

**AGENDA FOR MEETING OF BOARD OF TRUSTEES  
OF  
UNIVERSITY OF CENTRAL ARKANSAS  
AT  
10:00 A.M.  
ON  
DECEMBER 4, 2020**

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

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. MINUTES**

**IV. REPORTS**

**A. President’s Report**

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

**B. 2021 Board Meeting Dates**

- **February 19**
- **May 7**
- **August 13**
- **October 8**
- **December 3**

**C. Audit and Finance Committee**

**D. Financial Report**

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

- **Mr. Jamaal Lockings, Student Government Association**
- **Dr. Jen Talbot, Faculty Senate**
- **Mr. Steven Shook, Staff Senate**

**VI. ACTION AGENDA**

**A. Resolution of Appreciation – Elizabeth Farris**

**B. October Revised Base Operating Budget**

**C. Certification of Sufficient Appropriations and Fund Balances**

**D. Revisions to Board Policies**

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

- 1. Teamworks Innovations, Inc.**
- 2. Aramark Educational Services, LLC**

**F. Diversity; Diversity Advisory Committee – Board Policy No. 525**

**G. Board Elections**

- 1. 2021 Officers**
- 2. Strategic Planning and Resource Council – election of one board member for 2021**
- 3. Audit and Finance Committee – Board Policy No. 213 – election of one board member for 2021**
- 4. Foundation Board – election of one board member for 2021**

**VII. NEW BUSINESS**

**VIII. EXECUTIVE SESSION**

**IX. OPEN SESSION**

**X. ADJOURNMENT**

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### **III. MINUTES**

Minutes of the October 9, 2020, board meeting, and November 6, 2020, teleconference, which can be found on UCA's website, were distributed to board members for review prior to the December 4, 2020, board meeting.

## VI. ACTION AGENDA

### A. Resolution of Appreciation – Elizabeth Farris

#### RESOLUTION OF APPRECIATION

WHEREAS, Elizabeth Farris of Hot Springs, Arkansas, was appointed to the Board of Trustees of the University of Central Arkansas by the Governor of the State of Arkansas, Mike Beebe, in January 2012 to complete the two-years remaining on a term and again in January 2014 for a term of seven years; and

WHEREAS, Mrs. Farris graduated from the University of Central Arkansas in 1977 with a bachelor of business administration degree; and

WHEREAS, Mrs. Farris served as chair of the Board of Trustees in 2017; and

WHEREAS, during her term as chair of the Board, the University made significant progress by (a) opening the Conway Corporation Center for Sciences, (b) beginning the renovation of Hughes Hall, (c) holding the investiture of Dr. Houston Davis as the 11<sup>th</sup> President of UCA, (d) proceeding with the construction of a pedestrian bridge over Dave Ward Drive in the area of the Stone Dam Creek trail, (e) the University Police Department being accredited by the Arkansas Law Enforcement Accreditation Program, and (f) receiving notification that the Higher Learning Commission continued the accreditation of the University; and

WHEREAS, during her time on the Board of Trustees, Mrs. Farris served with honor and attended many university events and functions, and the University achieved important accomplishments, including (a) completing an expansion and renovation of the Health, Physical Education, and Recreation Center; (b) opening the UCA Downtown facility; (c) completing construction on the Dave Ward Drive pedestrian bridge overpass, (d) beginning the construction of the Integrated Health Sciences Building, (e) completing the construction of Greek Village Phase I and Phase II, and (f) planning the construction of the Windgate Center for Fine and Performing Arts; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Elizabeth Farris for her service as a member of the Board of Trustees; and

**BE IT FURTHER RESOLVED**, that this resolution be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

Adopted this 4th day of December 2020 in Conway, Arkansas.

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E.C. Maltbia  
Chair

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Terry Fiddler  
Secretary

## VI. ACTION AGENDA

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

This agenda item revises the FY 2020-21 original base operating budget approved at the May 2020 meeting of the Board of Trustees. The October revised budget includes all permanent adjustments made through October 31, 2020. The total base budget increased \$804,474.

#### **Revenue budget increased by \$804,474**

The major increase is the additional funding from State Appropriation B category of \$2,826,213. The tuition revenue budget was lowered to match actual tuition realized, which was a decrease of \$2,062,659. An additional increase includes private funding in auxiliaries of \$40,920.

