

**AGENDA FOR MEETING OF BOARD OF TRUSTEES  
OF  
UNIVERSITY OF CENTRAL ARKANSAS  
AT  
10:30 A.M.  
ON  
DECEMBER 6, 2019  
BOARD OF TRUSTEES CONFERENCE ROOM – WINGO HALL**

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**Mr. Bunny Adcock – Chair  
Rev. Cornell Maltbia – Vice Chair  
Ms. Kay Hinkle - Secretary  
Ms. Elizabeth Farris  
Dr. Terry Fiddler  
Ms. Shelia Vaught  
Mr. Joe Whisenhunt**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. MINUTES**

**IV. INTRODUCTIONS**

- Miss UCA Hannah Hagerman

**V. REPORTS**

**A. President's Report**

- Bear C.L.A.W.S. (Celebrating the Lofty Achievements of our Wonderful Students)
- Update on Facilities

**B. 2020 Board Meeting Dates**

- February 21
- May 8
- August 14
- October 9
- December 4

**C. Audit and Finance Committee**

**D. Financial Update**

**E. Academic Affairs Update**

**F. Information Technology Update**

**VI. COMMENTS ON ACTION AGENDA BY THE PRESIDENTS OF THE FACULTY SENATE, STAFF SENATE, AND STUDENT GOVERNMENT ASSOCIATION**

- **Dr. Candice Barnes, Faculty Senate President**
- **Ms. Kim Klotz, Staff Senate President**
- **Ms. Rose McGarrity, Student Government Association President**

**VII. ACTION AGENDA**

**A. Tenure and Promotion Procedures and Guidelines for Honors College Faculty – Board Policy No. 303**

**B. Fees – Health, Physical Education, Recreation (HPER) Center – Board Policy No. 647**

**C. October Revised Base Operating Budget**

**D. Request for Authorization to Issue Bonds – Windgate Center for Fine and Performing Arts**

**E. Economic Impact Study**

**F. Board Elections**

- (i) **2020 Officers**
- (ii) **Strategic Planning and Resource Council – (election of one board member for 2020)**
- (iii) **Audit and Finance Committee – Board Policy No. 213 – (election of one board member for 2020)**
- (iv) **Foundation Board – (election of one board member for 2020)**

**VIII. NOTIFICATIONS**

- **Notification: New Certificate of Proficiency in Health Coaching**

**IX. NEW BUSINESS**

**X. EXECUTIVE SESSION**

**XI. OPEN SESSION**

**XII. ADJOURNMENT**

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<b>(iii) Audit and Finance Committee – Board Policy No. 213 – (election of one board member for 2020)</b>	
<b>(iv) Foundation Board – (election of one board member for 2020)</b>	

### **III. MINUTES**

Minutes of the October 11, 2019, board meeting, which can be found on UCA's website, were distributed to board members for review prior to the December 6, 2019, board meeting.

**VII. ACTION AGENDA**

**A. Tenure and Promotion Procedures and Guidelines for Honors College Faculty – Board Policy No. 303**

Board Policy No. 303, Tenure and Promotion Procedures and Guidelines for Honors College Faculty, was initially adopted in August 2005. The policy specified the procedures for tenure and promotion of honors college faculty, but the policy was applicable only to faculty hired before September 1, 2005. All remaining honors college faculty hired before September 1, 2005, have obtained tenure and been promoted to professor. There are no honors college faculty that are subject to this policy.

The policy is being deleted in its entirety. Tenure and promotion procedures for Honors College faculty are set forth in the *Faculty Handbook*. The *Faculty Handbook* specifies that the procedure for promotion and tenure for the honors college faculty will be the same as those procedures for other faculty.

The language to be deleted is stricken through.

Therefore, the president recommends to the Board of Trustees the following resolution:

**“BE IT RESOLVED: That the Board of Trustees approves the deletion of Board Policy No. 303, Tenure and Promotion Procedures and Guidelines for Honors College Faculty, 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: 303  
Subject: Tenure and Promotion Procedures and Guidelines for Honors College Faculty  
Date Adopted: 08/05 Revised: 12/12

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In accordance with the operating procedures of the University of Central Arkansas, a faculty member will be evaluated for tenure or promotion any year in which timing requirements for the submission of the application are met (see the UCA *Faculty Handbook*). The faculty member, with assistance provided by the Honors College dean or associate dean, has the primary responsibility for preparation of the contents of the file for tenure or promotion. This policy shall apply only to faculty hired before September 1, 2005.

## Faculty Committee Structure

### 1. Tenure Committees

Department and college level tenure committees will be constituted as detailed below. The dean of the Honors College will serve in the capacity of a department chair in the Honors College faculty tenure procedure; an academic administrator designated by the provost will serve in the capacity of a college dean in the Honors College faculty tenure procedure.

