the complaint and compliance with due process requirements.

TITLE IX COORDINATOR

The university has designated a Title IX coordinator who will be responsible for ensuring the university has required policies and procedures in place; ensuring prompt and effective processing of complaints; administering a centralized complaint filing system; conducting evaluations of school compliance; for analyzing trends revealed by complaints, investigations and enforcement activities; assist in arranging for training for staff and students; and for monitoring on behalf of the institution overall compliance with this policy and related federal and state legislation and regulation.

The university may designate one or more deputy coordinators to assist the Title IX coordinator. Such deputies will be authorized to receive complaints and will have full power to conduct reviews and investigations and hear appeals as directed by the institutional Title IX coordinator. Whenever the phrase "Title IX coordinator" appears in this policy and other policies in connection with administering an individual complaint, it will be understood to include both the coordinator and any deputy coordinators who may have been assigned responsibilities to administer the matter.

DEFINITION OF SEXUAL MISCONDUCT

Sexual misconduct is any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual misconduct can be committed by men or by women and it can occur between people of the same or different sex. Sexual misconduct includes but is not limited to:

- dating violence;
- domestic violence;
- sexual assault (non-consensual sexual contact and non-consensual sexual intercourse);
- sexual harassment; and
- stalking.

DEFINITION OF DATING VIOLENCE

Dating violence is defined as physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault between two individuals who are in a romantic or intimate social relationship. A romantic or intimate social relationship between two individuals is determined by examining the following factors: (i) the length of the relationship; (ii) the type of the relationship; and (iii) the frequency of interaction between the two individuals involved in the relationship. "Dating" does not include a causal relationship or ordinary fraternization between two individuals in a business or social context.

DEFINITION OF DOMESTIC VIOLENCE

Domestic violence is a felony or misdemeanor crime of violence committed by any of the following individuals:

- a current or former spouse or intimate partner of the victim; *or*
- a person with whom the victim shares a child in common; *or*
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; *or*
- a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of the violence occurred; *or*
- any other person against an adult or youth who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence has occurred.

DEFINITION OF SEXUAL ASSAULT: NON-CONSENSUAL SEXUAL CONTACT

Non-consensual sexual contact is defined as any sexual touching, with any object, by a man or a woman upon another person without consent or making any person touch you or them in a sexual manner.

DEFINITION OF SEXUAL ASSAULT: NON-CONSENSUAL SEXUAL INTERCOURSE

Non-consensual sexual intercourse is defined as any sexual intercourse (anal, oral or vaginal), with any object, by a man or woman upon another person without consent.

DEFINITION OF SEXUAL HARASSMENT

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

- submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the university or a factor in the educational program of a student;

- submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; and/or

- such conduct has the purpose or effect of unreasonably interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility or threats stemming from acts or language of a sexual nature.

EXAMPLES OF SEXUAL HARASSMENT

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

- non-sexual slurs about one's gender;
- contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender;
- repeated unwanted touching, patting or pinching;
- repeated inappropriate social invitations or requests for sexual favors;
- repeated unwanted discussions of sexual matters;
- use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation;
- touching, fondling or deliberate brushing against another person;
- ogling, leering or prolonged stares at another's body;
- display or use of sexual graffiti or sexually-explicit pictures or objects; and
- sexually-suggestive jokes, comments, e-mails, or other written or oral communications.

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

NOTE: Other forms of harassment based upon race, religion, national origin, sex or age may have the same impact as sexual harassment. In the absence of other policies addressing these specific issues, the university encourages the use of the steps and procedures in this policy in reporting other types of harassment and will generally conduct investigations of those complaints in the same manner.

DEFINITION OF STALKING

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

A "course of conduct" is two or more acts, including, but not limited to: acts in which the "stalker" directly, indirectly, or through third parties by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

"Substantial emotional distress" is significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling. A "reasonable person" is one under similar circumstances and with similar identities to the victim.

CONSENSUAL RELATIONSHIPS

Because of the unique situations that exist among students, faculty, supervisors, and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty is encouraged to remain professional in all relationships with students. Refer to Board Policy No. 515 for further information on consensual relationships.

MANDATORY REPORTING UNDER TITLE IX

The University of Central Arkansas has designated all employees, both faculty and professional staff, as mandatory reporters. Additionally, anyone affiliated with the university in an official capacity, but who may not necessarily be employees (i.e. off-campus student organization advisors) are also deemed as mandatory reporters. When an employee becomes aware of an alleged act of sexual misconduct, the employee must promptly contact the Title IX coordinator, a deputy Title IX coordinator, general counsel or assistant vice president for human resources. The employee should use the Sexual Misconduct Complaint Form, which may be found on the university website. Alternatively, the employee may call the Title IX coordinator and then follow-up by completing the form. The Title IX coordinator and any deputy Title IX coordinator are also available to provide guidance on how to handle a situation to faculty and professional staff at any time. Individuals who are aware of or have experienced an incident of misconduct should promptly report the matter to the Title IX coordinator, a deputy Title IX coordinator, general counsel or assistant vice president for Human Resources. Sexual misconduct should be reported within 180 days of its occurrence. However, complaints reported after 180 days will still be investigated.

When an employee thinks that a student may be about to report an act of misconduct, the employee should make every effort to ensure that the student understands: (i) the employee's obligation to report the names of the alleged perpetrator and student involved in the alleged sexual violence, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX coordinator or other appropriate school officials, (ii) the student's option to request that the school maintain his or her confidentiality, which the school (*e.g.*, Title IX coordinator) will consider, and (iii) the student's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services (*e.g.*, sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers).