#### **Expense budget increased by \$804,474**

The auxiliary units allocated \$40,920 from private funding and reallocated an additional \$72,235 from M&O (totaling \$113,155) for position upgrades. The remaining additional B Funds of \$763,554 were placed into an E&G reserve account.

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

**“BE IT RESOLVED: That the Board of Trustees approves the 2020-21 October Revised Base Operating Budget in the amount of \$186,123,338.”**

**University of Central Arkansas**  
**October Revised FY21**  
**October Revised FY21 Compared to Original**

		<b>FY21 July Original</b>	<b>FY21 October Revised</b>	<b>Dollar Change</b>	<b>% Change</b>	<b>% of Budget</b>
1	Tuition & Fees	86,195,295	84,132,636	(2,062,659)	-2.39%	45.20%
2	Appropriations	52,405,135	55,231,348	2,826,213	5.39%	29.67%
3	Sales & Services	361,500	361,500	-	0.00%	0.19%
4	Organized Activities	158,397	158,397	-	0.00%	0.09%
5	Grants & Contracts	193,470	193,470	-	0.00%	0.10%
6	Other Sources	1,690,015	1,690,015	-	0.00%	0.91%
7	<b>Total E&amp;G Revenue</b>	141,003,812	141,767,366	763,554	0.54%	76.17%
8	<b>Auxiliary Income</b>	44,315,052	44,355,972	40,920	0.09%	23.83%
9	<b>Total Income</b>	<b>185,318,864</b>	<b>186,123,338</b>	<b>804,474</b>	<b>0.43%</b>	<b>100.00%</b>
10	Salaries & Wages	80,437,686	80,523,018	85,332	0.11%	43.26%
11	Benefits	24,746,476	24,774,299	27,823	0.11%	13.31%
12	M&O	30,127,604	30,818,923	691,319	2.29%	16.56%
13	Scholarships & Waivers	29,483,002	29,483,002	-	0.00%	15.84%
14	Purchased Utilities	5,613,821	5,613,821	-	0.00%	3.02%
15	Debt Service	15,600,592	15,600,592	-	0.00%	8.38%
16	Transfers	(690,317)	(690,317)	-	0.00%	-0.37%
17	<b>Total Expenditures</b>	<b>185,318,864</b>	<b>186,123,338</b>	<b>804,474</b>	<b>0.43%</b>	<b>100.00%</b>



## VI. ACTION AGENDA

### C. Certification of Sufficient Appropriations and Fund Balances

In accordance with State Accounting and Budgetary Procedures law, the Board of Trustees is required to annually certify that the university will not incur any obligations without having sufficient appropriations and funds available during the fiscal year for the payment of the obligations when they become due.

Therefore, the president recommends to the Board of Trustees that this certification be approved and submitted to the chief financial officer of the State of Arkansas as required by Arkansas law.

**“BE IT RESOLVED: That the Board of Trustees approves the following certification and will continue to monitor the obligations of the university to ensure that sufficient appropriations and fund balances are available to pay all future obligations of the institution when such obligations become due.”**

**CERTIFICATION OF SUFFICIENT  
APPROPRIATIONS AND FUND BALANCES  
TO MEET OBLIGATIONS FOR  
UNIVERSITY OF CENTRAL ARKANSAS**

I am aware that the State Accounting and Budgetary Procedures law mandates that in no event shall any obligations be incurred by an institution of higher education unless sufficient appropriations and funds are available, or will become available, during the fiscal year for the payment of the obligations when they become due.

I understand that appropriations authorized by the General Assembly and fund balances shall be monitored by the Board of Trustees and the president of this institution to ensure that resources are available, or will become available, to pay the obligations of this institution and that no obligations are incurred that exceed available appropriations and funds.

Therefore, I certify that as of December 31, 2020, I have verified that sufficient appropriations and funds are available, or will become available, to pay the obligations of this institution of higher education and all other current obligations to be paid from the appropriations and the funds.

I also certify that obligations of this institution of higher education shall continue to be monitored to ensure that sufficient appropriations and fund balances are available, or will become available, to pay all future obligations of the institution when such obligations become due.

\_\_\_\_\_  
Mr. Everette Cornell "E.C." Maltbia, Chair  
University of Central Arkansas Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Houston D. Davis, President  
University of Central Arkansas

\_\_\_\_\_  
Date

## VI. ACTION AGENDA

### D. Revisions to Board Policies

The administration has reviewed various board policies and identified changes that are primarily intended to clarify and update each policy. 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 416, Contract Review Procedures, has been revised to provide that the contract rider is not required for research or clinical affiliation agreements that do not require the university to expend any funds.