- a. *Department Level Equivalent Tenure Committee (DLETC)*. Tenure application will be made to the director of the Honors College. The director will forward the applicant's file to the DLETC. Faculty members with tenure in departments outside of the Honors College who have taught on a recurring basis in the Honors College will form a pool of candidates from which four will be chosen at random to serve as the DLETC. Recurring basis is here defined as having taught a semester-long course in the Honors College on two or more occasions during the time that constitutes the applicant's probationary period for tenure. One additional tenured faculty member will be added to the DLETC. This member will be drawn at random from a pool of all faculty members from the applicant's discipline/field of study in a department outside of the Honors College, or a tenured faculty member outside of the Honors College whose expertise and experience are sufficiently related to the applicant's scholarly credentials. Candidates in the pool are to be chosen by the dean of the Honors College with approval by the provost. Once faculty members become tenured in the Honors College, all holding that status will also serve on the DLETC.
- b. *College Level Equivalent Tenure Committee*. Tenured faculty members appointed by the Faculty Senate to the University Honors Council will serve as the college level equivalent tenure committee. In this capacity, the committee will exclude the dean of the Honors College, who serves ex-officio, non-voting, on the Honors Council.
- c. General *Faculty Handbook* procedures will apply to all other tenure procedures, time deadlines, procedures for confidentiality, and appeal procedures. The Honors College dean shall not serve on the tenure committees and may not meet with these committees during their deliberations.

### 2. Promotion Committees

The dean of the Honors College will serve in the capacity of a department chair in the Honors College faculty promotion procedure; an academic administrator designated by the provost will serve in the capacity of a college dean in the Honors College faculty promotion procedure.

- a. *Department Level Equivalent Promotion Committee.* Promotion application will be made to the dean. The dean will forward the applicant's file to the department level equivalent promotion committee. Up to four faculty members in the Honors College with ranks of assistant professor, associate professor, or professor may be elected to serve on the department level equivalent promotion committee. In addition, faculty members with ranks of assistant professor, associate professor, or professor in departments outside of the Honors College who have taught on a recurring basis in the Honors College will form a pool of candidates from which four will be chosen at random to join the department level equivalent promotion committee. Recurring basis is here defined as having taught a semester-long course in the Honors College on two or more occasions during the time that constitutes the applicant's probationary period for promotion. One additional faculty member will be added to the department level equivalent promotion committee. This member will be drawn at random from a pool of all faculty members with ranks of assistant professor, associate professor, or professor from the applicant's discipline/field of study in a department outside of the Honors College, or a faculty member outside of the Honors College whose expertise and experience are sufficiently related to the applicant's scholarly credentials. Candidates in the pool are to be chosen by the dean of the Honors College with approval by the provost.
  
- b. *College Level Equivalent Promotion Committee.* Faculty members appointed by the Faculty Senate to the University Honors Council will serve as the college level equivalent promotion committee. This committee will exclude the dean of the Honors College, who serves ex-officio, non-voting, on the Honors Council.
  
- c. General *Faculty Handbook* procedures will apply to all other promotion procedures, time deadlines, procedures for confidentiality, and appeal procedures. The Honors College dean shall not serve on the promotion committees and may not meet with these committees during their deliberations.



**VII. ACTION AGENDA**

**B. Fees – Health, Physical Education, Recreation (HPER) Center – Board Policy No. 647**

Board Policy No. 647, Fees – Health, Physical Education, Recreation (HPER) Center, has been revised to clarify the authorized use by employees of Recognized Student Organizations (RSO). The policy permits a maximum of two employees for each RSO, and the employee(s) must be an advisor of record in accordance with university policies.

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

Therefore, the president recommends to the Board of Trustees the following resolution:

**“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 647, Fees – Health, Physical Education, Recreation (HPER) Center, 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: 647 \_\_\_\_\_

Subject: Fees – Health, Physical Education, Recreation (HPER) Center \_\_\_\_\_

Date Adopted: 08/01 \_\_\_\_\_ Revised: 05/03, 10/03, 02/05, 09/07, 02/10, 06/11, 05/12, 02/13, 08/13, 05/16 \_\_\_\_\_

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For purposes of this policy, membership periods are defined as follows:

- Fall membership - fall academic term
- Spring membership - spring academic term
- Summer terms - end of spring term to beginning of fall term

HPER Center Fee Structure:

A. Student:	Per Semester
Student	See note below
Spouse (fall and spring)	\$110.00
Spouse (summer terms)	\$ 76.00
Family*(fall and spring)	\$165.00
Family (summer terms)	\$115.00

Single parent family** (fall and spring)	\$ 55.00
Single parent family (summer terms)	\$ 38.00

Board Policy No. 630 establishes the fee per credit hour for students, and sets the maximum hours charged each semester. Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$76.00 (\$76.00 per spouse) to access the HPER Center for May, June, July, and August (until fall classes begin).

Any fee paying student under the age of 18 must have a parent/guardian sign a waiver before they will be allowed to use the HPER Center.

\*For a student’s family, the fee is calculated as follows: \$110.00 (spouse) and \$55.00 (dependents), for a total of \$165.00, in addition to the fee assessed for a student pursuant to Board Policy No. 630. Dependents must be 18 years and older.

