

The University of Central Arkansas Board of Trustees convened at 10:00 a.m., October 7, 2022, with the following officers and members present:

Dr. Terry Fiddler – Chair
Mr. Curtis Barnett – Vice Chair
Ms. Amy Denton – Secretary
Mr. Bunny Adcock
Ms. Kay Hinkle
Rev. E.C. Maltbia
Dr. Michael Stanton

MINUTES

The board unanimously approved the minutes of the August 12, 2022, board meeting and the September 2, 2022, teleconference meeting as submitted upon motion by E.C. Maltbia and second by Bunny Adcock.

REPORTS

President's Report – President Davis recognized Beta Alpha Psi as the Bear C.L.A.W.S. recipient. During his campus update, President Davis announced a \$700 bonus for all full-time employees to be applied to the December 1, 2022, paycheck.

Audit and Finance Committee Report – Amy Denton, chair of the Audit and Finance Committee, informed the trustees of the business that was discussed by the committee.

Financial Report – Terri Canino provided a financial report which is attached to the original minutes.

ACTION AGENDA

Right-of-Way and Easement

Summit Utilities, Inc., is requesting that the university grant a right-of-way and easement adjacent to Farris Road near the southwest corner of the football practice field for purposes of gas lines and a gas riser station. The designated area is approximately 35 feet by 35 feet. Drawings have been obtained, and the UCA Physical Plant has reviewed the easements and verified that the gas lines and equipment will be located in the designated area. The Athletic Department has also approved of the location.

The board unanimously adopted the following resolution upon motion by Bunny Adcock and second by Amy Denton:

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to grant to Summit Utilities, Inc., the above referenced right-of-way and easement, and the president

and 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 documents, agreements and instruments as are necessary and required to grant the right-of-way and easement.”

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 412, Computer Use, has been revised to clarify that electronic files of former employees may be accessed for purposes of continuity of university operation with approval of the appropriate vice president.

Policy 421, Traffic and Parking Regulations, has been revised to recognize that current employees that have 25 or more years of service at UCA are eligible to receive a Faculty/Staff parking permit at no cost.

Policy 647, Fees – Health, Physical Education, Recreation (HPER) Center, has been revised to reflect that Alumni members may access the HPER Center during the same hours as faculty, staff, and students. The policy has also been revised to reflect current titles and remove obsolete language.

The board unanimously adopted the following resolution upon motion by E.C. Maltbia and second by Kay Hinkle:

“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: 412

Subject: Computer Use

Date Adopted: 05/99 Revised: 08/13, 10/22

1. Introduction

The university provides an opportunity for students and other members of the university community to enhance educational experiences and expand academic knowledge by making available access to computer facilities and resources, including the Internet, e-mail, and the World Wide Web. Thus, technology places a significant amount of power and information in the hands of its users that carries an equal amount of responsibility. Therefore, the following policy has been adopted to define responsible and ethical behavior relating to use of computing facilities and resources at the university. The policy is applicable to all university faculty, staff, and students. As users of these resources, all faculty, staff and students are responsible for reading and understanding the policy.

As a part of the physical and social learning infrastructure, the university acquires, develops, and maintains a computing infrastructure consisting of computers, networks, and a variety of related support systems. These computing resources are to be used for university-related purposes, including but not limited to, the following:

- Direct and indirect support of the university's teaching, research, and service missions;
- Support of the university's administrative functions;
- Support of student and campus life activities; and
- Support of the free exchange of ideas among members of the university community, as well as between the university community and the local, national, and world communities.

All information technology resources are the property of the university. Except for personally-owned computers, the university owns, or has responsibility for, all of the computers and internal computer networks used on campus. Users of university computing resources and facilities do not own the systems or the accounts they use when accessing university computers or systems. All existing federal and state laws and university regulations and policies apply, including not only those regulations that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property. Rules prohibiting misuse, theft, or vandalism apply to all software, data, and physical equipment, including university-owned data as well as data stored by individuals on university computing systems.

