

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m., Friday, May 8, 2009, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

Chairman:	Rush Harding
Vice Chair:	Dr. Harold Chakales
Secretary:	Mr. Scott Roussel
	Mrs. Patricia Bassett
	Mrs. Kay Hinkle
	Mr. Bobby Reynolds
	Mr. Randy Sims

MINUTES

Resolution

WHEREAS, Kristopher N. Allen, known to the world as Kris, is a singer/songwriter from Conway; and

WHEREAS, Kris has a passion for music which began when he taught himself to play the guitar at age 12 and has led him to learn to play the piano, viola and ukulele; and

WHEREAS, Kris is a student at the University of Central Arkansas majoring in business; and

WHEREAS, Kris has been very successful on _____ having made it to the top three finalists in the 2008-09 season; and

WHEREAS, the State of Arkansas, the City of Conway, and the entire University community

State General Revenues - Projected state general revenues are based on an increase of \$845,273. The university should receive additional revenue of \$2.5 million. These are one-time funds that will not go into the university's base.

Athletic Revenues - The athletic revenues include an increase of \$1 per credit hour (\$13 to \$14 per credit hour).

Other Auxiliary Revenues - The room and board rates were approved in February 2009, and this budget includes a revenue increase of 3.0%.

EXPENDITURES

Salaries/Fringes- The administration is asking the Board to approve a new Pay Plan (Act 688 of 2009) for

We hereby certify that the above agenda item and resolution were considered and approved by the

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The UCA Committee has recommended a number of revisions to the current document. The following is a summary of the proposed changes. A full document accompanies this summary under separate cover with revisions shown in detail.

Various non-substantive editorial changes and corrections have been noted as appropriate throughout the document.

Chapter Three, Section II.C. - A new section was added describing the procedures for the hire, tenure, and promotion of Honors College faculty hired after September 1, 2005.

Chapter Three, Section IV.B.1. - Text was added clarifying and improving the policy regarding the appointment of tenure-track faculty before the completion of a terminal degree.

Chapter Three, Section VIII.B.1. - Text was changed to ensure that all tenure and promotion applications go through a department-level review and that department tenure and promotion committees have no fewer than three members qualified to review those applications.

Chapter Three, Section X. - The deadline to request an extension of the probationary period was changed from September 1 (the same deadline for submitting a tenure application) to May 1. A deadline of July 1 was set for the provost to notify the faculty member of the decision regarding the request.

Chapter Three, Section XII.B.1. - Text was deleted to clarify the policy for granting tenure with initial appointment in the rare (though recent) case in which a candidate had earned tenure but did not currently hold tenure.

Chapter Four, Section VI. - Text was added describing the obligation of tenured faculty to serve on the department's Personnel Advisory Committee.

Chapter Seven, University Standing Councils and Committees. - Editorial change 8551 267.12 ich a caa

The recommendations of the _____ Committee have been considered and endorsed by the Provost, Faculty Senate, and other appropriate administrators.

The following resolution was unanimously adopted upon motion by Patricia Bassett with a second by Randy Sims:

"BE IT RESOLVED: That the Board of Trustees hereby approves the revised *Faculty Handbook*."

"Audit Committee" (Board Policy No. 213)

Currently, there are no subcommittees of the Board of Trustees. Other universities, however, have subcommittees and some have an Audit Committee. The function of this Audit Committee varies, but in general, it is designed to have responsibility for the Office of Internal Audit, review the annual audit plan and have reports presented directly to the Board for consideration.

The administration proposes that the Board create an Audit Committee. The committee will be composed of three (3) Board members: the past-chair, the current Board chair would appoint a member, the full Board would appoint the third member.

The committee will work with the Office of Internal Audit, meet at least quarterly prior to Board meetings, and have supervisory control over the internal auditor. While the internal auditor will provide copies of audits to the Vice President for Administration, and the Vice President for Administration will also have supervisory authority over the budget and travel, the internal auditor will report only to the members of the Audit Committee. No employee of the university will have control over the operation of the Office of Internal Audit.

The Board will name the Audit Committee members at the July 25, 2009 meeting.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Bobby Reynolds:

"BE IT RESOLVED: that the Board of Trustees hereby approves the following "Audit Committee" policy as Board Policy 213.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 213

Page 1 of 4

Subject: Audit Committee

Date Adopted: 05/09 Revised: _____

AUDIT

responsibility for, nor exercise supervisory control over, the Office of Internal Audit. Provided, however, administrative responsibility for salaries, budget, travel, and other operating expenses shall be handled by the Vice President for Administration, subject to the approval of the Chair. In addition, the Office of Internal Audit shall provide drafts of audits to the Vice President for Administration and to the members of the audit committee.

7. Specific Responsibilities of the Audit Committee. In meeting its responsibilities, the Audit Committee is expected to:

a. Provide an open avenue of communication between the internal auditors, any independent accountant (if utilized), management of the university and the Board of Trustees.

b. Review and update the responsibility of the Audit Committee, subject to approval by the Board of Trustees.

and security.

j. Review with management, the internal auditors, and if necessary any independent accountants, any of the following matters following an examination:

[Redacted]

9. **Report to Board of Trustees.** Report Audit Committee actions to the Board with such recommendations, as the Audit Committee may deem appropriate.

“Graduate Admission” (Board Policy No. 311)

Board Policy No. 311 establishes the policy for graduate admission at the university. The administration is in the process of updating its admissions policies. With this in mind, the administration proposes a minor revision to Board Policy No. 311 for departments with competitive admissions standards that need more stringent criteria for admission than the normal graduate admission criteria.

