

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, December 10, 2004, at 2:00 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present:

Education Monday. Articles about *Oxford American* have also appeared in the *Log Cabin Democrat* and *The Arkansas Democrat-Gazette*.

Harding Fountain - Plans for the fountain, which will be located in front of Irby Hall, are moving forward quickly.

Property Purchase - UCA administrators are in early negotiations to purchase additional property, which is necessary for the growth of the university. Board members will be updated as negotiations progress.

Life Insurance and Long-term Disability Insurance Renewals - The university provides life and disability insurance for employees and life insurance for eligible retirees. In addition, the university provides both employees and retirees with the opportunity to purchase *additional* life insurance based on their salaries.

The coverage is somewhat unique in that extensive life insurance coverage is available to retirees. As the cost of retiree life insurance progressively increased, in 1999 the University established closed-class groups to "grandfather" coverage for then-current retirees and long-term employees and to reduce future retiree life insurance liability.

A request for proposals for life insurance and disability was issued in 2003 and Metropolitan Life Insurance Company (MetLife) was subsequently chosen to continue offering their products. The Board authorized entering into a contract with MetLife for a period of one year, January 1, 2004 to December 31, 2004. In addition, the proposal submitted by MetLife guaranteed a rate for three years, 2004, 2005, and 2006, for the life insurance and guaranteed a rate for two years, 2004 and 2005, for the disability insurance.

The following resolution was unanimously adopted upon motion by Dr. Stanton with a second by Mr. Sims:

"BE IT RESOLVED: That the administration is authorized to renew the group life insurance and long-term disability insurance contracts with Metropolitan Life Insurance Company for the period January 1, 2005 through December 31, 2006 for life insurance and for the period January 1, 2005 through December 31, 2005 for the long-term disability insurance."

Flexible-spending Accounts and Individual Insurance - Flexible-Spending Accounts (FSA) (Section 125 plans) allow employees to make pre-tax contributions to individual accounts that may be used for out-of-pocket medical expenses and for dependent-care expenses. The University's FSA is currently administered by American Family Life Assurance Company (AFLAC). In the past, AFLAC provided plan administration at no cost in exchange for the opportunity to present individual insurance products such as short-term disability, heart/stroke insurance and dependent life insurance. The participation in the FSA has been minimal.

The university issued a request for proposals in July, 2004, for administration of the FSA to begin January 1, 2005. Eight responses were received. After meeting with the Fringe Benefits Committee, the recommendation was that the committee would support the recommendation of the Human Resources Department. Upon review by H&H Employee Benefits Specialists (benefits consultants currently under contract) and by the UCA Human Resources Department, Data-Path and TASC received the highest points based on a combination of plan factors and pricing. Data-Path and TASC each made a

presentation to the Human Resources staff and H&H Employee Benefits Specialists. Data-Path was subsequently chosen as the company to administer the FSA plan for UCA.

The contract with H&H Employee Benefits Specialists provides professional review and recommendation of health insurance products and directly related services and programs; research on products, pricing and plan providers; and assistance in the preparation of bid materials and documents. In that capacity, H&H Employee Benefits Specialists (nstin(ents.)TJ

resources, the program will allow the two institutions to address the critical need for more master's-prepared nurses in Arkansas, particularly in southeast Arkansas.

The UCA graduate nursing curriculum is current and compliant with accreditation criteria, and no curricular changes will be made for the proposed program. UCA has proven its ability over more than 25 years to meet the need for graduate education. Graduates assume both faculty and clinical positions, thus meeting the needs of the state for nurse educators, advance practice nurses, and nurse administrators.

It is estimated that after three years approximately 13 students will be enrolled in an average of six credit hours per semester at the SEARK site. This estimate is based on student enrollment in the UCA-UAFS and UCA-ATU outreach sites, which ranges from 20 to 25 students.

Students will travel to Conway once a se

program was suspended on March 27, 2000, with the agreement that the decision for suspension would be reviewed in July 2003.