REPORTING REQUIREMENTS FOR PROFESSIONAL AND PASTORAL COUNSELORS

Campus professional counselors, pastoral counselors, health center employees, or any other person with a professional license requiring confidentiality, or who is supervised by such a person, are not required to report, without the student's consent, incidents of sexual misconduct to the school in a way that identifies the student. However, they are required to report such incidents in a way that does not identify the student, but gives the university enough information to attempt to stop, prevent and remedy the effects of the violation.

Campus professional counselors, pastoral counselors, health center employees should inform students of their right to file a Title IX complaint with the school and a separate complaint with campus or local law enforcement. In addition to informing students about campus resources for counseling, medical, and academic support, these persons should also indicate that they are available to assist students in filing such complaints. They should also explain that Title IX includes protections against retaliation, and that school officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs. This includes retaliatory actions taken by the school and school officials.

CONFIDENTIALITY

In the course of a complaint investigation, the university will make reasonable efforts to maintain confidentiality of the complaints. All parties to the complaint will be asked to assist in treating the complaint confidentially. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation and the institution may share information where necessary to provide accommodations or protective measures.

Even if the complainant requests confidentiality or asks the complaint not be pursued, the university will 1) take all reasonable steps to investigate and respond to the complaint to the extent possible consistent with the alleged victim's wishes; 2) notify the alleged victim that the failure of the alleged victim to pursue a complaint may limit the university's ability to fully address the matter; and 3) report the incident to local law enforcement authorities if it appears to involve a crime that is required to be reported or a health or safety emergency as defined by state or federal law requires such reporting.

PROTECTIVE MEASURES

There are a range of protective measures the institution may offer following an allegation of sexual misconduct including:

- issuing "no contact" orders;
- summarily suspending the respondent from campus housing on an interim basis;
- restricting the respondent's movement on campus; and/or
- re-assigning or placing the respondent on administrative leave.

FILING OF FALSE REPORTS

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

DUTY TO COOPERATE

All students and employees whose assistance is needed in the investigation of a complaint or in the course of disciplinary action will be required to cooperate with the Title IX coordinator, any designated deputy Title IX coordinator, and other parties who are duly authorized to investigate or to discipline. Persons who are accused of having engaged in sexual misconduct will be entitled to such cooperation when necessary to obtain witnesses in any formal disciplinary proceedings that may be initiated. Where necessary, adjustments will be made to work schedules, classroom schedules, and other academic or employment obligations.

PROHIBTION ON RETALIATION

Retaliation against any person in the UCA community for filing, supporting, providing information, or for cooperating in a sexual misconduct investigation in good faith, in connection with a complaint of sexual misconduct is strictly prohibited. Examples of retaliation may include, but are not limited to, adverse employment actions such as termination, refusal to hire, and denial of promotion. Additionally, retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation is strictly prohibited. Any person who feels he/she has been subjected to retaliation should make a report to the Title IX coordinator.

GREIVANCE PROCEDURES FOR SEXUAL MISCONDUCT CLAIMS

Employees or students of the university who believe they have been subjected to sexual misconduct are encouraged to use the University Sexual Misconduct Grievance Procedures, which may be found on the university's website, to resolve their complaint.

The university will make every effort to adhere to the prescribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or of other unanticipated occurrences, the Title IX coordinator, with the concurrence of the president, may adjust the time frames. Any changes will be immediately communicated to the complainant and respondent by the Title IX coordinator, and where possible, their needs will be accommodated. Time frames may also be extended upon the mutual agreement of the parties. Time frames will be extended if necessary to accommodate holidays and vacation periods that form part of the academic calendar or days on which an institution is closed for weather or other emergency purposes. Working days are those on which the offices of the university are open for business. Extensions will not exceed the bounds allowed by applicable law and regulations.

INFORMAL INVESTIGATION AND RESOLUTION

1. Individuals who believe they have been subjected to sexual misconduct (complainant or "alleged victim" if not the complainant) should report the incident promptly to their immediate supervisor, academic dean, departmental supervisor higher up in the chain of command, or directly to the Title IX coordinator, a deputy Title IX coordinator, general counsel or assistant vice president for human resources.

   The person to whom the complaint is made shall immediately contact the Title IX coordinator. The Title IX coordinator will utilize the University Sexual Misconduct

Grievance Procedures, which may be found on the university website, in conducting the informal investigation and resolution. The department involved and/or the supervisor to whom the complaint was made may be asked to assist in the informal investigation.

2. The alleged victim may elect to resolve his or her complaint through the informal resolution process outlined in the University Sexual Misconduct Grievance Procedures provided that (i) the respondent agrees to such resolution, (ii) the alleged victim and the respondent are both students or are both employees of the university, (iii) the Title IX coordinator determines that informal resolution is an appropriate mechanism for resolving the complaint, and (iv) the complaint does not involve sexual assault.

3. If, following investigation, an informal resolution of the matter that is satisfactory to the complainant, the person against whom the complaint is made (respondent) and the university (represented by the Title IX coordinator) is reached, it shall be considered closed and all parties involved shall be so advised in writing by the Title IX coordinator. If a satisfactory resolution has not been reached within 10 working days from the date of the complaint, the complainant, respondent, or university may initiate formal complaint/investigation procedures.

