

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m. Friday, December 16, 2011, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

	Mr. Scott Roussel
Vice Chair:	Mr. Bobby Reynolds
Secretary:	Mr. Victor Green
	Mr. Rush Harding
	Mrs. Kay Hinkle
	Mr. Randy Sims

Dr. Harold Chakales passed away on December 13, 2011.

### **MINUTES**

The minutes of the August 26, September 1, September 2, September 9, and October 26, 2011 meetings were unanimously approved as submitted upon a motion by Rush Harding and second by Kay Hinkle.

### **CHAIRMAN'S REMARKS**

Chairman Scott Roussel authorized \$25,000 to be released from the Board of Trustees Fund for the benefit of the following University departments:

\$10,000 – UCA Honors College  
\$10,000 – UCA Residential Colleges Program  
\$ 5,000 – UCA Athletics Department

The Board authorized the chairman of the Board to release \$25,000 from the Board of Trustees Fund to areas of his/her choosing on the UCA campus. Mr. Roussel's letter requesting the release of funds is attached to these minutes.

### **AUDIT COMMITTEE REPORT**

Mr. Bobby Reynolds, chair of the Audit Committee, told the Board that several audits had been completed and more were ongoing.

### **REPORTS**

Financial Update – President Courtway updated the Board on the University's finances. A copy of the financial update is attached to these minutes.

Athletics Camps Report – a copy of the report is attached to these minutes

Information Technology Update – a copy of the presentation is attached to these minutes

## **ACTION AGENDA**

### **“Capital Projects” – Board Policy No. 407**

#### **Parking Lot South of Estes Stadium**

The University requests approval to construct a parking lot south of Estes Stadium that will connect to the UCA Police Department lot. The lot, depending on design, will hold approximately 40 spaces and will partially replace parking lost to the Bear Hall construction. The lot will be paved and include curbing and lighting.

The construction will begin during the spring of 2012 and will be completed by the fall 2012 Bear Hall opening.

The estimated cost is \$124,000, or \$3,100 per space, and will be funded through the University Capital Reserve Account within plant funds. An approved Method of Financing (MOF) is in place.

An aerial view of the site is attached.

#### **Health Physical Education and Recreation (HPER) Center Addition**

Based on preliminary designs, the project will likely consist of a two-story addition to the HPER center extending to the west of the current entrance and will add approximately 68,000 square feet. Added amenities will likely include the following: a 25-yard swimming pool, racquetball courts, larger fitness center with a climbing wall, offices, restrooms, locker rooms, expanded open lobby, multi-purpose room, classroom, activity area and aerobics rooms. Upon approval of this project, the anticipated date for selection of the architect and engineer is January of 2012, and the anticipated start date for construction is scheduled for March of 2013, with a proposed completion date of fall 2014.

Though detailed construction documents have not been completed, the estimated construction cost is \$14,500,000, with an additional \$870,000 estimated for architect and engineer fees. A \$370,000 reserve for equipment and contingency will be held back. The total estimated cost of the project is \$15,500,000 and will be constructed with bond proceeds.

The bond debt service will be funded with a two-phase increase in the HPER Fee, the first of which was approved by the Student Government Association and adopted by the Board in May 2011. The first phase of the fee increase of \$3.00/credit hour will generate an additional estimated \$810,000 annually based on 270,000 credit hours. The funds generated in FY 11-12 will be used to provide a maintenance reserve account for the HPER. The second phase of the fee increase of approximately \$1.62/credit hour has already been approved by the Student Government Association and will become effective in the fall of 2012, if approved by the Board. This fee increase will generate an additional estimated \$437,400 annually. This combined amount will be used to fund the debt service, cover additional operational costs, and provide the required funding of the deferred maintenance.

The administration further requests approval to enter into contracts that are necessary to facilitate the project. These will include the architect and engineer, general contractor and others that may be deemed necessary. The Method of Financing (MOF) is in review.

The following resolution was unanimously adopted upon motion by Randy Sims with a second by Victor Green:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to proceed with the planning, design and construction of a parking lot south of Estes Stadium and to enter into necessary contracts in accordance with law.**

**BE IT FURTHER RESOLVED: That the Board of Trustees authorizes an addition to the**

**“Organization and Duties of the Board” - Board Policy No. 200**

Board Policy No. 200 sets forth the organization and duties of the Board of Trustees. It was last modified in August, 2011 as part of an overall review of the policies of the Board of Trustees.

After the review, and as part of the revision to Board Policy No. 213 (the policy on the Audit Committee), it was determined that an additional revision needs to be made to Policy No. 200.

Existing Policy No. 200 provides that the Board of Trustees elects officers during the first quarter of each fiscal year. This is the first board meeting after July 1<sup>st</sup>.

At some point during the administration of former President Lu Hardin, election of officers changed from a fiscal year basis to a calendar year basis, but the text of the policy was not changed. This has been the practice for several years. The current chair was elected last December and has served for calendar year 2011.

The administration believes the existing practice should be retained, and the provisions in Board Policy No. 200 revised to have the election of officers occur at the last meeting of the **calendar year** to take office on the first day of the subsequent calendar year. Such a change will not shorten or lengthen the term of office of any officer of the Board of Trustees. It will merely continue the current practice.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Hinkle:

**“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 200 as shown on the exhibit attached to this resolution, and the changes set forth in revised Policy No. 200 shall be effective from and after this date.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 200

Subject: Organization and Duties of the Board

Date Adopted: 06/79 Revised: 09/76, 11/93, 08/11, 12/11

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Organization and Scope

The University of Central Arkansas forms a single-administrative unit and, pursuant to Arkansas law, is a body politic and corporate.

The Board of Trustees has seven members. Each member is appointed by the Governor, by and with the advice and consent of the Senate. Each member of the Board serves for seven years beginning on January 15 and ending January 14 of the final year. Within 10 days following an appointment, the Secretary of State must furnish a certificate to the Board member, who then has 30 days to notify the Governor and Secretary of State in writing of acceptance of the appointment. One member's term expires each year. The Board elects its Chair, Vice-chair, and Secretary.

There is no geographical limitation within Arkansas on the selection of Board members since the University was created to serve the entire state. A Board member must be an Arkansas resident.

Organizational Meeting

The Board of Trustees at its first ~~last~~ regular meeting during ~~a calendar~~ ~~the first quarter of the~~ fiscal year shall organize by the election of a Chair, Vice-chair, and a Secretary from among its members, each of whom shall serve for a term of one year, or until a successor is elected. ~~The term of office for each officer shall begin on the first day of the subsequent calendar year.~~

It shall be necessary to have a quorum of the Board present at any meeting for the election of officers, or for any other action by the Board, unless otherwise specified by law or in these policies.

Duties of Board Officers

1. The Chair shall preside at all meetings, shall decide questions of order in accordance with

2. The Chair shall call a special meeting of the Board whenever conditions set out for special meetings have been met.
3. In the absence or incapacity of the Chair, the Vice-chair shall perform the duties and have the obligations of the Chair.
4. The Secretary of the Board shall keep a record of the proceedings (this may be done by an assistant to the President of the University).
5. The Secretary of the Board shall furnish each member of the Board and the President of the University a copy of the minutes of each regular or special meeting prior to the following meeting of the Board.
6. No member of the Board of Trustees, by virtue of said office, may exercise administrative responsibility with respect to the University.

#### Powers and Duties of the Board of Trustees

The Board of Trustees is charged with the management and control of the University of Central Arkansas. The Board shall provide a university program and establish general policies in keeping with the best interests of the University and the requirements of the state law. Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is in pursuance of specific instructions of the Board.

The responsibilities of the Board of Trustees shall be:

1. To select the President of the University and support the President in the discharge of his/her duties;
2. To elect members of the faculty and staff and fix their salaries upon nomination and recommendation of the President;
3. To prescribe the course of study for the University.
4. To grant diplomas and degrees.
5. To consider and act on policies for the University program. Such policies may be initiated by the President, or that person or persons charged by the President with this responsibility. Any policy must be submitted for the President's consideration and recommendation;
6. To evaluate the reports of the President concerning the progress of the University program and finances;
7. To adopt or revise an annual operating University budget as recommended by the President;

8. To contract and be contracted with; to own, purchase, sell, and convey all types of property; to accept gifts;
9. To make lawful bylaws, rules and orders as they deem necessary for themselves, all officers and employees of the University, and all persons in the University, and regarding limitations as to the number of pupils to be admitted;
10. To make binding any business transacted by conference telephone calls when a majority of the Board is thereby contacted. Such business to be brought before the Board at its next meeting and said action confirmed by motion duly made and seconded.
11. To determine the conditions under which students shall be admitted to the University, subject to statutory limitations.
12. To fix the rate of tuition, and to fix and regulate matriculation, library, laboratory, and other incidental fees.
13. To exercise the power of eminent domain, subject to statutory limitations.
14. To issue negotiable interest-bearing notes or bonds, subject to statutory limitations.
15. To perform the specific duties imposed upon the Board by Statutes;

#### Committee of the Whole

Except as hereinafter noted, committee work shall be done by the members of the Board sitting as a Committee of the Whole.

#### Special Committees

Special committees may be created by the Board for special assignments. When so created, such committees shall terminate upon completing their assignments, or such committees may be terminated by a vote of the Board.

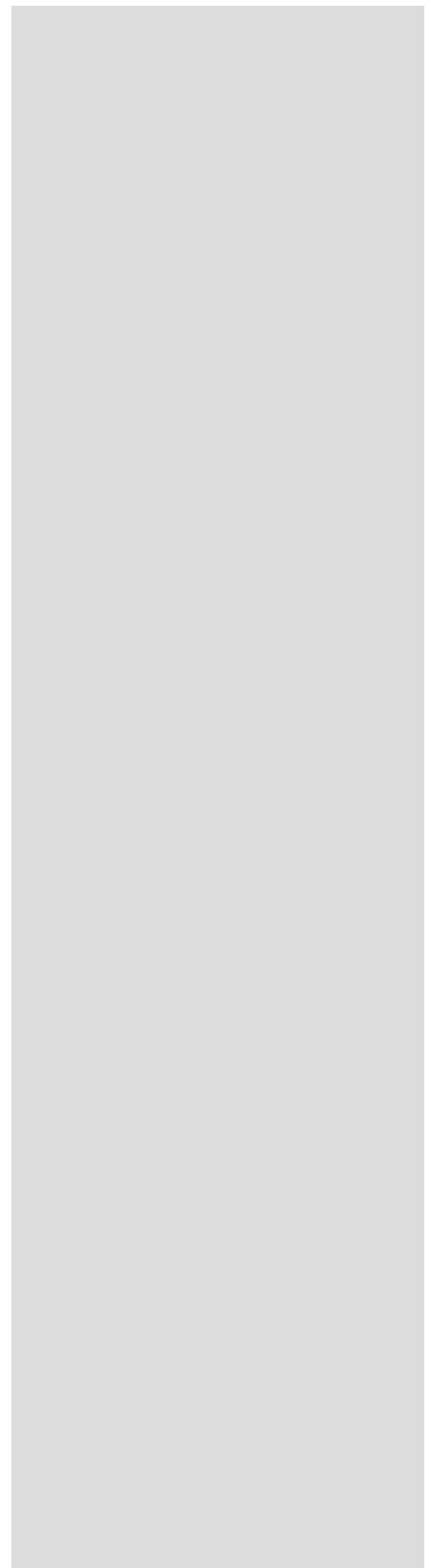
#### Meetings

##### 1. Regular Meetings

All regular meetings of the Board of Trustees shall be held quarterly unless otherwise specified. There should be one regular meeting of the Board each year, held within thirty days after the close of commencement week. (A.C.A. 6-67-102(g)(1)(A)). All meetings shall be open to the public except when the Board has under consideration the employment, discharge, or investigation of an individual.

2. Special Meetings

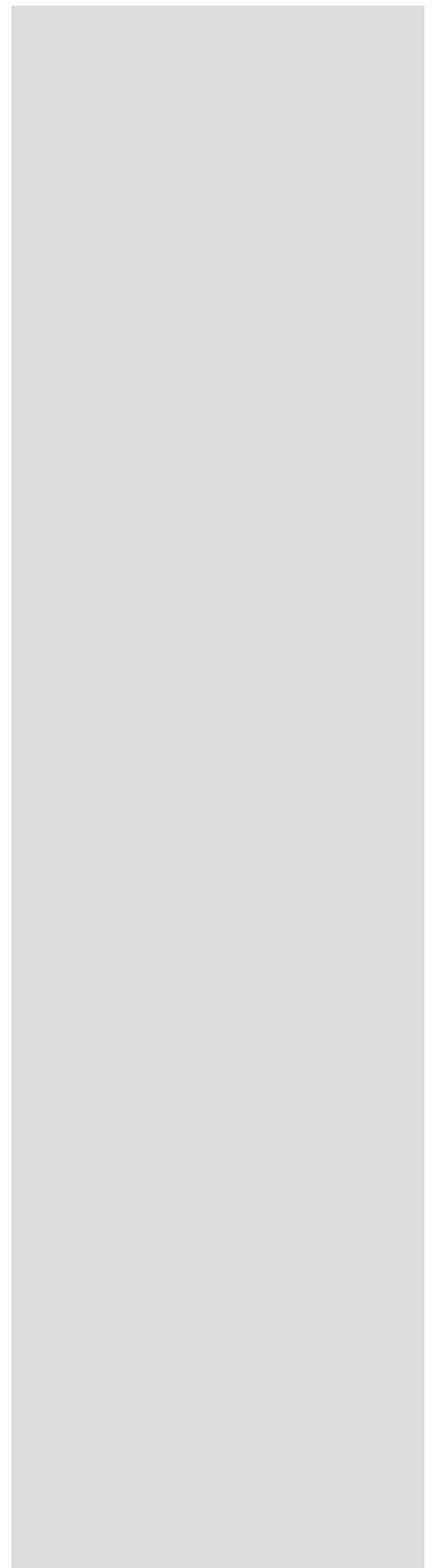
Special meetings of the Board of Trustees shall be called by the Chair of the Board at the





Board Agenda

An agenda for each regular meeting of the Board shall be prepared by the President and submitted to the Board of Trustees.



**“Audit Committee” - Board Policy No. 213 (Revisions)**

Board Policy No. 213 was adopted by the Board of Trustees in 2009. This policy created an Audit Committee composed of three trustees. The Office of Internal Audit reports directly to the Audit Committee; however, the budget of the Internal Audit office, as well as other administrative matters, goes through Jack Gillean, Chief of Staff.