The following resolution was unanimously adopted upon motion by Randy Sims with a second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revision to Board Policy No. 311, ‘Graduate Admission Policy.’”

Non-degree Admission is for students possessing the minimum GPA for regular admission but not intending to pursue a degree at the time of admission.

“Program-Specific Admissions Policy (Board Policy No. 312)”

Board Policy No. 312 currently establishes the admission criteria for admission to the B.S. program in Speech-Language Pathology. The administration proposes establishing a standard policy authorizing the various academic departments to establish selective, limited, or otherwise restrictive standards for admission and the elimination of the various Board policies for each program. There is currently a Board policy for each such program found in Board Policy Nos. 312-318 and 322-323.

The following resolution was unanimously adopted upon motion by Randy Sims with a second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revision to Board Policy No. 312, ‘Admission to B.S. Program in Speech-language Pathology: Selective, Competitive and Limited’.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 312

Page 1 of 1

Subject: ~~Admission to B.S. Program in Speech Language Pathology: Selective,~~
Competitive, and Limited **Program-**

Board Policy No. 313 Admission to Teacher Education Program, BSE and BME Students

Board Policy No. 314 Admission to Art Program

Board Policy No. 315 Admission to Music Program

Board Policy No. 316 Admission to Occupational Therapy Program – Selective and Limited

Board Policy No. 317 Admission to Physical Therapy Program – Selective and Limited

Board Policy No. 318 Admission to Nursing Program – Selective, Competitive, and Limited

Board Policy No. 322

program. The proposed revision will make phased retirement available to any full-time tenured faculty with ten (10) years of continuous service and who is fifty-five (55) or older.

The administration also proposes a minor revision to the policy to delete a reference to "Continuing Education," which is now called Academic Outreach and Extended Programs.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Bobby Reynolds:

"BE IT RESOLVED: That the Board of Trustees hereby approves the following revision to Board Policy No. 356, 'Phased Retirement Program'."

UNIVERSITY OF CENTRAL ARKANSAS

continuous service for eligibility purposes. A period of time in which a faculty member is on leave without pay status will not be construed as disrupting continuous service whereas years of continuous service are disrupted in the case of a faculty member resigning his/her position with the university and returning at a subsequent period in time.

3. A faculty member will be given a period of at least forty-five (45) calendar days to consider the Agreement and Waiver.

4. Faculty members interested in the phased retirement program may select a period from one (1) to five (5) calendar years of phased retirement. Upon selection of the number of years of phased retirement, the period may be shortened or lengthened only upon approval of the provost. In no case will the period of phased retirement exceed five (5) calendar years. The decision to participate in phased retirement is irrevocable.

5. Full retirement and cessation of tenure begins with the completion of the last semester of the phased retirement period. During the phased retirement period, the reduction in teaching and/or administrative hours will not be replaced with an increase in ~~Continuing Education assignments or other~~ university employment. Full retirement means termination of all employment with the university.

6. A faculty member selecting the phased retirement program may be able to structure the fractional full-time equivalent (FTE) of his/her load differently each year of phased retirement, but each year the load will be based on one of the following:

<u>FTE Load</u>	<u>Percent of Base Salary</u>
one-quarter (1/4) FTE	up to twenty-five percent (25%)
one-half (1/2) FTE	up to fifty percent (50%)
three-quarters (3/4) FTE	up to seventy-five percent (75%)

7. During the phased retirement period, a faculty member's teaching load may be divided among the fall and spring semesters, summer sessions, and intersessions, as agreed to by the faculty member and provost. The initial agreement will specify FTE load and its timing for each year of phased retirement. Once an FTE load has been defined, it may only be modified with approval of the provost.

8. During the phased retirement period, health and other insurance benefits and the cost/share percentages in force for full-time faculty will continue for a faculty member, as well as any spouse and/or other eligible dependents.

9. During the phased retirement period, payments by the university and by each faculty member into his/her retirement plan will continue under the normal terms of the plans. Contributions will be based upon proportional base salary only. A faculty member's contributions will be limited by plan requirements and by the Internal Revenue Code pre-tax and after-tax maximum annual calculations.

10. During the phased retirement period, tuition remission for a faculty member, as well as any spouse and/or other eligible dependents will be afforded in the same manner as that of full-time faculty members not selecting the phased retirement program.

11. During the phased retirement period, a faculty member will enjoy all rights and privileges of full

12. During phased retirement period, a faculty member's tenure status will not be altered.

13. During the phased retirement period, a faculty member will be eligible for proportional increases in salary in the manner afforded full-time faculty members not selecting the phased retirement program.

14. To be considered for the phased retirement program, a faculty member must submit an application to the provost by November 1 of the year preceding the calendar year he/she wishes phased retirement to

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy Number: 413

Subject: University Equipment

Page 1 of 3

Date Adopted: 11/01 Revised:

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 university equipment and resources. The following policy has been adopted to define responsible and ethical behavior relating to use of university equipment and resources. The

Inappropriate uses of university equipment and resources include, but are not limited to, the following:

- ↙ Any activity that would negatively affect the use of equipment and resources by others;
- ↙ Commercial or profit-making activities unrelated to the university's mission;
- ↙ Uses of equipment and resources that are malicious, threatening, harassing, obscene, or abusive;
- ↙ Personal use of university equipment or resources;
- ↙ Any activity that violates federal, state, and local laws, policies or regulations;
- ↙ Fundraising for any purpose unless sponsored by an official university organization with appropriate university approval;
- ↙ Promoting political or religious positions or activities unless sponsored by an official university organization with appropriate university approval;
- ↙ Permitting an unauthorized person to use equipment and resources.