Policy 610, Student Aid Satisfactory Progress, delegates the authority to establish specific procedures to ensure that students are making satisfactory progress toward the completion of their degrees to the president and/or appropriate university offices. The policy has been revised to delete the requirement that a copy of the procedures may be obtained from the Division of Enrollment Management. The division no longer exists, and the procedures are available on the university website.

Policy 709, Academic Integrity, has been revised to reflect that the university no longer has a designated position of “associate provost for finance and administration.” The reference to “associate provost for finance and administration” has been removed from section G(2)(b) regarding notification in the event of a student appeal.

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 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: 416

Subject: Contract Review Procedures

Date Adopted: 05/09 Revised: 11/09, 08/13, 05/16, 12/20

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1. **Contract Defined:** For purposes of this policy, a “contract” is a written agreement between two or more parties, one of which is the University of Central Arkansas (“UCA” or “university”), creating obligations that are enforceable or otherwise recognizable by law. No oral agreements shall be recognized as valid or binding legal obligations of the university.

For purposes of this policy, a purchase order is a contract. If a purchase order is based on a contract, such contract is subject to the provisions of this policy.

2. **No Contract Valid without Compliance:** No contract shall be deemed to be a valid obligation of the university unless the provisions of this policy are complied with in full.
3. **Signature Authority:** Unless otherwise provided by law or by specific policy of the Board of Trustees, only the Board of Trustees, president, provost, chief of staff, and vice presidents have the authority to enter into a contract to bind the university.
4. **Contract Review and Routing Procedure:** The university employee with responsibility for the contract (“responsible employee”) shall read and review it in its entirety. By starting the process to (a) secure a purchase order, or (b) have a contract approved, the responsible employee is verifying the following matters:
  - The contract language accurately reflects the current state of negotiations;
  - The contract meets programmatic and UCA requirements;
  - The contract is in the best interest of UCA;
  - UCA can comply with the terms of the contract; and
  - The contract is sufficiently clear and consistent.

The responsible employee shall contact the Purchasing Office to ensure that such office has either acknowledged that state purchasing laws and regulations have been complied with, or that such laws and regulations do not apply.

In addition, the responsible employee shall ensure that if matching funds are to be used as part of the contract that the office/department of the university responsible for securing such funds has been contacted and has agreed, in writing, to supply such funds.

If the University of Central Arkansas Foundation, Inc. is to supply private funds under the contract, the responsible employee shall also transmit a copy of the contract to the president of the foundation for a determination of whether or not the approval of the foundation and/or its board is required.

After review, the responsible employee shall indicate his/her approval and certification to the matters above by signing a routing form.

The responsible employee shall then deliver the contract to the Purchasing Department. Purchasing will deliver the contract to the Office of General Counsel. The general counsel will review each contract to assure the following:

- The contract does not contain any prohibited clauses;
- The contract is consistent with federal and state laws;
- The contract is consistent with UCA policies;
- Risk management concerns have been reasonably addressed; and
- The contract is consistent with any predecessor documents.

No contract may be entered into by the university except with the approval of the Office of General Counsel.

The Office of General Counsel shall develop and maintain all forms necessary to ensure compliance with the steps set forth above.

5. **Contract Approval Process:** Once the steps set forth above have been taken, the following approvals must be secured prior to the execution of the contract by any official of the university:

- a. The Board of Trustees must approve the following contracts:
  - i. Any contract that will require the university to expend 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 (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.
- b. The chair of the board and the university president must approve any contract that will require the university to expend funds, at any time, in the amount of \$100,000 to \$249,999.

- c. The president of the university must approve any contract that will require the university to expend funds, at any time, of an amount up to \$99,999, although the president may delegate to the provost or any vice president the authority to sign contracts up to \$49,999.
6. **Exemptions from Contract Approval Process:** The following contracts are exempt from the “Contract Approval Process” above:
- a. Any contract that provides for professional or clinical training for students of the university and that does not require the expenditure or payment of any university funds to a third party; and
  - b. Any contract arising out of or related to an external grant administered through the Office of Sponsored Programs and that does not require the expenditure or payment of any university funds to a third party.

Notwithstanding the foregoing exemption from the Contract Approval Process, such contracts must still be processed through the routing procedures set forth herein, as well as be reviewed by the Office of General Counsel. Such contracts, after appropriate review, shall be signed by the provost.

