

**MEETING OF THE BOARD OF TRUSTEES
UNIVERSITY OF CENTRAL ARKANSAS
AUGUST 11, 2023
10:00 A.M.**

**Mr. Curtis Barnett – Chair
Ms. Amy Denton – Vice Chair
Dr. Michael Stanton – Secretary
Dr. Terry Fiddler
Ms. Kay Hinkle
Rev. E.C. Maltbia
Mr. Jim Rankin, Jr.**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES

**IV. REPORTS FROM THE INCOMING PRESIDENTS OF THE STAFF SENATE
AND STUDENT GOVERNMENT ASSOCIATION**

- Ms. Jenny Ruud, Staff Senate President
- Mr. Colby Wilson, Student Government Association President

V. REPORTS

A. President's Report

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

B. Financial Report

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

- Ms. Jenny Ruud, Staff Senate President
- Mr. Colby Wilson, Student Government Association President
- Dr. Vaughn Scribner, Faculty Senate President

VII. ACTION AGENDA

A. Revisions to Board Policies

VIII. NOTIFICATIONS/DELETIONS

A. Notification: Deletion of the STEMteach Minor

IX. NEW BUSINESS

X. EXECUTIVE SESSION

XI. OPEN SESSION

XII. ADJOURNMENT

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III. MINUTES

Minutes of the May 25, 2023, board meeting, which can be found on UCA's website, were distributed to board members for review prior to the August 11, 2023, board meeting.

VII. ACTION AGENDA

A. Revisions to Board Policies

Act 778 of 2023 repealed the law regarding classified employees at institutions of higher education. The administration has reviewed various board policies and identified changes that are primarily intended to update each policy. Board Policy 504 (Catastrophic Leave Bank Program), Board Policy 526 (Employee Benefits Program), and Board Policy 527 (Annual Leave Accrual) have been revised to delete references to classified employees.

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

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

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to 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: 504

Subject: Catastrophic Leave Bank Program

Date Adopted: 12/91 Revised: 08/93, 12/12, 8/23

It shall be the policy of the University of Central Arkansas to permit eligible, regular, full-time, ~~classified or~~ non-classified, twelve-month employees to voluntarily donate accrued annual and/or sick leave to the Catastrophic Leave Bank Program. It shall also be the policy of the university to permit eligible, regular, full-time, ~~classified or~~ non-classified, twelve-month employees to voluntarily receive leave from the Catastrophic Leave Bank Program. The Catastrophic Leave Bank Program does not create any expectations or promises of continued employment with the university and is merely a means of assisting eligible university employees through medical emergencies, injuries and illnesses should they exhaust all earned sick, annual, holiday and compensatory leave time.

Applications for catastrophic leave are available on the Office of Human Resources' website. All applications must be submitted to human resources and will be reviewed by the Catastrophic Leave Committee. The Catastrophic Leave Committee shall be composed of seven members who represent a relative demographic cross-section of the university's work force and shall be appointed by the president of the university. Participation shall be voluntary and the administration of the Catastrophic Leave Bank Program shall be in accordance with Arkansas law. The committee will make recommendations to the president, who will make the final determination after consultation with the executive staff.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 526

Subject: Employee Benefits Program

Date Adopted: 12/12 Revised: 8/16, 10/18, 8/23

Eligibility

Employees are eligible for the Employee Benefits Program based on the following criteria:

1. 12-month non-classified, ~~classified~~, and faculty appointments – employees appointed on an appointment period of 10 months or more at a minimum of 75% time.
2. 9-month faculty appointments – faculty appointed on a nine-month appointment period at a minimum of 75% time.
3. Part-time faculty appointments – faculty appointed on a semester-by-semester appointment period if their semester appointment is at a minimum of 75% time.

Group Benefits Program

The Group Benefits Program contains the following:

1. health insurance;
2. dental insurance;
3. life insurance;
4. long-term disability (LTD) insurance; and
5. Section 125 Plan/Cafeteria Plan/Flexible Spending Accounts

Enrollment must take place prior to the first date of employment. Health insurance is effective as of the first day of employment. All other benefits listed above take effect on the first day of the month following a 90-day waiting period.

Voluntary Benefits Program

The Voluntary Group Benefits Program consists of an array of individual benefit products that the employee may select. The effective date of these individual benefit products will be the first of the month following a 90-day waiting period.

Retirement Program

The retirement program consists of three different options. Once an employee makes an election between the Alternate Retirement Plan or Arkansas Teacher Retirement System (ATRS), the decision is irrevocable.

a. Alternate Retirement Plan

The Alternate Retirement Plan is a 403(b) plan, also known as a defined contribution plan, in which the employee must contribute six (6%) percent of his or her annual salary. UCA will contribute 10% as an employer contribution.