2. Appropriate Use Guidelines

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So too, however, do the responsibilities and limitations that are associated with those rights. The use of university computing resources, like the use of any other university-provided resource and like any other university-related activity, is subject to the normal requirements of legal and ethical behavior.

Employee and student access to and use of electronic tools such as e-mail and the Internet are intended for university business and educational purposes. Limited and reasonable use of these tools for occasional employee personal purposes is permitted as long as the use does not result in additional cost or loss of time or resources for intended business purposes.

3. Inappropriate Uses

Faculty, staff, and students must use good judgment in the use of all computing resources, including but not limited to Internet access and e-mail use. E-mail messages must be appropriate in type, tone and content. Employee and student use of e-mail and the Internet must be able to withstand public scrutiny without embarrassment to the university or the State of Arkansas. Computing and telecommunications may be used only for legal purposes and may not be used for any purpose that is illegal, unethical, dishonest, damaging to the reputation of the university or likely to subject the university to liability.

Inappropriate uses of computing resources at the university include, but are not limited to, the following:

- Any activity that would adversely affect the proper function of the network or the use of the network by others;
- Illegal copying, sharing or transmission of copyrighted software or other material licensed or otherwise protected by copyright;
- Any activity that would cause another user to lose control or usage of a computer or account;
- Commercial or profit-making activities unrelated to the university's mission;
- Creating, transmitting, executing, or storing malicious, threatening, harassing, obscene, or abusive messages, images, programs, or materials;
- Misrepresenting an identity or affiliation;
- Violating university security, damaging university systems, or using computing privileges to gain unauthorized access to any university computer system and/or any computer system on the Internet;
- Any activity that violates federal, state, or local laws, policies or regulations;
- Fundraising for any purpose unless sponsored by an official university organization with appropriate university approval;
- Permitting another person to use one's account;
- Accessing or using another person's account for any reason;
- Removing or defacing hardware, software, manuals, etc. from open computing labs; and
- Abusing computer networks or computers at other sites connected to the networks.

The individual account owner is responsible for proper use of the account, including password protection.

4. Right to Privacy:

The right to privacy of e-mail and other electronic files against unwarranted or unreasonable entry or search is a basic tenet of university policies. Electronic files may be accessed or entered (including e-mail files) under one or more of the following conditions:

- The user requests or gives permission to the university to access an account; or

- Pursuant to a valid search warrant or court order.

In the situations set forth below, access must be granted by at least two of the following individuals—director of internal audit; chief of police; associate vice president of human resources and risk management; or general counsel:

- An emergency situation exists in which the physical safety and/or well-being of a person(s) may be affected or university property may be damaged or destroyed;
- Reasonable grounds exist to suspect that a violation of law or university policy is occurring; or
- If necessary to maintain the integrity of the computer system or to protect the rights or property of the university.

Electronic files of former employees may be accessed or entered (including e-mail files) for purposes of continuity of university operations with approval of the appropriate vice president.

5. Disclaimer:

The university does not manage the Internet and is not responsible for offensive material that may be encountered. It is the policy of the university to abide by and follow federal and state laws. Disclaimers regarding departmental and individual pages are addressed in the Web Site Usage Policy. Views and opinions expressed in e-mail are strictly those of the authors. The university is not responsible for the content of e-mail communications.

6. Disciplinary Action:

Engaging in any activity that violates the Computer Use Policy may result in the immediate suspension of an individual's computer access privileges, other disciplinary and/or legal action. The imposition of any sanction imposed under this policy is subject to review pursuant to applicable provisions of the Faculty, Staff and Student Handbooks.

