

The University of Central Arkansas Board of Trustees convened for a called teleconference meeting at 10:30 a.m., June 20, 2019, with the following officers and members present:

Mr. Bunny Adcock, Chair  
Ms. Kay Hinkle, Secretary  
Ms. Elizabeth Farris  
Dr. Terry Fiddler  
Ms. Shelia Vaught  
Mr. Joe Whisenhunt

Rev. Cornell Maltbia was absent.

### **ACTION AGENDA**

#### **Contract Review Procedures – Board Policy No. 416**

Pursuant to Board Policy No. 416, Contract Review Procedures, the administration must seek board approval for any contract that requires the university to expend funds, at any time, in excess of \$250,000 or any contract with a term exceeding one year, unless the Office of General Counsel certifies, in writing, that the contract (a) may be terminated by the university on the giving of written notice of 90 days or less or (b) will not require the university to expend funds in excess of \$99,999.

The administration is seeking board approval for the university to enter into contracts with the following companies/organizations:

1. Estage Property Management
2. Standard Business Systems
3. Technolutions, Inc.

The following resolution was adopted upon motion by Joe Whisenhunt and second by Kay Hinkle:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the contracts with the companies/organizations listed above and on the following page.”**

**UNIVERSITY OF CENTRAL ARKANSAS**  
**REASON FOR REQUIRING BOARD REVIEW AND ACTION**  
**(Board Policy No. 416)**

Contract exceeds \$250,000 or with a term of more than one year

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**Vendor/Party:** Estage Property Management, LLC (The Edge Apartments).

**Amount:** \$438,901 (\$575 per bed/per month).

**Summary of Contract Information:** The university has an existing agreement to rent 48 beds (12 units) from The Edge Apartments for upper-class student housing during the 2019-20 academic year. This agreement is to authorize the university to rent up to 84 additional beds. If all 84 beds are needed, the additional cost will be \$438,901. The university is also amending the existing agreement to add additional time so that the rental period begins on August 10 and ends on May 10.

**Term:** August 10, 2019 to May 10, 2020.

**Vendor/Party:** Standard Business Systems (SBS).

**Amount:** Approximately \$200,878 per year.

**Summary of Contract Information:** This is an agreement to lease copier equipment and provide copier maintenance services for the campus.

**Term:** August 1, 2019 to July 31, 2024.

**Vendor/Party:** Technolutions, Inc.

**Amount:** \$362,500.

**Summary of Contract Information:** This is an agreement for software to provide Slate CRM for admissions. Slate will replace Ellucian Recruit CRM for undergraduate admissions and will also allow utilization for graduate, online, honors college, and transfer services. Slate allows admissions to review and manage interactions, communications, applications, test scores, relationships, and materials, all in one comprehensive area promoting a better student recruiting experience.

**Term:** September 1, 2019 to June 30, 2024. The contract provides for renewals through June 30, 2026.

## **Fees – General Administrative – Board Policy No. 634**

Graduate School Application Fee: Board Policy No. 634, Fees – General Administrative, specifies that any revisions to the amount of a specified fee must be presented to the Board of Trustees for approval. The administration seeks to raise the graduate school application fee from \$25 to \$45, effective fall 2019. It is further proposed that the additional revenue of \$20 per application be set aside for the Graduate School to support graduate student recruitment by the Graduate School and graduate programs.

Board Policy No. 634 has also been revised to eliminate the reference to international graduate students. Application fees for international students are established in Board Policy No. 635.

Justification: The current application fee of \$25 was established in 1998 for domestic students applying to graduate programs at any level. The fee increase in 1998 was noted to be “within the range of rates charged by other universities in the state.” A broader comparison is in order today, and data related to graduate application fees at peer and aspirant institutions were gathered in February 2019. Application fees at these 33 institutions—excluding application fees for doctoral programs at two institutions—range from \$25 (one institution) to \$75, with a mean of \$46 and a median of \$45. The proposed increase, then, moves UCA from a match to the lowest application fee to the middle of the range of fees at the university’s peer and aspirant institutions.

Based on application numbers from 2017 and 2018 (just shy of 1,400 applications in each of the baseline years), the increased revenue is projected to be \$28,000.

The proposed increase in the graduate application fee has been recommended for approval by all appropriate administrators.

The language to be deleted is stricken through, and language to be added is highlighted.

The following resolution was adopted upon motion by Terry Fiddler and second by Joe Whisenhunt:

**“BE IT RESOLVED: That the Board of Trustees approves an increase in the Graduate School Application Fee to \$45, effective fall 2019.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 634

Subject: Fees – General Administrative

Date Adopted: See Below Revised: See Below

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The university charges certain fees for instruction and services needed to support instruction. A list of current fees is set forth below. If any additions, deletions, or revisions to the name of the fee and/or amount of the 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.

**Graduation Fees - Adopted 4/92; Revised 8/10, 2/13, 8/16**

Undergraduate and Graduate Degrees.

**Late Registration Fee - Adopted 1/67; Revised 4/85, 3/94, 2/13**

**Late Payment Fee - Adopted 3/02; Revised 5/08, 8/10, 2/13**

Late payment fee for balances of \$500.00 or more.

Late payment fee for balances less than \$500.00.

**Undergraduate Application Fee – Adopted 05/10; Revised 2/13**

Application fee for domestic undergraduate students, entering UCA for the first time, effective fall 2011.

**Graduate School Application Fee - Adopted 5/91; Revised 2/98, 2/13, 6/19**

Application fee for domestic graduate students (masters, specialist and doctoral) ~~and for international graduate students (masters, specialist and doctoral)~~, effective fall 1998 **2019**.

**Returned Check Fee - Adopted 5/91; Revised 2/13**

A fee will be charged for each returned check.

**Post Office Box Fee - Adopted 5/91; Revised 2/13**

**Payment Plan Fee – Adopted 8/10; Revised 2/13**

Fee to set up a payment plan with the student accounts office.

**ADJOURNMENT**

There being no further business to come before the board, the meeting was adjourned upon motion by Joe Whisenhunt and second by Terry Fiddler:

**The University of Central Arkansas Board of Trustees**

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**Bunny Adcock**  
**Chair**

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**Kay Hinkle**  
**Secretary**