\*\*For a single parent family, the fee is calculated as follows: \$55.00 (dependents), in addition to the fee assessed for a student pursuant to Board Policy No. 630. Dependents must be 18 years and older.

Per Semester

**B. Faculty and Staff:**

Employee/Retiree only*	Fringe benefit paid
Spouse (fall and spring)	\$110.00
Spouse (summer terms)	\$ 76.00
Family** (fall and spring)	\$165.00
Family (summer terms)	\$115.00
Single parent family*** (fall and spring)	\$ 55.00
Single parent family (summer terms)	\$ 38.00

\*For purposes of this policy, employees enrolled in courses offered by the university will be assessed the fee as per Board Policy Nos. 623 and 630. The members of the Board of Trustees will be considered employees for purposes of HPER membership.

\*\*For faculty or staff family, the fee is calculated as follows: \$110.00 (spouse) and \$55.00 (dependents), for a total of \$165.00. Dependents must be 18 years and older.

\*\*\*For a single parent family, the fee is calculated as follows: \$55.00 (dependents). Dependents must be 18 years and older.

**C. University Affiliates:**

Fees assessed for employees and/or residents of the following UCA affiliates shall be the same as the fees assessed for current students (based on 15 credit hours for fall membership, 15 credit hours for spring membership, and 9 credit hours for summer terms):

1. Food service provider;
2. Campus bookstore;
3. Arkansas Educational Television Network;
4. UCA's Recognized Student Organizations (RSO) - employment of half-time or more;
  - a. A maximum of two employees for each RSO may obtain memberships, and the employee(s) must be an advisor of record in accordance with university policies established by the vice president for student services;
  - b. The RSO employee(s) must be employed a minimum of twenty hours per week and the primary work location must be the UCA campus; and
5. College Square.

The president is authorized to approve memberships for additional UCA affiliates consistent with this policy.

D. Alumni Memberships

1. Must be a member of the UCA Alumni Association.
2. HPER Alumni members will have access to the HPER Center.
3. Available HPER Center hours for Alumni members:
  - a. Monday – Friday 6:00am to 2:00pm
  - b. Saturday 9:00am to 6:00pm
  - c. Sunday 3:00pm to midnight
  - d. Holiday and summer hours will be posted

4. Alumni Membership Fees:

	<u>Individual</u>	<u>Individual + Spouse</u>	<u>Individual + Family</u>
a. Fall semester	\$165.00	\$275.00	\$335.00
b. Spring semester	\$165.00	\$275.00	\$335.00
c. Summer	\$ 80.00	\$120.00	\$150.00
d. Annual	\$410.00	\$670.00	\$820.00

5. Alumni memberships will be payable for the entire membership period. No monthly billing.
6. Membership defined:
  - a. Individual – alumnus
  - b. Spouse –alumnus' spouse
  - c. Family –alumnus, spouse, and dependents (must be 18 years old to use the

HPER Center)

7. Alumni HPER membership card.
  - a. The UCA Alumni Association will issue ID cards.
  - b. Each ID card will have a unique member number and expiration date for the Alumni Association.
8. Alumni must visit the HPER Center main office to join.
9. Parking is available (must obtain a parking tag/decal issued through UCAPD).
10. If an Alumni Association membership expires during HPER membership period, the HPER Center will honor HPER membership up to the next HPER membership period.
11. The university administration may waive these fees in appropriate circumstances upon the recommendation of the vice president for student services and the approval of the president.

E. Other Services:

All other services (e.g. guest passes, locker rentals, towel service, personal trainers, Campus Outdoor Pursuits and Activities [COPA], late fees, etc.) will be determined by the director of campus recreation and the Campus Recreation Advisory Board (CRAB) based on fair market value for that service. All services will be dictated by the membership and their desired needs for the HPER Center.

The director of campus recreation may assess membership fees and costs for services on a prorated basis for individuals who join during a membership period.

## **VII. ACTION AGENDA**

### **C. October Revised Base Operating Budget**

This agenda item revises the FY 2019-20 original base operating budget approved at the May 2019 meeting of the Board of Trustees. The October revised budget includes all permanent adjustments made through October 31, 2019. The total budget increased \$195,580.

#### **Revenue budget increased by \$195,580**

The major increase is the additional state disbursement from the Educational Education Trust Fund (EETF) of \$102,830. Other increases include additional private funding and fee revenue recognition.

#### **Expense budget increased by \$195,580**

The additional EETF was placed into an E&G reserve account. Private funding of \$32,750 covers additional auxiliary salary and fringe expense, and \$60,000 of auxiliary revenue was recognized to cover projected utility costs and other M&O expenses.