UNIVERSITY OF CENTRAL ARKANSAS BOARD POLICY

Policy Number: 421

Subject: Traffic and Parking Regulations

Date Adopted: 04/80, 4/89 Revised: Passim – most recent 08/21 10/22

1. Administrative Policy

In accordance with Ark. Code Ann. §25-17-307, the Board of Trustees of the University of Central Arkansas has established regulations for the operation and parking of motor vehicles on the UCA campus. These regulations apply to all faculty, staff, students, and others utilizing the land and streets owned or controlled by the University of Central Arkansas. The university police department is the jurisdictional law enforcement agency empowered under state statutes to enforce all parking and traffic regulations of the University of Central Arkansas and the State of Arkansas on all campus and university-controlled properties and those streets adjacent to campus properties.

- a. Any appropriately-licensed driver choosing to park an automobile on campus or on other UCA-owned or -controlled properties may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the university to set aside a space for every vehicle nor allows the driver to violate parking regulations.
- b. The university reserves the right to restrict the use of an automobile on university property if the owner or driver has abused the privilege of operating a vehicle on campus.
- c. The university assumes no responsibility for a vehicle or its contents.
- d. Any motor vehicle parked on property owned or controlled by the university, including metered parking, and under the control of a faculty member, staff member or student must properly display a valid UCA parking permit.
- e. Failure to pay fines will result in the blocking of pre-registration or the withholding of transcripts or pay and refund checks.
- f. A ticketed vehicle continuing in violation may be ticketed again as long as the violation continues. Overtime parking will be ticketed every two hours.
- g. An illegally parked, but non-ticketed vehicle, is not an indication that the regulation being violated is no longer in effect.
- h. UCA police officers may issue, as deemed appropriate by the issuing officer, a campus citation or district court citation for violations of Arkansas State traffic laws and/or UCA parking and traffic rules and regulations. District court citations cannot be dismissed by the university, and failure to respond to these citations will result in a warrant of arrest issued by the district court.
- i. Occupants of residence halls are requested not to drive to class, the cafeteria, or other campus areas between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday.
- j. A traffic ticket or any other communication from a university police officer is an official university notice. Recipients who do not respond to such a communication face disciplinary and/or legal action.
- k. The Arkansas Crime Information Center furnishes the university police department with information on the owners of vehicles not displaying a permit that receive tickets.

These tickets are then issued to the faculty/staff member or student whose home address matches those on the listing.

1. Use of any parking permit acquired through fraudulent, or otherwise improper means, will be considered theft of services from the University of Central Arkansas. Parking permits will be confiscated and parking privileges may be taken away.
2. Traffic and Parking Services Office

The university police department is located at the intersection of W.J. Sowder Street and Marian Ross Avenue. The department's Traffic and Parking Services Office is open for general parking information, citation information, and distribution of parking permits between 8:00 a.m. and 4:00 p.m., Monday through Friday. All registered students and employees may obtain their parking permit at the university police department 24 hours a day. **Temporary parking permits and parking and traffic information can also be obtained at the University Police Communications Center 24 hours a day.** As a service to the university community, the department's lobby and communications center is never closed.
3. Student Parking Permits
 - a. Students who park vehicles on campus are required to immediately obtain and display a parking permit. The parking permit is a transferable, repositionable polymer decal registered in the name of the student.
 - b. Students should obtain their parking permit at the university police department. A different location may be designated during times of registration and fee payment.
 - c. **The decal must be affixed on the inside, lower corner of the windshield on the driver's side with the front side of the permit facing out.** Failure to properly display the decal will result in the issuance of a citation.
 - d. All parking permits expire on August 15, every year. Continuing students must obtain a new permit each fall semester.
 - e. Students who forget to bring their parking permit to campus must obtain a temporary parking permit from the university police department prior to parking on university property. Temporary permits are issued free of charge to students and are good for a maximum of seven days from the date of issuance.
4. Faculty and Staff Parking Permits
 - a. Faculty and staff who park vehicles on campus are required to immediately purchase and display a parking permit. Student employees are not eligible for staff parking. The parking permit for faculty and staff employees is a transferable, repositionable polymer decal registered in the name of the employee.

