

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m. Friday, May 4, 2012, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

Chair:	Mr. Bobby Reynolds
Vice Chair:	Mr. Victor Green
Secretary:	Ms. Kay Hinkle
	Ms. Elizabeth Farris

I was a lot more familiar with the Board agenda after this policy was put into place!

Additionally, in my August speech it was noted that we had faculty, as well as a degree program that resided outside the direct supervision of Academic Affairs. In two short months Interim Provost Steve Runge not only resolved these two items in an acceptable manner for all involved, but he has clarified the organizational structure of the Office of the Provost addressing yet another concern expressed by the HLC in 2010.

All of the Budget Advisory Committee members should be recognized this year because they participated in a restructuring of the committee so that it could more effectively review budget increase requests and have a larger voice in recommending expenditures. I was pleased to see a number of our prioritized recommendations as funded items in the FY 2013 budget. Special credit, however, should be given to Diane Newton, Vice President of Finance and

We also sponsored a program for Administrative Professionals Day presented by University Training as part of our professional development endeavors and it was well attended. We are currently reviewing proposals for Fall seminars that will reach as many staff as possible.

We also presented our Employee of the Year awards in April. As you know, this -year we voted to award two employee of the year awards creating separate categories for classified and non-classified employees. The competition was stiff and the finalists should all be very proud of their accomplishments.

I would like to recognize the recipients and finalists and ask them to please stand. The finalists for our EOY: Classified award were: Robby Burton, Stephanie Pickens, Lula Tyus and Charlotte Fant. We presented the EOY: Classified Award to Charlotte Fant. Charlotte is a Senator and works in Academic Affairs as an academic advisor. The finalist for our EOY: Non-Classified award were Amy Whitehead, Marvin Williams and Larry Burns with Larry Burns winning. Most are familiar with Larry for his work the past few years with Senate. He works in Enrollment Management. Congratulations to all our finalists and winners. Great job!

I would also like to recognize this year's Employee of the Quarter winners (please stand if you are here): Carl Bailey, Amy Whitehead, Sherry DeVault and Vicki Parish. You are to be commended for your excellent work.

Senate elections were also held the last week in April. We saw a marked increase in nominations and commitments to serve over past years. Some of the races for seats were close and competitive and we are pleased to have new senators lined up who are ready to work hard on behalf of staff. New Senators for next year (please stand if you are here) are: Lori Hudspeth, Linda Lentz, Erica Ruble, Tyra Phillips, Meghan Thompson, Denisha Kemp, Debbie Melendez and John Fincher.

We still have some work left to do before the end of my term. We are finalizing the Staff Senate operation manual and continuing the revisions to the staff handbook. The executive officers and I have been working on a 5 year plan for senate that will help ensure goals and momentum continue with the change of presidents.

Staff Senate was established in 1983 making 2013 our 30th year at UCA. We are looking forward to a year of celebration and success and Stephanie McBryer is ready to take over leadership of Senate and we expect great things for our 30th anniversary.

This year has indeed been one of change and I that you work to continue the positive momentum by supporting the needs of the university in any way that you can. I would like to ask for your continued commitment to excellence and integrity as UCA's future unfolds. I ask for your

continued and expanding support of professional development and diversity. We are grateful for the support we receive and hope it will continue and be expanding, but feel there needs to be more funding at the departmental level. As you continue your board service, I hope you will consider decisions that would support professional development campus wide and not just to Staff Senate. We would also like to ask for your consideration of the Staff Salary proposals submitted in January. We understand that decision is linked to enrollment numbers and hope that it will be possible to do something for staff who have gone without raises for some time.

Thank you all for the opportunity to serve as Staff Senate president. (I still have 56 days in office) It has been an amazing experience to have been involved in all these things and have

~~cc: [redacted]~~

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REPORTS

Diane Newton gave the Board a financial update, which is attached to these minutes.