Therefore, the president recommends to the Board of Trustees the following resolution:

**“BE IT RESOLVED: That the Board of Trustees approves the 2019-20 October Revised Base Operating Budget in the amount of \$199,490,056.”**

**University of Central Arkansas**  
**October Revised FY20**  
**October Revised FY20 Compared to Original**

		<b>FY20 July Original</b>	<b>FY20 October Revised</b>	<b>Change over July Original</b>	<b>% Change</b>	<b>% of Budget</b>
1	Tuition & Fees	90,714,545	90,714,545	-	0.00%	45.47%
2	Appropriations	59,532,226	59,635,056	102,830	0.17%	29.89%
3	Sales & Services	361,500	361,500	-	0.00%	0.18%
4	Organized Activities	250,000	250,000	-	0.00%	0.13%
5	Grants & Contracts	193,470	193,470	-	0.00%	0.10%
6	Other Sources	1,690,015	1,690,015	-	0.00%	0.85%
7	<b>Total E&amp;G Revenue</b>	152,741,756	152,844,586	102,830	0.07%	76.62%
8	<b>Auxiliary Income</b>	46,552,720	46,645,470	92,750	0.20%	23.38%
9	<b>Total Income</b>	<b>199,294,476</b>	<b>199,490,056</b>	<b>195,580</b>	<b>0.10%</b>	<b>100.00%</b>
10	Salaries & Wages	88,885,380	88,924,035	38,655	0.04%	44.58%
11	Benefits	26,216,686	26,226,121	9,435	0.04%	13.15%
12	M&O	34,906,168	35,054,167	147,999	0.42%	17.57%
13	Scholarships & Waivers	29,532,227	29,532,227	-	0.00%	14.80%
14	Purchased Utilities	5,987,689	6,027,689	40,000	0.66%	3.02%
15	Debt Service	14,714,738	14,714,738	-	0.00%	7.38%
16	Transfers	(948,412)	(988,921)	(40,509)	4.10%	-0.50%
17	<b>Total Expenditures</b>	<b>199,294,476</b>	<b>199,490,056</b>	<b>195,580</b>	<b>0.10%</b>	<b>100.00%</b>

## VII. ACTION AGENDA

### **D. Request for Authorization to Issue Bonds – Windgate Center for Fine and Performing Arts**

Request for authorization to issue bonds, in an amount not to exceed \$20,000,000. The bond proceeds will support the planning, design, and construction of The Windgate Center for Fine and Performing Arts (WCFPA) at an estimated cost of \$45,000,000. The Windgate gift of \$20,000,000 was announced on January 22, 2019, \$19,000,000 of which is designated for this project. The balance of the project cost is covered through existing capital funding and additional fundraising.

On February 15, 2019, the Board of Trustees approved a request to pursue the economic feasibility study, as required by the Arkansas Department of Higher Education Coordinating Board (AHECB), for the issuance of bonds in an amount not to exceed \$20,000,000. The AHECB approved the economic feasibility on April 19, 2019.

The Windgate Center for Fine and Performing Arts will be an estimated 98,000 square foot facility, which will include art space, an exterior space for three-dimensional art, an art gallery, a 450-seat concert hall designed for orchestra, choir, band and ensemble performances, and a black box theatre (a flexible performance space which will accommodate a wide range of theatrical performances including musical theater). The facility will house the University's Art department and will add class, studio, rehearsal, design, and faculty office space. The facility will be situated at the northwest corner of Donaghey and Bruce Streets.

WER Architects and Pfeiffer Architects have been selected as the design team. Baldwin and Shell Construction Company is the contractor.

Therefore, the president recommends to the Board of Trustees the following resolution:

**“BE IT RESOLVED: That the Board of Trustees hereby adopts the bond resolutions attached hereto, and authorizes the issuance and delivery of the bonds set forth therein for the terms and rates therein set forth, and further authorizes the administration to take all other steps necessary and required to issue said bonds for the purposes set forth therein.**

**BE IT FURTHER RESOLVED: That the Board of Trustees authorizes the administration to engage other entities and enter into any contracts necessary to facilitate the above specified project.”**

RESOLUTION  
OF THE BOARD OF TRUSTEES  
OF THE UNIVERSITY OF CENTRAL ARKANSAS

AUTHORIZING THE ISSUANCE OF BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS STUDENT FEE REVENUE BONDS FOR THE PURPOSE OF FINANCING ALL OR A PORTION OF THE COSTS OF CAPITAL IMPROVEMENTS FOR THE UNIVERSITY OF CENTRAL ARKANSAS; AUTHORIZING THE EXECUTION OF AN OFFICIAL STATEMENT, BOND PURCHASE AGREEMENT, TRUST INDENTURE AND RELATED DOCUMENTS; AND PRESCRIBING OTHER MATTERS PERTAINING THERETO.