- b. The permit can be transferred to any vehicle the employee parks on the campus. Faculty and staff are limited to two parking permits. Those may be purchased at the full permit cost.
- c. **The decal must be affixed on the inside, lower corner of the windshield on the driver's side with the front side of the permit facing out.** Failure to properly display the decal will result in the issuance of a citation.
- d. Employees who forget to bring their parking permit to campus must obtain a one-day temporary parking permit from the university police department prior to parking on university property. One-day permits are issued free of charge for employees who possess a regular parking permit.
- e. Employees who have lost their parking permit may obtain a replacement permit at a cost of \$15.00. Holders of permits are prohibited from selling or otherwise transferring their permit to another faculty/staff member or student.
- f. The parking permit must be returned to the university police department upon termination of employment with the university.
- g. A temporary staff permit is only available to temporary or extra-help employees whose appointments are for a limited period of time. The fee for a one-month temporary staff permit is \$20.00. The fee paid for a monthly temporary permit may be used to off-set the cost of a regular employee parking permit should the employee's appointment be extended.
- h. Relatives of faculty or staff members are not eligible for a faculty/staff permit and may not park in faculty/staff parking areas unless they are regular employees of UCA. Each parking permit is valid only for use by the person to whom it is issued. Misuse of a faculty/staff parking permit may result in loss of parking privileges for both the faculty/staff member and the violator.

5. Disabled Parking - Student, Faculty or Staff

- a. Disabled parking spaces are provided for the benefit of physically-challenged persons. These spaces are designated by disabled signs and/or appropriate marking. Unauthorized use of disabled parking spaces, including the loading/van access areas marked by striping, may result in fines as well as towing and associated costs.
- b. Physically-challenged persons must obtain a UCA disabled permit and must furnish the university police with proof of issuance of a disabled permit or license plate by the Arkansas Department of Finance and Administration or applicable state of residency. Such proof shall be the "Disabled Person's Access to Parking Application Form" issued by the state with the special plate or placards. Visitors with a state-issued disabled parking placard or plate are authorized to park in these spaces without a UCA permit.
- c. Short-term, temporary disabled parking permits for those without a state-issued placard or plate will be issued only to persons who have obtained and displayed a regular UCA permit. Upon obvious, visible disability, a temporary disabled permit will be issued for a period of three-to-five days. Temporary disabled permits for a

longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled parking permit and the length of time it is needed.

- d. Temporary permits for those with a state issued permanent placard or plate are available for no more than seven days.

6. Visitor Parking

- a. Visitors to the campus should obtain a visitor's permit at the university police department prior to parking on campus. These permits will be issued after presentation of a valid driver's license. A visitor who receives a citation for a violation of the UCA parking rules, other than parking in a no-parking area or disabled parking space, may bring or mail the citation to the university police department, and it will be voided. Visitors may not park in no-parking or disabled-parking areas (without a state-issued disabled placard or plate). Violation of no-parking or disabled-parking statutes will result in a district court citation with fines set by the district court. District court citations cannot be dismissed by the university and failure to respond to these citations will result in a warrant of arrest issued by the district court.
- b. Between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday, visitor parking is provided only for persons who are not registered students or employees of the university. Students or employees parking in visitor parking between those hours, whether a student or faculty/staff parking permit is or is not displayed, will be subject to citation. Faculty, staff and students are not allowed to use a visitor's temporary permit. The temporary permit will be confiscated if used by an unauthorized individual. Parking privileges may be taken away from those involved. Faculty, staff and students may park in visitor parking between the hours of 4:30 p.m. and 6:30 a.m. Monday through Friday and all day Saturday and Sunday.

7. Meter Parking

- a. Meter parking is designated for short-term, convenience purposes. Holders of all types of UCA permits, except disabled parking permits, are required to pay when parking in metered spaces.
- b. Time limits and hours of enforcement are posted on each meter.
- c. A UCA parking permit is required in order to park at any metered parking space.
- d. Parking at a broken or non-functioning meter during the hours the meter is enforced is a violation and may result in a citation.