FORMAL INVESTIGATION AND RESOLUTION

If the sexual misconduct complaint has not been resolved through informal procedures and the complainant, respondent, or university wishes to pursue the matter further, the party wishing to pursue the matter must file a written complaint. The written complaint must be filed with the Title IX coordinator within three working days of the termination of the informal procedures. The Title IX coordinator will utilize the University Sexual Misconduct Grievance Procedures in conducting the formal investigation, which may be routinely modified to remain in compliance with the current status of the law. Proceedings will be conducted by officials who receive training on various aspects of sexual misconduct including, but not limited to, sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Board Policy Revisions

The administration has reviewed various board policies and identified changes that are primarily technical and clerical in nature. The language to be deleted is stricken through, and language to be added is highlighted.

The proposed changes to each policy are summarized as follows:

Policy No. 407, Capital Projects, has been revised to reflect that a completed Capital Improvement and Construction Project Request Form is submitted to the vice president for finance and administration. In addition, two steps in the administrative approval process have been eliminated.

Policy No. 505, Drug-free Workplace, has been revised to clarify that it is the responsibility of the associate vice president for human resources and risk management to insure that all employees acknowledge, in writing, receipt of a copy of the policy.

Policy No. 525, Diversity; Diversity Advisory Committee, has been revised to reflect that the university's chief diversity officer or his/her designee shall serve as chair of the committee.

Policy No. 621, Fee Waiver – Military Personnel, has been revised to remove the restriction that the university's waiver of 25% of general registration and mandatory fees to members of certain military units is limited to $1,300 per academic year. Due to changes in tuition and fee rates over the years and recent changes in military funding mechanisms, it is proposed that the limit per academic year be removed. Recent changes to various military funding mechanisms (such as Federal Tuition Assistance and the Post 9/11 GI Bill) have not allowed members of the military units to receive the full intended benefit of their aid when used in conjunction with the 25% waiver. The proposed wording change below will allow them to maximize the combination of these benefits.

Policy No. 639, Fees – Other Instructional Fees, has been revised to add the Doctorate of Nursing Practice Fee to the list of current fees. The Doctorate of Nursing Practice program approved at the December 7, 2012 UCA Board of Trustees meeting included a $50 per credit hour program fee, but Board Policy No. 639 was not updated to reflect the approval. This revision will correct the omission.

Policy No. 653, Extracurricular Camps, has been revised to reflect that the university is the institution referred to in the policy. In addition, various grammatical revisions have been made to the policy.

Policy No. 700, Student Residency Regulations, has been revised to clarify that the reference to counties in states bordering Arkansas is more specifically a contiguous county in a state bordering Arkansas as identified in A.C.A. § 6-60-303 and § 19-5-1076.

The following resolution was unanimously adopted upon motion by Shelia Vaught and second by Bunny Adcock:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to the board policies set forth above and as attached to this resolution, and the changes set forth shall be effective from and after this date.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 407

Subject: Capital Projects

Date Adopted: 08/008/03 Revised: 08/13, 08/14

In accordance with Act 961 of 2001, the administration is seeking guidance from the Board of Trustees in developing capital project procedures and policies.

Capital projects are defined as:

1. A project as defined by Ark. Code Ann. § 22-9-101 that requires the services of an architect and/or engineer.

2. A project that requires substantial changes in the exterior facade of a structure.

3. Any new construction, real estate purchase, renovation or remodeling project, not covered in (1) or (2) above, that the president determines should be considered by the Board of Trustees.

All capital projects shall include a completed Capital Improvement and Construction Project Request Form that is submitted to the vice president for finance and administration for consideration by the president, and if applicable, the Board of Trustees. The Board of Trustees' review and approval is required on all capital projects with a total project cost exceeding $250,000.

The International Building Code and the National Fire Protection Association (NFPA) codes, as they exist on the date any contract is entered into, shall be the construction standards for capital projects.

The approval process for capital projects is as follows:

1. Develop project concept description.

2. Develop initial estimate of project costs and potential funding sources.

~~3. Request authority to begin process to select design professionals in accordance with applicable provisions of laws and regulations of the State of Arkansas.~~

~~4. Request authority to select appropriate delivery method: design-bid-build, or negotiated construction and design contract.~~

~~5.~~ 3. President considers staff recommendations and submits his recommendation to the Board of Trustees.

~~6.~~ 4. Board of Trustees considers the president's recommendations for project concepts, project

delivery method and funding sources and either approves, rejects or modifies the request to meet the board's requirements.

~~7.~~ 5. The Board of Trustees will consider and approve the issuance of any bond debt or loans necessary to fund capital project.

~~8.~~ 6. For projects with a total cost of less than $250,000, the Board of Trustees authorizes the president to hire design professionals, if necessary, to solicit bids and to make contract awards in accordance with law. Contracts exceeding the approved project cost by more than 10% shall require additional board consideration.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 505

Subject: Drug-free Workplace

Date Adopted: 12/89 Revised: 12/12, 08/14

The University of Central Arkansas Board of Trustees condemns the unlawful sale, manufacture, distribution, possession, transfer, or use of a controlled substance by any employee of the university. It is the policy of the University of Central Arkansas to abide by the Drug-Free Workplace Act of 1988 and the Governor's Executive Order 89-2 of March 30, 1989. Therefore, the unlawful sale, manufacture, distribution, possession, transfer, or use of a controlled substance in the university's workplace is prohibited. Accordingly, following are policy statements, which shall govern the various forms of controlled substance abuse on the university campus or in the university workplace.

1. The university will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances to another person, or sells or manufactures a controlled substance, or uses a controlled substance while on the job, on university premises, or in university vehicles will be subject to discipline up to, and including, termination.

2. The term "controlled substance" means any drug listed in 21 USC § 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, "crack," and "ice." Also included are "legal drugs" which are not prescribed by a licensed physician.

3. Each employee is required by law to inform the university within five days after he or she is convicted of violation of any federal or state criminal drug statute ~~where~~ if such violation occurred on university premises. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.