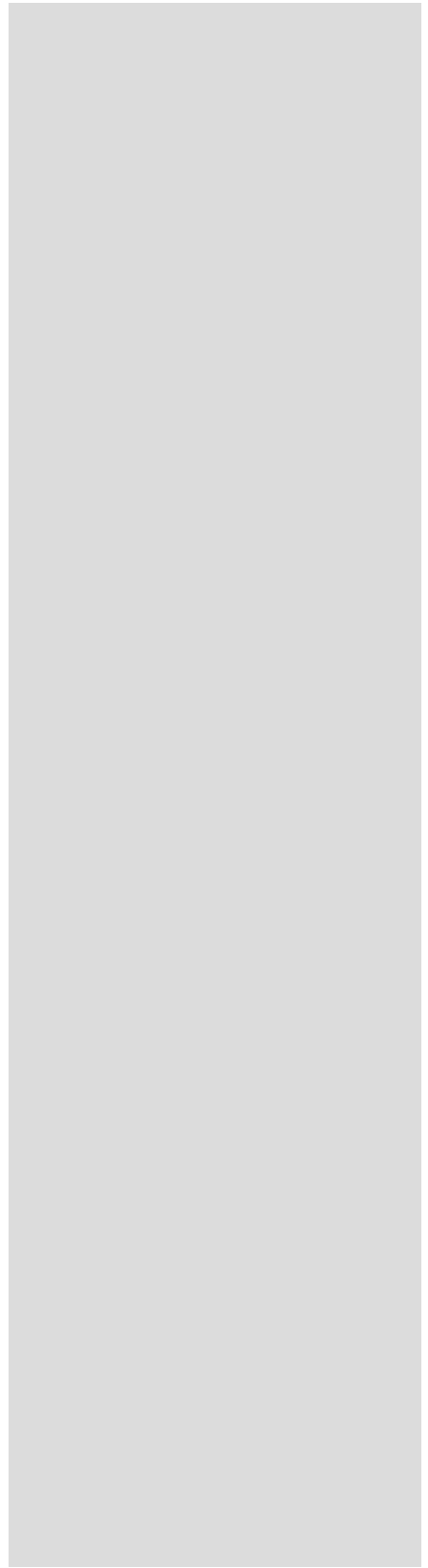
Currently, one member of the committee is the past-chair of the Board; a second member is appointed by the chair; and the third member is elected by the Board. Members of the Audit Committee are selected on a fiscal year basis, even though officers of the Board of Trustees are selected on a calendar year basis.

For 2011, the Audit Committee is composed of Bobby Reynolds (Chair of the Audit Committee), and Trustees Victor Green and Rush Harding.

Based upon discussions between Mr. Reynolds and Ms. Pam Massey, Internal Auditor, it has been suggested that there is a need to ensure some form of continuity on the Audit Committee by having the membership re-structured so that one member serves two years. Ms. Massey believes this is essential to the operations of the Audit Committee. In addition, after review by the administration, a change from a fiscal year election to a calendar year election would be preferable since that would coincide with election of officers of the Board of Trustees.

Beginning in 2013, under this arrangement if approved by the Board, the membership of the Audit Committee would be a trustee elected by the Board; the member of the Board appointed by the Governor to the Board in January 2012; and the member of the Board appointed by the Governor in January 2013. By re-structuring the Audit Committee in this manner, it would ensure that there is always a member serving two years and it would provide new Board

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



**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 213

Subject: Audit Committee

Date Adopted: 05/09 Revised: 02/10, 08/11, 12/11

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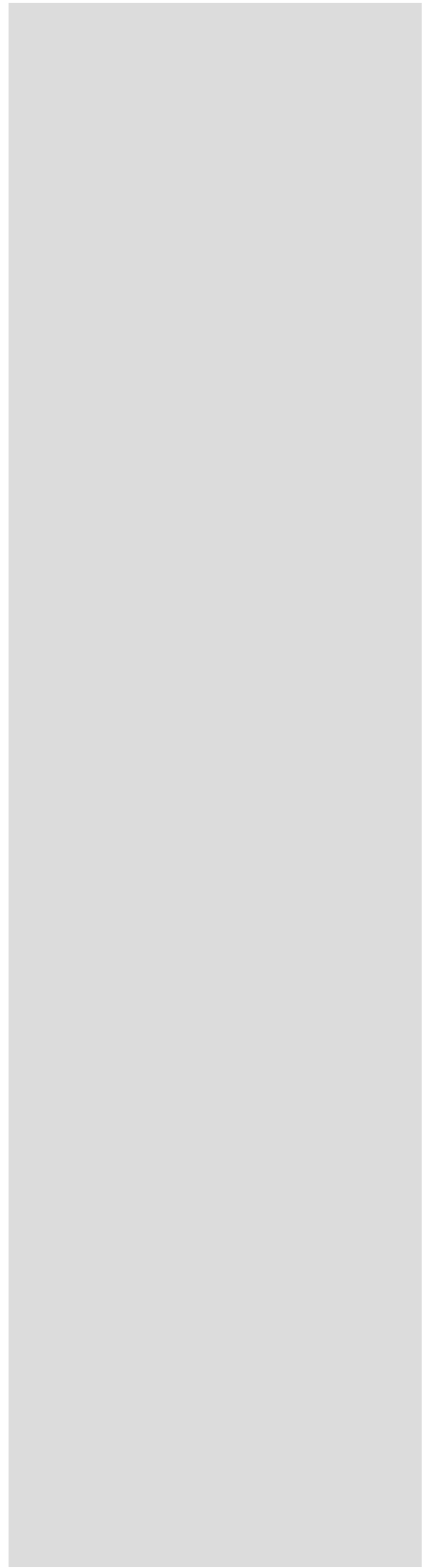
**AUDIT COMMITTEE**

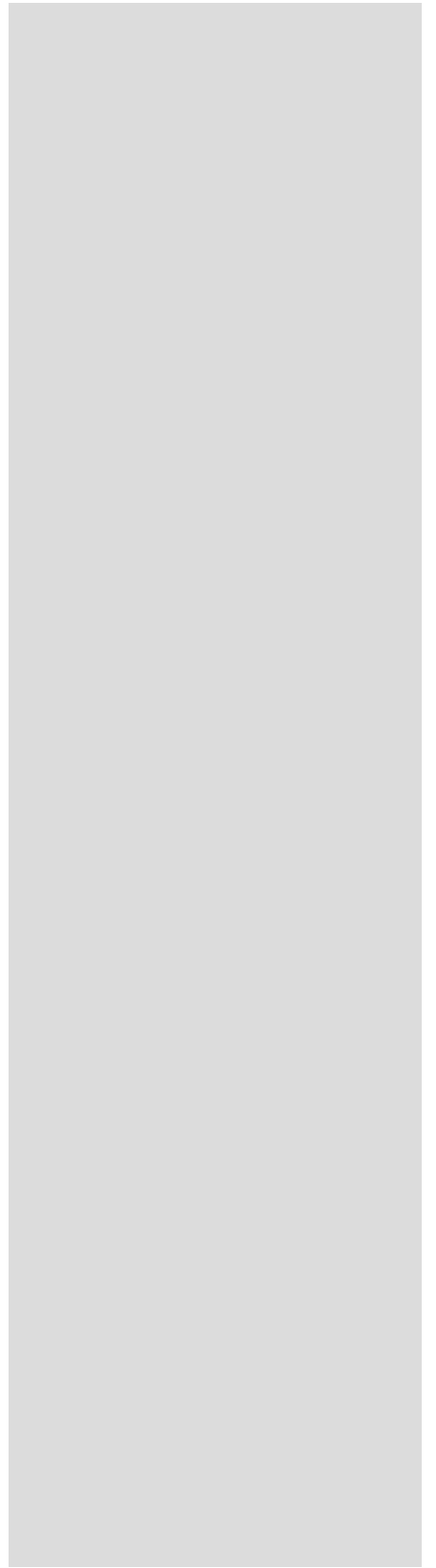
1. **Creation of Audit Committee.** There is hereby created a committee of the University of Central Arkansas Board of Trustees ("Board") to be known as the "Audit Committee."

**Members of the Audit Committee.** The Audit Committee shall be composed of three (3) members of the Board. ~~One member shall be consisting of the past chairman of the Board. The other two members shall be elected one person appointed by the Chair of the Board; and the third member selected by the full Board. The election shall occur at the last Board meeting of each calendar year, and the members shall take office on the first day of each calendar year. Members shall serve for a one year term commencing with the start of the fiscal year. No member shall serve more than two consecutive years.~~

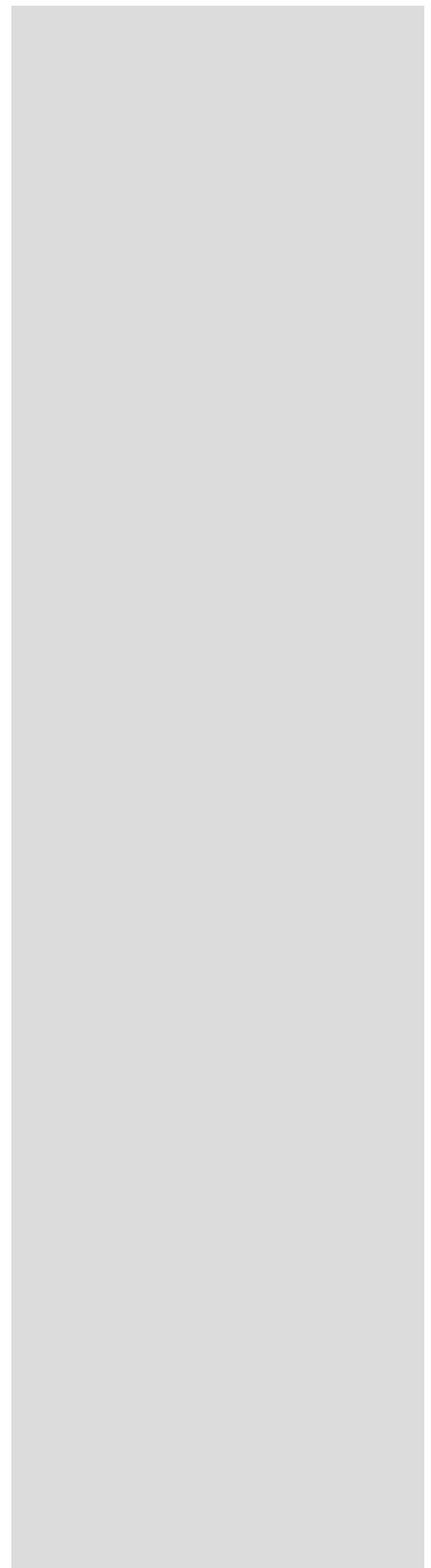
**The members of the Audit Committee shall be elected and shall serve terms as follows:**

- (a) For calendar year 2012, two members of the Board of Trustees shall





- iv. Significant findings and management responses thereto.
- v. Any significant changes required in the internal auditors' or independent accountants' audit plan.
- vi.



**Acceptance of Legislative Audit Report - FY 2010-11**

Act 4 of 1991 requires the Board of Trustees to review audit reports and the accompanying comments related to publicly-funded institutions. The act requires that the Board take appropriate action related to each finding and recommendation contained in the report.

The audit report findings for 2010-11 are attached to this write-up and were included in the audit report submitted for the Board's review.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Victor Green:

**“BE IT RESOLVED: That the Board of Trustees accepts the audit report for fiscal year 2011 as prepared by the Arkansas Division of Legislative Audit and after review and discussions approves the recommendations/actions set forth in the University's response.”**



## **UCA Findings and Responses for FY 2010-11 Audit**

The University of Central Arkansas' response to the findings from the audit of the financial statements for FY 2010-11 (ending June 30, 2011) are set forth below:

### **I. UCA Formal Findings**

#### **Material Weakness**

Financial statements are the responsibility of the University's management and should be presented in conformity with accounting principles generally accepted in the United

## **Significant Deficiency**

Sound IT management includes establishing controls over access to programs and data, to provide reasonable assurance that unauthorized or erroneous disclosure, modification, or destruction of information will be prevented or timely detected. The SCT Banner System (Banner System) is a comprehensive software package that is used by the University to administer student financial aid, finance, human resources, and payroll processes and functions.

The IT Director discovered, and this audit verified, the Technical Director of Financial and Administrative Services had changed records in the Banner System using access rights for which he was not authorized. This employee, who appears to have violated Ark. Code Ann. § 5-41-104 relating to computer trespass, escalated his access privileges by exploiting the security parameters of a user with full, authorized access rights.

Failure to maintain adequate access controls resulted in improper and unauthorized employee access. Although no malicious action occurred as a result of the Banner System security breach, this situation increases the risk for errors or fraud.

Pursuant to Ark. Code Ann. §§ 10-4-419 and 21-2-708, this matter will be referred to the Twentieth Judicial District Prosecuting Attorney.

### **University Response:**

*Management acknowledges the deficiency and acted immediately to limit access while the situation was further evaluated. After evaluation, the act was determined to be a significant violation. The employee has been terminated.*

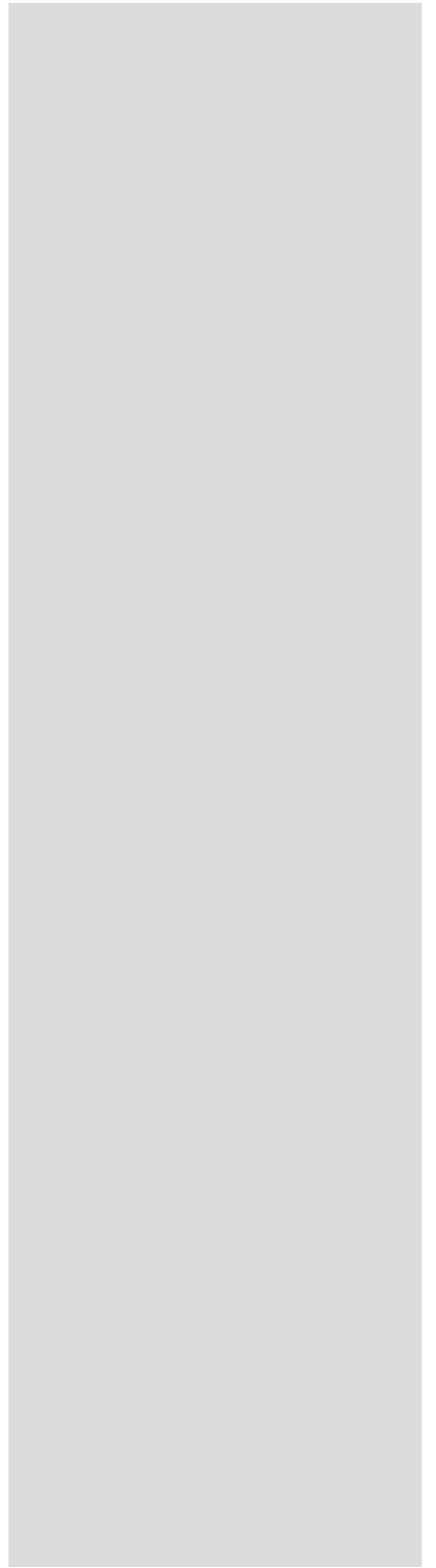
*This action also resulted in a review of the IT structure. Management will be making a determination as to the reporting line of those employees charged primarily with programming duties who reside outside the IT department.*

University of Central Arkansas' response to the Management Letter findings from the audit of the financial statements for the period ended June 30, 2011.

## **II. Management Letter Findings**

The following items were brought to the attention of management during the audit. The purpose of such comments is to provide constructive feedback and guidance, in an effort to assist management to maintain a satisfactory level of compliance with laws and regulations and to improve internal control.

1. The Disaster Recovery Plan in place is inadequate (both technical and end user) for restoring from short-term or long-term interruptions of computer processing. This situation could cause the entity to be without computer processing for an extended period



*continue since the project was extremely time sensitive. There is now a better understanding of the need to plan far enough in advance to account for the unexpected.*

4. Financial statements were not completed in a timely manner as requested by the audit staff. We requested the financial statements to be completed by September 1, 2011 but did not recei

**“Contract Review Procedures” - Board Policy No. 416**

Pursuant to Board Policy No. 416, “Contract Review Procedures,” the administration must seek Board approval for (i) Any contract which will require the expenditure by the University of funds (at any time) in excess of \$250,000; or (ii) Any contract with a term exceeding one (1) year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the University on the giving of written notice of ninety (90) days or less.