8. Bicycles

Persons riding bicycles must obey all rules of the road established for motor vehicles. Bicycles shall be parked in racks provided on campus. Bicycles parked in access ways, on sidewalks, in areas which may obstruct disabled access or in any other improper location will be subject to citation and impoundment. Impounded bicycles may be claimed at the university police department after all fines are paid.

9. Method of Payment

- a. All parking permits may be obtained at the university police department or at other designated areas during fall, spring and summer registration and fee payment.
- b. Permit fees are payable online anytime or at Student Accounts from 8:00 a.m. until 4:00 p.m., Monday through Friday. Payroll deduction is an available option for permit fee payment for full-time faculty and full-time staff. The annual fee will be deducted in three equal installments beginning with the September paycheck. For employees appointed after the fall semester begins, the parking permit fee will be deducted in installments beginning with the employee's first paycheck after receiving their permit. If an employee terminates employment before the annual fee is collected in full, the remaining balance will be deducted from his/her final paycheck.
- c. Students or employees who have lost their parking permit may obtain a replacement permit at a cost of \$15.00.

10. Permit Fees

- a. Student Permits – The cost for student parking permits is included in the security & access fee assessed for each academic term. Students must obtain their permit from the police department's Parking & Traffic Services Office and display it in their vehicle in order to avoid a citation or impoundment.
- b. Faculty/Staff Permits – The cost for faculty/staff parking permits is \$60.00 per academic year or \$30.00 if purchased after January 1. Part Time/Extra Help monthly faculty/staff permits are available for \$20.00 per month. The cost for monthly permits may be applied toward the full fee permit. **Current employees that have 25 or more years of service at UCA are eligible to receive a Faculty/Staff permit at no cost.**
- b. Motorcycle Permits – The cost for motorcycle permits for faculty/staff is \$20.00. The cost of motorcycle permits for students is included in the security and access fee.
- c. Permit fees are subject to change without notice.

11. Parking Area Assignments and Hours

- a. Faculty/Staff Parking - Areas marked "Yellow Area" with yellow signs, yellow lines, or yellow parking blocks are reserved for faculty and staff vehicles displaying current yellow permits.
- b. Resident Parking (on-campus residence halls and UCA-owned or -controlled apartments and houses) - Areas marked "Resident Parking" with green signs, green lines, or green parking blocks are reserved for student vehicles displaying current green UCA permits. Green decals are available only to students residing in campus residence halls or UCA-owned or -controlled apartments and houses. During winter intersession, may intersession, and summer terms, these spaces convert to UCA Permit Parking.

- c. UCA Permit Parking - Areas marked “UCA Permit Parking” with white signs, white lines, or white parking blocks are reserved for student or faculty/staff vehicles displaying any current UCA permits.
- d. Disabled Parking - Areas marked for disabled access are *always* reserved for vehicles displaying current blue decals.
- e. Motorcycle Parking – Motorcycles must park in areas designated as motorcycle parking. Motorcycle parking permits must be placed where they are easily seen.
- f. Visitor Parking - Areas marked for visitors are reserved for persons who are not employees or students of the university.

Between 4:30 p.m. and 6:30 a.m., Monday through Friday, visitor areas, faculty/staff areas, and UCA permit parking areas are interchangeable (summer hours are from 2:30 p.m. to 6:30 a.m.). They are interchangeable all day Saturday and Sunday. A current UCA decal must be displayed. Residence hall parking, reserved parking spaces for residence hall directors and physicians, disabled parking spaces, and all other parking spaces or parking lots as posted are not interchangeable and are enforced 24 hours a day, seven days a week. During winter intersession, may intersession, and summer terms, Resident Parking converts to UCA Permit Parking.