President Courtway recognized the HLC Monitoring Team and the following resolution was unanimously passed by the Board on motion by Scott Roussel and second by Kay Hinkle:

RESOLUTION OF APPRECIATION UCA HIGHER LEARNING COMMISSION REPORT TEAM

WHEREAS, in spring, 2010 a team of evaluators representing the Higher Learning Commission (“HLC”) visited the campus for a comprehensive evaluation of the University of Central Arkansas and all programs, departments and operations; and

WHEREAS, based upon that visit, the evaluation team issued its report in May, 2010 and recommended that the University be re-accredited for a period of seven years; and

WHEREAS, as part of the May, 2010 team report, the University was directed to file a monitoring report with the HLC by May 1, 2012, describing plans and processes to address all matters noted by the visiting team during its visit; and

WHEREAS, a team of administrators, faculty, staff and students, were brought together to meet and prepare the Monitoring Report;

WHEREAS, the University’s team was co-chaired by Dr. Neil Hattlestad and Dr. Maurice Lee; and

WHEREAS, in addition to the co-chairs, the members of the University’s Monitoring Report Team were Dr. Jonathan Glenn, Dr. Steven Runge, Dr. Janet Wilson, Dr. Michael Schaefer, Dr. Conrad Shumaker, Dr. Brad Teague, Dr. Lynn Burley, Ms. Diana Winters, Ms. Diane Newton and Mr. Austin Hall; and

WHEREAS, the Monitoring Report Team worked tirelessly and for many, many hours over the last year developing the University’s Monitoring Report, under the very able leadership of the co-chairs and with the distinctive skills of Dr. Glenn in assembling and editing the team’s work, and the University’s Monitoring Report was filed with the Higher Learning Commission on April 30, 2012; and

WHEREAS, the Board of Trustees of the University of Central Arkansas wishes to extend its sincere thanks to the co-

Ms. Diane Newton and Mr. Austin Hall for their work in preparing and filing the Monitoring Report of the University of Central Arkansas with the Higher Learning Commission.

BE IT FURTHER RESOLVED, that this resolution is made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

Adopted this 4th day of May, 2012
in Conway, Arkansas

Bobby Reynolds, Chair

Kay Hinkle, Secretary

Jeff Pitchford, Vice President for University and Government Relations, presented the revised web page for the UCA web site.

ACTION AGENDA

“Fees – General Registration and Others” – Board Policy 8e by Reynolt 12 0 0 R906.2399 394.56 Tm ()Tj

Justification: The fee was created to fund an exam that is no longer given. The funding from this fee has been absorbed by the general budget. Although additional testing services have been added since this exam was eliminated, it is recommended that the fee be eliminated and testing services be budgeted as part of the general budget.

Conclusion: The proposed tuition increases and the elimination of the AAGE testin

NOTE: UCA's total tuition/fee amount includes all increases for general tuition and fees, including the HPER fee.

The \$5/semester AAGE Fee (Rising Junior Exam) has been eliminated, which is part of the 2.08%

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 630

Subject: Fees – General Registration and Others

Date Adopted: 03/903/94 Revised: Passim (most recent 05/12)

The current general registration and other required fees for fall 2012/spring 2013/summer 2013
15-credit hours per semester are as follows:

2012-2013

UNDERGRADUATE FALL/SPRING

Per Hour

15 Hrs.

General Registration

179.55 **183.25**

Publication	Sem.		6.00
Radio Station	Sem.		5.00
Access and Security	Sem.		27.00
Health Service	Sem.		65.00

Total Per Hour and Per Sem.		230.65 235.97	3591.25 3,666.05
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Out-of-State (Note 1)		179.55 183.25	2,693.25 2,748.75
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Out-of-State Total		410.20 419.22	6,284.50 6,414.80
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2013

UNDERGRADUATE SUMMER

Per Hour

15 Hrs.

Per Hour Fees

General Registration		179.55 183.25	2,693.25 2,748.75
Athletic		17.00	255.00
Student Ctr/Recreation		4.25	63.75
Facilities Fee		9.00	135.00
HPER		7.50 9.12	112.50 136.80
Fine/Performing Arts		2.00	30.00
Cooperative Education		0.50	7.50
Technology		7.50	112.50
Library		3.00	45.00
Writing/Retention		0.35	5.25