Any person who enters into a contract that purports to bind UCA without following these steps is acting without authority and could be held personally liable for the contract.

7. **Certain Provisions Incorporated by Reference:** It is hereby declared to be the policy of the university that any contract to which the university is a party shall be deemed to have the following provisions incorporated by reference:
- a. ***“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall not be responsible or liable for any type of special or consequential damage to the other party, specifically including, but not limited to, lost profits or commissions, loss of goodwill, or any other damages of such nature.”***
  - b. ***“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall never indemnify or hold another party harmless from any damages, liability, claims, demands, causes of action or expenses. However, with respect to any loss, expense, damage, liability, claim or cause of action, either at law or in equity, for actual or alleged injuries to persons or property, arising out of any negligent act or omission by UCA, or its employees or agents, in the performance of this agreement, UCA agrees that:***
    - i. ***it will cooperate with the other party to this agreement in the defense of any action or claim brought against the other party seeking damages or relief;***

- ii. *it will, in good faith, cooperate with the other party to this agreement should such other party present any claims or causes of action of the foregoing nature against UCA to the Arkansas State Claims Commission; and*
- iii. *it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the Arkansas State Claims Commission, and will make reasonable efforts to expedite any hearing thereon.*

*UCA reserves the right, however, to assert in good faith any and all defenses available to it in any proceedings before the Arkansas State Claims Commission or any other forum.*

*Nothing herein shall be interpreted or construed to waive the sovereign immunity of UCA.”*

- c. *“The University of Central Arkansas does not have any form of general liability insurance. It does have liability insurance coverage on vehicles, as well as certain professional liability coverage for clinical programs (and students assigned through those programs). Please contact the university department with responsibility for the program involved or the Office of General Counsel, if you have questions concerning insurance coverage.”*

The above rider is, however, not required for contracts with entities of the State of Arkansas, contracts with ~~the~~ entities of the federal government, ~~or~~ contracts procured by the State of Arkansas, Department of Finance and Administration, Office of State Procurement, or research or clinical affiliation agreements that do not require the university to expend any funds.

- 8. **Notice to Other Persons and Entities:** The responsible employee of the university, the Office of Purchasing and all university departments shall ensure that all persons or entities dealing with the university on any contracts shall be made aware of this policy and all of the provisions hereof.
- 9. **Personnel Actions:** No contract or decision to hire a person for employment at UCA shall be official until signed by the president. Furthermore, no offer of employment shall be deemed to be valid and binding on the university until approved by the president. Salaries of appointed personnel shall not be paid unless the personnel action forms have been completed.
- 10. **Effective Date:** This policy is effective from and after July 1, 2009.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 610

Subject: Student Aid Satisfactory Progress

Date Adopted: 06/81 Revised: 12/84, 05/93, 06/96, 02/97, 02/13, 12/20

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The Board of Trustees hereby establishes that the Student Aid Satisfactory Progress Policy of the University of Central Arkansas will ensure fairness to all students and will be in compliance with all applicable federal guidelines adopted by the U.S. Department of Education. Otherwise, the Board of Trustees delegates the authority to establish specific procedures to ensure that students are making satisfactory progress toward the completion of their degrees to the president and/or appropriate university offices.

~~A copy of the procedures may be obtained from the Division of Enrollment Management.~~



**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 709

Subject: Academic Integrity

Date Adopted: 02/10 Revised: 02/13, 05/14, 12/20

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**A. Academic Integrity**

The mission of the University of Central Arkansas commits all members of the university community to acquiring, sharing, evaluating, and communicating knowledge. Such a commitment includes an expectation of academic integrity, an organizational and individual commitment to honesty and responsibility in teaching and learning. By their affiliation with the University of Central Arkansas, all members of the university community are committed to shared responsibility for maintaining the highest standards of academic integrity. Although this policy focuses on academic integrity in course-related work, its basis and context is the commitment made by the entire university community.

**B. Academic Misconduct**

Violation of the expectation of academic integrity is academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to those listed here (definitions are quoted from the *Random House Webster's Unabridged Dictionary*, 1999 ed.):

- *Cheating*: to cheat is, in an academic context, “to take an examination or test in a dishonest way, as by improper access to answers.” Cheating may also occur in the context of other academic assignments.
- *Plagiarism*: “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.” This concept may apply to any kind of intellectual property.
- *Fabrication*: to fabricate is, in this context, “to fake; forge (a document, signature, etc.).” Fabrication is commonly associated with the falsified research findings.