WHEREAS, the Board of Trustees (the "Board") of the University of Central Arkansas (the "University") is authorized under the Constitution and laws of the State of Arkansas, including particularly Arkansas Code of 1987 Annotated, Title 6, Chapter 62, Subchapter 3 (the "Act"), to borrow money for the purpose of acquiring, constructing and equipping capital improvements for use by the University and to refund bonds issued under the Act to finance such capital improvements; and

WHEREAS, the Board has determined and hereby finds and declares that there is a need for certain capital improvements on or for the campus of the University, including the following: (i) the acquisition, construction, equipping and furnishing of the Windgate Center for Fine and Performing Arts; and (ii) the acquisition, construction, improvement, renovation, equipping and/or furnishing of other capital improvements and infrastructure and the acquisition of various equipment and/or real property for the University (collectively, the "Project"); and

WHEREAS, the staff of the University has recommended, and the Board has determined and hereby finds and declares, that the best method of financing all or a portion of the costs of the Project will be through the issuance of the Board's Student Fee Revenue Bonds (the "Bonds") in a total aggregate principal amount not to exceed \$20,000,000, the proceeds from the sale thereof to be used for accomplishing the Project, funding capitalized interest (if necessary or desirable), paying the costs of issuing the Bonds, and, if desirable, paying the costs of insuring the Bonds; and

WHEREAS, it is anticipated that proceeds of the Bonds to be issued for the Project will be supplemented with gifts, grants, and/or University funds; and

WHEREAS, the University has obtained, pursuant to Arkansas Code of 1987 Annotated Section 6-62-306, a resolution of the Arkansas Higher Education Coordinating Board giving its advice that the Project is economically feasible; and

WHEREAS, the Bonds will be general obligations of the Board, and payment of debt service on the Bonds will be equally and ratably secured by "Pledged Revenues," (as defined in the Indenture (hereinafter defined)), which are generally that portion of the general tuition and fees paid by students attending the University in each fiscal year equal to 110% of the aggregate



principal and interest due on bonds to which such general tuition and fees are pledged for such fiscal year; and

WHEREAS, the Bonds are to be issued on the terms and in the form set forth in a Trust Indenture to be dated as of the date of the Bonds (the "Indenture") between the Board and Bank OZK (the "Trustee"); and

WHEREAS, in order to proceed with the financing of the Project, it is necessary for the Board (i) to authorize the issuance and marketing of the Bonds; (ii) to authorize the President of the University to deem final the Preliminary Official Statement for the Bonds and to authorize its use; (iii) to authorize the pricing of the Bonds and the execution of a Bond Purchase Agreement with the Underwriter (as hereinafter defined) in connection therewith; and (iv) to authorize the execution of the Indenture and related documents, all relating to the security and issuance of the Bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS:

Section 1. In order to finance all or a portion of the costs of the Project, to fund capitalized interest (if necessary or desirable) and to pay the costs of issuing and insuring (if desirable) the Bonds, the Board hereby approves, authorizes and directs the issuance, execution and delivery of the Bonds in an aggregate principal amount not to exceed \$20,000,000. The Bonds shall mature not later than thirty (30) years after the date of issuance thereof and shall have a true interest cost (after taking into account original issue discount and premium and Underwriter's discount but excluding costs of issuing such Bonds) not greater than 5.00%.

All Bonds shall have in their name a series designation based on the year issued and, if there are multiple series, the name shall contain a letter to differentiate series, in style and form acceptable to the Vice President of Finance and Administration of the University. In addition, the series designation may contain a letter, in style and format acceptable to the Vice President of Finance and Administration of the University, if desired by the Vice President of Finance and Administration of the University.

The Bonds may be divided into multiple series if taxable and tax-exempt bonds are being issued, if advantageous for planning purposes or if necessitated for federal income tax purposes, as determined by the President of the University and the Vice President for Finance and Administration of the University.

Section 2. In order to provide for the issuance of the Bonds and to prescribe the terms under which the Bonds will be secured, executed, authenticated, accepted and held, the Chairman and Secretary of the Board, the President of the University and one or more Vice Presidents of the University as designated by the President, are hereby authorized to execute all documents necessary to the issuance of the Bonds, including without limitation:

- (a) the Indenture setting forth the terms and conditions of the Bonds and providing for the issuance of the Bonds;

- (b) a Bond Purchase Agreement between the Board and Crews & Associates, Inc. (the "Underwriter") setting forth the purchase price and the other terms and conditions upon which the Bonds will be sold to the Underwriter; and
- (c) a Continuing Disclosure Agreement, between the Board and the Trustee, setting forth certain obligations of the Board to make continuing disclosure of financial information and material events to the secondary municipal marketplace, as set forth in Rule 15c2-12 of the Securities and Exchange Commission.

The Indenture, the Bond Purchase Agreement and the Continuing Disclosure Agreement are hereby authorized and shall be in substantially the form presented to this Board, but with such changes therein as shall be approved by the Chairman or the President. The Board recognizes that certain revisions may be made to the Indenture, the Bond Purchase Agreement and the Continuing Disclosure Agreement prior to the issuance of the Bonds, and hereby authorizes the Chairman or President to approve and accept such revisions, their signatures on each of such documents to constitute proof of their acceptance of such revisions. Specifically, the President or the Chairman is hereby authorized to (i) accept the final maturity schedule, interest rates and reoffering yields for the Bonds if such President or Chairman deems such rates, maturity schedule and yields to be appropriate and within the authority granted by this Resolution and execute the final Bond Purchase Agreement with the Underwriter, and (ii) execute the Continuing Disclosure Agreement. Prior to the sale of the Bonds, the President or the Chairman is hereby authorized to confer with Friday, Eldredge & Clark, LLP, as bond counsel, in allocating the principal amount of the Bonds between tax-exempt bonds and taxable bonds if advantageous for planning purposes or necessitated for federal income tax purposes.

