

The University of Central Arkansas Board of Trustees convened at 10:00 a.m., December 2, 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 October 7, 2022, board meeting as submitted upon motion by E.C. Maltbia and second by Bunny Adcock.

INTRODUCTIONS

President Davis introduced Jada Simpson as Miss UCA 2023.

REPORTS

President's Report – President Davis recognized Ricardo Gonzalez Guevara and Trenton Rhodes as the recipients of the Bear C.L.A.W.S. award.

The planned 2023 board meeting dates were announced:

- February 17
- May 25
- August 11
- October 6
- December 1

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

ACTION AGENDA

Resolution of Appreciation – Bunny Adcock

The board unanimously adopted the following resolution:

RESOLUTION OF APPRECIATION

WHEREAS, Bunny Adcock of Conway, Arkansas, was appointed to the Board of Trustees of the University of Central Arkansas by the Governor of the State of Arkansas, Asa Hutchinson, in January 2016 for a term of seven years; and

WHEREAS, Mr. Adcock served as chair of the Board of Trustees in 2019; and

WHEREAS, during his term as chair of the Board, the university made significant progress by (a) completing construction on the Dave Ward Drive pedestrian bridge overpass, (b) completing the renovation of Conway Hall, (c) authorizing the issuance of bonds for the Windgate Center for Fine and Performing Arts, (d) approving the construction of the Lewis Science Center Annex, (e) beginning the construction of the Integrated Health Sciences Building, (f) beginning construction of Greek Village Phase II, and (g) beginning the renovation of State Hall; and

WHEREAS, during his time on the Board of Trustees, Mr. Adcock served with honor and attended many university events and functions, and the university achieved important accomplishments, including: (a) completing construction of the Conway Corporation Center for Sciences, (b) completing construction of Donaghey Hall, (c) opening the Nabholz Center for Healthcare Simulation, (d) receiving notification that the Higher Learning Commission continued the accreditation of the university, (e) holding the investiture of Dr. Houston Davis as the 11th President of UCA, (f) completing construction of the Integrated Health Sciences Building, (g) completing construction of Greek Village Phase I and Phase II, (h) completing construction of the Lewis Science Center Annex, (i) completing construction of Bear Village Storm Shelter, (j) completing the addition to Buffalo Alumni Hall, (k) launching the public phase of the comprehensive capital campaign UCA NOW: Impact Arkansas and Beyond, (l) dedicating the Ronnie Williams Student Center, (m) constructing the Windgate Center for Fine and Performing Arts, and (n) approving renovation of McAlister Hall and Burdick Hall; and

WHEREAS, during his time on the Board of Trustees, Mr. Adcock provided scholarships and other support to numerous departments and students across campus; 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 Bunny Adcock for his 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.

Terry Fiddler
Chair

Amy Denton
Secretary

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 company/organization:

1. Watermark Insights, LLC

The board unanimously adopted the following resolution upon motion by Michael Stanton and second by Curtis Barnett:

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the contract with the company/organization 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

1. **Vendor/Party:** Watermark Insights, LLC.

Amount: \$251,063.

Summary of Contract Information: This is a renewal and consolidation of existing contracts for Watermark products. The various software products include faculty success, outcomes assessment projects, and Taskstream Accountability Management System.

Term: February 1, 2023, to January 31, 2026.

Revision to Board Policy – Contract Review Procedures – Board Policy No. 416

Board Policy No. 416, Contract Review Procedures, has been revised to update several provisions and delete obsolete language. The specified amounts for contract approval have been increased to recognize that costs have increased since the amounts were adopted in 2009. The language regarding contracts exceeding one year has been deleted to recognize that the amount of the contract is the determining factor. Additional language has been added regarding exceptions to the contract rider requirement.