12. Driving Regulations

- a. All traffic and motor vehicle laws of the State of Arkansas are applicable on UCA property and will be enforced by university police officers.
- b. The campus speed limit is 15 miles per hour, except where or when conditions indicate a slower speed is necessary.
- c. One-way-street driving regulations are to be observed at all times by all vehicles.
- d. All STOP signs, YIELD RIGHT-OF-WAY signs, and all other regulatory or directional signs are to be observed.
- e. Pedestrians in crosswalks shall have the right-of-way.
- f. It is a violation of traffic regulations to avoid a speed bump.
- g. It is the driver's responsibility to safely operate his or her vehicle. Anyone who operates a vehicle on university property while under the influence of alcohol, narcotic drugs, or opiates will be subject to arrest.
- h. Failure to yield to a university police vehicle signaling a driver to pull over and stop (via the use of blue lights and/or siren), failure to comply with a university police officer's direction, or failure to cooperate with a university police officer while the officer is performing his official duties, will subject the violator to arrest under applicable state statutes.

13. Parking Regulations

- a. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines. Other improperly parked vehicles in the area shall not constitute an excuse for parking with any part of the vehicle over the line. Severe weather is not a valid reason for violation of parking regulations. If a vehicle experiences mechanical failure, it is the owner's/driver's responsibility to have the vehicle removed as soon as available services permit. Parking lots may not be used for vehicle storage.
- b. All parking spaces are defined by painted lines or parking blocks. Vehicles must be parked within the painted lines or in front of a properly spaced parking block.
- c. Where parallel parking is required, vehicles must be parked with the right wheels to the curb.
- d. No parking is allowed next to red curbs, red parking blocks or in red or candy-striped areas. These areas are reserved for emergency vehicle access, fire code regulations compliance and/or pedestrian/traffic safety. Exceptions are made for emergency vehicles, university-owned vehicles on official business, marked contractors/vendor vehicles working in university facilities or those specifically authorized by a member of the UCA Police Department. If the contractor/vendor vehicle is not marked with a company name and phone number, a valid UCA permit will need to be obtained from the UCA Police Department.
- e. No parking is allowed on the grass, sidewalks, or in driveways or loading zones.
- f. Double parking is a violation at all times.
- g. If a vehicle is parked in violation, attended or unattended, the driver may be issued a citation.
- h. Vehicles licensed by the federal, state, county, or city government are exempt from permit requirements, but subject to compliance with other traffic and parking regulations. Police vehicles are exempt from certain traffic and parking regulations as provided in state statutes.

14. Personal Responsibility for Vehicles

- a. The person to whom a UCA parking permit is assigned is responsible for all violations by that permit. If a permitted vehicle is loaned to another driver, its proper operations remain the permit holder's responsibility.
- b. If a vehicle without a permit is driven on campus by a permit holder, a temporary permit must be obtained from the university police department. Temporary parking permits are available 24 hours a day, seven days a week. Motorcycle permit holders are not eligible for temporary permits.
- c. Parking facilities may not be used until a current UCA parking permit is properly displayed on the windshield or rearview mirror of the vehicle.

15. Towing and Impoundment of Vehicles

- a. UCA reserves the right to tow and impound from its property any parked vehicle that does not display a current parking permit, is improperly parked in a space reserved for the disabled, is parked in a restricted zone, or has unpaid parking tickets. Vehicles will be towed if parked in such a way as to constitute a traffic or pedestrian hazard or impede the access of service or emergency vehicles. Violations which could also result in towing and possible impoundment include, but are not limited to, parking in reserved parking spaces, parking in painted candy-striped or red areas, parking in driveways, or double parking on the street or in parking lots.
- b. UCA reserves the right to tow and impound from its property any vehicle in violation of its traffic and parking regulations until all towing fees and UCA traffic/parking violation charges have been paid.