Other forms of academic misconduct may include unauthorized collaboration or submitting the same paper or portions of the same paper to two different courses without the consent of both instructors. The university will provide extensive publicly accessible examples of and information about forms of academic misconduct (see section C, below).

The university's academic integrity policy applies to all students enrolled in courses at the University of Central Arkansas. All forms of academic misconduct at the University of Central Arkansas will be regarded as serious.

### **C. Requirement to Inform Students**

UCA will discuss the academic integrity policy during new student orientation for freshmen, transfer, and graduate students each fall semester. Beginning in fall 2010, first-year freshman students will be required to participate in an official orientation program.

The Divisions of Academic Affairs and Student Services will collaborate in publishing information about academic integrity and misconduct, with explanations and examples intended to help students make informed decisions about how they conduct themselves in their academic work, including the use and presentation of information.

Beginning in the fall semester 2010, every course syllabus, including those for courses offered by distance education, must include the following language: "The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the University's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the *Student Handbook*. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy." An instructor may include in the course syllabus additional information about academic integrity if he/she wishes to do so.

### **D. Notification of Charge of Academic Misconduct**

In the event an instructor determines that a student has engaged in academic misconduct, the instructor will notify the student of the allegation and the basis on which it is made and inform him/her of the action or sanction the instructor deems appropriate, consistent with the terms of section E of this policy.

The university registrar will provide a form to be used by instructors in reporting allegations of academic misconduct.

### **E. Penalties for Academic Misconduct**

1. Each instructor will decide on a case-by-case basis what penalty will be given to the student for his/her academic misconduct; such penalty may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Depending on the nature of the misconduct and

the context in which it occurs, other penalties may be appropriate; additional penalties, if any, will be recommended by the instructor in consultation with the department chair. The instructor will submit the signed Academic Integrity Violation form to the department chair as notification of the allegation and penalty/penalties. The chair confirms the allegation by signing the form and submitting it to the university registrar for recording (the “official allegation”).

2. Using the student’s preferred email address listed in Banner, the department chair will inform the student of his/her right to appeal. Within 10 working days of the department chair’s notification, the student has a right to appeal the decision through the procedures set forth below.

### Institutional Penalties

Institutional responses to allegations of misconduct fall into two categories: (1) automatic penalties based on an official allegation and (2) additional penalties that will result if the student is not exonerated. The institutional responses seek both to educate and reprimand students while promoting academic integrity. These responses vary based on student classification, previous infractions, and their outcome.

All official allegations against a student, whether undergraduate or graduate, made by the instructor and confirmed by the department chair, will be maintained in a permanent electronic record by the registrar. Similarly, every official allegation made by the instructor and confirmed by the department chair, may result in course-related sanctions determined by the instructor. Other penalties may apply on a first infraction, based on the nature and context of the misconduct. Penalties will escalate on further infractions.

The following escalating consequences apply to *undergraduate students*:

- Second infraction
  - Automatic additional penalties: completion of compulsory Academic Integrity course or workshop as determined by the university to be completed within 45 calendar days of notification of the requirement to complete the course or workshop by the registrar or a registration hold will be placed on the student’s file. The cost of this course/workshop will be paid by the student and charged to their student account.
  - Additional penalty, if not exonerated: meeting with administrator (dean or designee).
- Third infraction
  - Additional penalty, if not exonerated: referral to Academic Integrity and Discipline Committee for possible university sanction (e.g., probation,

suspension, expulsion)

- Subsequent infractions
  - Automatic additional penalty: referral to Academic Integrity and Discipline Committee for university sanction (e.g., probation, suspension, expulsion)

The following escalating consequences apply to *graduate students*:

- First infraction
  - Automatic additional penalties: (1) completion of compulsory Academic Integrity course or workshop as determined by the university to be completed within 45 calendar days of notification of the requirement to complete the course or workshop by the registrar or a registration hold will be placed on the student's file; the cost of this course/workshop will be paid by the student and charged to his or her student account; (2) meeting with graduate dean.
- Second infraction
  - Automatic additional penalty: referral to Academic Integrity and Discipline Committee for university sanction (e.g., probation, suspension, expulsion).

Third infraction

- Automatic additional penalty: expulsion from the Graduate School.