The administration is seeking Board approval for the following contracts:

SEM Works, LLC, Greensboro, NC and the University of Central Arkansas  
University of Central Arkansas (“Lessor”) and UCA/Conway Regional Healthcare  
Education Foundation, Inc. (“Lessee”)  
University of Central Arkansas and Arkansas BlueCross BlueShield (Dental Insurance).

The following resolution was adopted upon motion by Rush Harding with a second by Victor Green and with Kay Hinkle opposing:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the contracts listed above.”**

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**UNIVERSITY OF CENTRAL ARKANSAS**

**REASON FOR REQUIRING BOARD REVIEW AND ACTION:**  
***(Board Policy #416)***

Contract of more than \$250,000

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**SUMMARY**

1. Parties: SEM Works, LLC, Greensboro, NC (“SEM Works”) and the University of Central Arkansas.

2. Purpose/Background: This is a proposed Professional/Consultant Services Contract.

The purpose of the contract is to provide the services of a consultant to the University of Central Arkansas.

6. Public Bid/Purchasing Approval: This contract was developed based upon solicited bids conducted by the UCA Purchasing Department in consultation with Dr. Robert Parrent, Vice President for Enrollment Management.

7. Special Provisions/Terms/Conditions: This contract requires the approval of the Arkansas General Assembly. It was on the agenda of the Review Committee of the Arkansas Legislative Council on Wednesday, December 7, 2011, and was approved.

8. Approval/Notification to UCA Foundation: None required.

Form prepared by: Tom Courtway

Date: November 28, 2011

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UNIVERSITY OF CENTRAL ARKANSAS

**REASON FOR REQUIRING BOARD REVIEW AND ACTION:**  
**(Board Policy #416)**

Contract with a term of more than one year

**(THE SOLE REASON FOR THIS ITEM IS TO CHANGE THE LOT)**

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**SUMMARY**

1. **Parties:** University of Central Arkansas (“Lessor”) and UCA/Conway Regional Healthcare Education Foundation, Inc. (“Lessee”).

2. **Purpose/Background:** On August 26, 2011, the Board of Trustees approved a long-term ground lease of real property at the corner of College Avenue and Western on Lessor’s campus between the University (as Lessor) and the UCA/Conway Regional Healthcare Education Foundation, Inc. (as the Lessee).

In the lease, as authorized by the Board, the “gravel lot” on the west side of Western Avenue was the property described as the leased premises. However, after the initial plans were prepared by the architect, it was clear that the “footprint” of the proposed healthcare education facility is designed for the paved parking lot on the east side of Western Avenue.

**The sole reason for this matter being back on the agenda is to authorize the lots to be substituted as the leased premises under the lease. The building will still have to be designed, and the proposed design will be brought back before the Board of Trustees for consideration.**

The legal description of the leased premises will change from “Lot 1, Block 4, J.E. Little’s Addition to the City of Conway, Arkansas” to “Lots 1-5 and 7-12 of Block One, J.E. Little’s Addition to the City of Conway, Arkansas.” (A survey of the property is attached.)

3. **Goods/Services to be Purchased:** This is a ground lease of real property. The purpose is to have land on which to construct the nursing facility to house the University’s Department of Nursing as well as the other programs and activities contemplated by the University and Conway Regional Medical Center, Inc.

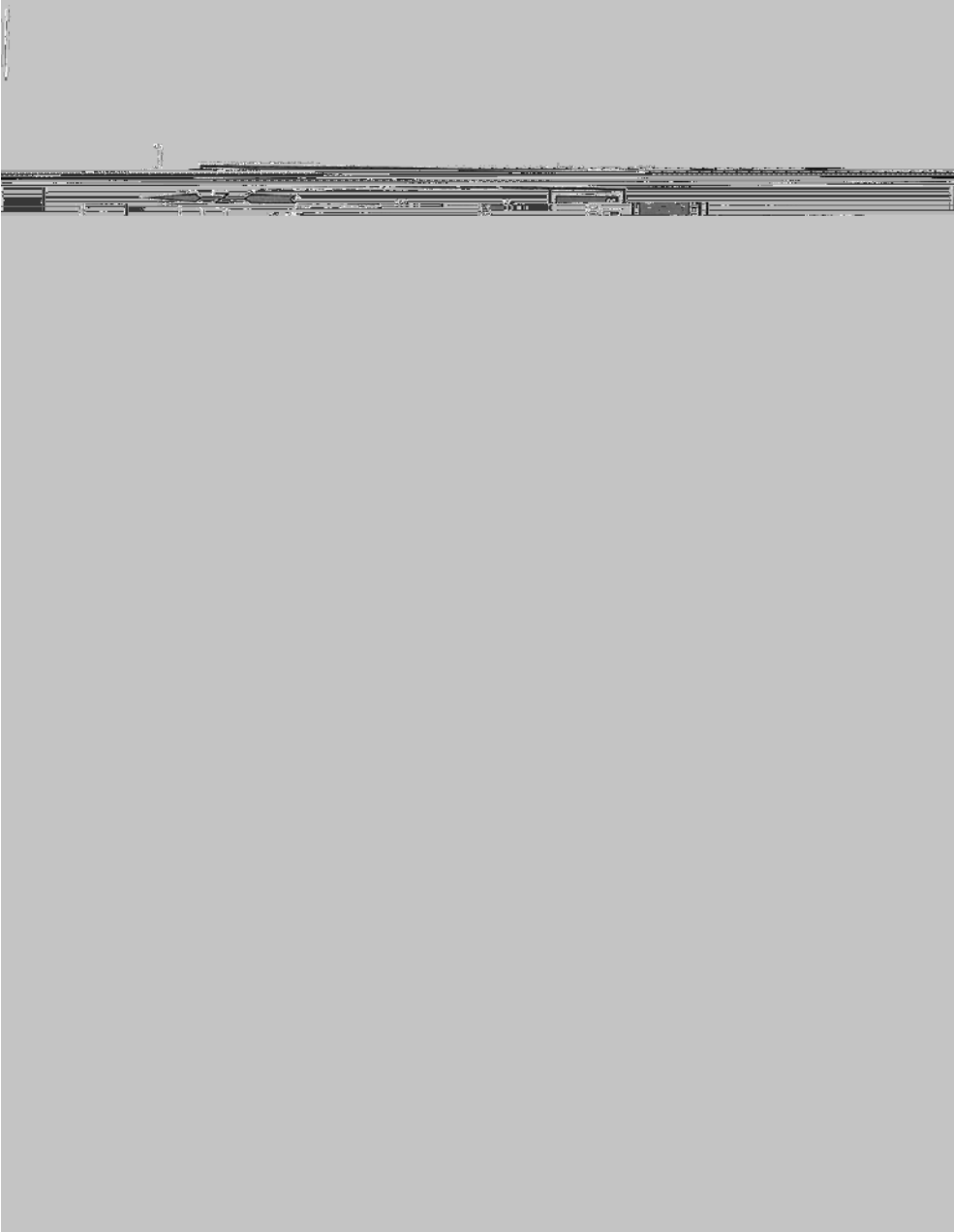
4. **Term:** The term of the proposed lease is fifty years, commencing on January 1, 2012, and expiring on December 31, 2062. There are two 25-year renewal options.

5. **University Funds to be Paid/Rent:** The rent will be \$100.00 per year.





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**UNIVERSITY OF CENTRAL ARKANSAS**

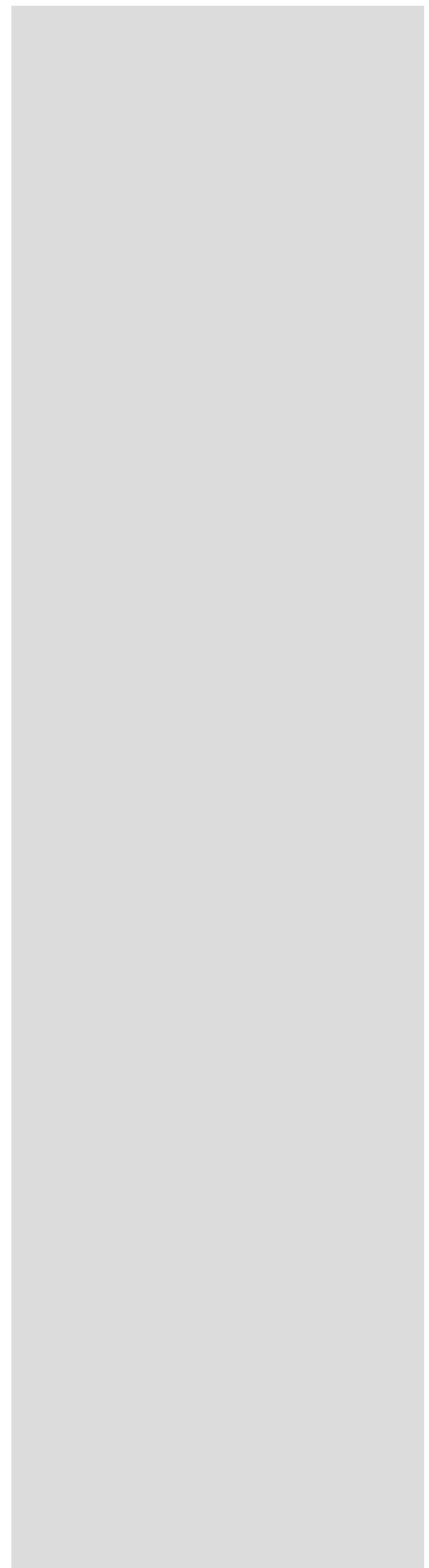
**REASON FOR REQUIRING BOARD REVIEW AND ACTION:**  
***(Board Policy #416)***

Contract with a term of more than one year

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**SUMMARY**

1. Parties



### **Compensation for Accumulated, Unpaid Sick Leave**

Ark. Code Ann. § 21-4-505, adopted as Act 337 of 2011, **authorizes**, but does not require, institutions of higher education in Arkansas to compensate its **non-classified** employees for accumulated, unused sick leave when they retire or at their death under certain circumstances.

This provision is similar to an earlier law adopted by the Arkansas General Assembly, which **requires** that all of the state's **classified** employees be compensated for accumulated, unused sick leave at retirement or at their death, if they meet certain criteria. This provision also includes a very detailed formula (which will apply to both classified and non-**classified** employees) for calculating the amount of compensation due to any qualifying employees. However, the Code states that in no event shall the amount of compensation exceed \$7,500. Ark.

The chart below is a projected estimate of the costs to re-locate the office:

Security Monitoring System with glass break protection (\$50-\$100 per month)  
Security Cameras on front and back doors with DVR (\$1,200-\$1,500)  
Fireproof four door file cabinets (\$3,500-\$4,000)  
Network wiring for computers and telephones (\$35,000)  
Conference Table and eight chairs (\$1,211)  
Office Furniture/Floor covering (\$20,000)

If approved by the Board of Trustees, the funds would be withdrawn from the existing Board of Trustees Fund.

This request has been reviewed by the Audit Committee (Trustees Bobby Reynolds, Chair, Rush Harding and Victor Green), and the Audit Committee recommends to the Board of Trustees that the request to use 1951 South Boulevard as the permanent location of the Office of Internal Audit be granted, and that the costs identified above be authorized to be paid from the Board of Trustees Fund.

The following resolution was unanimously adopted upon motion by Victor Green with a second by Randy Sims:

**“BE IT RESOLVED: That the Board of Trustees approves the re-location of the Office of Internal Audit to 1951 South Boulevard, and in addition, authorizes expenses associated with such re-location, including but not limited to those set forth above, to be paid from the Board of Trustees’ Fund.”**

#### **Student Government Association - Disc Golf Course (Jewel Moore Nature Reserve)**

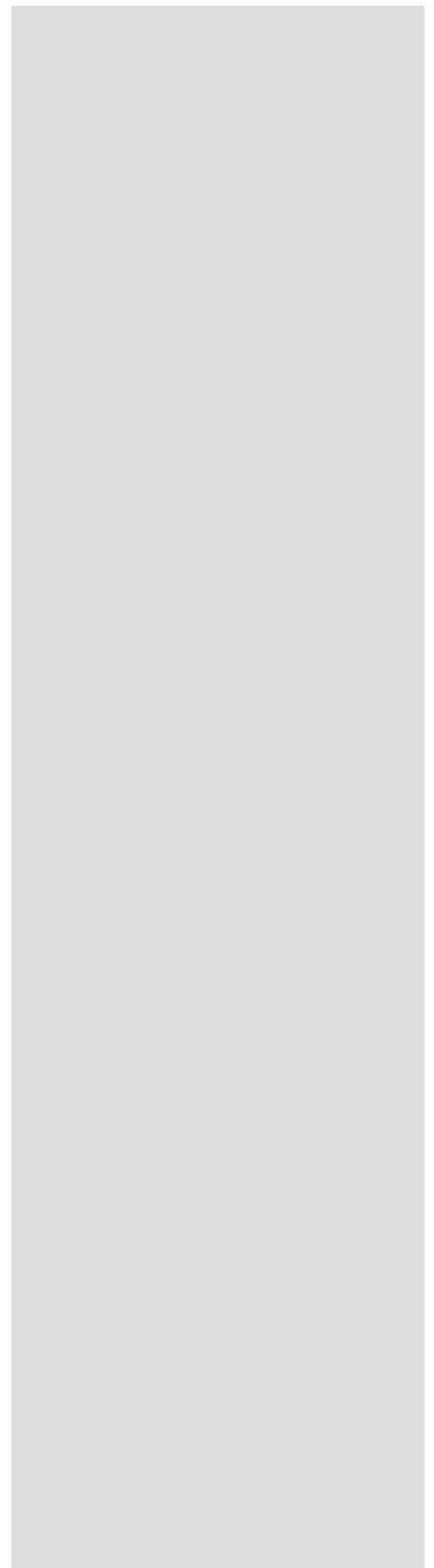
At the December, 2010 Board meeting, the Board of Trustees adopted a resolution providing that the Jewel Moore Nature Reserve was to remain “undisturbed” for a period of five years. This resolution was adopted after considerable discussion by the Board about whether or not to place the Jewel Moore Nature Reserve in a “conservation easement” in perpetuity.

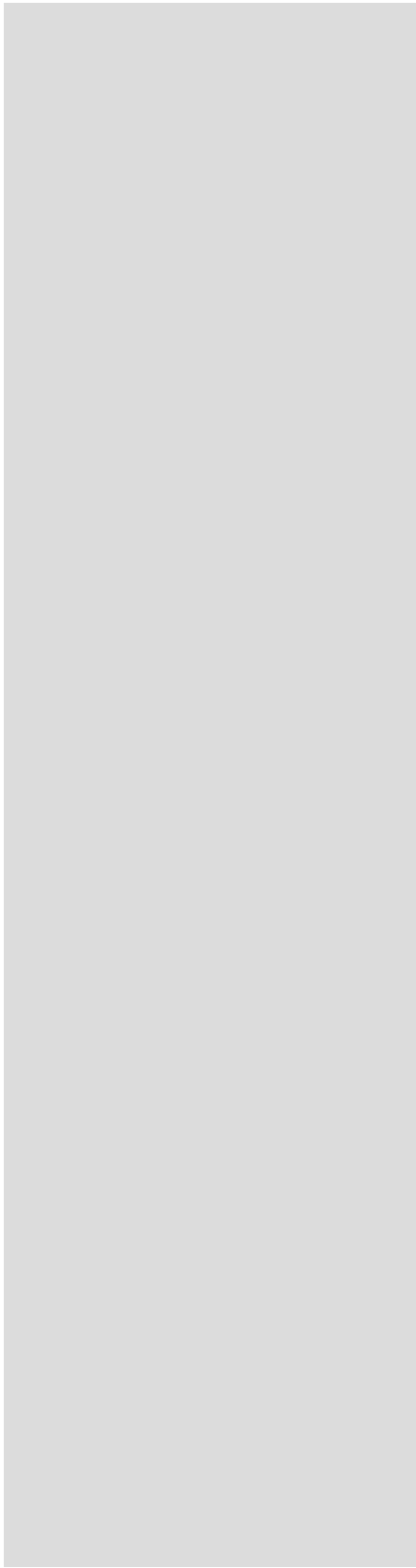
One of the projects identified over the past couple of years by the Student Government Association (SGA) has been a disc golf course. This is an outdoor “Frisbee style” golf course and recreation area. As designed, part of the course would be within the existing nature reserve.