16. Appeals Process

- a. A traffic citation may be appealed within seven days of its issuance if the recipient believes it was issued contrary to campus traffic regulations or in error. Forms for appeals may be obtained from the university police department. An appeal may not be granted after a ticket has been paid.
- b. Administrative determinations by the University of Central Arkansas may be appealed to the Conway District Court in accordance with A.C.A. 25-17-307.
- c. The citation appeals board is made up of one representative from Student Government Association, Staff Senate, and Faculty Senate. A police department representative will operate as a non-voting member.

17. Fines for Violations:

- a. Failure to pay traffic and parking fines may result in the blocking of pre-registration, or the withholding of pay and refund checks. Additional fees may be imposed by UCA Student Accounts.
- b. All fines are payable online anytime or at Student Accounts from 8:00 a.m. until 4:00 p.m., Monday through Friday.
- c. The chief of staff and chief of police will establish fines/fees with approval by the president.

**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, 12/19, 10/22

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:

<u>A. Student:</u>	<u>Per Semester</u>
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~~ for 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.

<u>B. Faculty and Staff:</u>	<u>Per Semester</u>
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~~ **Arkansas PBS**;
4. UCA's Recognized Student Organizations (RSO)
 - 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~~ **affairs**;
 - 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 **affairs** 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 **& wellness** and the Campus Recreation **& Wellness** Advisory Board (CR**W**AB) 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 **& wellness** may assess membership fees and costs for services on a prorated basis for individuals who join during a membership period.

Fees – General Administrative – Board Policy No. 634

First Year Fee: Board Policy No. 634, Fees – General Administrative, lists certain fees that the university charges for instruction and services needed to support instruction. The administration seeks to add a one-time fee, the First Year Fee, for all new undergraduate students. The First Year Fee will be \$100 for first-time undergraduate students and \$50 for transfer students. The First Year Fee will be assessed the first semester of full-time enrollment, effective fall 2023.

While there is no current First Year Fee, new undergraduate students pay a registration fee for Student Orientation and Academic Registration (SOAR). The registration rates are \$50/student for an overnight SOAR session, \$25/student for a one-day session, and \$25/person for each guest. In order to register for a SOAR session, the student must pay the registration fee in advance. For some students, this upfront registration fee is a financial obstacle that prevents them from registering for SOAR in a timely manner. The First Year Fee will replace the student registration fee (and registration fee for one guest) for the SOAR sessions. Also, the current registration fee does not cover the entire cost of the implementation of their SOAR session. The current fee structure also does not cover the costs of Welcome Week and other first-year-experience programs, events, and activities.

The proposed fee will fully or partially fund the following programs and initiatives:

- One- or two-day SOAR sessions for one student and one guest
- An early arrival extended orientation experience scheduled to happen prior to Welcome Week
- Welcome Week programs hosted by the Office of the First Year Experience
- The UCA Family Network, including Family Day events
- First-year targeted programming and initiatives such as Storm the Stripes, class t-shirts, programming within the first 40 days, and other first-year-specific events

The language to be added is highlighted.

The board unanimously adopted the following resolution upon motion by Curtis Barnett and second by Amy Denton:

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to charge a First Year Fee, as described above, effective fall 2023.”

UNIVERSITY OF CENTRAL ARKANSAS BOARD POLICY

Policy Number: 634

Subject: Fees – General Administrative

Date Adopted: See Below Revised: See Below

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), effective fall 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.

First Year Fee – Adopted 10/22

A fee for new undergraduate students assessed the first semester of full-time enrollment.

Acceptance of Legislative Audit Report for Fiscal Year 2021

In accordance with Act 4 of 1991, the Board of Trustees is required to review audit reports and the accompanying comments related to publicly-funded institutions. The act requires that the board take appropriate action related to each finding and recommendation contained in the report.

There were no audit report findings for fiscal year 2021. The audit was provided to management and was submitted for the board's review prior to the October 7, 2022, meeting.

The board unanimously adopted the following resolution upon motion by E.C. Maltbia and second by Bunny Adcock:

“BE IT RESOLVED: That the Board of Trustees accepts the audit report for fiscal year 2021 as prepared by the Arkansas Division of Legislative Audit.”