Re-examination of the PTA program revealed little change in the original factors leading to suspension of the program. Consequently, in March 2004, the University of Central Arkansas requested that the Commission on Accreditation in Physical Therapy Education (CAPTE) withdraw accreditation for the PTA program, and the request was granted by CAPTE in May 2004.

The deletion of this program has been reviewed and recommended by all appropriate campus councils and administrators.

The following resolution was unanimously adopted upon motion by Dr. Garner with a second by Dr. Stanton:

"BE IT RESOLVED: That the Board of Trustees hereby approves the deletion of the Associate of Applied Science, Physical Therapist Assistant."

Fee Revisions - Academic Outreach and Extended Programs (Board Policy Nos. 631 and 648) - Board Policy 631 establishes fees for credit classes offered through the Division of Academic Outreach & Extended Programs (AOEP). The division delivers credit courses to special markets that would typically not be served by UCA. Courses may be delivered to these markets through non-traditional means or on non-traditional schedules; however, the quality of the courses is consistent with the quality of other UCA courses. Courses offered through AOEP may also be applied toward a degree.

To ensure equitable charges for students who are enrolled in courses offered through AOEP, it is proposed that hours listed through AOEP be included in the calculation to determine a student's maximum charge. It is further proposed that students enrolled in AOEP courses may be assessed an additional support services fee necessary to cover actual costs associated with servicing remote locations. This additional charge is provided for in Board Policy 648.

This proposal has been endorsed by all appropriate campus committees and administrators.

The following resolution was unanimously adopted upon motion by Dr. Garner with a second by Mrs. Hinkle:

"BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy 631 and Board Policy 648."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 631

Subject: Fees - Academic Outreach and Extended Programs

Extended Study (~~Distance Technologies~~ Internet Delivery)

\$120 PER UNDERGRADUATE CREDIT HOUR

\$190 PER GRADUATE CREDIT HOUR

Extended Study (Traditional Delivery)

\$80 PER UNDERGRADUATE CREDIT HOUR

\$150 PER GRADUATE CREDIT HOUR

COURSE RENEWAL FEE -\$120 PER COURSE

COURSE EXCHANGE FEE -\$120 PER COURSE

REFUND POLICY -

WITHIN FIRST MONTH - 65% OF FEE

WITHIN SECOND MONTH - 50% OF FEE

TOTAL INSTRUCTOR PAY-

\$95 PER STUDENT FOR THREE SEMESTER HOUR COURSE (\$40 UPON ENROLLMENT, \$55 UPON COMPLETION OR A PRORATED PORTION OF THE \$55 BASED ON THE PERCENTAGE OF LESSONS COMPLETED AT COURSE EXPIRATION) FACULTY WILL BE ASSIGNED NO MORE THAN 120 STUDENTS PER YEAR, WITH NO MORE THAN 40 STUDENTS AT A GIVEN TIME.

COURSE UPDATE/DEVELOPMENT FEE PAYMENT TO FACULTY -

\$750 PER 3-HOUR COURSE UPDATE

\$1500 PER 3-HOUR COURSE DEVELOPMENT

Late Payment on External Contracts

The Division of Academic Outreach and Extended Programs may impose a ten percent late payment fee on contracts with external agencies, groups, or individuals that fail to pay their bills within thirty days of the date of billing.

Not-for-Credit Fees

_____The administration is responsible for establishing other fees and charges for not-for-credit conferences, seminars, training and community education classes that the Division of Academic Outreach and Extended Programs originates and sponsors.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 648

Subject: Fees - ~~Continuing Education~~—~~Distance Education~~ Academic Outreach Support Services

Date Adopted: 10/98 Revised:

 The Division of ~~Continuing Education~~ Academic Outreach and Extended Programs is authorized to assess a ~~Distance Education~~ support services fee as necessary to recover the costs associated with delivering instruction ~~through telecommunications systems~~ to remote locations.

Because the fees charged at remote locations vary, ~~from location to location and from time to time~~ based on the costs of providing instruction at each remote location, a specific fee cannot be established. However, fees will be assessed only as necessary to recover costs associated with ~~delivery of instruction via telecommunications~~ serving these remote locations.