The plans have been shown to the UCA Department of Biology, and all parties have agreed to the plans, as modified.

Attached to this write-up is a memo from Mr. Branson White, SGA Sophomore Representative, along with an e-mail exchange with Dr. K.C. Larson of the Biology Department.

The reason thi









in your position, I would appreciate it if you could provide a copy of this information to the members of the board of trustees of the University of North Carolina at Chapel Hill.

## **Distinguished Alumnus**

**The Distinguished Alumnus Award is the most prestigious award presented to an alumnus of the University of Central Arkansas.**

*“A Distinguished Alumnus for the University of Central Arkansas is recognized for outstanding contribution to the University, community, state or society; outstanding achievement in a particular field of endeavor; possessing a reputation that enhances the reputation of the University and serves as an example to UCA students; and contributing to the goals or the welfare of the University.”*

The University of Central Arkansas has awarded the citation of “Distinguished Alumnus” since 1986. The Distinguished Alumnus Selection Committee unanimously recommends that Senator Stanley Russ, former student 1951, be awarded the UCA Distinguished Alumnus award for 2012 and Mr. James Bridges, former student 1956, be posthumously awarded the UCA Distinguished Alumnus award for 2012.

The awards will be presented to Senator Russ and members of the Bridges family on May 12, 2012, at the Night of Distinction Gala.

### **Sen. Stanley Russ (Former Student, 1951)**

Stanley Russ was born in Conway, Arkansas on August 31, 1930. He was educated in the Conway Public School System, and after graduating from Conway High School he attended Arkansas State Teachers College (now the University Central Arkansas) and Arkansas Tech University at Russellville, Arkansas. Later, he transferred to the University of Arkansas at Fayetteville, where he received a Bachelor of Science Degree in Agriculture.

Mr. Russ was a Korean War Veteran and served in an army artillery division. He continued to serve in the military as a member of the National Guard and became the Commander of the army unit in Morrilton, Arkansas. He received an honorable discharge from the army in 1954.

His main source of income came from his insurance business, which was located on Front Street in downtown Conway. He also was involved in agriculture and raised cattle. Mr. Russ was elected to the Arkansas State Senate in 1974. He replaced Mutt Jones, another long-time State Senator from Conway.

Senator Russ served in the Arkansas Senate from 1975 to 1999. During this lengthy period, Senator Russ became the third ranking Senator. In addition, he was the President Pro Temp of the Senate from 1995 to 1997. He was the Majority Leader in 1997. He served on the following committees during his career as a State Senator: Chairman of the Joint Budget Committee, Vice-Chairman of the Insurance and Commerce Committee, Vice-Chairman of the Education Commission of the States, member of the Efficiency Committee, member of the Joint Committee on Energy, member of the Joint Legislative Facilities, and member of the Education Committee.

Senator Russ was also a member of the following civic organizations: Past president of Faulkner County United Way, past president of Conway Kiwanis Club, past president of Conway

Chamber of Commerce, Arkansas Cattlemen's Association, Faulkner County Farm Bureau, past president of Future Farmers of America, past director of Conway Corporation, Boy Scouts of America, past chairman of Foothills District, and Arkansas Basin Association.

Senator Russ was the recipient of many honors including the following; Named one of 10 outstanding State Legislatures in the U.S. at the Assembly of State Governmental Employees in 1981, honored by the Municipal League for distinguished service in 1985, honored by Arkansas School Boards Association in 1985, received the Distinguished Service Award from the Conway Chamber of Commerce in 1986, he was inducted into the Arkansas Tech Hall of Distinction in 1994, inducted into the U.S. Field Artillery OCS Hall of Fame in Fort Sill-Oklahoma in 1995, awarded an American Farmer Degree from the Future Farmers of America in Kansas City in 1995, awarded Paul Harris Fellow by the Conway Rotary Club in 1997, received the Counseling Associates Community Leadership Award in 1996, and received the Faulkner County Leadership Award by the Faulkner County Leadership Institute in 1997.

Senator Russ was also a member of the Executive Committee of the Board of Governors for the Arkansas Livestock Show Association, a member of the Board of Directors of the State Legislative Leaders Foundation of Centerville - MA, elected Chairman of the Center for Legislative Energy and Environmental Research, a member of the Legislative Advisory Council, Southern Regional Education Board, and was selected as one of only 30 state politicians throughout the United States to attend the National Education Summit as a resource person on educational issues in Palisades, New York in May 1996.

He was married to Nina Russ for 54 years before her death in 2005. They have two children, Stanley Russ Jr. and Debbie Russ-Merritt.

**James M. Bridges, (Former Student, 1956) (Deceased)**

James Bridges was an Arkansan who became a movie producer, director, and screenwriter. He

with Roland Kibbee. For his first film as writer and director, Bridges chose *The Babymaker* (1970), which marked the screen debut of actor Scott Glenn, who later starred in the television movie of John Grisham's *A Painted House*, filmed in northeast Arkansas.

In 1973, Bridges wrote and directed the movie *The Paper Chase* about law school students at Harvard. It was popular with audiences and was nominated for several Academy Awards, including Bridges' adapted screenplay (from the novel by John Kay Osborn Jr.). Though the screenplay lost to *The Exorcist*

**“BE IT RESOLVED: That the Board of Trustees hereby recognizes the contributions and achievements of Senator Stanley Russ and the late James M. Bridges and confers on them the honor of distinguished alumnus. The Board directs the administration to prepare appropriate formal resolutions and memorials to recognize their accomplishments.”**

**Honorary Doctorate Degree – Board Policy No. 262**

The Honorary Doctorate is the highest academic honor awarded by the University. It is bestowed in recognition of outstanding contributions to society through intellectual, professional, scientific, artistic, or public service efforts. In granting an honorary degree, the University of Central Arkansas acknowledges excellence and provides an example to members of the university community.

The Honorary Doctorate in Public Service to be awarded to Raymond Joseph Simon has been approved by all appropriate committees and administrators.

The following resolution was unanimously adopted upon motion by Bobby Reynolds with a second by Randy Sims:

**“BE IT RESOLVED: That the Board of Trustees hereby approves Raymond Joseph Simon to be awarded the Honorary Doctorate in Public Service.”**

## **RESOLUTION**

**WHEREAS**, Raymond Joseph Simon graduated from the University of Central Arkansas with a Bachelor of Science degree in 1966 and a Master of Science in Education degree in 1969, and later completed the Ed.S. at the University of Arkansas; and

**WHEREAS**, Raymond Joseph Simon has had an active role in education beginning as a mathematics teacher at North Little Rock High School in 1966; and

**WHEREAS**, Raymond Joseph Simon has served in administrative roles in Arkansas public education including Superintendent of the Conway Public Schools; and

**WHEREAS**, Raymond Joseph Simon served education on the state level as Director of Education and, later, Commissioner of Education for the Arkansas Department of Education; and

**WHEREAS**, Raymond Joseph Simon was a member of the Cabinet for the Governor of Arkansas; and

**WHEREAS**, Raymond Joseph Simon led initiatives in the state of Arkansas focusing on the preparation of students in the early grades; and

**WHEREAS**, Raymond Joseph Simon has served his nation first as Assistant Secretary for Elementary and Secondary Education and then as Deputy Secretary for the United States Department of Education; and

**WHEREAS**, Raymond Joseph Simon has proven to be a champion of education at all levels, perhaps most significantly in his home state of Arkansas; and

**WHEREAS**, Raymond Joseph Simon was in 2006 recognized as a University of Central Arkansas Distinguished Alumnus; and

**WHEREAS**, Raymond Joseph Simon has been nominated and unanimously selected to receive the highest honorary award the University of Central Arkansas can bestow;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the University

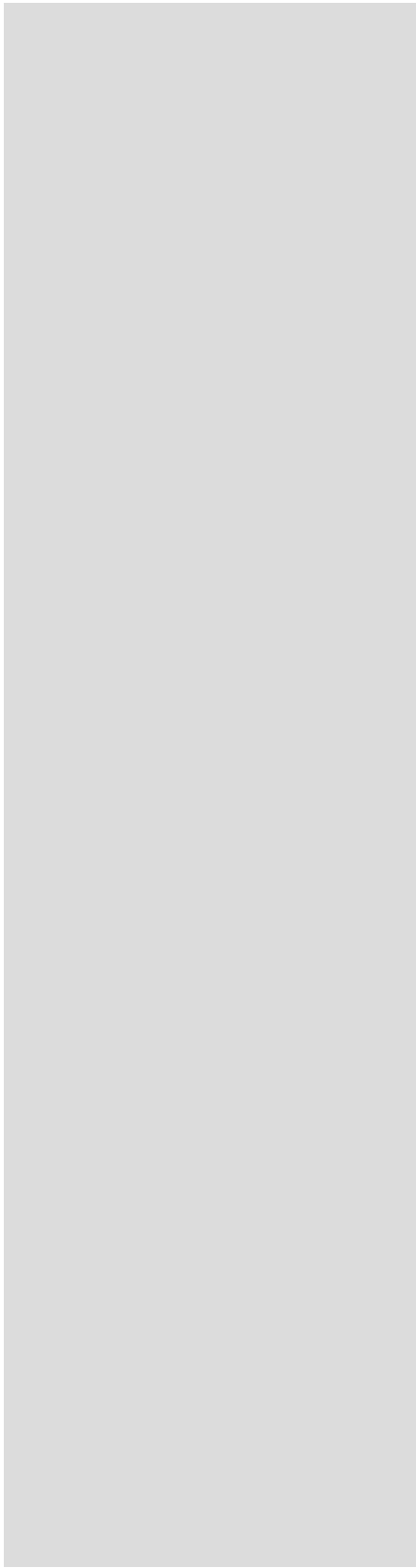
Adopted this 16th  
day of December, 2011  
in Conway, Arkansas

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Chair of the Board

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Secretary of the Board



**Distinguished Professors Emeriti - Dr. Norbert O. Schedler and Dr. Joseph Anderson**

The Emeritus Committee has unanimously recommended that two retired UCA professors receive the status of Distinguished Professor Emeritus. The professors were nominated for the honor by faculty in their respective departments and have the support of all appropriate academic councils and administrators.

The following resolutions were unanimously adopted upon motion by Randy Sims with a second by Rush Harding:





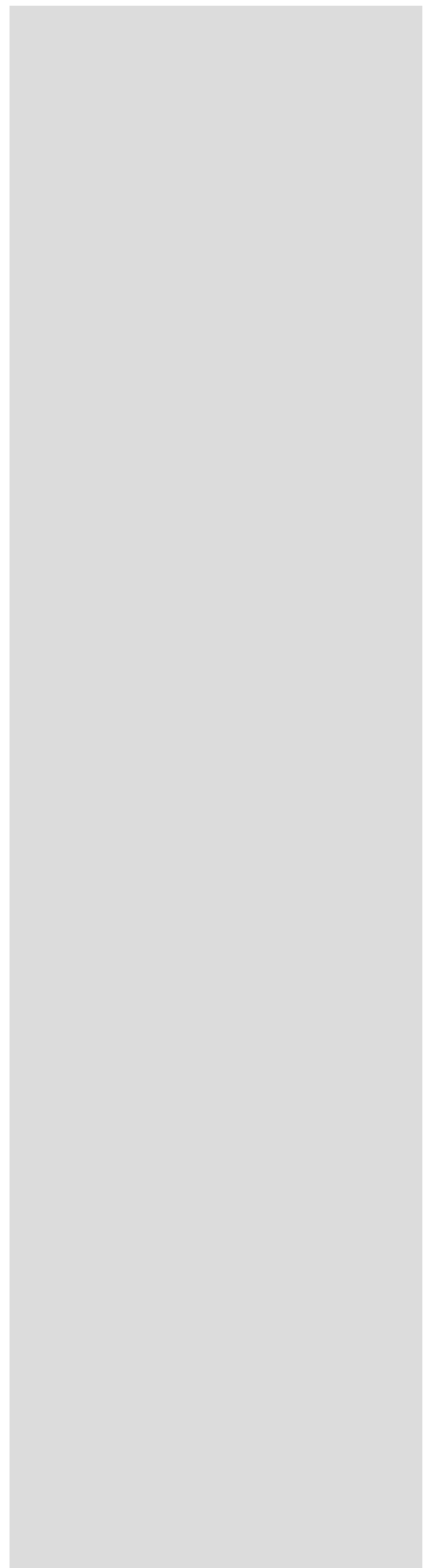
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day of December, 2011  
in Conway, Arkansas

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Chair of the Board

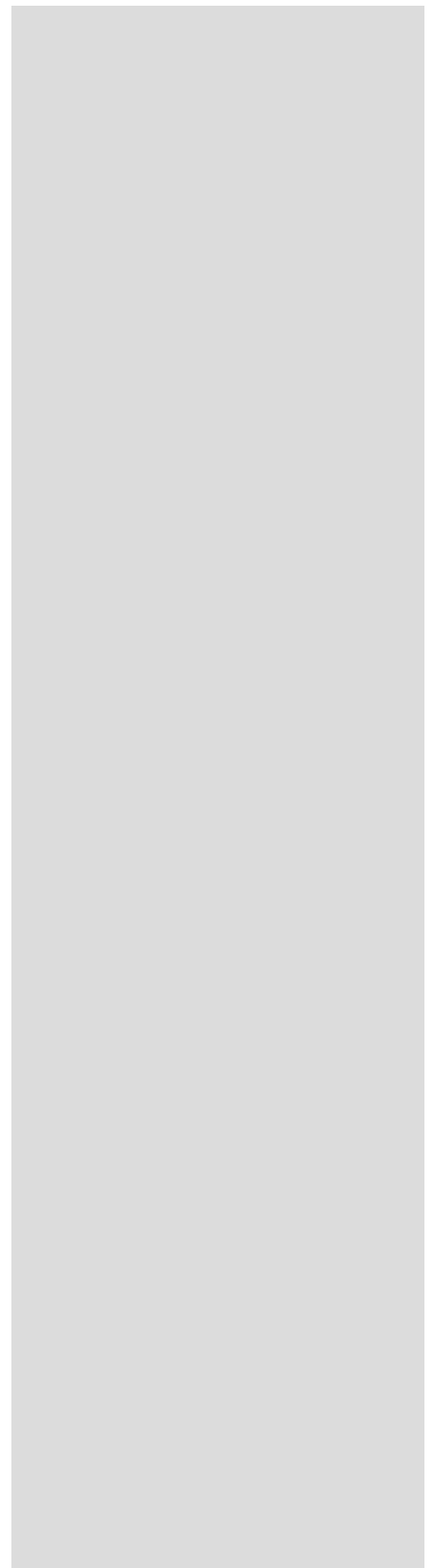
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Secretary of the Board