The effective date of this plan is the first day of employment. Employees are vested based on the following schedule:

- i. 25% vested – employed at least one (1) year;
- ii. 50% vested – employed at least two (2) years;
- iii. 75% vested – employed at least three (3) years; and
- iv. 100% vested – employed at least four (4) years.

b. Arkansas Teacher Retirement System (ATRS)

The Arkansas Teacher Retirement System is a 401 plan, also known as a defined benefit program. Only new UCA employees who are vested with ATRS may select this plan. UCA will contribute the mandated employer contribution as set forth by ATRS, which may vary from year-to-year.

c. Supplemental Retirement Account (SRA)

Employees participating in either of the two retirement plans may contribute above the required employee contribution of each plan, in an SRA only, up to the Internal Revenue Service maximum employee contribution limits. There is no employer contribution for the SRA. All SRA employee contributions are immediately vested.

All full-time and part-time employees, except students, are eligible to participate in the SRA.

Administration

The president of the university, or his or her designee, may adopt rules and regulations for interpreting the Employee Benefits Program and for administering its provisions in a manner consistent with this board policy.

NOTE: UCA will continue to contribute the mandated employer contribution as set forth by the Arkansas Public Employee Retirement System (APERS) for anyone employed by the university as of August 31, 2016, that is a member of APERS.

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy

Number: 527

Subject: Annual Leave Accrual

Date Adopted: 09/92 Revised: 12/12, 2/15, 8/23

~~Classified staff will accrue annual leave based on the schedule and rules set forth by the State of Arkansas.~~ Full-time, 12-month non-classified staff will accrue annual leave as follows:

<u>Years of Employment</u>	<u>Monthly Accrual</u>	<u>Annual Leave</u>
Through 3 years	1 day 4 hours	18 days
3 through 5 years	1 day 6 hours	21 days
Over 5 years	1 day 7 hours	22.5 days

Annual leave is cumulative; however, no employee may have in excess of 30 days accumulated on December 31 of each year. During the calendar year, accrued annual leave may exceed 30 days, but those days in excess of 30 must be used or donated to the Catastrophic Leave Program before December 31 of each year or those days will be lost.

Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the university, the amount due the employee or his/her estate from unused accrued annual leave or holiday leave, not to exceed 30 working days inclusive of holidays, shall be paid in a lump sum payment to the employee or his/her estate.

Any university employee who changes employment status from a 12-month position to a position of less than 12-months, which does not accrue annual leave, is required to use all annual leave accrued before entering into the new employment status unless otherwise approved by the president or his/her designee. In such a case, the use and or payment of any unused annual leave must be approved in writing within 30 days of the change in employment status from a 12-month position to a position of less than 12 months.

VIII. NOTIFICATIONS/DELETIONS

A. Notification: Deletion of the STEMteach Minor

The STEMteach minor is being deleted and will be replaced (curriculum work on-going) by a less duplicative and more efficient combination of professional education courses and concentrations within the relevant STEM disciplines. The STEM courses used to fulfill the requirements of the minor will no longer be offered after the Spring 2023 term. Students already in progress towards completing the STEMteach minor may still complete the program by substituting specific education, mathematics, and science courses for the STEM courses.

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

Supporting materials (following pages): UCA Curriculum Form U3-D

Undergraduate Program Deletion Form

Department: STEMteach

Date: March 3, 2023

Check the type of program to be deleted.

- Degree program
- Certificate program
- Concentration, emphasis, or track in a program
- Minor program

Bulletin title of program (brief): STEM Education Minor – UCA STEMteach

Complete and attach the appropriate ADHE Attachment (E1 Degree/Certificate program; E2 Concentration; E3 Minor program)

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 on the department.

Recommended by Department and College (action required)			
1. <u>Andrew</u> 04/03/23 Department Curriculum Committee Date	2. <u>Deborah Dailey</u> 04/04/23 Department Chair Date		
3. <u>[Signature]</u> 04/04/23 College Curriculum & Assessment Committee Date	4. <u>Dr. Victoria Groves-Scott</u> 04/04/23 College Dean Date		
Recognized by University Councils (information only)			
Is this a teacher education program or option? <u>Yes</u> If YES, must be reviewed by the Professional Education Council.		5. <u>Dr. Victoria Groves-Scott</u> 04/04/23 Professional Education Council Date	
6. <u>[Signature]</u> 5/14/23 Undergraduate Council Date		7. <u>[Signature]</u> 5/10/23 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> 5/13/2023 Provost Date		9. <u>[Signature]</u> 5/15/23 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 _____	
The Office of the Provost retains the original and sends a copy to the Office of the Registrar for changes in Degree Works.		12. <u>A. norsey</u> 5-13-23 Office of the Provost Date	
13. _____ Office of the Provost Date		14. _____ Office of the Registrar Date	
The Registrar returns the copy, signed, to the Office of the Provost. The Office of the Provost sends a copy to the originating department.			