The President is hereby authorized to negotiate an Underwriter's discount with the Underwriter that is not in excess of 0.465% of the par amount of the Bonds. The purchase price may include original issue premiums and discounts in such amounts as may be approved by the President.

**Section 3.** In order to provide credit enhancement for the Bonds, the Board recognizes that it may be economically desirable to obtain a policy of municipal bond insurance (the "Policy"). The Board hereby authorizes the President of the University to obtain a Policy from among proposals by municipal bond insurers, if the terms and conditions of such Policy are favorable and provide economic benefit to the Board. The Chairman or President is hereby authorized and directed to execute all documents in connection with the Policy, provided that the Chairman or President determine that the terms and conditions of the Policy are favorable and provide economic benefit to the Board.

**Section 4.** The Board hereby authorizes and ratifies the use of a Preliminary Official Statement in the marketing of the Bonds and authorizes the production of an Official Statement. The Preliminary Official Statement is hereby approved in substantially the form presented to the Board. The Board recognizes that certain revisions may be made to the Preliminary Official Statement prior to its delivery to prospective purchasers, and hereby authorizes the Chairman or the President to approve and accept such revisions, the signature of either on such Preliminary Official Statement to constitute proof of acceptance of such revisions. The Board hereby

authorizes the President to "deem final" for purposes of Rule 15c2-12 of the Securities and Exchange Commission the Preliminary Official Statement with such revisions as may be accepted by the President. The Board hereby further authorizes and approves the production of a final Official Statement, and authorizes and directs the President to execute and deliver the Official Statement, in such form as he deems acceptable, in connection with the issuance of the Bonds.

Section 5. The Bonds are authorized to be issued on a parity with all or any outstanding bonds that are secured by the Pledged Revenues to the extent that the various parity tests for those bonds can be met.

Section 6. The Chairman and Secretary of the Board, and the President of the University and one or more Vice Presidents of the University (as designated by the President) are hereby authorized and directed to do any and all lawful things to effect the execution and delivery of the Bonds, the performance of all obligations of the Board and of the University, and the execution and delivery of all papers, documents, certificates and other instruments of whatever nature that may be necessary or desirable for carrying out the authority conferred by this Resolution or evidencing the authority and its exercise. The Secretary of the Board is hereby authorized to acknowledge and attest the signatures of the Chairman and the President and to execute such other documents as may be required in connection with the issuance of the Bonds.

Section 7. The provisions of this Resolution are hereby declared to be separable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of this Resolution.

Section 8. All resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

ADOPTED: December 6, 2019.

ATTEST:

By \_\_\_\_\_  
Robert Adcock, Chair

\_\_\_\_\_  
Kay Hinkle, Secretary

(SEAL)

## VII. ACTION AGENDA

### E. Economic Impact Study

The administration is requesting approval and funding for an economic impact study. The purpose of this study is to quantify the economic impact of the university on the region and state, as well as analyze graduate outcomes. A request for proposals (RFP) process will be initiated to identify a qualified vendor for this study. The timeline for initiating the RFP and selecting the vendor will be four to six weeks following board approval. The estimated cost of this study shall not exceed \$45,000, and will be paid from Board of Trustees funds.

Therefore, the president recommends to the Board of Trustees the following resolution:

**“BE IT RESOLVED: That the Board of Trustees approves the economic impact study described above, and the president and such other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such contracts and documents as may be necessary or required to complete the economic study.”**

## **VII. ACTION AGENDA**

### **F. Board Elections**

- (i) 2020 Officers**
- (ii) Strategic Planning and Resource Council – (election of one board member for 2020)**

The Strategic Planning and Resource Council’s membership requires one trustee be elected by the board to serve a one-year term on the Council.

**“BE IT RESOLVED: That \_\_\_\_\_ is hereby appointed to serve on the Strategic Planning and Resource Council through December 2020.”**

- (iii) Audit and Finance Committee - Board Policy No. 213 (election of one board member for 2020)**

Board Policy No. 213 established an Audit and Finance Committee of the Board of Trustees.

The Audit and Finance Committee is composed of three members of the board. Under the board policy, the UCA Office of Internal Audit reports directly to the Audit and Finance Committee, and then to the UCA Board of Trustees.

Pursuant to Board Policy No. 213, the Board of Trustees is to select one board member to serve a one-year term on the Audit and Finance Committee.

The other appointments to the Audit and Finance Committee are (a) the board appointment made in January of the applicable year by the Governor of the State of Arkansas to a seven-year term on the Board of Trustees and such person shall serve a two-year term on the Audit and Finance Committee and (b) the continuing member from the prior year.