**RESOLUTION**

**WHEREAS**



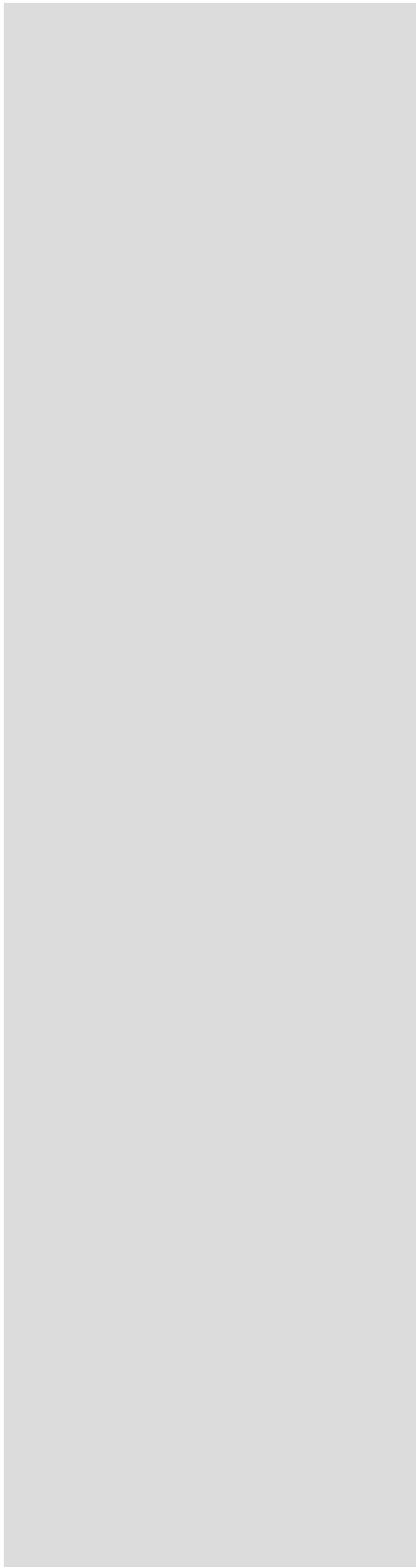
Adopted this 16th  
day of December, 2011  
in Conway, Arkansas

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Chair of the Board

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Secretary of the Board



## **New Degree Program: BBA in Innovation and Entrepreneurship**

Faculty in the College of Business Administration, in response to expressed interest, have developed a new BBA degree program in Innovation and Entrepreneurship. Faculty studied entrepreneurship programs at leading institutions across the country to gain knowledge on establishing successful programs. Working with stakeholders ranging from legislators, the hiring community, alumni, graduate students and undergraduate students, UCA's business faculty have developed a program that will give UCA students an edge in today's business world. Thinking and acting innovatively and entrepreneurially have become increasingly important keys to success.

### **Need and Purpose**

To gauge interest in the proposed program, the business faculty e-mailed all freshmen and sophomore students through their UCA e-mail accounts a brief description and an invitation to attend an information session on April 7, 2011. In addition, fliers were posted in the College of Business announcing and reminding students about the information session. A Facebook group was also set-up to connect and distribute more information, but access to this depended on people learning about it first from the email and fliers.

On Tuesday, April 7, the information session was held and lasted over an hour. Thirty-two (32) interested students attended the meeting. Eighteen (18) students indicated they were certain they would join, while the remaining fourteen (14) indicated that they might participate. Around ten (10) of these fourteen (14) were juniors and seniors and were too far along in their studies to start a new program in a timely manner. They came to the meeting out of sheer interest, knowing that it probably would not work for them in terms of planning and timing. A number of these juniors and seniors wanted to know if they these these if they of

# Curriculum

## 4-Year Plan: Innovation & Entrepreneurship Major

!

### First Semester

WRTG 1310: Introduction to College Writing 3  
Biological Science Elective 4  
MATH 1390: College Algebra 3  
SPCH 1300: Basic Oral Communication 3  
KPED 1320: Concepts of Lifetime Health 3

16

### Second Semester

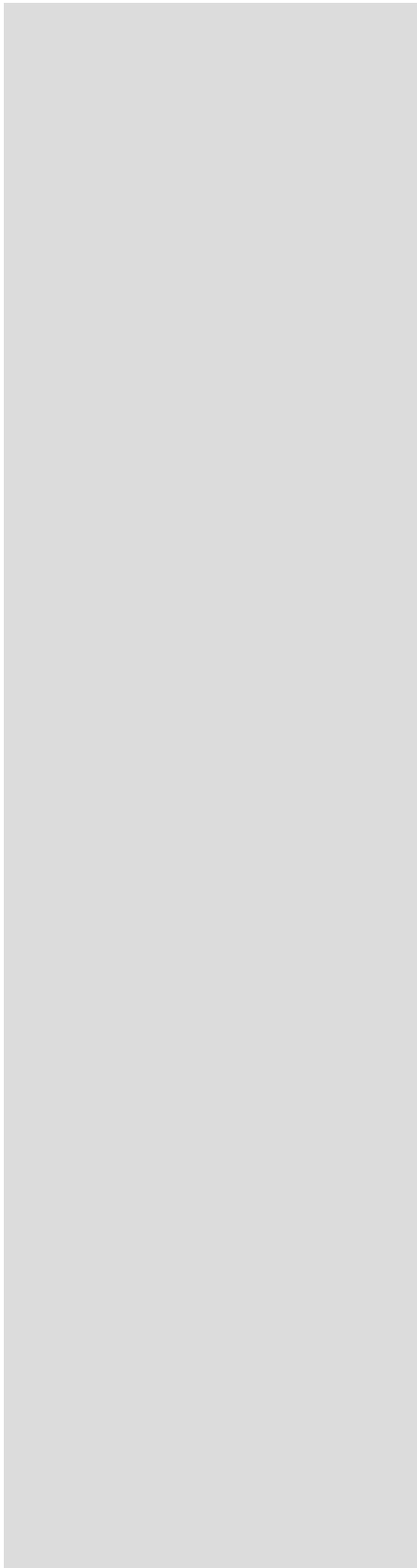
WRTG 1320: Academic Writing 3  
HIST 2301/2302; PSCI 1330 3  
Physical Science Elective 4  
World Cultural Traditions Gen Ed 3  
MATH 1395: Business Calculus 3

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equipment. The building also has two computer labs and numerous student common areas and study rooms.

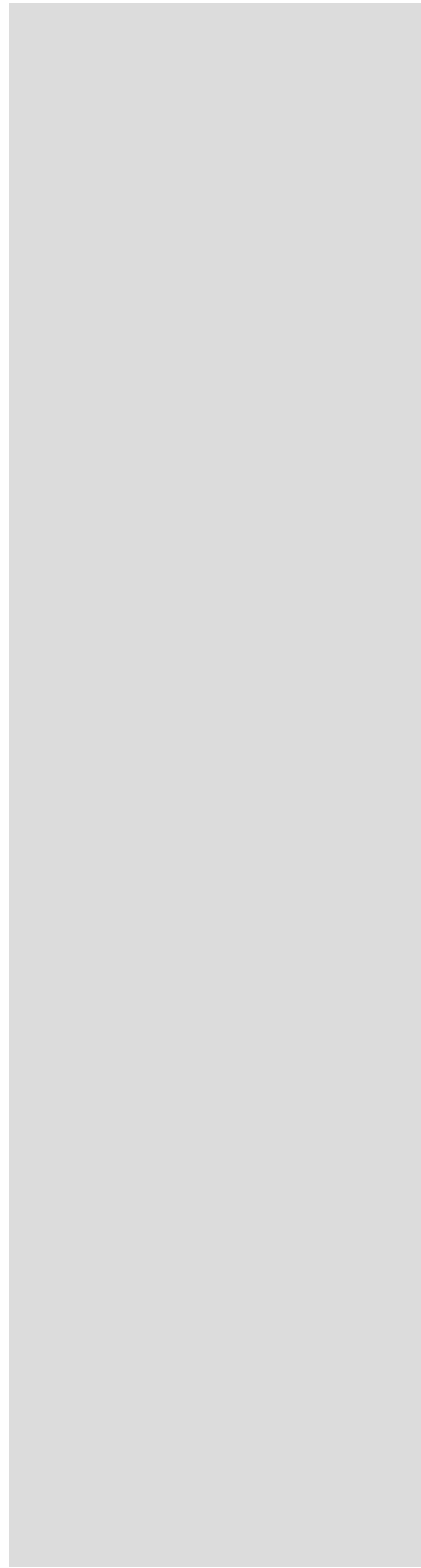


UNIVERSITY OF CENTRAL ARKANSAS  
Newspaper Transcript Form

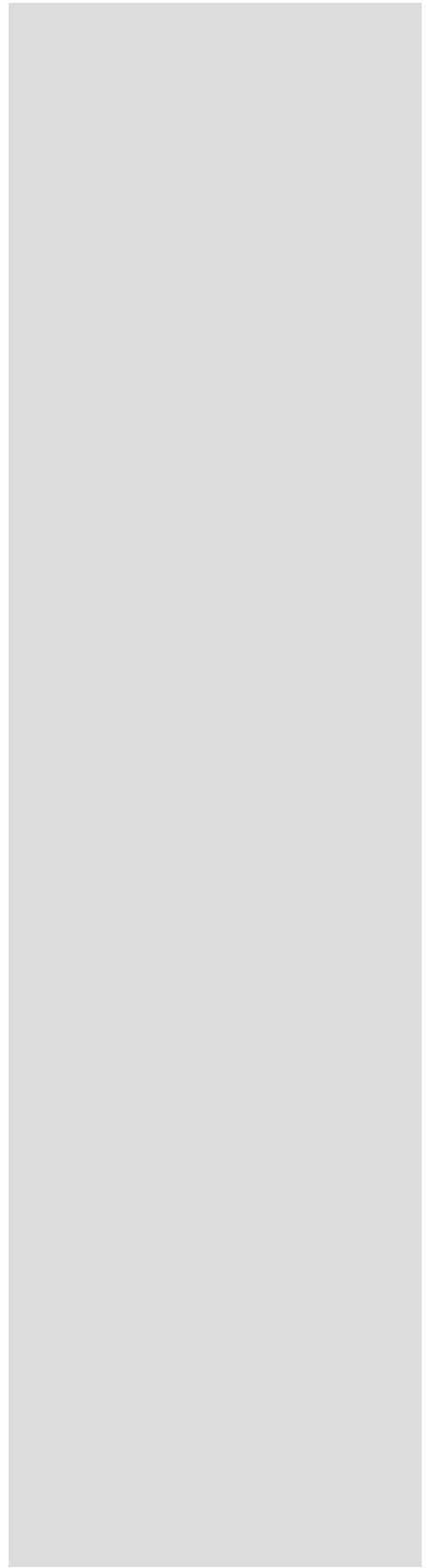
Continuation Form 3

Page 1 of 1  
10/10/2010

10/10/2010







8. Mode of delivery (type "X" as appropriate)

- On-Campus
- Off-Campus Location
- Distance Technology

9. List existing certificate or degree programs that support the proposed program

The following disciplines make a contribution to the courses offered in the Innovation and Entrepreneurship Major: Marketing, Management, Finance, and Accounting. The other major will offer electives in the new major will be MIS.

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area that

approval Date: 08/23/2011

President/Chancellor, A



08/23/2011

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**Academic Calendar: Fall 2012 through Summer 2013**

The University of Central Arkansas Academic Calendar was created for the purpose of planning and is used by all divisions of the University. The proposed academic calendar has been approved by all appropriate university committees and councils.

The following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Victor Green:

**“BE IT RESOLVED: That the Academic Calendar and Critical Dates be approved as attached.”**

# Academic Calendar

## Fall 2012 Through Summer 2013

### FALL SEMESTER 2012

<b>August 19-22, Sun – Wed.</b>	Welcome Week
<b>August 20, Monday</b>	Opening Convocation
<b>August 23, Thursday</b>	Instruction begins - day and evening classes
<b>August 24, Friday</b>	Final date to drop Aug. 23 - Oct. 12 or Aug. 23 - Sept. 28 classes and receive a 100% refund  Change-of-course period ends for Aug. 23 - Oct.12 classes Final date to register Final date to add classes Final date to change from credit to audit or audit to credit
<b>August 25, Saturday</b>	Instruction begins - Saturday classes
<b>August 29, Wednesday</b>	Change-of-course period ends for Aug. 23 - Dec. 14 classes Final date to register Final date to add classes Final date to change from credit to audit or audit to credit Final date to drop Aug. 23 - Oct. 12 or Aug. 23 - Sept. 28 classes and receive a 75% refund. 0% refund at this date Final date to drop Aug. 23 – Dec. 14 classes with a 100% refund
<b>September 3, Monday</b>	Labor Day Holiday
<b>September 13, Thursday</b>	Final date to drop Aug. 23 - Dec. 14 classes with a 75% refund. 0% refund after this date.
<b>September 21, Friday</b>	Final date to make degree application for December graduation and be included in commencement program
<b>September 28, Friday</b>	Final date to officially withdraw from Aug. 23 – Oct. 12 classes with a W grade unless already dropped for non-attendance
<b>October 2, Tuesday</b>	Final date to drop Oct. 1 - Nov. 2 classes and receive a 100% refund

<b>October 5, Friday</b>	Final date to drop Oct. 1 - Nov. 2 classes and receive a 75% refund. 0% refund after this date.  Final date to officially withdraw from Aug. 23 - Oct. 12 classes with a WP or WF grade unless already dropped for non-attendance
<b>October 16, Tuesday</b>	Final date to drop Oct. 15 - Dec. 14 classes and receive a 100% refund  Change-of-course period ends for Oct 15 - Dec 14 classes Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
<b>October 17, Wednesday - Noon</b>	Mid-term grade report due
<b>October 19, Friday</b>	Final date to drop Oct. 15 - Dec. 14 classes and receive a 75% refund. No refund after this date.
<b>October 25-26, Thur/Fri</b>	Fall Break
<b>October 29-November 19</b>	Advance Registration for Spring 2013
<b>November 2, Friday</b>	Final date to officially withdraw from Aug. 23 – Dec. 14 classes or the university with a W grade unless already dropped for non-attendance
<b>November 6, Tuesday</b>	Final date to drop Nov. 5 - Dec. 14 classes with a 100% refund
<b>November 9, Friday</b>	Final date to drop Nov. 5 - Dec. 14 classes and receive a 75% refund. 0% refund after this date.
<b>November 16, Friday</b>	Final date to officially withdraw from Oct 15 - Dec 14 classes with a W grade unless already dropped for non-attendance
<b>November 21-25, Thur-Sunday</b>	Thanksgiving Break

**November 30, Friday** Final date to officially withdraw from Oct 15 - Dec 14 classes with a WP or WF grade unless already dropped for non-attendance

Final date to officially withdraw from Aug 23 - Dec 14 classes or the university with a WP or WF grade unless already dropped for non-attendance