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

The board adopted the following resolution upon motion by Bunny Adcock and second by Curtis Barnett with five trustees voting in favor and Kay Hinkle opposed:

“BE IT RESOLVED: That the Board of Trustees approve the following revisions to Board Policy No. 416, Contract Review Procedures, 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, 12/22

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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~~ 500,000; ~~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 **250,000** to \$249,999 **499,999**.
 - 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 **249,999**, ~~although~~
 - d. ~~T~~he president **of the university** may delegate to the provost or any vice president the authority to sign contracts up to \$49,999 **100,000**.
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 **to bind the university** 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 entities of the federal government, 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. In addition, the university president may approve the omission of all or part of the above rider from a contract upon consultation with the general counsel.

- ~~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.

October Revised Base Operating Budget

This agenda item revises the FY 2022-23 original base operating budget approved at the May 26, 2022, meeting of the Board of Trustees. The October revised budget includes all permanent adjustments made through October 31, 2022. The total budget increased 612,159.

Revenue budget increased by \$612,159

The increase of \$586,208 is from the Education Excellence Trust Fund (EETF). The auxiliary increase of \$25,951 is from private funds.

Expense budget increased by \$612,159

The auxiliary units utilized private funds and reallocated budgeted sources to provide for two new positions, position adjustments, and extra help. The remaining \$586,208 is the net increase of adjusting the E&G reserve account for the increase of State Appropriations and position upgrades for critical areas and support.

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 FY 2022-23 October Revised Base Operating Budget in the amount of \$191,144,489.”

University of Central Arkansas October Revised FY23 October Revised FY23 Compared to Original						
		FY23 July Original	FY23 October Revised	Dollar Change	% Change	% of Budget
1	Tuition & Fees	82,169,841	82,139,841	(30,000)	-0.04%	42.97%
2	State Appropriations	63,063,384	63,649,592	586,208	0.93%	33.30%
3	Sales & Services	361,500	361,500	-	0.00%	0.19%
4	Organized Activities	158,397	158,397	-	0.00%	0.08%
5	Grants & Contracts	193,470	193,470	-	0.00%	0.10%
6	Other Sources	1,206,015	1,236,015	30,000	2.49%	0.65%
7	Total E&G Revenue	147,152,607	147,738,815	586,208	0.40%	77.29%
8	Auxiliary Income	43,379,723	43,405,674	25,951	0.06%	22.71%
9	Total Income	190,532,330	191,144,489	612,159	0.32%	100.00%
10	Salaries & Wages	82,004,961	82,005,703	742	0.00%	42.90%
11	Benefits	25,218,226	25,238,564	20,338	0.08%	13.20%
12	M&O	29,878,981	30,542,248	663,267	2.22%	15.98%
13	Scholarships & Waivers	30,070,605	30,060,589	(10,016)	-0.03%	15.73%
14	Purchased Utilities	5,748,696	5,748,696	-	0.00%	3.01%
15	Debt Service	16,163,537	16,163,537	-	0.00%	8.46%
16	Transfers	1,447,324	1,385,152	(62,172)	-4.30%	0.72%
17	Total Expenditures	190,532,330	191,144,489	612,159	0.32%	100.00%

Certification of Sufficient Appropriations, Fund Balances, and Cash on Hand

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, fund balances, and cash on hand available during the fiscal year for the payment of the obligations when they become due.

The board unanimously adopted the following resolution upon motion by Michael Stanton and second by Amy Denton:

“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, fund balances, and cash on hand are available to pay all future obligations of the institution when obligations become due.”

CERTIFICATION OF SUFFICIENT APPROPRIATIONS, FUND BALANCES, AND CASH ON HAND 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, 2022, 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. The number of days of cash on hand as of June 30, 2022, is 152.4.

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.

Dr. Terry Fiddler, Chair
University of Central Arkansas Board of Trustees

Date

Houston D. Davis, President
University of Central Arkansas

Date

Board Elections

1. The board unanimously elected the following officers for 2023 upon motion by Bunny Adcock and second by E.C. Maltbia:

Curtis Barnett, Chair
Amy Denton, Vice Chair
Michael Stanton, Secretary

2. The board unanimously adopted the following resolution upon motion by Bunny Adcock and second by Michael Stanton:

“BE IT RESOLVED: That Terry Fiddler is hereby appointed to serve on the Strategic Planning Committee through December 2023.”