## **F. Academic Misconduct File**

All documentation relevant to a student's academic misconduct will be maintained in both electronic and paper files. The electronic files will be created and housed in the Office of the Registrar, based on documentation submitted by a department and, if applicable, developed in an appeal process. Hard paper copies will reside on file in the office of the college dean or administrator in whose college/division the alleged misconduct occurred. Academic misconduct files shall only be used by non-student university employees as necessary in the case of an appeal. If the student makes a formal appeal, it will be decided in accordance with the procedures set forth below.

## **G. Appeals Process**

A student may appeal the charge of academic misconduct and any sanctions or actions taken by the instructor through the procedures set forth below, beginning at the department level and proceeding to the university level if necessary.

## 1. Appeals at the Department/College Level

- a. The instructor will advise the student of an accusation of academic misconduct and the penalties to be applied. Within 10 working days of receiving this information and the chair's notification of his/her right to appeal (see E.2), a student may meet informally with the instructor to attempt to resolve the matter.
- b. If the student is not satisfied with the action of the instructor, then within 10 working days of the meeting with the instructor, the student may submit a formal written appeal to the department chair. Within 10 working days of receipt of the written appeal, the chair will meet with the student to attempt to resolve the matter.
- c. If the student is not satisfied with the action of the department chair, then within 10 working days of the meeting with the department chair, the student may submit a formal written appeal to the dean of the appropriate college, with copies to the instructor and the department chair.
- d. Within 10 working days of receipt of the written appeal, the instructor and department chair must submit the following materials to the dean of the college: a description of the academic misconduct and any penalties assigned, and all pertinent documentation concerning the academic misconduct. The dean of the college may ask for additional documentation from the student's academic misconduct file if such documentation exists.
- e. Within 10 working days of receipt of the appeal, the dean of the college will submit a written decision to the student with copies to the instructor and to the department chair. The dean of the college will forward the written decision and documentation to the university registrar for the permanent electronic record and retain all pertinent documentation regarding the academic misconduct in the student's academic misconduct file.

## 2. Appeals at the University Level

- a. If not satisfied with the action of the dean of the college, the student may submit, within 10 working days after receiving notice of the decision, a written appeal to the dean of students for referral to the Academic Integrity and Discipline Committee. Any appeal of course grade as a result of sanctions will follow the procedures outlined in this policy rather than the grade appeal process.
- b. Within 10 working days of receipt of the student's appeal, the dean of students will refer the appeal to the Academic Integrity and Discipline Committee for a hearing and inform the instructor, department chair, college dean, dean of students, and, as appropriate, the ~~associate provost for finance and administration, and~~ graduate dean.

The composition of the committee and the procedures to be followed are set forth in Section H below.

c. The committee will submit the report of the hearing and the recommendations of the committee to the provost and vice president for student services. The provost and the vice president for student services may choose appropriate designees to act on their behalf. The provost and vice president for student services (or designees) will render the final decision after considering the recommendations and report of the Academic Integrity and Discipline Committee. The provost and vice president for student services (or designees) will send a report of the final decision to the student, instructor, department chair, college dean, dean of students, and, when appropriate, the graduate dean. The report, along with the written recommendation of the committee and any additional documentation developed in the appeals process, is forwarded to the university Registrar for completion of the Banner record and permanent electronic archiving.

## **H. Procedures for the Academic Integrity and Discipline Committee**

The following procedures apply to the Academic Integrity and Discipline Committee when it is reviewing cases of academic misconduct.

1. The dean of students will give the committee a copy of the appeal and all pertinent documentation regarding the charge of academic misconduct. Copies of the appeal will also be sent to the instructor, department chair, college dean, dean of students, and, when appropriate, the graduate dean.
2. Academic integrity hearings require a quorum, which will be met when 50% plus one of the committee members are present with at least one appointee from the staff, the faculty, and the Student Government Association present. Decisions must be reached by a majority of the members present. The chair may cast a deciding vote in the event of a tie. The number of yes, no, and abstention votes will be recorded without designating individual votes.
3. The student, instructor, department chair, and the relevant deans will be entitled to five working days' notice of the date, time, and place of hearing.
4. After the committee considers the matters referred to it by the dean of students, the student and instructor may present relevant witnesses and documentary evidence. The committee will accept all oral testimony and documentation that it feels to be relevant and material to the issue. The chair has the power to rule on the admissibility of the evidence and on the relevance of questions. The responsibility for questioning witnesses, securing evidence, and determining the degree of proof will be vested in the committee.