2012-2013

GRADUATE

FALL/SPRING

Per Hour

12 Hrs.

General Registration		221.25 225.80	2,655.00 2,709.60
Athletic		17.00	204.00
Student Ctr/Recreation		4.25	51.00
Facilities Fee		9.00	108.00
HPER		7.50 9.12	90.00 109.44
Fine/Performing Arts		2.00	24.00
Technology		7.50	90.00
Library		3.00	36.00
Writing/Retention		0.35	4.20
Activity Fee	Sem.		15.50
SAB	Sem.		8.00
Publication	Sem.		6.00
Radio Station	Sem.		5.00
Access & Security	Sem.		27.00
Health Service	Sem.		65.00

Out-of-State Total	493.10	503.82	5,910.00	6,172.34
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2013

GRADUATE SUMMER

Per Hour

12 Hrs.

Per Hour Fees

General Registration	221.25	225.80	2,655.00	2,709.60
Athletic	17.00		204.00	
Student Ctr/Recreation	4.25		51.00	
Facilities Fee	9.00		108.00	
HPER	7.50	9.12	90.00	109.44
Fine/Performing Artn.ls scn /TT1 107s. B'				

Health Services (Note 3)	32.50	65.00	32.50	32.50
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Online Fee	75.60 77.22	907.20 926.64
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Total Per Hour	296.85 303.02	3,562.20 3,636.24
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<u>Per Semester/Term Fees</u>	Full Term			
	May	& 10-Week	Summer 1	Summer 2
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
Total Per Semester/Term Fees	47.50	80.00	47.50	47.50

Explanatory notes:

Note 1: Out-of-state fees are waived for:

- Students residing in University housing (housing owned or leased by the University)
- Full-time students receiving a full tuition scholarship provided by unrestricted funds of the University (State Statute 6-82-103)
- Children or grandchildren (age 26 or under) of UCA graduates who are dues paying members of the UCA Alumni Association
- Students who are members or dependents of members of the armed forces stationed in the State of Arkansas pursuant to military orders as stated in State Statute 6-60-205
- Undergraduate students whose permanent address is in one of the counties contiguous to the State of Arkansas identified in relation to ACA 6-60-303 and 19-5-1076 which established the Higher Education Tuition Adjustment Fund
- Graduate students whose permanent address is in one of the states contiguous to the State of Arkansas (Texas, Oklahoma, Missouri, Tennessee, Mississippi, and Louisiana)
- Graduate students who have a full-time graduate assistantship
- Courses offered through the Division of Outreach and Community Engagement

- Courses offered online
- Courses offered during the summer

Undocumented students pay out-of-state tuition unless they live in university housing. There may be exceptions/modifications for international students pursuant to a contract with another entity.

Note 2: The maximum Access and Security Fee is \$15 for summer.

Note 3: The maximum Health Services Fee is \$65 for summer.

Course, lab, and department fees are not listed and vary per individual class schedule.

Operating Budget 2012-13

The operating budget for FY2012-13 is attached to these minutes.

The following is a summary description of the FY 2013 operating budget. This operating budget has been prepared based upon the following assumptions:

- (a) approval of the changes for tuition and fees for the next academic year as set forth in the revisions to Board Policy No. 630;
- (b) enrollment for the next academic year (the “annualized full-time equivalent” of 10,446)

Finally, the Strategic Budget Advisory Committee provided a separate recommendation dealing with a cost-of-living adjustment (“COLA”) and salary increases. The recommendation from the UCA Faculty Senate was for a 1.5% COLA for faculty, along with a 0.5% pool for merit raises. The recommendation from the UCA Staff Senate was for a 2.0% COLA for classified and non-classified employees. These two recommendations were ranked as second in priority by the committee, even though presented separately.

As discussed below, the proposed operating budget does not contain funds sufficient to provide for these sums, but the administration will recommend an alternative plan to the Board of Trustees in the event the fall enrollment numbers are higher and sufficient funds exist to pay some form of COLA.