4. The university will notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten days of receiving notice of the conviction from the employee or otherwise receiving actual notice of such conviction.

5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to, and including, termination. Alternatively, and at the sole discretion of the university, the employee may be required to successfully complete a drug rehabilitation program sponsored by an approved private or government institution.

6. Abiding by the Drug-free Workplace policy is considered to be a condition of employment for all university employees. The ~~president~~ associate vice president for human resources and risk management will insure that all employees acknowledge, in writing, receipt of a copy of this policy.

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

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 525

Subject: Diversity; Diversity Advisory Committee

Date Adopted: 05/105/12 Revised: 08/13, 08/14

Preamble: The University of Central Arkansas ("university") seeks to include and integrate individuals from various backgrounds and with varied characteristics, and promotes opportunities to work, learn, and develop within a community that embraces the diversity of individuals and ideas.

Diversity Language in UCA Mission Statement: The following language is part of the university's Mission Statement adopted on May 6, 2011:

"We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective."

Creation of Diversity Advisory Committee: In order to carry out the diversity language in the Mission Statement, there is hereby established a standing committee of the university to be known as the Diversity Advisory Committee ("committee").

Purpose of the Diversity Advisory Committee: The purpose of the Diversity Advisory Committee is to:

(a) review all policies, programs and offices of the University of Central Arkansas in an effort to (i) promote and maintain a diverse student, faculty and staff population and (ii) foster an environment of inclusion and diversity;
(b) develop and present to the Board of Trustees and the president, (i) plans and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, and (ii) recommendations concerning language to be included in university publications, advertisements and other materials on the subject of diversity;
(c) prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and
(d) undertake such other activities, studies or initiatives as the committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the committee's jurisdiction as may be requested by the Board of Trustees.

Membership of the Diversity Advisory Committee/Meetings: The Diversity Advisory Committee shall be composed of the following persons who shall each serve terms as set forth below:

- one member of the university's Board of Trustees, appointed by the Board of Trustees;
- university's chief diversity officer or his/her designee, chair (ex officio);
- associate vice president of human resources (ex officio);
- director of assessment (ex officio);
- professional development and training coordinator (ex officio, non-voting);
- two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the university;
- one faculty member from each college appointed by the Faculty Senate from nominations submitted by the dean of each college and one at large faculty member selected by the Faculty Senate from the non-affiliated faculty;
- four persons designated as representatives from the Staff Senate;
- two persons designated as representatives from the Student Government Association;
- one person designated as the representative from the UCA Alumni Association; and
- one person designated as the representative from the UCA Foundation, Inc.

Ex officio positions are permanent members of the committee.

The UCA board member and the representatives from the UCA Alumni Association, the UCA Foundation, and the Student Government Association shall serve one-year terms on the committee.

All other members shall serve two-year terms, with the initial terms of those persons staggered and drawn by lot at the first meeting in the fall semester of 2013 so that at least one person from each group shall serve a one-year term and at least one from each group shall serve a two-year term. Thereafter, all terms shall be for two years.

Members of the committee may be reappointed.

The chair of the committee shall be the university's chief diversity officer. The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the chair, or upon the request of any two members of the committee. At least two working days' notice of any meeting shall be provided to each member.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 621

Subject: Fee Waiver – Military Personnel

Date Adopted: 08/008/04 Revised: 02/13, 08/14

The university waives an amount equal to 25% of general registration and fees, ~~not to exceed $1,300 per academic year,~~ for members of the following Arkansas military units: Army National Guard, Air National Guard, Army Reserve, Navy Reserve, Marine Reserve, Coast Guard Reserve and Air Force Reserve. The total aid provided by this waiver when combined with the total general registration and mandatory fee aid provided by ~~the military unit and other military benefits, and~~ any other scholarship or waiver provided by UCA will not exceed 100% of general registration and fees.

Eligibility for this fee waiver will be determined based upon certification by the administrators of the various guard and reserve units. Eligible military personnel must also meet all university requirements.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 639

Subject: Fees –Other Instructional Fees

Date Adopted: _____ Revised: 05/08, 02/10, 08/10, 02/13, 08/14

The university charges certain fees related to instruction that are course and/or college specific. A list of current fees is set forth below. If any additions, deletions, or revisions to the name of fee and/or amount of fee are necessary, those changes shall be presented to the Board of Trustees for approval.

The approved schedule (name of fee and/or amount of fee) shall be documented in the minutes of the meeting at which such approval is granted and shall be set forth on the university's website.

1. College of Health and Behavioral Sciences

    a. Application Fee
    b. Health Sciences Fee - effective fall, 2008
    c. Laboratory Fees – Effective June 1, 2005
    d. Nursing Assessment Fee
    e. Master and Ph.D. Testing Fee
    f. Doctorate of Nursing Practice Fee

2. College of Natural Sciences and Mathematics – effective fall, 2008

    a. Natural Sciences and Mathematics Courses Fee
    b. Laboratory Fee

3. College of Business – effective fall, ~~of~~ 2008

    Business Courses

4. College of Education

    Student Teacher Fee—effective fall, 1980

5. College of Fine Arts and Communication

    a. Key Deposit (for student access to practice and instrument storage facilities)
    b. Music Lesson Fees –adopted 1940s (upon information and belief, a fee was approved by the Board of Trustees during the late 1940s and has been levied by UCA since that time)

6. Honors College

Participation fee –effective fall, 2004

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 653

Subject: Extracurricular Camps

Date Adopted: 02/12 Revised: 02/13, 08/14

Act 707 of 1981 authorizes the Board of Trustees of the University of Central Arkansas to grant permission to employees to conduct, on and in campus facilities, certain outside work for private compensation, which is to be engaged in only after their employment responsibilities to the ~~institution~~ university have been fully discharged. The Board of Trustees will determine that:

(i) the activity ~~in question~~ would involve~~s~~ no conflict of interest with the university's mission and purpose ~~of the institution itself~~;
(ii) the~~ proposed~~ activity would bring to campus a significant number of ~~persons who are~~ potential future students ~~who might tend to enroll at the university~~ as a result of their exposure to the university's facilities and ~~its~~ personnel ~~while engaged in the activity~~; and
(iii) the activity ~~will~~ would generate funds to be paid to the ~~institution~~ university for housing, meals, and the use of other ~~institutional~~ university resources, which ~~will~~ would produce revenues in support of the ~~function~~ activity.