CUSTODIANSHIP OF PROPERTY:

The supervision, control, and inventory of university equipment or resources are the responsibility of the head of the department to which the property is assigned. The department head must exercise discretion in determining the university equipment that may be utilized by faculty, staff, and students. Any university equipment and resources lost, destroyed, damaged, or subject to possible theft, must be reported to both the office of inventory control and the university police department.

PROCEDURES:

1. Only faculty and staff may reserve and check out equipment or resources.
2. Faculty and staff must be able to demonstrate proper usage and care prior to checking out equipment or resources.
3. Some equipment may require faculty and staff to complete equipment training or orientation prior to checking out such equipment or resources.
4. Students may not pickup university equipment or resources unless previously reserved and authorized by faculty or staff.

As a general rule, university equipment will not be removed from the campus. However, as a community service, varying departments allow schools, clinicians, and others to utilize university

equipment or resources for educationally-related purposes or in a manner consistent with the university's mission. In such instances, faculty and staff must reserve and check out the equipment or resources upon the written approval of the president or the appropriate vice president. Utilization of equipment or resources in this manner will be governed by the regulations for student use.

1. To reserve university equipment or resources maintained by Audio/Visual Services, faculty or staff must complete a Request Form with that office
2. To reserve university equipment or resources at the departmental or other unit, faculty or staff must complete information maintained in a log in the department or unit. At a minimum, the log must include the department, checkout date, return date, university-related purpose, the desired equipment or resources, and the reserving faculty or staff signature.
3. By signing either the request form or the log, faculty or staff and their departments accept full responsibility for damage, loss, and/or theft, and for the proper care and usage of the equipment or resources while in their possession. In the event faculty or staff use university equipment or resources in a manner inconsistent with the stated university-related purpose or are negligent in the care or use of the equipment or resources, then

1. Students may use university equipment or resources at the discretion and supervision of reserving faculty or staff. Students must follow the same guidelines for care and usage as faculty or staff. Faculty or staff and their departments are ultimately financially responsible for

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 416

Page 1 of 3

Subject: Contract Review Procedures

Date Adopted: 5/09 **Revised:**

The responsible employee shall then deliver the contract to the Office of General Counsel for review.

The general counsel will review each contract to assure the following:

- the contract does not contain any prohibited clauses;

- the contract is consistent

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:

(a) 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;

(b) 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;

(c) 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.”

(3) “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.”

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

Board adopted guidelines to implement Arkansas law on this issue indicating that these guidelines could be used by the various institutions in adopting their written policies.

With these issues in mind, the administration has drafted a written policy for the Board's consideration. UCA Chief of Police Larry James spearheaded this effort on behalf of the University.

The following resolution was unanimously adopted upon motion by Randy Sims with a second by Kay Hinkle:

**“BE IT RESOLVED: That the Board of Trustees approves the following policy as
“Sex Offender Notification” Board Policy No. 419.**

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 419

Page 1 of 4

Subject: Sex Offender Notification

Date Adopted: 5/09 Revised:

the event there is a concern with the notification plan from either law enforcement or campus non-law enforcement officials, final authority for the plan rests with law enforcement.

AUTHORITY

(1) The Campus Sex Crimes Prevention Act (section 1601) {(42 U.S.C. § 14071(j) and 20 U.S.C. § 1092(f) (1) (I)} provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This act requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that State where the person is employed, carries on a vocation, or is a student. This law also requires that institutions of higher education issue a statement advising the campus community of the availability of this information.

(2) Ark. Code Ann. § 12-12-913(b) provides that “[l]ocal law enforcement agencies having jurisdiction shall disclose, in accordance with guidelines promulgated by the [Arkansas] Sex Offenders Assessment Committee, relevant and necessary information regarding offenders to the public when the disclosure is relevant and necessary for public protection.”

(3) Ark. Code Ann. § 12-12-913 (e)(1) states that the law enforcement agency “shall make a good faith effort to conceal the identity of the victim or victims of the sex offender's offense.”

(4) Ark. Code Ann. § 12-12-000 Tm /TT1.0 1 Tf [(A) -0.2 (rk.) -5 (f) - Tm] TJ ET Q 1 0 sc 90,24 455.5

enrollment or employment with the University and to make this information available promptly to the University of Central Arkansas Police Department (UCAPD).

(2) Students and employees who are required to register as a sex offender in Arkansas and who fail to do so will be subject to immediate arrest and exclusion from the University of Central Arkansas.

(3) In consultation with the Conway Police Department or other appropriate law enforcement agencies, the University of Central Arkansas Police Department (UCAPD) shall have primary responsibility for preparing and carrying out a notification plan that is appropriate with regard to specific registered sex offenders enrolled in, attending or employed by the University of Central Arkansas.

(4) A standing Sex Offender Notification Committee will be convened by the Vice President for Administration in order to assist the UCA Police Department in developing general guidelines and practices concerning notification procedures and in determining the extent and method of notification that may be appropriate with regard to specific offenders in compliance with state and federal law and consistent with the educational purpose of the university. The Vice President for Administration, in collaboration with appropriate university officials, will convene the Sex Offender Notification Committee as necessary. The Sex Offender Notification Committee shall be composed of the following university administrators:

- a) Vice President for Administration (chair)
- (b) Vice President for Student Services (c -chair if student)
- c) Provost or designee
- d) Chief of Police
- e) General Counsel
- f) Dean of Students
- g) Associate Vice President for Human Resources
- h) Director of Housing
- (i) Director of Counseling Center
- (j) Director of Admissions

(5)

1. In accordance with A.C.A. 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 and are effective beginning August 15, 2009. 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 properties and on all streets contiguous or adjacent to campus properties.
2. Any appropriately licensed driver choosing to park an automobile on campus 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.
3. 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.
4. The university assumes no responsibility for a vehicle or its contents.

payment of traffic fines and purchase/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 except for registration and fee payment days. 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.