**December 3, Monday** Recommended date to make degree application for December 2012 graduation

**December 7, Friday** Study Day

**December 8, Saturday** Final Exams - Saturday classes

**December 10-14, Mon - Fri** Final Examinations - day and night classes

**December 15, Saturday** Winter Commencement

**December 17, Monday - Noon** Final grade report due

### **SPRING SEMESTER 2013**

**December 17, Monday** **Instruction begins for the Winter Intersession**

**December 18, Tuesday** **Final date to drop Winter Intersession classes and receive a 100% refund.**

**Change-of-course period ends**

**Final date to register**

**Final date to add classes**

**Final date to change from credit to audit or audit to credit**

**December 21, Friday** **Final date to drop Winter Intersession classes and receive a 75% refund. 0% refund after this date.**

**January 2, Wednesday** **Final date to officially withdraw from a class or the university with a W grade unless already dropped for non-attendance**

**January 3, Thursday** **Final date to officially withdraw from a class or the university with a WP or WF grade unless already dropped for non-attendance**

**January 4, Friday**

**Final examinations for Winter Intersession**

**January 8, Tuesday - Noon**

**Winter Intersession final grades report due**

**January 10, Thursday**

**Instruction begins - day and evening classes**

**January 11, Friday**

**Final date to drop Jan. 10 - Mar. 1 or Jan. 10 – Feb. 15 classes and receive a 100% refund.**

**Change of course period ends for Jan. 10 - Mar. 1 classes**

**Final date to register**

**Final date to add classes**

**Final date to change from credit to audit or audit to credit**

**January 12, Saturday**

**Instruction begins – Saturday classes**

**January 16, Wednesday/CS0 cs 0 0 0 s&f6 159e /TT1 1 Tf 0.0002 Tc 9.44 0 0 9.44 200.4255 550.0384 Tm (In)Tj :**

<b>February 22, Friday</b>	<b>Final date to drop Feb. 18 - Mar. 29 classes and receive a 75% refund. No refund after this date.</b>
<b>March 1, Friday</b>	<b>Final date to officially withdraw from Jan. 10 - Mar. 1 classes with a WP or WF grade unless already dropped for non-attendance</b>
<b>March 5, Tuesday</b>	<b>Final date to drop Mar. 4 – May 3 classes and receive a 100% refund.</b>  <b>Change of course period ends for Mar 4 – May 3 classes</b>  <b>Final date to register</b> <b>Final date to add classes</b> <b>Final date to change from credit to audit or audit to credit</b>
<b>March 6, Wednesday - Noon</b>	<b>Mid-term grade report due</b>
<b>March 8, Friday</b>	<b>Final date to drop Mar. 4 – May 3 classes and receive a 75% refund. 0% refund after this date.</b>
<b>March 16-24, Sat-Sun</b>	<b>Spring Break</b>
<b>March 29, Friday</b>	<b>Final date to officially withdraw from Jan 10 – May 3 classes or the university with a W grade unless already dropped for non-attendance</b>
<b>April 1-22</b>	<b>Advance Registration for Summer and Fall 2013</b>
<b>April 2, Tuesday</b>	<b>Final date to a drop Apr. 1 – May 3 classes and receive a 100% refund.</b>
<b>April 5, Friday</b>	<b>Final date to a drop Apr. 1 – May 3 classes and receive a 75% refund. 0% refund after this date.</b>
<b>April 12, Friday</b>	<b>Final date to officially withdraw from Mar. 4 – May 3 classes with a W grade unless already dropped for non-attendance.</b>
<b>April 19, Friday</b>	<b>Final date to officially withdraw from Mar. 4 – May 3 classes with a WP or WF grade unless already dropped for non-attendance</b>



**Final date to officially withdraw from Jan. 10 – May 3  
classes or the university with a WP or WF grade unless  
already dropped for non-attendance**

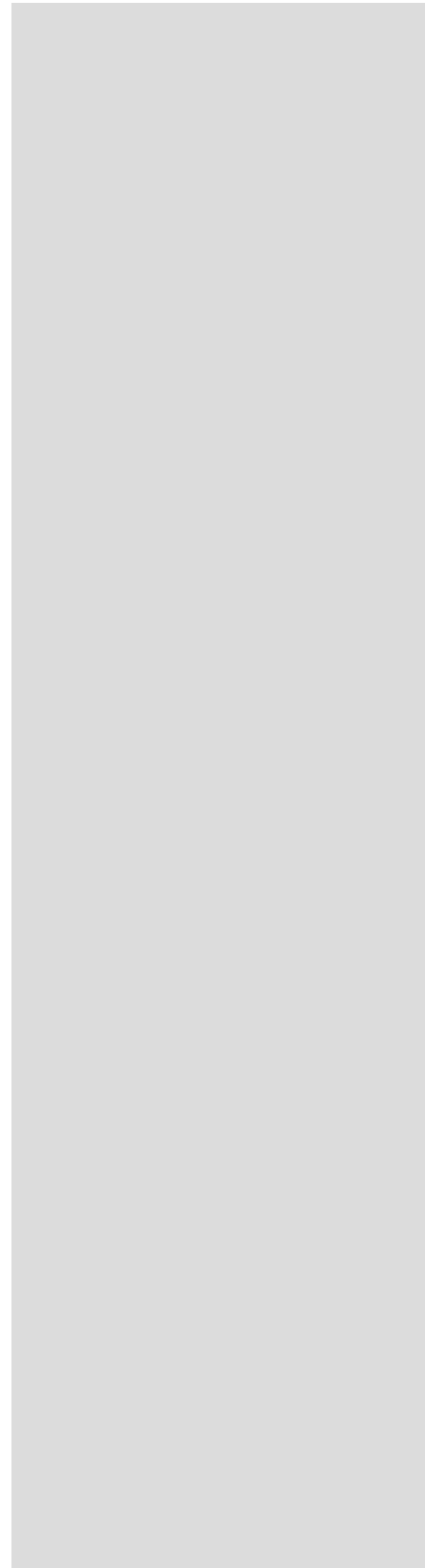
**April 19, Friday**

**Recommended date to make degree application for May  
2014 graduation**

**April 26, Friday**

**Study Day**

**April 27, Saturday**



Final date to drop 13-Week Summer Session classes and receive a 100% refund.

**May 22, Wednesday**

Final date to officially withdraw from a May Intersession course or the university with a W grade unless already dropped for non-**attendance**

**May 27, Monday**

Memorial Day Holiday

**May 29, Wednesday**

Final date to officially withdraw from a May Intersession

**Final date to make degree application for August graduation and be included in the commencement program**

**June 21, Friday**

**Final date to officially withdraw from 1<sup>st</sup> Five Week Summer Session classes or the university with a W grade unless already dropped for non-attendance**

**June 28, Friday**

**Final date to withdraw from 1<sup>st</sup> Five Week Summer Session classes or the university with a WP or WF grade unless already dropped for non-attendance**

**July 4, Thursday**

**Independence Day Holiday**

**July 5, Friday**

**Final date to withdraw from 13-Week Summer Session classes with a W grade unless already dropped for non-attendance**

**Final examinations for 1<sup>st</sup> Five Week Summer Session classes**

**July 8, Monday**

**Instruction begins for 2<sup>nd</sup> Five Week Summer Session classes**

**July 9, Tuesday - Noon**

**1<sup>st</sup> Five Week Summer Session final grade report due**

**Final** date to drop 2<sup>nd</sup> Five Week Summer Session classes and receive a 100% refund

Change-of-course period ends for 2<sup>nd</sup> Five Week Summer Session classes

Final date to register

Final date to add classes

Final date to change from credit to audit or audit to credit

**July 12, Friday**

**Final** date to drop a 2<sup>nd</sup> Five Week Summer Session classes and receive a 75% refund. 0% refund after this date.

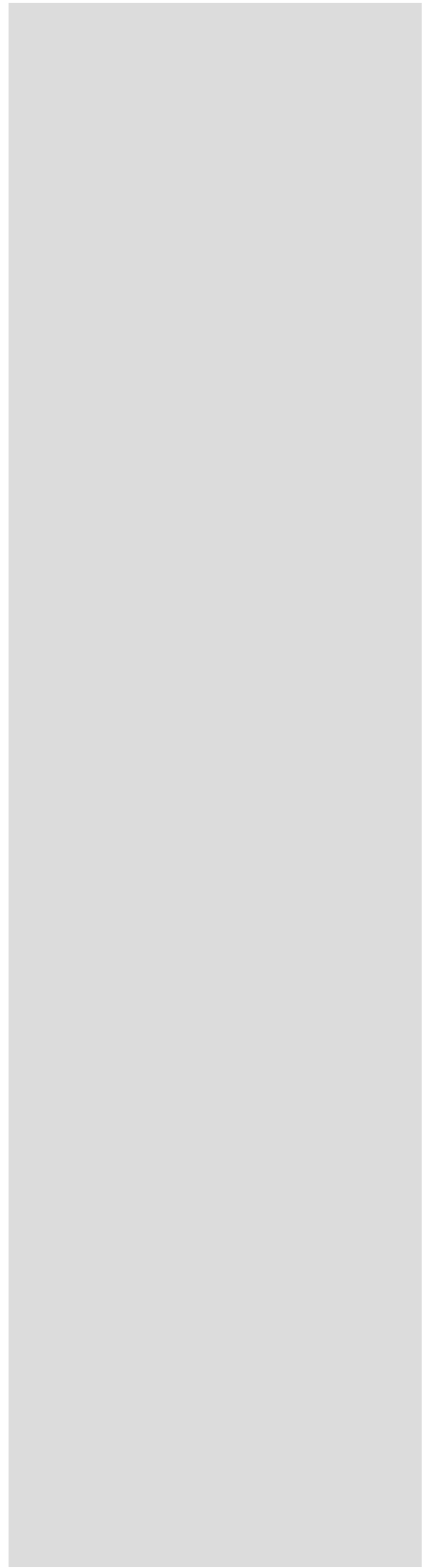
**July 19, Friday**

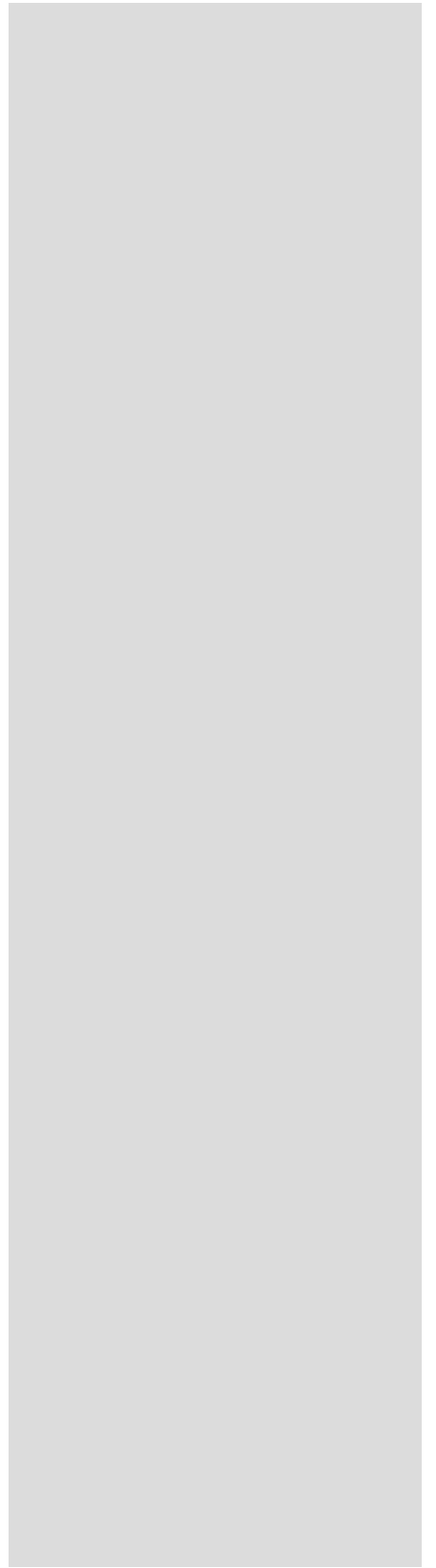
**Final date to officially withdraw from 10-Week Summer Session classes with a W grade unless already dropped for non-attendance**

**July 26, Friday**

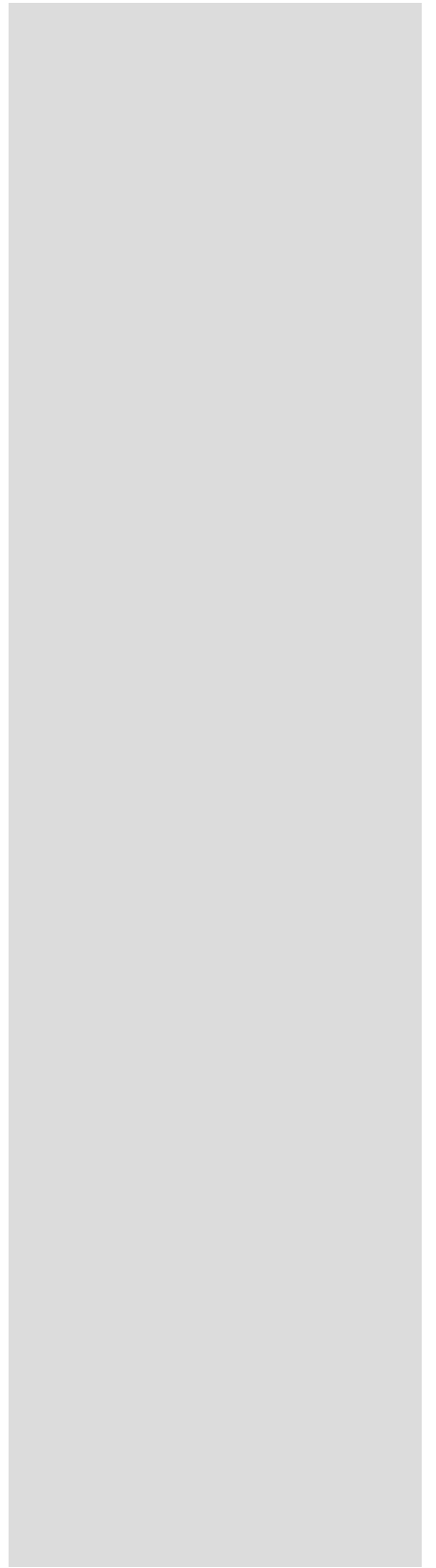
**Final date to officially withdraw from 2<sup>nd</sup> Five Week Summer Session classes with a W grade unless already dropped for non-attendance**

<b>August 2, Friday</b>	<b>Final date to withdraw from 13-Week Summer Session classes, 10-Week Summer Session classes, or 2<sup>nd</sup> five Week Summer Session classes with a WP or WF grade unless already dropped for non-attendance</b>
<b>August 9, Friday</b>	<b>Final examinations for 13-Week Summer Session classes, 10-Week Summer Session classes, and 2<sup>nd</sup> Five Week Summer Session classes</b>
<b>August 9, Friday</b>	<b>Summer Commencement</b>
<b>August 13, Tuesday – Noon</b>	<b>13-Week Summer Session, 10-Week Summer Session, and 2<sup>nd</sup> Five-Week Summer Session final grade report due</b>











**UNIVERSITY OF CENTRAL ARKANSAS**  
**Proposal for Curriculum Change - Action Item**

GENERAL EDUCATION COUNCIL    
 UNDERGRADUATE COUNCIL    
 GRADUATE COUNCIL

Change course from a required to a non-required course  
 Change course from a required to a non-required course in a different department/program area