Currently, Terry Fiddler is serving because of his January 2019 appointment to the board and will continue through 2020; Kay Hinkle is the chair of the Audit and Finance Committee and is serving her second year; and Cornell Maltbia was elected as the board’s appointee for 2019.

The policy also provides that any elections by the Board of Trustees shall occur at the last board meeting of each calendar year with such persons taking office on the first day of the following calendar year.

It is necessary for the board to select one of its members to serve on the Audit and Finance Committee for 2020. The other two members of the Audit and Finance

Committee for 2020 will be (a) Terry Fiddler, who will serve a second year and (b) the trustee appointed by the Governor of Arkansas in January 2020 for a seven-year term.

**“BE IT RESOLVED: That \_\_\_\_\_ is hereby elected to serve as a member of the Audit and Finance Committee for calendar year 2020.”**

**(iv) Foundation Board – (election of one board member for 2020)**

The University of Central Arkansas Foundation, Inc. bylaws require one trustee be designated by the board to serve a one-year term on the Foundation’s Board of Directors.

**“BE IT RESOLVED: That the Board of Trustees hereby appoints \_\_\_\_\_ to serve on the UCA Foundation Board of Directors through December 2020.”**

## **VIII. NOTIFICATIONS**

### **Notification: New Certificate of Proficiency in Health Coaching**

The Department of Health Sciences in the College of Health and Behavioral Sciences has developed a Certificate of Proficiency (CP) in Health Coaching. The certificate program is embedded in the existing baccalaureate program in Health Education. Students who complete the certificate program will be prepared to complete the certification exam for Health and Wellness Coaching offered by the American Council on Exercise (ACE), making these students competitive for employment in health promotion and wellness programs found in businesses, corporations, exercise/fitness centers, and clinics as well as self-employment opportunities.

The certificate program uses courses already present in the baccalaureate program's curriculum and will not, therefore, need additional resources at this time.

All appropriate councils and administrators have recommended approval of the proposed certificate program.

Supporting materials (following pages): (1) UCA Curriculum Form U-3, (2) ADHE LON-8 (Attachments referenced in the LON are not included here.)

**New Undergraduate Program Transmittal Form**

Department: Health Sciences

Date: 2/12/19

NOTE: UPON COMPLETION OF ALL REQUIRED APPROVALS, NEW PROGRAMS WILL BE PUBLISHED IN THE BULLETIN FOR THE NEXT ACADEMIC YEAR. If you wish to request a particular effective date, provide details on the following page.

Title of program/concentration/minor: Health Coaching

Check the type of program and supply the requested information. Attach required documentation.

- New degree program (Attach ADHE Form P-1 and an Academic Assessment Plan.)\*
- New degree program by "reconfiguration" of an existing degree program (Attach ADHE Form LON-11 and an Academic Assessment Plan.)\*
- New certificate program (Attach ADHE Form LON-8 or LON-9, an Academic Assessment Plan\* and Curriculum Attachment C signed by the Director of Financial Aid.\*\*)
- New concentration, emphasis, option, or track in an existing program. (Attach ADHE Form LON-3.)
- New minor program (Attach ADHE Form LON-3.)

\*Consult the Director of Assessment early in the development of the Academic Assessment Plan.

\*\*Consult the Director of Financial Aid early in the development of the new certificate program to determine whether students enrolled in the program will be eligible for financial aid.

Are any of the prerequisites or requirements of the proposed program offered by another department? No  
If YES, attach a signed letter from each department's chair describing the impact on the department.

<b>Recommended by Department and College</b>	
1. <u>[Signature]</u> <u>4/3/19</u> Department Curriculum Committee Date	2. <u>[Signature]</u> <u>4/3/19</u> Department Chair Date
3. <u>[Signature]</u> <u>4/3/19</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>4/3/19</u> College Dean Date
<b>Recommended by University Councils/Committees</b>	
Is this a new degree or certificate program? <u>Yes</u> If YES, then must be reviewed by the Academic Assessment Committee.	Is this a new teacher education program or option? <u>No</u> If YES, must be reviewed by the Professional Education Council.
5. <u>[Signature]</u> <u>9-17-19</u> Academic Assessment Committee Date	6. _____ Professional Education Council Date
7. <u>[Signature]</u> <u>9-17-19</u> Undergraduate Council Date	8. <u>[Signature]</u> <u>10-2-19</u> Council of Deans Date
Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term.	
<b>Approved by</b>	
9. <u>[Signature]</u> <u>10/4/2019</u> Provost Date	10. <u>[Signature]</u> <u>10/9/19</u> President Date
The Office of the Provost sends all required documentation to the AHECB and the Board of Trustees.	
11. Letter of Intent to AHECB (if required) _____ Date	12. Notification to or Approval by Board of Trustees (as required) _____ Date
13. Notification to or Approval by AHECB (as required) _____ Date	Recorded in Bulletin by
	14. _____ Office of the Provost Date
The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works.	
Recorded In Banner by	Recorded in Degree Works by
15. _____ Office of the Provost Date	16. _____ Office of the Registrar Date
The Registrar returns the signed copy to the Office of the Provost. The Office of the Provost sends a copy to the originating department.	