III. Student Parking Permits

1. Students who park vehicles on campus are required to immediately obtain and display a parking permit. The parking permit is a transferable polyethylene hanging permit

whose appointments are for a limited period of time. The fee for a one-month temporary staff permit is \$10.00. The fee paid for monthly temporary permits may be used to off-set the cost of a regular employee parking permit should the employee's appointment be extended.

8. 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 themselves 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.

V. Disabled Parking

1. Disabled parking spaces are provided for the benefit of physically challenged persons. These spaces are designated by disabled signs and marked stalls. Unauthorized use of disabled spaces, to include the loading/van access areas marked by striping, may result in fines as well as towing and associated costs.
2. Physically challenged persons must obtain a blue 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. Such proof shall be the "Disabled Person's Access to Parking application Form" issued by the state with the special plate or placards.
3. Temporary disabled permits will be issued only to persons who have purchased and displayed a regular UCA permit. Upon obvious, visible disability a temporary disabled permit will be issued for a period of 3 -

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 - Friday and all day Saturday and Sunday.

VII. Meter Parking

1. Meter parking is designated for short-term, convenience purposes. Holders of all types of UCA permits, **except disabled permits**, are required to pay when parking at parking meters.
2. Unless otherwise indicated by sign, **all meter parking spaces are limited to two hours** and enforced 8:00 AM to 4:30 PM Monday through Friday. Fifteen minute loading/unloading meters are enforced 24 hours a day 7 days a week.
3. **A UCA parking permit is required to park at any meter parking space.**
4. **Parking at a broken or non-functioning meter during the hours the meter is enforced is a violation and may result in a citation.**

VIII. Motorcycles

1. Motorcycles, mopeds and motorbikes are not permitted on campus except in designated parking areas. Users must enter and depart the campus at the location nearest these parking areas. Motorcycle permits are required to be placed where easily seen.

IX. Bicycles

1. 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.

X. Method of Payments

1. All parking permits may be obtained at the University Police Department or at specially designated areas during fall, spring, and summer registration and fee payment.
- 2.

1. Student Permits – The cost for student parking permits is included in the security & access fee assessed for each academic term. Students must obtain their hanging permit from the Police Department Parking & Traffic Services office and display it in their vehicle in order to avoid a citation or impoundment.
2. Faculty/Staff Permits – The cost for faculty/staff parking permits is \$51.00 per academic

1.	No permit	\$25
2.	Defacing, reproducing, altering or illegal use of permit	

2. A campus committee will accept applications, review them, and then make the decision on which students receive the scholarships. The committee chair will be the Vice President for Administration (Jack Gillean), who shall not vote. There will be seven (7) voting members. The faculty will have two of those members, and the other five members will be from various campus administrative offices.

Purpose of the Program. The APSEC program is intended to be a scholarship program to support students who:

- (a) exhibit exceptional financial need and/or extraordinary academic excellence; and
- (b) do not qualify for, or receive, other institutional scholarships or financial aid sufficient to attend the university or continue their education.

Establishment of APSEC Committee. There is hereby created a committee to administer the APSEC program in accordance with the terms of this policy.

The Chair of the Committee shall be the Vice President for Administration, who shall be an ex-officio member and who shall not vote.

The committee shall consist of the following persons:

(c) _____ Each semester, scholarships shall be allocated to students exhibiting extraordinary academic excellence. The term “extraordinary academic excellence” shall be defined by the committee.

(d) _____ As part of the application process, the committee shall ensure that each applicant has applied for and/or exhausted all other financial means available to such applicant. This should include, but not be limited to, applying for any and all state and federal financial aid and scholarships, as well as any institutional scholarships available from the university or the University of Central Arkansas Foundation, Inc. It is not the intent of this policy to disqualify any student from applying, but the committee should make sure that applicants have first sought other financial sources to further their education prior to making application under this program.

(e) _____ Upon a majority vote of the committee, these allocations can be modified to reflect the applicant pool, but provided however, that not more than seventy-five percent (75%) of the amount for any semester may be used for any one of the categories above. If in any year, the committee does not grant scholarships for the entire budgeted amount, such amounts shall lapse at the end of the spring semester and shall not be carried forward to the next fiscal year.

“Music Department Fees” (Board Policy No. 636)

Board Policy No. 636 establishes fees to be charged for music lessons for student in the Community School of Music and for music lessons for UCA students. The administration proposed in a previous agenda item that the fees for the Community School of Music be established administratively rather than by Board policy. This agenda item proposes removing the fee schedule for the Community School of Music from this Board policy. What remains are the fees charged to UCA students for taking music lessons and for key deposits for access to practice and instrument storage facilities.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Patricia Bassett:

Group lessons	Class piano, beginners (50 min./wk, 15 wks.)	145
	Class piano, adult beginners (1 hr./wk, 15 wks.)	145
	Central Arkansas Children's Choir (annual fee)	195
	Kindermusik®—Village (1/2 hr.; 8 wks.)	85
	Kindermusik®—Our Time (1/2 hr.; 14 wks.)	125
	Kindermusik®—Imagine That (3/4 hr.; 14 wks.)	145

Summer fees are based on the same per lesson rate, plus a \$5 registration fee per summer term.

Rental, stringed instruments	Per semester, fall and spring	50
	Per full summer (10 wks.)	40

Key Deposits

In order for students to access practice and instrument storage facilities, the Music Department may collect a \$25.00 deposit to cover the replacement costs if keys are lost, stolen, or otherwise not returned. When keys are returned, as required by the department, deposits will be refunded to students.