Major Components of Sources (Income)

- A. The Educational & General (“E & G”) Tuition and Fee budget comprises 42.39% of the total budgeted revenue and is based on the same annualized FTE enrollment. The total increase in Tuition and Fees is **2.08% or \$5.32 per credit hour**.
- B. This \$5.32 increase is \$3.70 per credit hour for tuition and \$1.62 per credit hour for the HPER Center fee and the elimination of the AAGE \$5.00 per semester fee. These changes will generate approximately \$1,340,900 in new revenue.
- C. The state appropriation budget represents 35.07% of the total budgeted revenue and is

Major Components of Uses (Expenditures)

- A. Salaries and benefits comprise 57.38% of the operating budget for E&G and Auxiliary.
- B. As mentioned earlier, the proposed operating budget does not contain funds sufficient to provide an across the board COLA or salary increase for faculty and staff due to the previous decline in enrollment, relatively flat state funding and the very modest increase in tuition proposed. If additional funds become available to the University as a result of an increase in annualized FTE (or additional state funding at some future date), the administration will work with the Board of Trustees to provide some form of COLA in the coming academic year, without adding the amounts to the base budget, as well as paying close attention to the need to increase the University's unrestricted reserves. This will be reviewed throughout the fall semester.
- C. Scholarships and fee waivers constitute another 13.97% of the budget. This percentage is the same as FY12. This percentage is not the same number as required under Arkansas law (the so-called 20% rule), but is set at a figure to ensure that the University remains competitive in scholarship offerings, while at the same time meeting the requirements of state law on institutional scholarship expenditures.
- D. Finally, for athletics, due t

children in the workplace was circulated, but objections were made and it was determined that further work across the campus was necessary to (a) ensure that the policy was discussed at many levels and (b) ensure that the University be a “family friendly” environment while at the same time recognizing that children do not need to be brought to campus and exposed to risks, nor are University offices an alternative to child care.

The draft was revised and discussed and is presented to the Board of consideration. The proposed policy on Children in the Workplace may be summarized as follows:

- The policy applies to all students, faculty and staff of the University.
- The University is, and strives to be, a “family friendly” environment.
- Brief and infrequent visits by children of faculty, staff and students are encouraged.
- However, regular or extended presence of children in the workplace is discouraged for health and safety reasons; due to potential disruption of work and instruction; and for potential liability to the University.
- The policy contains guidelines on having children on campus and in classrooms, and it is made clear that bringing children to campus is not an alternative to child care, nor should the presence of a child on campus be disruptive or be in a hazardous area.
- The employee must notify his/her supervisor and receive approval to have the child in the workplace and to make sure the provisions of the policy are carried out.
- The policy does not prohibit children from participating in University-sponsored events or other events open to the public.

Many colleges and universities across the country have similar policies and this proposed policy is similar to most that are currently in use.

The proposed policy on Children in the Workplace has received the endorsement of the Faculty Senate, Staff Senate and Student Government Association.

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

“BE IT RESOLVED: That the attached proposed Board Policy No. 518, “Children in the Workplace”, is hereby adopted and the administration is authorized and directed to incorporate the provisions of the foregoing policy in University publications, materials and handbooks, as well as take any and all other steps necessary to implement the foregoing policy.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 518

Subject: Children in the Workplace

Date Adopted: 05/205/2012 Revised: _____

Statement:

This policy applies to all students, faculty and staff of the University of Central Arkansas. Tm (3unAET 1 1 C

4. Any employee bringing a child to the workplace should notify and receive the approval of his/her supervisor. At all times, children remain the sole responsibility of the parent. The employee (parent) shall not ask any other student, employee or person to supervise the child.
5. The employee's supervisor may ask the employee to remove the child from the workplace at any time the supervisor determines that the child's presence is disruptive or interferes with the work performed, or there are health or safety risks.
6. Any child with an illness that prevents the child from going to a child care facility or from attending school should not be brought to the workplace. No child with an infectious disease should be brought to the workplace under any circumstances.
7. As a general rule, students are not allowed to bring children into the classroom. Limited exceptions may be granted by the supervising faculty member in the case of an emergency or other exigent circumstance.
8. These guidelines do not prohibit children enrolled at the UCA Child Study Center from being in authorized areas of the University with proper adult supervision.
9. These guidelines do not prohibit children from participating in University-sponsored events or programs that are intended for children or community participation.
10. These guidelines do not prohibit the children of employees who live on campus from being in authorized areas of the University with proper adult supervision.

“Protection of Minors on Campus” – Board Policy No. 418

Based upon occurrences on a few campuses across the country (Penn State is the most prominent example), the administration has determined, and the Arkansas Department of Higher Education has encouraged, that a Board policy be adopted with certain provisions of state and federal law dealing with protection of minors on campus.