5. Strict judicial rules of evidence will not be applied. The student, the instructor, the department chair, and the appropriate deans may be accompanied by an advisor, who may be an attorney. The university general counsel may be present to advise the committee. An attorney will not be provided at university expense. Advisors will only function in an advisory capacity; they will not address the committee, question witnesses, or otherwise actively participate in the hearing.
6. The student and the instructor (and advisors), the department chair, the college dean, the dean of students, and the graduate dean, when appropriate, may be present at any time testimony is presented and be provided copies of all evidence considered by the committee. If any person is unable to attend, that person may submit written information on his/her behalf.
7. The office of the college dean or administrator in whose unit the alleged misconduct occurred will retain and secure copies of all evidence considered by the committee.
8. A copy of the minutes and the committee's recommendation will be provided to the student, the instructor, the department chair, the college dean, dean of students, the graduate dean (when appropriate), the vice president for student services, and the provost within 10 working days of the final meeting of the committee.
9. Within 10 working days of receipt of the committee's recommendation, the provost and the vice president for student services, or their designees, will render a final decision. The provost and the vice president for student services, or their designees, will give the student, the instructor, the department chair, the college dean, and, when appropriate, the graduate dean written notice of the final decision. The report, along with the written recommendation of the committee and any additional documentation developed in the appeals process, is forwarded to the university registrar for completion of the Banner record and permanent electronic archiving.

## VI. ACTION AGENDA

### E. 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 contract with the following companies/organizations:

1. Teamworks Innovations, Inc.
2. Aramark Educational Services, LLC

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

**“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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**1. Vendor/Party:** Teamworks Innovations, Inc.

**Amount:** \$256,649.

**Summary of Contract Information:** The athletic department has been utilizing the Teamworks module on a trial basis to engage with student-athletes regarding schedules, travel, completion of forms, and other types of communication. The agreement expands the use of the modules to all university sports.

**Term:** Approval to June 30, 2026.

**2. Vendor/Party:** Aramark Educational Services, LLC.

**Amount:** \$75,000.

**Summary of Contract Information:** The purpose of this amendment is to revise the food service agreement financial commitment. Aramark has made a financial commitment in the amount of \$75,000 for the installation of an outdoor seating area. The commitment will be amortized over the number of months remaining until June 30, 2022.

**Term:** The contract was effective June 1, 2012, and is renewable for up to ten years. The Board most recently approve a revision in February 2020.

## VI. ACTION AGENDA

### F. Diversity; Diversity Advisory Committee – Board Policy No. 525

Board Policy No. 525 establishes the Diversity Advisory Committee in order to carry out the diversity language in the university mission statement.

Pursuant to the board policy, the Board of Trustees must make three appointments to the committee. They are as follows:

- One member of the university’s Board of Trustees; and
- Two persons, at least one of whom shall be a person holding an administrative position at the university.

Cornell Maltbia and Frank Holbrook are the members whose appointments have expired, so the board must make two appointments at this time. Cornell Maltbia was appointed in 2019 to a one-year term as the member of the board, and Frank Holbrook was appointed in 2018 to serve a two-year term. Tom Williams was appointed in 2019 to serve a two-year term that does not expire until 2021.

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

**“BE IT RESOLVED: That \_\_\_\_\_, a member of the Board of Trustees, is hereby appointed to serve on the Diversity Advisory Committee for a one-year term; and that \_\_\_\_\_ is hereby appointed to serve for a two-year term (2020-22 academic years) on the Diversity Advisory Committee.**

## **G. Board Elections**

- 1. 2021 Officers**
- 2. Strategic Planning and Resource Council – (election of one board member for 2021)**

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 2021.”**

- 3. Audit and Finance Committee - Board Policy No. 213 (election of one board member for 2021)**

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, Curtis Barnett is serving because of his January 2020 appointment to the board and will continue through 2021; Terry Fiddler is the chair of the Audit and Finance Committee and is serving his second year; and Kay Hinkle was elected as the board’s appointee for 2020.

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 2021. The other two members of the Audit and Finance Committee for 2021 will be (a) Curtis Barnett, who will serve a second year and (b)

the trustee appointed by the Governor of Arkansas in January 2021 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 2021.”**

**4. Foundation Board – (election of one board member for 2021)**

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 2021.”**