Music Lesson Fees for UCA Students - Adopted 1940's*

A fee of \$29.00 will be charged for a one hour lesson, and a fee of \$46.00 for two hours.

Additional practice facilities fees are listed in the current .

*On information and belief, the fee was approved by the Board during the late 1940's and has been levied by UCA since that time.

NOTIFICATION/DELETIONS

Modification of Grantmanship Policies

University of Central Arkansas Extramural Funding Policies and Procedures

Policy/Procedure Name: Allowable Costs for External Grants & Contracts

Submitted by: Tim Atkinson, Assistant Provost for Sponsored Programs

Approved by: Council of Deans 1/28/09

Council of Vice Presidents (Senior Staff) 3/2/09

Effective Date: 3/2/09

Purpose

The following policy outlines the allowable costs for grants, contracts, and sub-awards at the University of Central Arkansas (UCA). The policy matches OMB Circular A-21. The Cost Accounting Statements (CAS) and OMB A-21 provide the basic criteria to determine direct costs on federally sponsored

Policy

Costs incurred for the same purposes in like circumstances must be treated consistently as either a direct cost or as an F&A cost. In other words, where UCA treats a direct cost of sponsored agreements, all costs incurred for the same purpose in like circumstances shall also be treated as direct costs of all activities of the institution.

Costs charged to federally sponsored projects which result in inconsistent treatment of direct costing practices will be documented with written justifications supporting OMB A-21 exceptions of “major project” or “unlike circumstances”.

Identification with the sponsored work, (i.e., the scope of work) rather than the nature of the goods and services involved is the determining factor in distinguishing direct from F&A costs of sponsored agreements.

Unallowable Costs:

- (1) At UCA, the following costs normally budgeted and charged as direct costs of sponsored projects:
 - (2) Salaries of clerical or administrative personnel; other costs such as supplies, travel, repairs, fees and services, local and long distance telephone expenses, postage or copying that are for routine departmental or administrative work that benefits general activities of the department (instruction, research, training, public service, etc.), i.e., **there is no direct relationship to a specific sponsored project's scope of work.**
 - (3) General office items with multi-functional use such as computers, fax machines, answering machines, staplers, hole punches, filing cabinets, chairs, desks, calculators, waste baskets, etc., **that do not have a direct relationship to a specific sponsored project's scope of work.**

Allowable Costs:

- (1) At UCA, the following costs normally budgeted and charged as direct costs. The common element is that the cost is necessary to perform the project's stated scope of work:
 - (2) Salaries and fringe benefits of faculty, technicians, post docs, graduate research assistants and other staff **engaged in performing sponsored project's scope of work.**
 - (3) Supplies and materials, travel, repairs, fees and services, local and long distance telephone expenses, postage, or copying **necessary for performing sponsored project's scope of work.**
 - (4) Capital equipment and service/maintenance agreements on capital equipment that is approved by the sponsor (or internally approved if allowed by the sponsor) **necessary for performing sponsored project's scope of work.**

Identification with the sponsored work, (i.e., the scope of work) rather than the nature of the goods and services involved is the determining factor in distinguishing direct from F&A costs of sponsored agreements. [Office of Management and Budget Circular A-21, Section D.]

Justification required in proposals that budget certain costs as direct costs:

For the following cost items (and for any others that a layperson may consider routine and administrative in nature), specific written justification as to the relationship between the cost and the proposed project's scope of work should be completed and submitted to the Sponsored Programs Office (SPO) as a part of the proposal to the sponsoring agency. The documentation should explain the direct benefit relationship between these cost items and the proposed scope of work.

1. Clerical and administrative salaries
2. Office Supplies
3. Copier Paper
4. Toner/Ink Cartridges
5. Postage
6. Telephone/cell phone/pagers
- 7.

As a major project, this award will include costs for the survey instrument and the administrative personnel processing the survey information.

The Principal Investigator will require administrative support for _____ (e.g., scheduling conference facilities, scheduling speakers, and coordinating travel itineraries of multi-institutional faculty and participants in order to meet the specific goals of this conference grant). All personnel effort and expenses charged to this project will be for services specific to the project and not for the general support of the faculty or the academic activities of any University department. In addition, al

Proposal Budget Checklist

The purpose of this checklist is to provide principal investigators with a budget development tool for grants and contracts. Costs fall into two major categories – direct costs and facilities and administrative costs. When developing your budget, be certain to refer to and understand the University's Direct Charges Policy, available on the Sponsored Programs web site at <http://spo.uca.edu>.

Direct Costs (costs directly related to the specific project)

Personnel Costs

Senior Personnel Salaries

Principal Investigator (PI) and co-Principal Investigators (co-

Other Direct Costs Typically Associated with Research and/or Training Projects

Travel

Domestic and foreign travel associated with the proposed project should be specified.

If foreign travel is not specified in the budget, the University must request prior approval for such travel from the sponsor.

Note that stipends are only allowed by the University when required by the sponsor; the vast majority of students involved as research assistants on sponsored programs will be paid a salary rather than a stipend.

Facilities and Administrative Costs (aka indirect costs, overhead, tax)

Facilities and Administrative Costs

The University's federally negotiated Facilities and Administrative Costs Rate is currently 43% of all salaries and wages (including graduate and undergraduate research assistants).

These are real costs of doing business for the University but cannot be attributed to any one project with any degree of accuracy. Therefore, the University negotiates a rate with a federal agency (UCA's cognizant agency is the U.S. Department of Health and Human Services) to help defray such expenses.