Insurance Services

Health Insurance

After consultation with the Employee Benefits Advisory Committee (EBAC) and Stephens, Inc., and with consideration to the declining surplus in the university's self-insured plan, administration recommends that health rates be increased by 9.9% (\$1,153,941) for the 2023 calendar year. This increase is based on a review of claims data and medical and pharmacy trend analysis.

The UCA health plan is in its seventh year of self-insurance, and, as of August 31, 2022, the plan had a surplus of \$283,641 above what it is required to have set aside to pay claims. Due to increased claims during the last two years, the surplus had declined from \$1,381,656 in August 2020 and \$972,882 in August 2021. Forecasts for increased claims in the coming year necessitate the increases.

2023 Proposed Health Rates (monthly)

	Current Point of Service Rates			Proposed Point of Service Rates			Employee Participation Rates
	Employee	Employer	Total	**Employee	Employer	Total	
Employee Only	\$70.10	\$441.25	\$511.35	\$78.68	\$483.32	\$562.00	558
Employee/Spouse	\$332.14	\$722.85	\$1,054.99	\$359.44	\$800.05	\$1,159.49	137
Employee/Child(ren)	\$230.48	\$740.77	\$971.25	\$256.12	\$811.05	\$1,067.17	141
Employee/Family	\$522.48	\$924.67	\$1,447.15	\$572.58	\$1,017.92	\$1,590.50	155
*Special Family	\$249.44	\$1,197.71	\$1,447.15	\$270.39	\$1,320.12	\$1,590.50	29
							1,020
	Current Consumer Driven Health Plan Rates			Proposed Consumer Driven Health Plan Rates			Employee Participation Rates
	Employee	Employer	Total	**Employee	Employer	Total	
Employee Only	\$41.08	\$332.01	\$373.09	\$45.11	\$364.94	\$410.05	123
Employee/Spouse	\$243.46	\$534.36	\$777.82	\$264.91	\$589.63	\$854.54	21
Employee/Child(ren)	\$171.10	\$549.36	\$720.46	\$190.04	\$601.79	\$791.83	31
Employee/Family	\$404.24	\$659.24	\$1,063.48	\$444.15	\$724.67	\$1,168.82	43
*Special Family	\$190.30	\$873.18	\$1,063.48	\$210.39	\$958.43	\$1,168.82	7
							225

*Special Family applies when two married employees are on the same plan.

**Employee monthly rate will be reduced by either \$20 or \$40 for BeWell participants that completed qualifying employee wellness activities between November 1, 2021, and October 31, 2022.

Dental Insurance

There will be no rate or plan design changes for 2023 with Blue Advantage.

Vision Insurance

There are no rate or plan design changes for 2023 with Superior Vision Services, Inc.

Life and Long-term Disability

There are no changes to Life and Long-term Disability coverage.

The board unanimously adopted the following resolution upon motion by Kay Hinkle and second by Michael Stanton:

“BE IT RESOLVED: That the Board of Trustees hereby authorizes the administration to make the above changes to the UCA Health, Dental, Vision, and Life & Long-term Disability Insurance Plans, and authorizes the president of the university, or his designee, to execute documents, enter into contracts, and take such other steps as may be necessary or required to facilitate the plans.”

EXECUTIVE SESSION

The board unanimously declared an executive session to consider employment, appointments, promotions, demotions, disciplining and resignations of employees, upon motion by Michael Stanton and second by Bunny Adcock.

OPEN SESSION

The board unanimously approved the following motion by Michael Stanton and second by Bunny Adcock:

“I move that all appointments, adjustments to salary and title, and other matters set forth on the personnel action list discussed in executive session be approved.”

ADJOURNMENT

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

The University of Central Arkansas Board of Trustees

Terry Fiddler
Chair

Amy Denton
Secretary