

The University of Central Arkansas Board of Trustees convened at 10:00 a.m., August 11, 2023, with the following officers and members present:

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. joined the meeting during Executive Session.

MINUTES

The board unanimously approved the minutes of the May 25, 2023, board meeting as submitted upon motion by E.C. Maltbia and second by Kay Hinkle.

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

Statements from the presidents of the Staff Senate and Student Government Association are attached to the original minutes.

REPORTS

President's Report – President Davis recognized Benjamin Favorite and Breanna Racher, summer tutors in the Tutoring Center, as Bear C.L.A.W.S. recipients, and he provided a campus update. A copy of his report is attached to the original minutes.

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

ACTION AGENDA

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Act 778 of 2023 repealed the law regarding classified employees at institutions of higher education.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.

The board unanimously adopted the following resolution upon motion by Terry Fiddler and second by Michael Stanton:

“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.

NOTIFICATIONS/DELETIONS

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

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 Kay Hinkle.

OPEN SESSION

No action was taken during Executive Session.

ADJOURNMENT

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

The University of Central Arkansas Board of Trustees

Curtis Barnett
Chair

Michael Stanton
Secretary