If an agency has a published, consistently applied policy dictating a rate lower than the University's authorized rate, the University will honor that rate. Be certain to supply the sponsor documentation of this policy when routing your proposal. Please contact the Sponsored Programs Office about the F&A Waiver Process.

Other Budget Considerations

UCA Cost Share

Depending on the sponsor and proposed project, it may be required that the University be responsible for providing a contribution to the project, known as cost share or matching funds.

Please note that the cost share or matching funds must be required by the sponsor, not voluntary.

Cost share can be in the form of a cash contribution. Examples would be if the University commits to purchase supplies for a project, pay for a 9-month faculty member's effort during the summer, pay for a graduate student's salary or tuition or fund travel costs.

Cost share can be in the form of in-kind costs. In-kind costs are ones which the University is already committed to pay such as a faculty member's academic year time and effort. Required waivers of Facilities and Administrative Costs can, at the discretion of the sponsor, be used as cost share.

Please consult UCA's Cost Share Policy on the Sponsored Programs web site at <http://spo.uca.edu>.

University of Central Arkansas
Extramural Funding Policies and Procedures

Policy/Procedure Name: Cost Sharing for External Grants and Contracts

Submitted by: Tim Atkinson, Assistant Provost Sponsored Programs

Approved by: Council of Deans 1/28/09

Council of Vice Presidents (Senior Staff) 3/2/09

Effective Date: 3/2/09

Purpose

The following policy establishes the procedures for managing cost share for sponsored agreements. “Cost-sharing” shall mean the use of the University’s own resources, funds, or third-party contributions toward the total allowable costs of a sponsored project.

Sources of Cost Share: First, the department and college must provide as much cost-share as reasonably possible. Second, the University of Central Arkansas (UCA) Sponsored Programs Office (SPO) will provide cost share on a limited basis from the Provost’s research support fund. Federal funds may not be used for cost-share. On rare occasions, and if the sponsor will allow, funds from intramural sources (i.e., UCA Foundation, University Research Council, Instructional Development Center, etc.) may be used as cost share.

Affect on Facilities and Administrative Costs (F&A): Since cost share can reduce the overall research F&A rate, consume departmental resources, and reduce available resources for additional research and teaching for colleges and departments, all voluntary cost-share must receive approval from the Department Chair and College Dean or their designees. Mandatory cost-share usually receives precedent on the

Voluntary Committed Cost Share is cost sharing the University may offer in a proposal to reflect accurately the total resources necessary to complete a project. Although voluntary in nature, the cost share is committed, and must be monitored in the accounting records the same as mandatory cost share. Examples of Voluntary Committed Cost Share include any non-sponsored expenditure that results in total cost sharing of expenses in excess of that required in the published description of federal programs.

Voluntary Uncommitted Cost Share is cost sharing that is not committed or budgeted for in a

- iii. Third Party In-Kind Contributions - If the cost share is to be provided by a third party, that party and the type of assistance to be provided must be identified by amount and in writing.
- c. If the applicant's cost participation includes salary and fringes of UCA employees, the employee, the position, and the proposed effort contributed to the cost share must be identified.
- d. The use of "disallowed" or "unrecovered" indirect costs as cost sharing must first, be approved by the UCA Sponsored Programs Office, and subsequently, be approved by the awarding agency.

(2) After Project is Awarded:

e.

Chair: _____ Dean: _____ Sponsored
Programs: _____

Date
Date

Date

University of Central Arkansas
Extramural Funding Policies and Procedures

Policy/Procedure Name: Cost Transfers for External Grants & Contracts

Submitted by: Sandy Ahne

Approved by: Council of Deans 1/28/09

Council of Vice Presidents (Senior Staff) 3/2/09

Effective Date: 3/2/09

Purpose

The University of Central Arkansas has a stewardship responsibility for all sponsored funds; proper management of sponsored project expenditures is essential to meet the fiduciary responsibilities. The intention is to clearly communicate the UCA cost transfer policy and address timing as well as process.

Definitions

Original Charge - the initial posting of a cost to the University's general ledger (e.g., payroll or accounts payable charges.)

Cost Transfer – any subsequent transfer of cost between or to externally sponsored cost centers. Cost transfers are implemented via a paper Journal Entry Transfers, or labor redistributions.

Grants Accounting Office – is charged with the responsibility of maintaining the official financial records for all extramural grant, contract, and matching accounts.

Sponsored Programs Office – is charged with the non-

It is expected that the Principal Investigator (PI) or their delegate will review the fiscal status of their sponsored project accounts regularly (monthly review is recommended) and promptly correct expense transactions that are incorrectly recorded. Departmental personnel are responsible for preparing and submitting the cost transfer with the knowledge and approval of the PI.

When reviewing federal awards, auditors continue to place special emphasis on cost transfers looking for items such as:

- Costs transferred many months after the original charges were recorded and
- Transfers not supported by adequate documentation or justification.

Both the sponsoring agencies and the University recognize that cost transfers from one cost center to another are occasionally necessary to correct bookkeeping or clerical errors in the original charges. They also recognize that closely related work may be supported by more than one funding source, and transfer of costs may be required in these cases. *However, frequent,*

A cost transfer is made under appropriate circumstances when the charge qualifies as a direct cost of the sponsored project being charged. OMB Circular A-21, Section D.1, and the University's Direct and Indirect Cost Policy, specify that "direct costs are those costs that can be identified specifically with a particular sponsored project...or that can be directly assigned to such (a project) with a high degree of accuracy." Typically, cost transfers are appropriate when their purpose is to correct posting or bookkeeping errors in the original charges, or to reallocate costs among cost centers.