~~When such a camp receives the Board of Trustees' approval, the customary and usual rental and other charges will be paid by the employee as the direct and indirect cost associated with operating and maintaining such facilities which will be used for the camp. Such charges shall be paid promptly by the employee, or by the participants at the direction of the employee, to the university.~~

After an extracurricular camp receives approval from the Board of Trustees, the applicable rental fee(s) and other charges shall be paid promptly to the university by the employee, or participants at the direction of the employee, to cover the direct and indirect costs associated with operating and maintaining the facilities that will be used for the camp.

In conducting a camp, which has been approved by the Board of Trustees, the employee shall make known in all advertising and other publicity involving the activity that participants are contracting with that employee and not with the ~~institution~~ university, and the State of Arkansas does not assume any contractual obligation for the conduct of the employee's activity. Each camp director will furnish liability insurance for all participants in an amount, with provisions, recommended by the athletic director and the vice president for finance and administration.

After the camp is completed, the employee shall, within a reasonable period of time, submit a complete financial report relating to such employment to the athletic director and the vice president for finance and administration in a format and content acceptable to the vice president for finance and administration.

The vice president for finance and administration or athletics director shall submit to the Board of Trustees, on an annual basis, a summary of all such financial reports.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 700

Subject: Student Residency Regulations

Date Adopted: 11/711/71 Revised: 12/89, 10/95, 06/01, 11/02, 05/14, 08/14

It is the purpose of this policy to set forth the guidelines pursuant to which the administrative offices of the University of Central Arkansas will comply with the law in classifying students as either "in-state" or "out-of-state" students. In carrying out this policy, it is the intent of the Board of Trustees to accord equity and fairness to the students, while being mindful to protect the interests of the taxpayers of Arkansas and institutions of higher education in Arkansas.

The president is hereby authorized and directed to develop and implement a plan for the classification of students (both domestic and international) as either "in-state" or "out-of-state." In the development of the plan for such classification, the following factors shall be taken into account:

1. the length of time a student has lived or otherwise resided in the State of Arkansas;

2. the intentions of the student, as expressed to the university on such forms and/or applications submitted requesting the waiver;

3. if an unemancipated minor, where the minor's parents and/or legal guardian, resides;

4. other factors, such as voting records; driver's license; payment of taxes; being employed in Arkansas;

5. whether the student will, if admitted to the university, reside in university-sponsored housing and participate in the board program;

6. whether the student is from a contiguous county~~ies~~ in a state~~s~~ bordering Arkansas as identified in A.C.A. § 6-60-303 and § 19-5-1076; and

7. whether the student is a UCA graduate who is a dues-paying member of the UCA Alumni Association or the child or grandchild, age 26 or under, of a UCA graduate who is a dues-paying member of the UCA Alumni Association.

The president is authorized to develop any and all forms, applications or other criteria as may be necessary in carrying out this policy.

Notwithstanding any of the foregoing, however, no plan for the classification of students as either "in-state" of "out-of-state" shall contain any provision or be implemented which:

1. violates or contravenes any provision of the Constitutions of the United States or the State of Arkansas, the laws of the State of Arkansas or the regulations of the Arkansas

Department of Higher Education; or

2. would result in the diminution of tuition and fees to the university to an extent that existing or future operations of the university would be adversely affected.

Distinguished Alumni Awards – Board Policy No. 403

The Distinguished Alumnus Award is the most prestigious award presented to an alumnus of the University of Central Arkansas.

"A distinguished alumnus for the University of Central Arkansas is recognized for outstanding contribution to the university, community, state or society; outstanding achievement in a particular field of endeavor; possessing a reputation that enhances the reputation of the university and serves as an example to UCA students; and contributing to the goals or the welfare of the university."

The University of Central Arkansas has awarded the citation of "Distinguished Alumnus" since 1986. The Distinguished Alumnus Selection Committee unanimously recommends that Dr. Kofi Boahene, class of 1994, receive the award for 2015.

The committee chose to recognize the length of honorable service of this UCA graduate. The award will be presented to Dr. Boahene at an appropriate venue in 2015.

Dr. Kofi Boahene, BS-1994
Dr. Boahene is an Associate Professor of Facial Plastic and Reconstructive Surgery and Otolaryngology Head and Neck Surgery at the Johns Hopkins Medical Institute in Baltimore, Maryland. His practice encompasses the entire spectrum of facial plastic and reconstructive surgery, including cosmetic procedures, corrective surgery for congenital facial defects, facial paralysis, open and endoscopic minimally invasive skull base surgery, microsurgery, reconstruction of cancer patients and extensive post-traumatic deformities. As a facial plastic surgeon, Dr. Boahene specializes solely in plastic surgery of the face, head and neck. As such his patients are assured of a focused expertise. He treats both children and adults.