3. The board unanimously adopted the following resolution upon motion by Bunny Adcock and second by Curtis Barnett:

“BE IT RESOLVED: That Amy Denton is hereby elected to serve as a member of the Audit and Finance Committee for calendar year 2023.”

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

“BE IT RESOLVED: That the Board of Trustees hereby appoints Kay Hinkle to serve on the UCA Foundation Board of Directors through December 2023.”

NOTIFICATIONS/DELETIONS

Notification: Deletion of the Master of Arts in History

Because the Master of Arts (MA) program in History has not, since 2014, been able to meet program viability thresholds—a three-year rolling average of four graduates per year—the Department of History has submitted a request for deletion of the program. The department reports that three students remain enrolled in the program; all are expected to have completed the program no later than August 2024.

All appropriate university councils and administrators have recommended approval of this program deletion.

Supporting materials (following pages): UCA Curriculum Form G3-D

Graduate Program Deletion Form

Department: History

Date: Jan 4, 2022

Check the type of program to be deleted.

- ☒ Degree program
☐ Certificate program
☐ Concentration, emphasis, or track in a program

Bulletin title of program (brief): MA in History

Complete and attach the appropriate ADHE attachment (E1 Degree or Certificate program; E2 Concentration/Emphasis/Track)

Are any of the prerequisites or requirements of the program to be deleted offered by another department? No

If YES, attach a signed letter from each department's chair describing the impact of the deletion on the department.

Recommended by Department and College (action required)			
1. <u>Zachary Smith</u>	<u>01/23/22</u>	2. <u>Wendy E Lucas</u>	<u>1/24/22</u>
Department Curriculum Committee	Date	Department Chair	Date
3. <u>Mark Mullenbach</u>	<u>2/9/2022</u>	4. <u>[Signature]</u>	<u>5/24/22</u>
College Curriculum & Assessment Committee	Date	College Dean	Date
Recognized by University Councils (information only)			
Is this a teacher education program or option? No		5. _____	
If YES, must be reviewed by the Professional Education Council.		Professional Education Council Date	
6. <u>[Signature]</u>	<u>9/15/22</u>	7. <u>[Signature]</u>	<u>10-12-22</u>
Graduate Council	Date	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.			
Approved by			
8. <u>[Signature]</u>	<u>10/13/2022</u>	9. <u>[Signature]</u>	<u>10/13/22</u>
Provost	Date	President	Date
The Office of the Provost sends all required documentation to the Board of Trustees and the AHECB.			
10. Notification to Board of Trustees		11. Notification to AHECB	
_____		_____	
Date		Date	
Removed from the Bulletin by		Ended in Banner by	
12. _____		13. _____	
Office of the Provost		Office of the Provost	
Date		Date	
Ended in Degree Works by			
14. _____			
Graduate School			
Date			
The Office of the Provost sends the signed original to the Graduate School. The Graduate School retains the original and sends a copy to the originating department.			

Notification: Deletion of the Graduate Certificate and Master of Arts Programs in Spanish

Because the Master of Arts (MA) program in Spanish and its embedded Graduate Certificate (GC) have not, since 2013, been able to meet program viability thresholds—a three-year rolling average of 4 graduates per year—the Department of Language, Linguistics, Linguistics, Literatures, and Cultures has submitted a request for deletion of the program. Nine (9) students combined remain in the MA program and the embedded GC. Students will have the opportunity to complete their programs; students in the MA who wish to move to the GC (with its shorter path to completion) may elect to do so. All students are expected to have completed the MA/GC no later than August 2024.

All appropriate university councils and administrators have recommended approval of these program deletions.

Supporting materials (following pages): UCA Curriculum Form G3-D (GC), UCA Curriculum Form G3-D (MA)

Graduate Program Deletion Form

Department: Languages, Linguistics, Literatures, and Cultures

Date: 1/4/2022

Check the type of program to be deleted.