C. Explanation/Justification and Documentation Requirements

When the need for a cost transfer arises, a Cost Transfer Explanation and Justification Request must be completed and signed. The explanation for the cost transfer must be clearly stated and must be sufficient for an independent reviewer (i.e., a federal auditor) to understand the t

a. The official award document, including amendments or modifications, was

Printed Name and Title: _____ Phone: _____

Grants and Contracts Effort Report

Period Accounted For: July - December, 2008

Name: Dr. Robert Plants

Dept: Biology

Employee Classification: (Please circle)

Non-Classified Classified Graduate Student

9 Month 12 Month Other _____

Funding Source	Salary %	Effort
110001-336000 NSF Plant Grant	88.79	
110001-434100 USDA Plant Physiology	9.72	

University of Central Arkansas
Extramural Funding Policies and Procedures

Policy/Procedure Name: Export Control Policy

Submitted by: Tim Atkinson, Assistant Provost for Sponsored Programs

Approved by: Council of Deans 1/28/09

Council of Vice Presidents (Senior Staff) 3/2/09

Effective Date: 3/2/09

Purpose

The University of Central Arkansas (UCA), in the absence of extreme circumstances, accomplishes its teaching, research, and service missions without restrictions on publication and

to and the publication of research and technical data, that limit the participation of foreign nationals in the research effort, or otherwise render the exemptions from the export control regulations inapplicable. The results of such review will be indicated the SPO checklist for pre

**University of Central Arkansas
Extramural Funding Policies and Procedures**

SECTION III

_____ Director of Sponsored Programs Appointment	_____ Date	Total Amount Earned During Current Period:
_____ _____ _____ Director of Human Resources	_____ Date	
_____ VP Budget and Finance	_____ Date	

University of Central Arkansas
Extramural Funding Policies and Procedures

Policy/Procedure Name: Sub-recipient Monitoring

Submitted by: Tim Atkinson, Assistant Provost Sponsored Programs

Approved by: Council of Deans 1/28/09

Council of Vice Presidents (Senior Staff) 3/2/09

Effective Date: 3/2/09

Purpose

The following policy establishes the guidelines for monitoring the activities of sub-recipients who receive sub-awards from the University of Central Arkansas (UCA) sponsored programs awards.

Policy

Ensure that sub-recipients expending \$500,000 or more in federal awards during the sub-recipient's fiscal year comply with OMB Circular A-133.

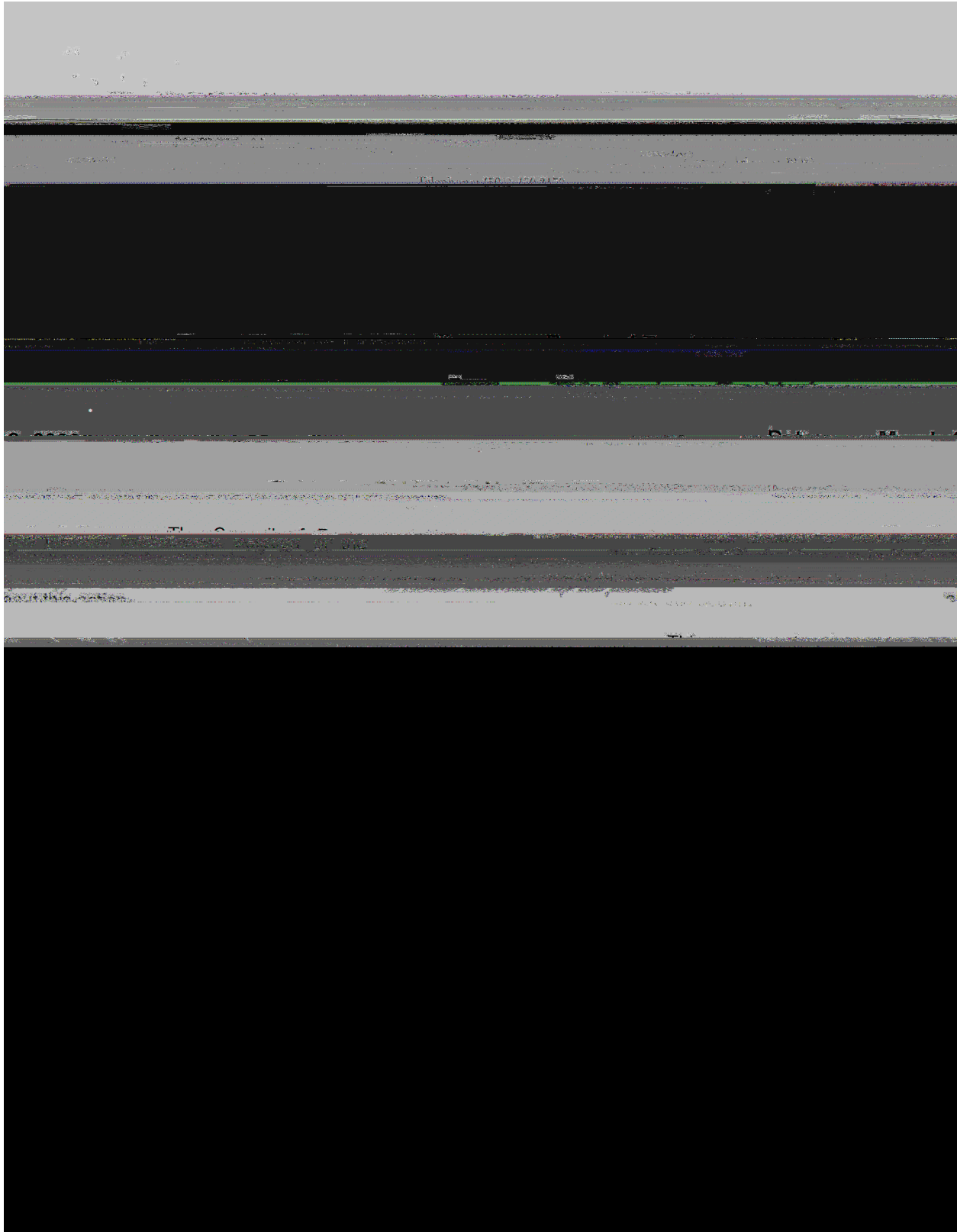
Ensure that appropriate corrective action is taken within six (6) months after receipt of the sub-recipient audit report in instances of noncompliance with Federal laws and regulations.