Dr. Boahene grew up in Ghana, West Africa, where he completed his primary and secondary education. In 1991, he traveled to Russia to pursue training in veterinary medicine. He became fluent in the Russian language at a time when the former Soviet Union was opening its doors to the outside world. Then, a mentor encouraged him to do something that would change the course of his life: come to the U.S. with the goal of becoming a medical doctor.

In 1993, he received the Alpha Omega Alpha Medical Honors Award and graduated at UCA in 1994 with a Bachelors of Science Degree. After graduation from UCA he was accepted to medical school but could not afford to go without someone to sign for his loan to attend. Dr. Boahene's Chemistry Professor, Dr. Jerry Manion, agreed to sign for his loans so that he could attend medical school.

Dr. Boahene received his medical degree from Meharry Medical College in Nashville, TN, graduating with the highest honors in his class. Dr. Boahene completed his residency in Otolaryngology Head and Neck Surgery at the world-renowned Mayo Clinic in Rochester, Minnesota.

A strong sense of achievement may be one reason Dr. Boahene has been honored in so many ways over the years. In 1998 and 1999 he was selected as a minority scholar in cancer research by the American Academy of Cancer Researchers (AACR). At Mayo, he received a Best

Teacher Recognition Award and the Distinguished Mayo Brothers Fellowship Award. Recently, Dr. Boahene was awarded the Jack R. Anderson Prize for Scholastic Excellence, for attaining the highest score in the nation on written and oral examination administered by the American Board of Facial Plastic and Reconstructive Surgery (ABFPRS).

In his roles as teacher and researcher, Kofi has given a wide variety of lectures, including local, national and international presentations. His research work has included work on elucidating the pathophysiology of chronic sinusitis, electrophysiology of transmembrane ion trafficking, and cancer of the facial nerve and parotid gland. Presently he is focusing on using tissue engineering methods to develop cartilage and bone for reconstruction in the head and neck. His research also focuses on reanimating the paralyzed face. He has written several scientific articles and abstracts and has contributed chapters to several textbooks in his specialty.

The following resolution was unanimously adopted upon motion by Bunny Adcock and second by Bobby Reynolds:

"BE IT RESOLVED: That the Board of Trustees hereby recognizes the contributions and achievements of Dr. Kofi Boahene and confers on him the honor of distinguished alumnus. The board directs the administration to prepare appropriate formal resolutions and memorials to recognize his accomplishments."

Contract Review Procedures – Board Policy No. 416

Pursuant to Board Policy No. 416, Contract Review Procedures, the administration must seek board approval for (i) any contract which will require the expenditure by the university of funds, at any time, in excess of $250,000; or (ii) any contract with a term exceeding one year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the university on the giving of written notice of 90 days or less.

The administration is seeking board approval for the following contract:

- Agreement between the University of Central Arkansas and First Security Bank

Warren Readnour, UCA general counsel, gave the following explanation regarding voting procedures when there are several abstentions:

Voting Procedures

1. Arkansas Code Section 6-67-102 provides that the UCA board shall consist of 7 members and a majority of the board shall constitute a quorum.

2. *Robert's Rules of Order* states that the quorum refers to the number of members present, not to the number actually voting on a particular question.

3. The basic requirement for approval of an action is a majority vote. According to Robert's Rules, majority means more than half of the votes cast by persons entitled to vote, excluding abstentions, at a meeting at which a quorum is present.

4. The Arkansas Attorney General has also opined that under general parliamentary law, a majority of those members voting is sufficient to approve a motion where a quorum is present. Att'y Gen. Op. 95-306. The number of members present and voting is ordinarily the basis for calculating the majority vote, i.e., abstentions are excluded.

The following resolution was unanimously adopted upon motion by Bobby Reynolds and second by Shelia Vaught. Elizabeth Farris, Kay Hinkle and Bunny Adcock abstained from the vote.

"BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the contract for the purposes set forth above."

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy #416)

SUMMARY

1. Parties: Agreement between the University of Central Arkansas and First Security Bank.

2. Purpose: The purpose is to contract for University Banking Services.

3. Term: A term of one year (September 1, 2014 to June 30, 2015), with the option to renew in one or two year increments not to exceed a total of seven years.

4. University Funds to be paid: None.

5. Funds Received: None

6. Public Bid/Purchasing Approval: A Request for Proposal was issued on June 25, 2014, with a response deadline of July 10, 2014.

7. Special Provisions/Terms/Conditions: The administration proposes that the contract for University Banking Services for the one-year term above (with the option to renew) be entered into with First Security Bank. If approved by the Board, the University will negotiate a final contract with First Security Bank.

8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel Date: August 12, 2014

***Faculty Handbook* – Board Policy No. 300**

Reconfiguration of the Retention Committee

As recommended in UCA's *Enrollment Management Plan* of July 2013, the Office of the Provost proposed a reconfiguration of the Retention Committee, which would result in a more broadly representative body known as the Student Success and Retention Council. Following consultation with the Faculty Senate and its Committee on Committees, the reconfiguration, detailed on the following page, was adopted February 11, 2014, as recommended by the Faculty Senate.

Reconfiguration of the General Education Council

With the implementation of the UCA Core in 2013, the need for changes in the name and structure of the General Education Council became apparent. Deliberations began as early as March 2013 to that end. The changes indicated on the following pages grew out of those deliberations and were adopted as a recommendation by the Faculty Senate in February 2014.

All appropriate university councils and administrators have recommended approval of the noted modifications to the UCA General Education Council.

The following resolution was unanimously adopted upon motion by Shelia Vaught and second by Bunny Adcock:

"BE IT RESOLVED: That the Board of Trustees hereby approves the Student Success and Retention Council as a reconfiguration and replacement of the Retention Committee.