- ☐ Degree program
- ☒ Certificate program
- ☐ Concentration, emphasis, or track in a program

Bulletin title of program (brief): Graduate Certificate in Spanish

Complete and attach the appropriate ADHE attachment (E1 Degree or Certificate program; E2 Concentration/Emphasis/Track)

Are any of the prerequisites or requirements of the program to be deleted offered by another department?

No

If YES, attach a signed letter from each department's chair describing the impact of the deletion on the department.

Recommended by Department and College (action required)			
1. <u>Jennifer P Parrack</u> <u>1/25/22</u> Department Curriculum Committee Date	2. <u>Katy Kero</u> <u>1/31/22</u> Department Chair Date		
3. <u>Mark Mullenbach</u> <u>2/9/2022</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>5/12/22</u> College Dean Date		
Recognized by University Councils (information only)			
Is this a teacher education program or option? No If YES, must be reviewed by the Professional Education Council.		5. _____ Professional Education Council Date	
6. <u>[Signature]</u> <u>9/15/22</u> Graduate Council Date	7. <u>[Signature]</u> <u>10-12-22</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.			
Approved by			
8. <u>[Signature]</u> <u>10/13/2022</u> Provost Date	9. <u>[Signature]</u> <u>10/13/22</u> President Date		
The Office of the Provost sends all required documentation to the Board of Trustees and the AHECB.			
10. Notification to Board of Trustees _____ Date		11. Notification to AHECB _____ Date	
Removed from the Bulletin by 12. _____ Office of the Provost Date		Ended in Banner by 13. _____ Office of the Provost Date	
Ended in Degree Works by 14. _____ Graduate School Date			
The Office of the Provost sends the signed original to the Graduate School. The Graduate School retains the original and sends a copy to the originating department.			

Graduate Program Deletion Form

Department: Languages, Linguistics, Literatures, and Cultures

Date: 1/4/2022

Check the type of program to be deleted.

- ☒ Degree program
☐ Certificate program
☐ Concentration, emphasis, or track in a program

Bulletin title of program (brief): Master of Arts in Spanish

Complete and attach the appropriate ADHE attachment (E1 Degree or Certificate program; E2 Concentration/Emphasis/Track)

Are any of the prerequisites or requirements of the program to be deleted offered by another department?

No

If YES, attach a signed letter from each department's chair describing the impact of the deletion on the department.

Recommended by Department and College (action required)			
1. <u>Jennifer P Parrack</u> <u>1/25/22</u> Department Curriculum Committee Date	2. <u>Katy Kero</u> <u>1/31/22</u> Department Chair Date		
3. <u>Mark Mullenbach</u> <u>2/9/2022</u> College Curriculum & Assessment Committee Date	4. <u>[Signature]</u> <u>3/22/22</u> College Dean Date		
Recognized by University Councils (information only)			
Is this a teacher education program or option? No		5. _____ Professional Education Council Date	
If YES, must be reviewed by the Professional Education Council.		7. <u>April Stueck</u> <u>10-12-22</u> Council of Deans Date	
6. <u>[Signature]</u> <u>9/15/22</u> Graduate Council 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.			
Approved by			
8. <u>[Signature]</u> <u>10/13/2022</u> Provost Date		9. <u>[Signature]</u> <u>10/13/22</u> President Date	
The Office of the Provost sends all required documentation to the Board of Trustees and the AHECB.			
10. Notification to Board of Trustees _____ Date		11. Notification to AHECB _____ Date	
Removed from the Bulletin by		Ended in Banner by	
12. _____ Office of the Provost Date		13. _____ Office of the Provost Date	
Ended in Degree Works by			
14. _____ Graduate School Date			
The Office of the Provost sends the signed original to the Graduate School. The Graduate School retains the original and sends a copy to the originating department.			

Notification: Request to ADHE for Torreyson Library Department Code

The administration will request an ADHE-assigned department code for Torreyson Library. The code will facilitate routine external reporting.

The provost and the president have approved this administrative request.

EXECUTIVE SESSION

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

OPEN SESSION

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

“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, as well as an addendum to the contract with President Davis that includes extending his employment for two years.”

ADJOURNMENT

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

Terry Fiddler
Chair

Amy Denton
Secretary