Consider whether sub-recipient audits necessitate adjustments of the University's own records.

Require that sub-recipients permit independent auditors to have access to the records and

VII. NOTIFICATIONS/DELETIONS

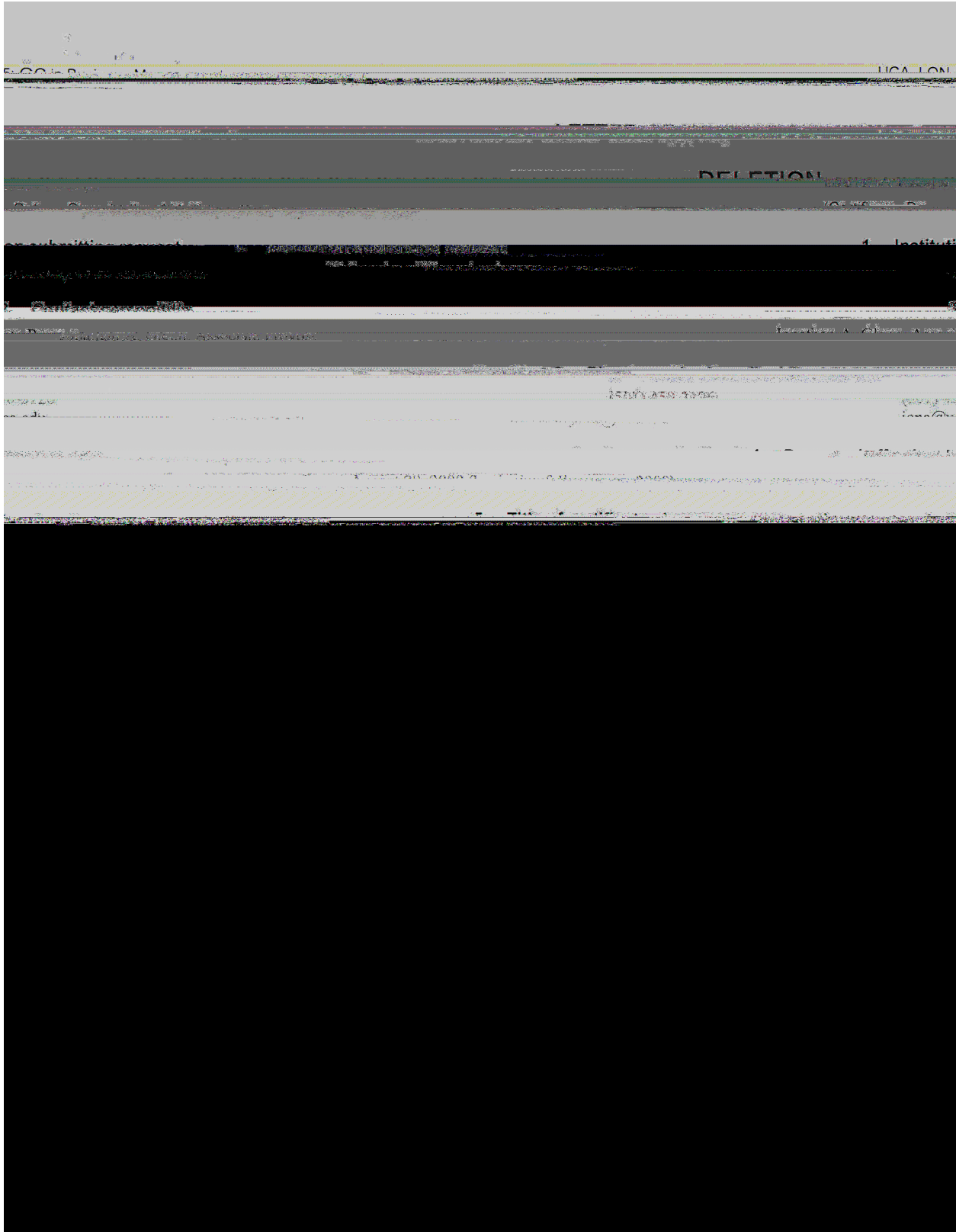
B. Deletion of Graduate Certificate program in Business Management



FAX: (501) 430-5966

Memorandum

Information for the Board of Trustees



No

Board of Trustees Notification Date:

EXECUTIVE SESSION

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Scott Roussel with a second by Randy Sims.

OPEN SESSION

Open session was unanimously declared upon motion and second.

The following resolution was unanimously adopted upon motion by Harold Chakales with a second by Scott Roussel:

“BE IT RESOLVED: That the Board of Trustees hereby approves the personnel list presented in executive session, provided however, that the administration is authorized to make corrections and changes of a clerical nature.”

The Board will have a called teleconference meeting at 2:30 p.m., on May 14, 2009, to discuss which of the five applicants recommended by the Presidential Search Committee to interview as well as the details of the interview process.

There being no further business to come before the Board, upon motion and a second the meeting was adjourned.

The University of Central

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