# LETTER OF NOTIFICATION – 8

## UNDERGRADUATE CERTIFICATE PROGRAM

(6–21 semester credit hours)

**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**

August 2019

**5. Name of proposed undergraduate certificate program**

Certificate of Proficiency (CP), Health Coaching

**6. Proposed CIP code**

51.1504 [Note: the new CP in Health Coaching is embedded in the existing BS in Health Education and so shares its CIP code.]

**7. Reason for proposed program implementation**

Provide students with an opportunity to attain a credential that will increase marketable skills in the expanding field of health education/promotion and wellness.

**8. Provide the following:**

**a. Curriculum outline – list of courses in new program**

The following courses are all required.

HED 1320 – Essentials of Health and Wellness OR EXSS 1320 - Foundations of Wellness

HED 2201 – First Aid

HED 3325 – Disease Management for Health Promotion

HED 4398 – Health Coaching I

HED 4399 – Health Coaching II

**b. Total semester credit hours required for proposed program**

14 semester hours

**c. New courses with course descriptions**

N/A (no new courses are required)

**d. Program goals and objectives**

Program goal: Prepare students to partner with clients to promote their efforts to adopt and/or maintain a healthy lifestyle.

Program objectives: Students who complete the health coaching certificate program will:

1. Apply health and wellness coaching skills in a variety of practice settings (hospitals, clinics, corporations, schools, and health education facilities).
2. Demonstrate the knowledge and skills necessary to become an ACE (American Council on Exercise) certified health coach.

**e. Expected student learning outcomes**

1. Students will demonstrate competency in applied areas of biometric assessments, safety, nutrition, fitness, and mental health.
2. Students will apply evidence-based theories of change to identify and organize client-centered goals and objectives.
3. Students will establish language, listening, and composure to build motivational and trusting coaching relationships with clients.
4. Students will exhibit a commitment to carrying out professional responsibilities and adherence to ethical principles of the profession

**f. Documentation that program meets employer needs**

Letters were solicited from two individuals who are professional fitness trainers and business owners. Attached documents provide evidence that this certificate meets their perceived needs. (See Attachment 1.) Additionally, a search of an online job site (Indeed.com) was conducted using the query, health coach job in Arkansas. The result of this search is attached. A Workforce Analysis Request has, additionally, been made to ADFA as required by ADHE. (See Attachment 2.)

**g. Student demand (projected enrollment) for proposed program**

A survey was developed and distributed to students enrolled in health education courses during the spring 2019 semester. Three hundred surveys were completed regarding student demand for the proposed health coaching certificate. Results of the survey indicated 67% of students surveyed were interested in the certificate. Ninety percent (90%) of students indicated that a certificate would improve an employer's interest in an applicant. Eighty-three percent (83%) of students indicated this certificate would be attractive to future students. (See Attachment 3.)

**h. Program approval letter from licensure/certification entity, if applicable**

The program will not be licensed or accredited itself. The curriculum required to obtain the health coaching certificate, however, prepares students to take the American Council on Exercise (ACE) certification exam. A letter of support from Brian Greenlee, Director of Credentialing for the American Council on Exercise (ACE) is attached (Attachment 4).

**i. Names of institutions offering similar programs and the institution(s) used as a model to develop proposed program**

No institutions within the state offer a certificate in health coaching. No similar programs were used as a model.

**j. Scheduled program review date (within 10 years of program implementation)**

The certificate program will be reviewed with the baccalaureate program within which it is embedded. The next scheduled review for the BA in Health Education is AY 2022-23.

**9. Institutional curriculum committee review/approval date**

Undergraduate/Graduate Council: 2019-09-17  
Council of Deans: 2019-10-02

**10. Will this program be offered on-campus, off-campus, or via distance delivery? Indicate mode of distance delivery.**

The program is completed on-campus and via distance delivery. H ED 1320, EXSS 1320, and H ED 2201 are offered on-campus and via distance delivery. H ED 3325 is offered via distance delivery only. H ED 4398 and H ED 4399 are hybrid courses.

**11. Identify off-campus location, if applicable. If off-campus, provide a copy of email notification to other institutions in the area of the proposed off-campus program and their responses; include your replies to the institutional responses.**

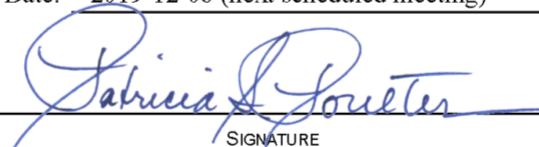
N/A

**12. Provide additional program information if requested by ADHE staff.**

If requested.

President/Chancellor Approval Date: 2019-10-09

Board of Trustees Notification Date: 2019-12-06 (next scheduled meeting)

Chief Academic Officer:  2019-10-04  
SIGNATURE DATE

[UCA form updated 2016-01-06]