Existing course number: \_\_\_\_\_ Subject prefix: \_\_\_\_\_  
 Proposed course number: \_\_\_\_\_

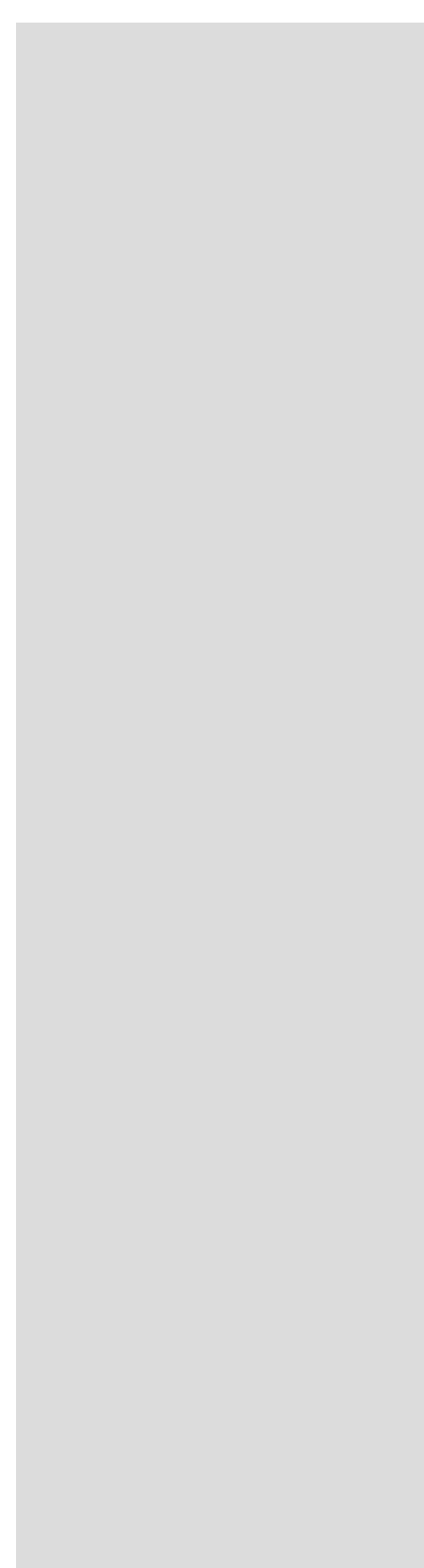
Approval of existing course as General Education course (see Curriculum Form 4 for required documentation)

Change level of course (e.g. change from 2000- to 4000-level course number)

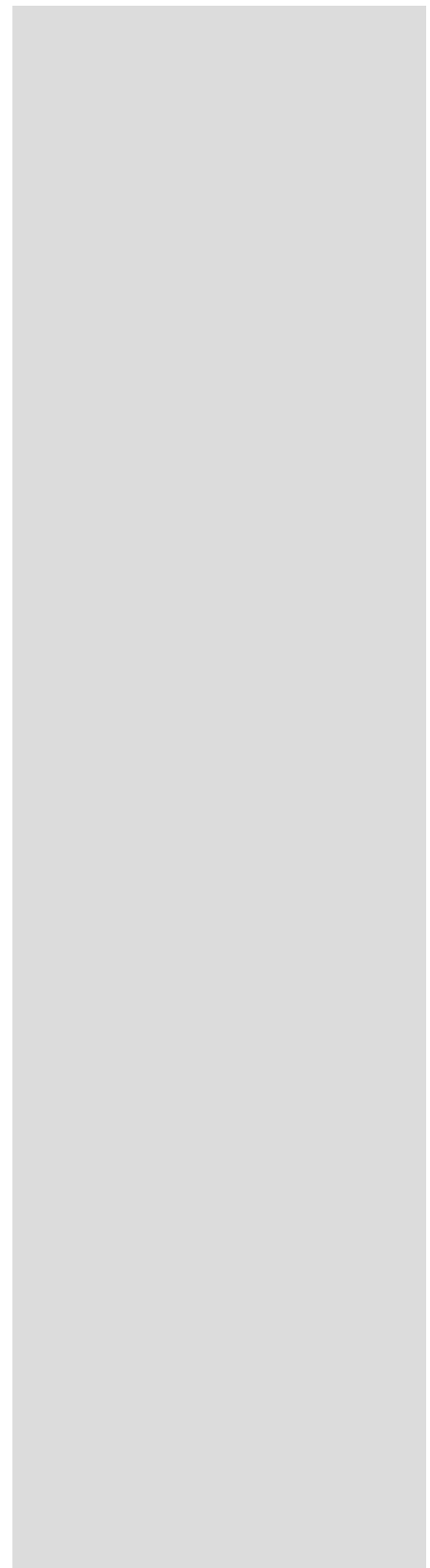
Change in credit hour value of course (e.g., change 3-hour to 2-hour course)

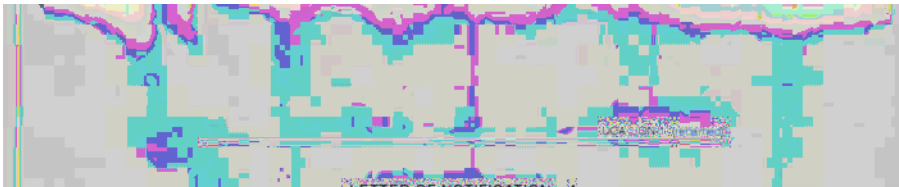
Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process)

Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area



**Notification: Degree Title Change from BA/BS in Mass Communications to BA/BS in Journalism**





LETTER OF NOTIFICATION

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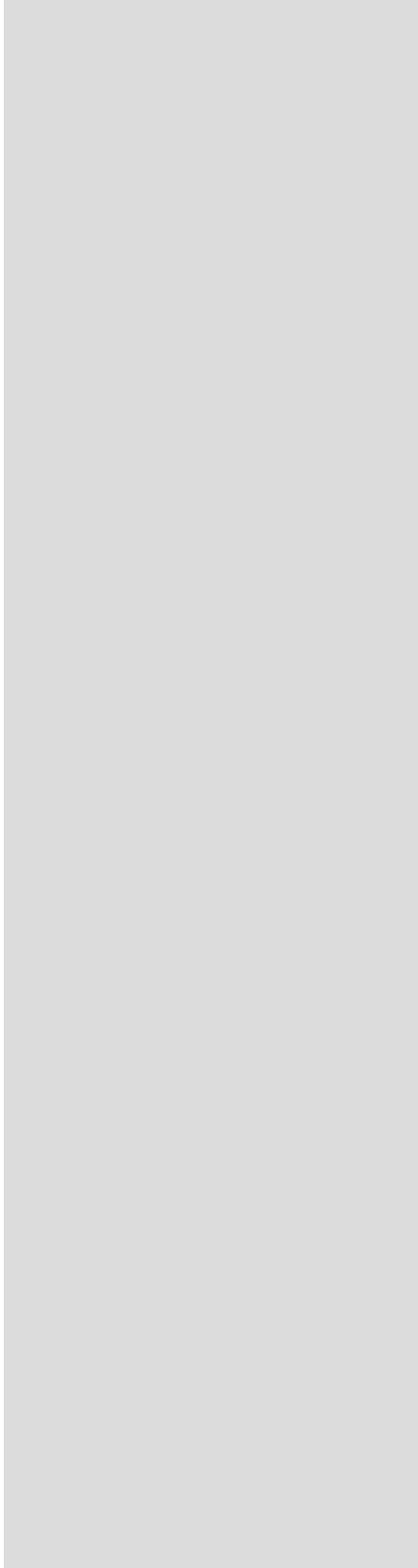
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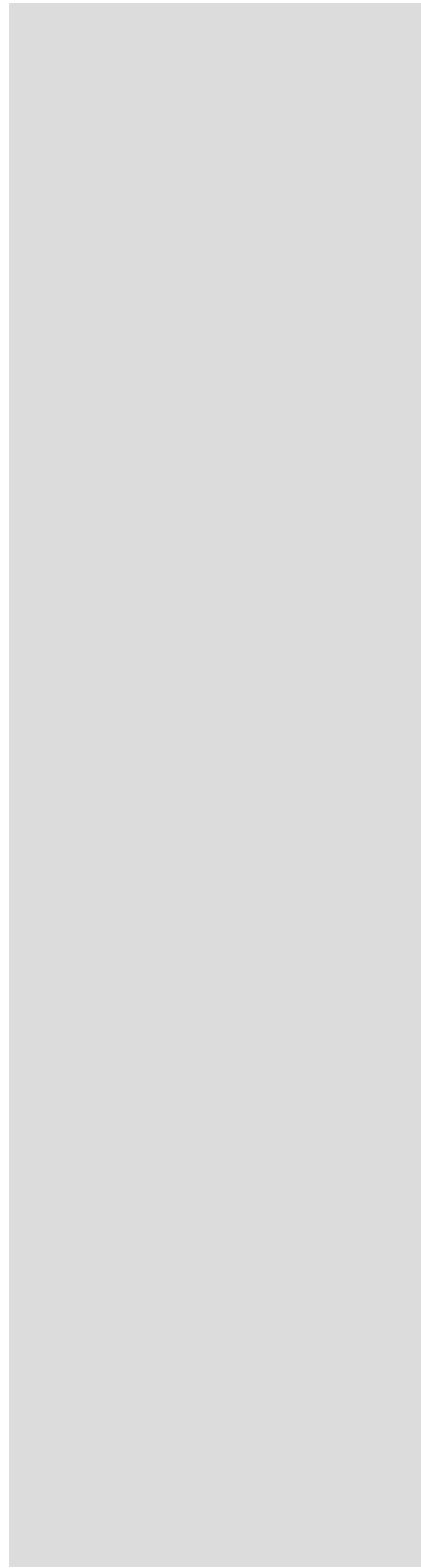
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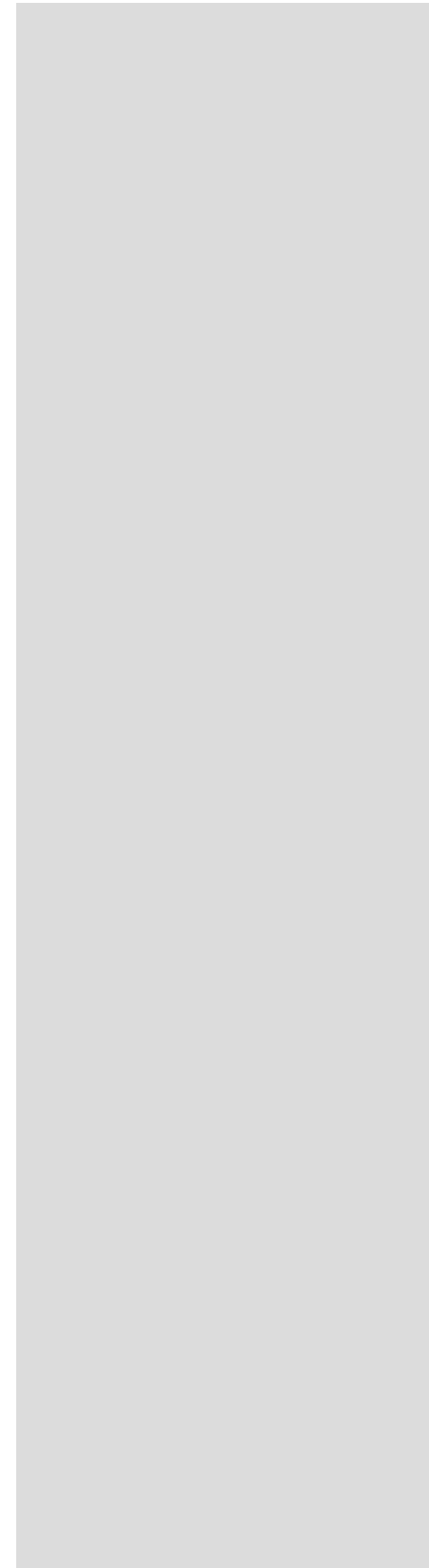
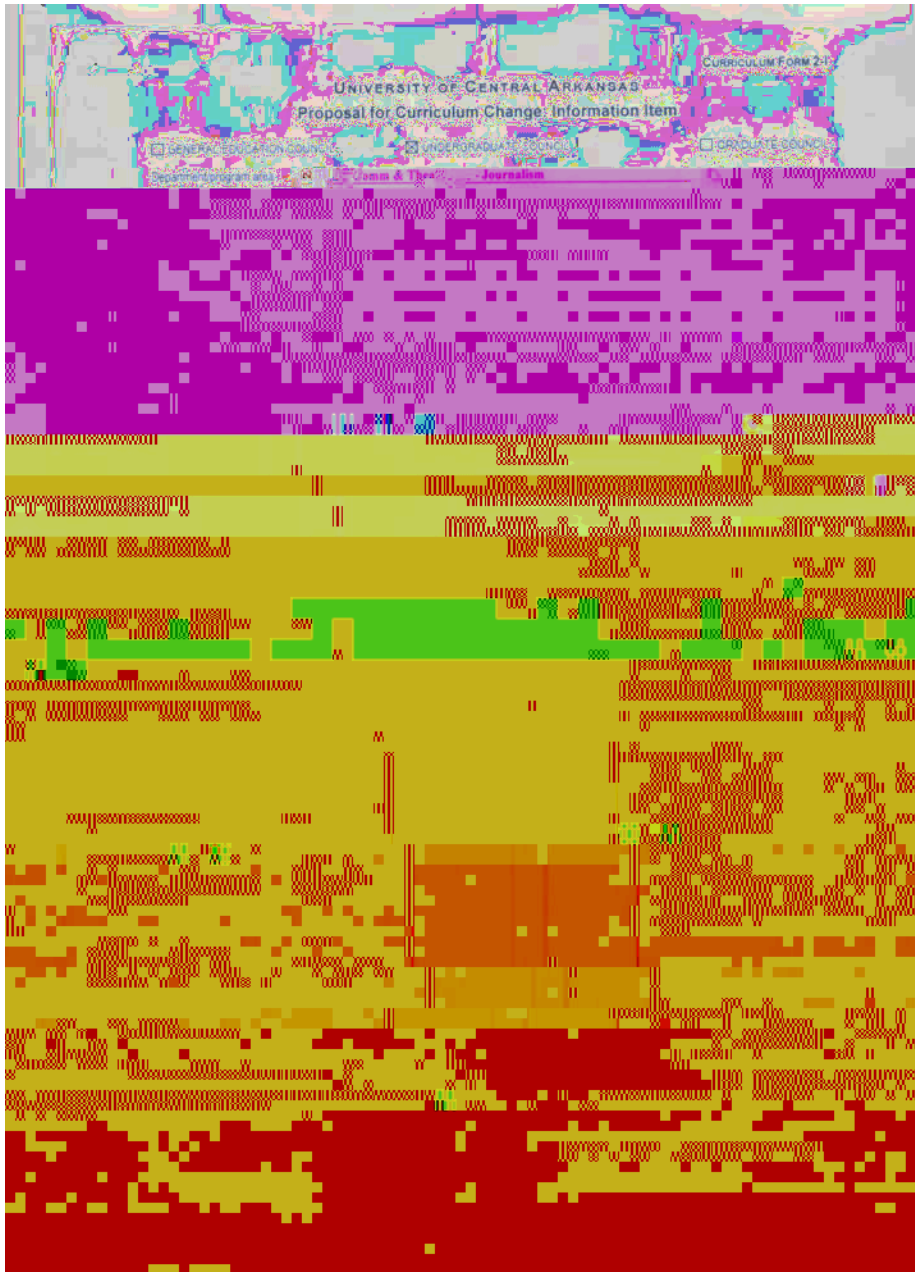
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UNIVERSITY OF CENTRAL ARKANSAS  
 Proposal for Curriculum Change: Information Item