BE IT FURTHER RESOLVED: That the Board of Trustees hereby approves renaming the General Education Council to UCA Core Council and reconfiguration of the membership as indicated."

~~Retention Committee~~ Student Success and Retention Council

1. Charge: ~~To serve as an advisory group to the president regarding retention issues. More specifically, the committee is charged with researching retention issues nationally and on campus, informing the president of key issues, and making recommendations regarding possible response options to the issues.~~

   To undertake on-going study of the retention and graduation/program-completion of students at UCA; to report data on the retention and graduation/program completion of students at UCA to the provost, president, board of trustees, and other campus stakeholders; to research best practices in increasing retention and graduation/program-completion rates; to propose specific action steps to increase retention and graduation/program-completion rates at UCA; to oversee the implementation of approved action steps to increase retention and graduation/program-completion rates; and to assesses the success of these implementations. The SSRC also undertakes or facilitates other

activities/functions within its purview as may be identified by its membership or required by the university.

2. Membership: ~~Eight faculty members appointed by the Faculty Senate for rotating four-year terms (one representative from each of the six colleges, one representative from among faculty who teach exemplary studies students, and one representative from among faculty who teach transitional studies students); one representative from student services; director of student activities; director of affirmative action; the director of institutional research; the director of counseling center; the director of housing; one representative from the office of admissions. Committee chair is appointed by the president.~~

   Associate Provost for Academic Services and Student Success (chair), Faculty Senate President, Staff Senate President, SGA President, Director of Diversity, Director of the Counseling Center, Director of Housing and Residence Life, Director of the Advising Center, Director of Student Financial Aid, Director of the Office of Student Success, Director of the UCA Core, two at-large faculty, Vice President of the Faculty Senate, Director of Institutional Research. The Provost is a non-voting ex officio member. The at large faculty members will serve for staggered three-year terms.

3. Meetings: ~~on call~~ at least monthly

4. Reports to: ~~president~~ provost

~~General Education Council~~ UCA Core Council

1. Charge:

   a. To review the current ~~general education~~ UCA Core program and make appropriate recommendations to the Council of Deans.

   b. To review and recommend to the Council of Deans new and revised ~~general education~~ UCA Core curricula proposed by the various departments and colleges.

   c. To initiate and recommend policies and procedures relevant to ~~general education~~ UCA Core requirements.

2. Membership:

   ~~a. Six full-time faculty serve as general education representatives elected by all full-time faculty from among faculty who have taught general education program with the last two years. No more than one representative from each department or general education area may serve.~~

~~b. Six tenured or tenure-track faculty serve as college representatives. The full-time faculty within each of the six colleges elect a representative.~~

~~c. Two students are invited to serve on the council representing the Student Government Association.~~

~~d. The following serve as ex-officio, non-voting members:~~

~~(1) Associate Provost and Dean of Undergraduate Studies~~

~~(2) Director of the Library (or designee)~~

a. One department chair from each of the six academic colleges.

b. Two faculty members from each academic college with at least one holding the rank of assistant professor or above.

c. One faculty member elected by the University College faculty.

d. One faculty member elected by Honors College faculty.

e. Two students, one representing the Student Government Association and one representing Alpha Chi.

~~The director of the General Education Program serves as the chair of the General Education Council. The council elects its secretary. Each council member serves three years on a rotating basis for each of the first two categories.~~

The Director of UCA Core serves as chair of the Council. The council elects its secretary each academic year. The associate provost for instructional support, university director of assessment, director of the library, and registrar are ex-officio, non-voting members. Each council member serves three years on a rotating basis, except student members, who serve one-year terms.

3. Meetings: X-period the first Tuesday of each month. On call other times as needed.

4. Reports to: Provost

Health Insurance

The university's health insurance plan is on a calendar year. Each year, the associate vice president of Human Resources, Dr. Graham Gillis, and the university's insurance consultant (Stephens Insurance) negotiate on any proposed increase.

UCA's health insurance is with United Healthcare. As a result of negotiations between the parties, it is proposed that an increase of 5%, effective January1, 2015, be made. This premium increase will result in an estimated budget cost of $240,000 for the 2014-2015 fiscal year (this is the total amount for seven months of coverage since the university must pay one month in advance, beginning in December of 2014).

In June of 2013, the university set aside $550,000 as a contingency for a possible health insurance increase for the 2013-14 and 2014-15 fiscal years. The total increase for these two fiscal years will be approximately $505,000 which is below the budgeted amount of $550,000.

If approved by the Board of Trustees, the university can absorb the increase and no employee will have an increase in his/her health insurance premiums through December 31, 2015. This will be the fifth year in a row in which there will be no health plan rate increase to the employee's premium.

Below is UCA's health plan rate history since 2010:

UCA HEALTH PLAN RATE HISTORY

January 1, 2014	5.3%	UCA absorbed entire increase
	Plan Changes	Individual out-of-pocket maximum increase from $3,000 to $4,000 Family out-of-pocket maximum increase from $6,000 to $8,000
January 1, 2013	0.04%	UCA absorbed entire increase
July 1, 2012	2.4%	UCA absorbed entire increase
January 1, 2012	9.0%	UCA absorbed entire increase
January 1, 2011	0.0%	
January 1, 2010	2.0%	Applied to employee and employer cost

If the Board of Trustees approves the 5% increase, the plan will be effective January 1, 2015 and will expire on December 31, 2015.