New Student Health Center - The current Student Health Center at the university provides a vital service to students, faculty and staff. Through November 15th of the fall 2004 semester, the Student Health Center has seen or provided the following (numbers are averages):

- 1,684 patients per month - including 95 faculty/staff per month;
- 4,490 patient services per month; and,
- 888 prescriptions per month.

All patient services were accom/P254,490 patiet12 90 264.42 TmMCID 4d 264 38 >15nth.

The Student Government Association adopted a resolution on November 15, 2004, supporting the concept of constructing a new Student Health Center. It is anticipated that the new center would be funded by an increase in the student health fee.

Therefore, the administration seeks permission from the Board to hire an architect to develop plans for such a building, to determine an estimated cost of construction, to evaluate locations for the placement of the building, and to explore options for financing the construction of the building.

Following discussion and a brief report given by Candace Welcher, Director of Student Health Services, the following resolution was unanimously adopted upon motion by Mr. Harding with a second by Mr. Sims:

"BE IT RESOLVED: That the administration is authorized to select an architect to develop plans and cost estimates for the construction of a new Student Health Center and to explore financing options for this project."

New Central Plant - Several years ago, the university made a decision to develop a district cooling system to provide air conditioning to most university facilities. Major portions of the campus are now c

would like to publicly thank the members of the sorority for their generous support of the UCA Foundation.

The following resolution was unanimously adopted upon motion by Mr. Sims with a second by Mrs. Hinkle:

"BE IT RESOLVED: That the Board of Trustees expresses its appreciation to the members of the Epsilon Xi Chapter of Delta Zeta Sorority for assisting the UCA Foundation with its Fall 2004 Phonathon. Without these volunteers, the Fall 2004 Phonathon would not have been as successful. Their commitment of time and energy was invaluable to the Foundation and will permit it to maintain a high level of support for the university."

EXECUTIVE SESSION

_____ Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Mr. Harding with a second by Mr. Sims.

OPEN SESSION

_____ Open session was declared by Chairman Roussel.

The following resolution was unanimously adopted upon motion by Mr. Harding with a second by Dr. Garner:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING ADJUSTMENTS, APPOINTMENTS, APPOINTMENTS FROM GRANTS, LEAVES WITHOUT PAY, RESIGNATIONS AND/OR NON-REAPPOINTMENTS, AND RETIREMENTS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE."

ADJUSTMENTS:

Barbara Anderson, President's Office, Executive Assistant to the President, change salary effective 10/11/04.

Doug Clark, Athletics, Coach/Instructor, change salary effective 7/01/04.

Lu Hardin, President's Office, UCA President, change salary effective 10/08/04.

Billie Hill, Academic Outreach, Assistant Dean of Students, change salary effective 10/01/04.

Larry Lawrence, Administrative Services, Director of Physical Plant, change salary effective 10/1/04.

Rick McCollum, Student Accounts, Associate Controller, change salary effective 10/01/04.

Christie McCrory, Student Health Services, Nurse II, change salary effective 11/15/04.

Bobby Tucker, Administrative Services, Assistant Director of Physical Plant, change salary effective 11/01/04.

Roger Wainwright, Biology, change title from Visiting Lecturer to Lecturer I effective 8/16/04.

APPOINTMENTS:

Gary White, Chemistry, Adjunct Professor Spring 2005, effective 1/13/04, non-tenure track position.

LEAVE WITHOUT PAY SPRING 2005:

Amy Amy, Writing and Speech, leave without pay beginning 10/01/04 through Spring 2005 semester.

RESIGNATION:

Stacy Vondran, Student Health Services	November 17, 2004
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RETIREMENT:

Betty Anderson, Administrative Services	January 31, 2005
Janice Bart, Torreyson Library	December 31, 2004
Jo Ann Royster, Mathematics	May 15, 2005

ADDENDUM

ADJUSTMENTS:

Jimmy Bryant, Archives, Archivist, change salary effective 12/01/04.

APPOINTMENTS:

Mrs. Patricia Bassett, Secretary