CURRICULUM FORM 2

1. **PROPOSAL TITLE:** *None*

2. **PROPOSER:** *None*

3. **DEPARTMENT:** *None*

4. **PROPOSAL TYPE:** *None*

5. **PROPOSAL DESCRIPTION:** *None*

6. **RATIONALE:** *None*

7. **IMPACT:** *None*

8. **RECOMMENDATION:** *None*

9. **APPROVALS:**

9.1. <i>[Signature]</i> Chair, Curriculum & Assessment Committee Date: <i>1/20/11</i>	9.2. <i>[Signature]</i> Undergraduate Council Date: <i>1/20/11</i>
9.3. <i>[Signature]</i> Dean, College	9.4. <i>[Signature]</i> Date:

10. **REVISIONS:**

11. **REVISIONS:**

12. **REVISIONS:**

13. **REVISIONS:**

14. **REVISIONS:**

15. **REVISIONS:**

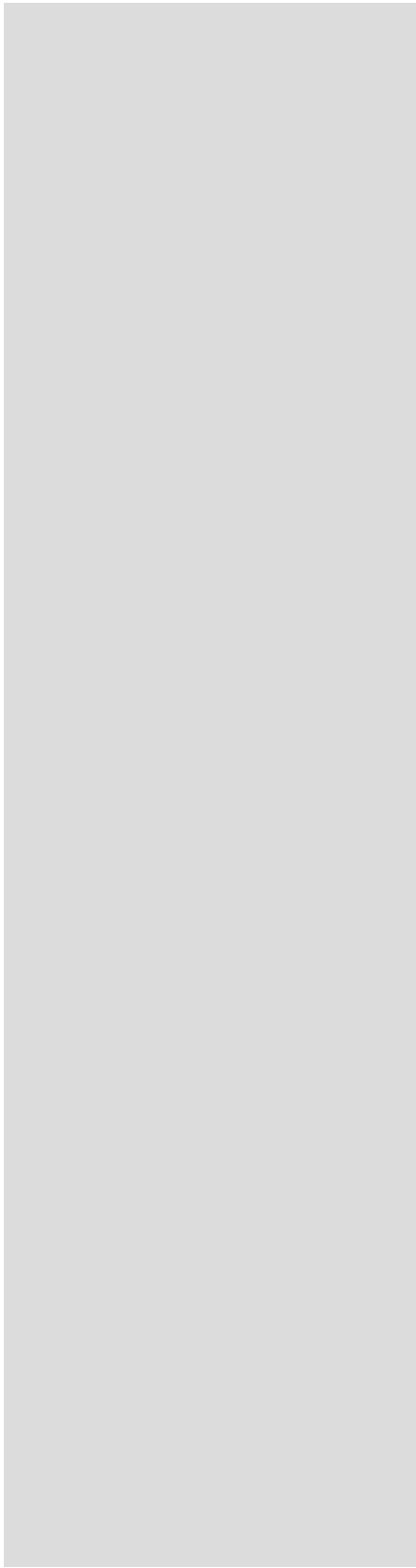
16. **REVISIONS:**

17. **REVISIONS:**

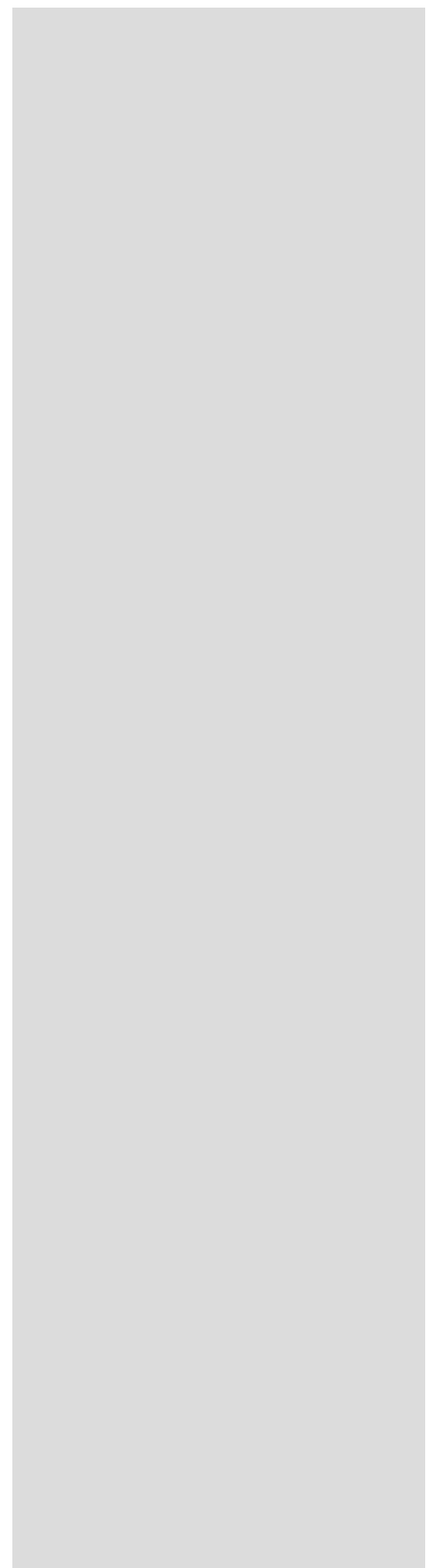
18. **REVISIONS:**

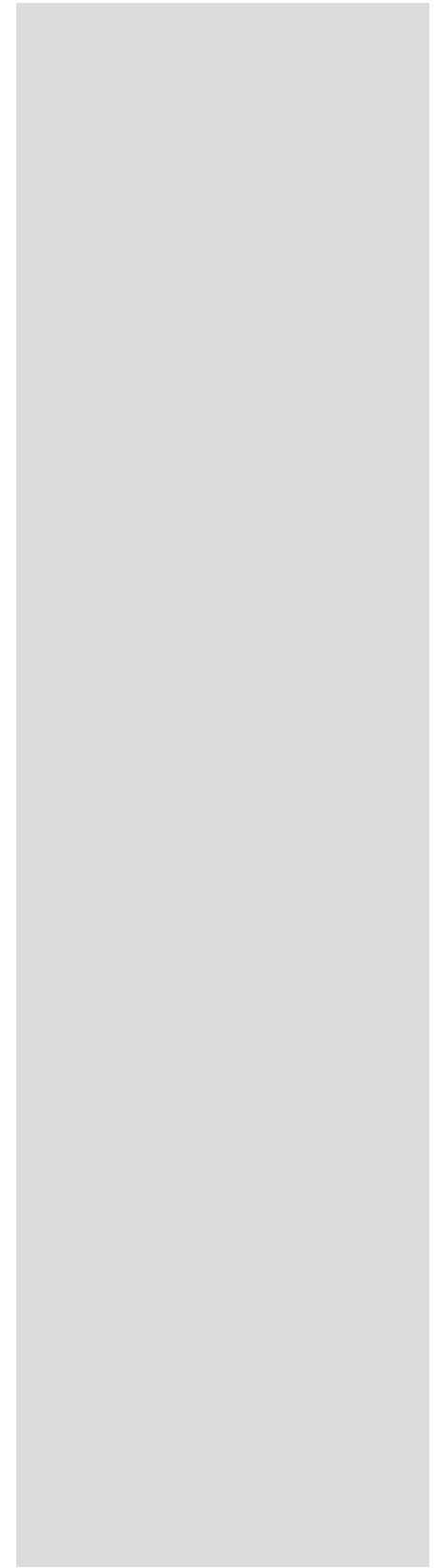
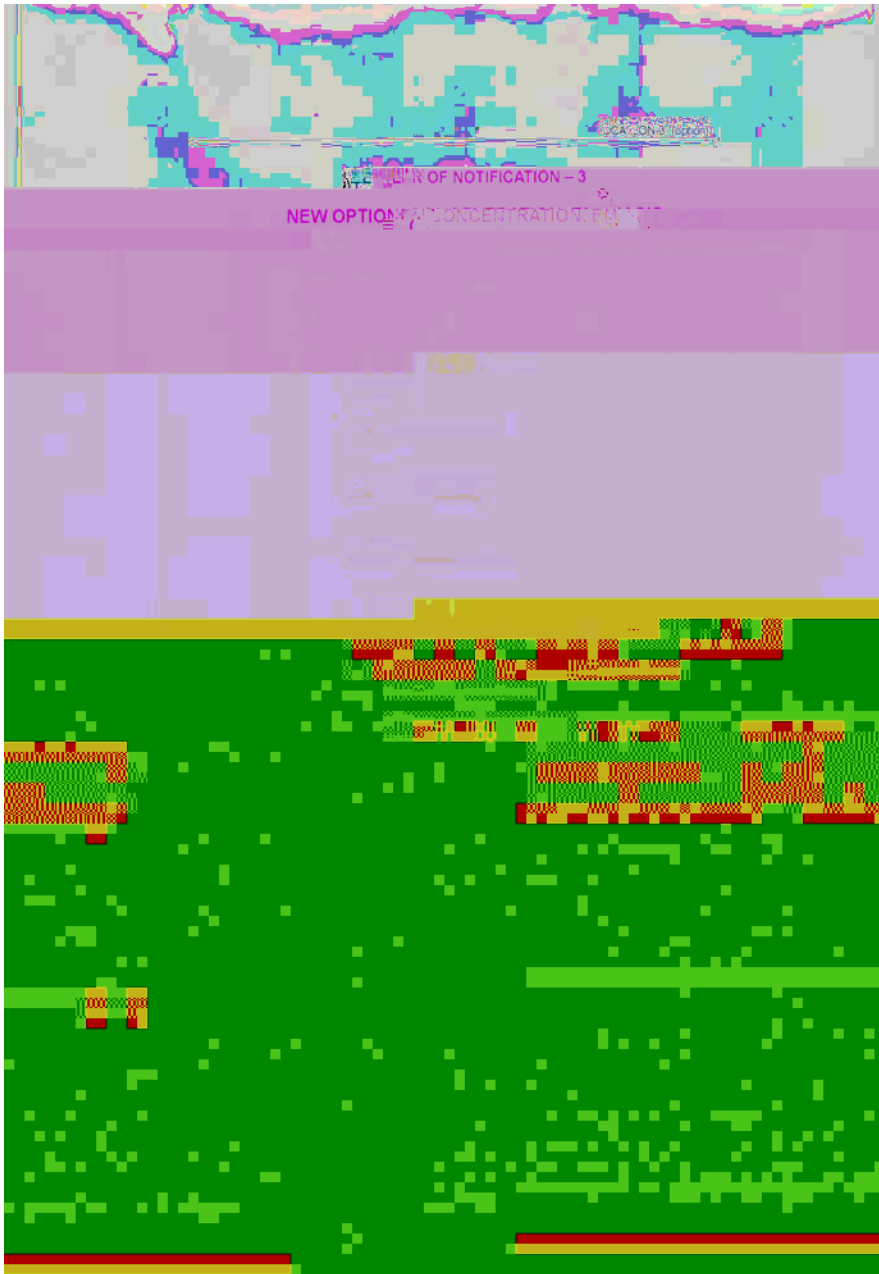
19. **REVISIONS:**

20. **REVISIONS:**

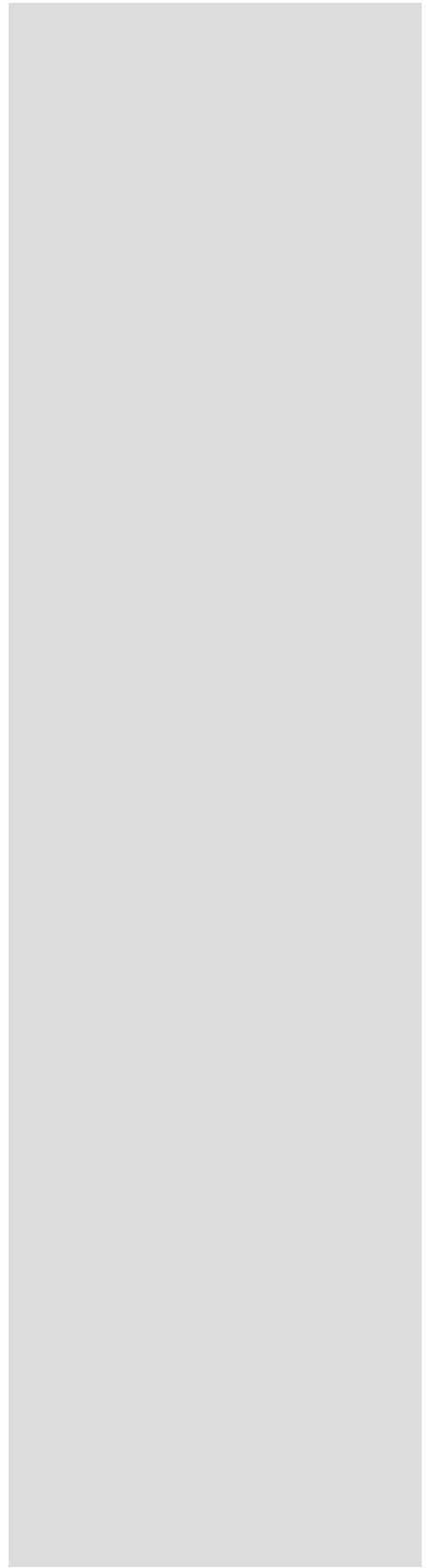


**Notification: New Emphasis Area -- Mass Communication Research**









## ACADEMICS

### Program goals and objectives

Students completing the baccalaureate program in journalism should be able to demonstrate an advanced knowledge of journalism principles and the development of effective communication skills using print, electronic, online, and convergent media.

Students completing the baccalaureate program in journalism will gain experience and become familiar with basic publication and production processes and technologies.

3. Students completing the baccalaureate program in journalism should be able to demonstrate a comprehensive understanding of the role of journalism in contemporary society, the evolution of emerging media systems and their social implications, the principles of media theory and management, and legal and ethical issues.

Students completing the baccalaureate program in journalism will know how to enter a career as a professional or graduate student in the field of journalism, mass communication and be familiar with professional issues.

5. The program will work to have students show satisfaction with the program.

### d. Professional Learning Objectives

1. Students completing the baccalaureate program in journalism





**EXECUTIVE SESSION**

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Victor Green and a second by Kay Hinkle.

**OPEN SESSION**

Open session was unanimously declared upon motion by Kay Hinkle and a second by Victor Green.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Victor Green:

**“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.**

Bobby Reynolds made the following motion:

Tom Courtway will be President of the University of Central Arkansas for up to three years. There will be no written contract and no severance agreement. Mr. Courtway will maintain his current salary through the this fiscal year (ending June 30, 2012). His new salary will be set at the May Board meeting to be effective July 1, 2012. Mr. Courtway does not want a car allowance or additional salary from other sources. Courtway would like to move-in to the President’s house at a later date.

The motion was seconded by Kay Hinkle and passed unanimously.

There being no further business to come before the Board the meeting was adjourned upon motion by Victor Green with a second by Bobby Reynolds.

**The University of Central  
Arkansas Board of Trustees**

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**Scott Roussel  
Chair**

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**Victor Green  
Secretary**