The following resolution was unanimously adopted upon motion by Bobby Reynolds and second by Bunny Adcock:

"BE IT RESOLVED: That the administration is authorized to establish a contract with United Health Care for health insurance coverage for the period of January 1, 2015, through December 31, 2015."

NOTIFICATIONS/DELETIONS

Notification: Deletion of the BSE Degrees in Mathematics and Secondary Science Education

The BSE programs in Mathematics and Secondary Science Education are being eliminated and replaced by a UTeach program (UCA STEMteach). Science/mathematics teacher education candidates will earn a disciplinary degree in science or mathematics and will complete the STEM Education minor in the UCA STEMteach program.

Students currently enrolled in the programs have the option of completing the program in which they are enrolled or switching to a disciplinary degree and completing the UCA STEM Education minor. Starting with the academic year 2012–13, all freshman students have entered the STEMteach program. Students who wish to remain in one of the BSE programs have until the end of the spring semester of 2018 to complete their program. Any student who has not completed at the end of this period will be able to complete the STEMteach option through course substitution. All students in the BSE programs have been informed about the STEMteach option.

Supporting materials (following pages): ADHE Form LON-5 for each deletion

LETTER OF NOTIFICATION – 5

DELETION

(Certificate, Degree, Option, Minor, Organizational Unit)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Upon notification

5. Title of certificate, degree program, option, minor, or organizational unit

BSE, Mathematics

6. CIP code

13.1311

7. Degree code

3910

8. Reason for deletion

The BSE program is being eliminated as it is being replaced by a UTeach program, UCA STEMteach. Science/mathematics teacher education candidates will earn a disciplinary degree in science or mathematics and will complete the STEM Education minor in the UCA STEMteach program.

9. Number of students still enrolled in program

12

10. Expected graduation date of last student

May 2018

11. Courses (prefix, number, title) to be deleted as a result of this action

None

12. How will students in the deleted program be accommodated? Provide documentation of written notification to students currently enrolled in the program.

Students currently enrolled in the program have the option of completing the program in which they are enrolled or switching to a disciplinary degree and completing the UCA STEM Education minor. Starting with the academic year 2012–2013 all freshman students have entered the STEMteach program. Students have until the end of the spring semester of 2018 to complete their program. Any student who has not

completed at the end of this period will be able to complete the STEMteach option through course substitution. All students in the BSE program have been informed about the STEMteach option and have been sent a copy of the letter reproduced below.

13. Indicate the amount of funds available for reallocation.

None

14. Provide additional program information if requested by ADHE staff.

If requested.

President/Chancellor Approval date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____ Date: 6/23/2014

[UCA form updated 2014-02-05]

June 23, 2014

Dear BSE Student in the Secondary Mathematics or Secondary Science Education Programs:

As you know, UCA became part of the UTeach network for training science and mathematics teachers at the secondary level beginning in fall 2012. As a result of this we will be phasing out the BSE in Mathematics at the secondary level and the BSE in Secondary Science Education. I want you to know that you still have four years to complete your BSE program, but the program will be phased out at the end of the spring semester in 2018. If you do not complete your program by that time, we will work with you using equivalent course substitutions to enable you to satisfy the UCA STEM teach program which is replacing the BSEs in science and mathematics at the secondary level.

Please contact me, or your advisor, if your have any questions or concerns.

Sincerely,

Stephen R. Addison, Dean
College of Natural Sciences and Mathematics

ADHE LON-5, BSE, Secondary Science Education

LETTER OF NOTIFICATION – 5

DELETION

(Certificate, Degree, Option, Minor, Organizational Unit)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

June 30, 2014

5. Title of certificate, degree program, option, minor, or organizational unit

BSE, Secondary Science Education

6. CIP code

13.1316

7. Degree code

3950

8. Reason for deletion

The BSE program is being eliminated as it is being replaced by a UTeach program, UCA STEMteach. Science/mathematics teacher education candidates will earn a disciplinary degree in science or mathematics and will complete the STEM Education minor in the UCA STEMteach program.

9. Number of students still enrolled in program

7

10. Expected graduation date of last student

May 2018

11. Courses (prefix, number, title) to be deleted as a result of this action

None

12. How will students in the deleted program be accommodated? Provide documentation of written notification to students currently enrolled in the program.

Students currently enrolled in the program have the option of completing the program in which they are enrolled or switching to a disciplinary degree and completing the UCA STEM Education minor. Starting with the academic year 2012–2013 all freshman students have entered the STEMteach program. Students have until the end of the spring semester of 2018 to complete their program. Any student who has not

completed at the end of this period will be able to complete the STEMteach option through course substitution. All students in the BSE program have been informed about the STEMteach option and have been sent a copy of the letter reproduced below.

13. Indicate the amount of funds available for reallocation.

None

14. Provide additional program information if requested by ADHE staff.

If requested.

President/Chancellor Approval date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____ Date: 6/23/2014

[UCA form updated 2014-02-05]

June 23, 2014

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Please contact me, or your advisor, if your have any questions or concerns.

Sincerely,

Stephen R. Addison, Dean
College of Natural Sciences and Mathematics

EXECUTIVE SESSION

Executive session, for the purpose of reviewing appointments, adjustments, resignations and other personnel matters, was unanimously declared upon motion by Shelia Vaught with a second by Bunny Adcock.

OPEN SESSION

The following motion made by Bobby Reynolds with a second by Shelia Vaught was unanimously approved.

"I move that all of the appointments, adjustments, resignations and other matters set forth on the personnel list discussed in executive session be approved."

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned upon motion by Bobby Reynolds and second by Bunny Adcock.

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The University of Central Arkansas Board of Trustees

_____

Kay Hinkle
Chair

_____

Shelia Vaught
Secretary