A proposed Board policy (No. 418) is attached. The policy sets forth the Board’s and University’s position that maintaining a safe and secure environment for minors (those persons under the age of 18) is extremely important.

The proposed policy follows state and federal law; makes it clear that suspected child maltreatment or abuse should be immediately reported to both the University Police as well as state officials; and makes it clear that immediate action should be taken to both protect the minor and report the violations.

This policy was recommended by the Arkansas Department of Higher Education and is consistent with the policy recently adopted by the University of Arkansas at Fayetteville.

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

“BE IT RESOLVED: That the attached proposed Board Policy No. 418, “Protection of Minors on Campus”, is hereby adopted and the administration is authorized and directed to incorporate the provisions of the foregoing policy in University publications, materials and handbooks, as well as take any and all other steps necessary to implement the foregoing policy.”

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**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 418

Subject: Protection of Minors on Campus

Date Adopted: 05/105/2012 Revised: _____

The University of Central Arkansas is strongly committed to maintaining a safe and secure environment for minors (those persons under the age of eighteen (18)). For purposes of this policy, the term “minor” and “children” are used synonymously. This policy sets forth the process to follow in order to protect minors on campus or participating in University-related programs, and to comply with all applicable laws and University policies.

1. Reporting Suspected Child Maltreatment



Appendix A to this policy provides information regarding who is a mandated reporter and defines child maltreatment. A mandated reporter who fails to report child maltreatment may be subject to civil or criminal consequences.

Questions regarding mandatory reporting obligations should be directed to the Office of General Counsel.

2. Background Checks

The University of Central Arkansas requires background checks on persons who are assigned certain job duties. All departments with programs or personnel involving care or supervision of minors must review and ascertain whether the department has identified all positions (including part-time and student worker positions) that must be subjected to criminal background checks (including sex offender checks) as part of the hiring process.

Questions regarding background checks should be directed to the Office of Human Resources.

3. Camps and Other Programs, Activities or Locations Involving Minors

Numerous University departments may operate, host programs, or permit third parties to

“Diversity; Diversity Advisory Committee” – Board Policy No. 518

For several months, the administration has been in discussions with the Faculty Senate, the Staff Senate and leaders of the Student Government Association concerning the University’s diversity policies. In addition, as part of the preparation of the Monitoring Report submitted to the Higher Learning Commission, several matters related to diversity were discussed and a section has been included in the Monitoring Report on diversity and ways the University will promote it in future years.

Currently, Board Policy No. 502 contains the University’s affirmative action/non-discrimination statement as follows:

in an effort to meet the areas identified in the Team's 2010 report. Dr. Kirksey submitted his report in December, 2011.

The administration is proposing to the Board that a Diversity Advisory Committee be created to be composed of representatives from various campus constituent groups, as well as others from interested persons.

This new committee will prepare and submit a comprehensive report to the Board of Trustees and the President not later than January 31, 2013, on (i) how to staff a diversity office and improve the University's efforts to promote diversity and, (ii) recommended changes in language to be included in University publications and advertisements on the subject of diversity. In addition, the committee is directed to prepare an annual report each year thereafter to be presented to the Board of Trustees and the President.

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

“BE IT RESOLVED: That the attached proposed Board Policy No. 518, “Diversity; Diversity Advisory Committee”, is hereby adopted and the administration is authorized and directed to incorporate the provisions of the foregoing policy in University publications, materials and handbooks, as well as take any and all other steps necessary to implement the foregoing policy.”

- d. under-take such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee's jurisdiction as may be requested by the Board of Trustees.

Membership of the Diversity Advisory Committee/Meetings: The Diversity Advisory Committee shall be composed of eleven (11) persons who shall each serve terms as set forth below:

- One member of the University's Board of Trustees, appointed by the Board of Trustees
- Two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the University
- Two persons designated as representatives from the Faculty Senate
- Two persons designated as representatives from the Staff Senate
- Two persons designated as representatives from the Student Government Association
- One person designated as the representative from the UCA Alumni Association
- One person designated as the representative from the UCA Foundation, Inc.

The UCA Board member and the representatives from the UCA Alumni Association and the UCA Foundation shall serve a one-year term on the committee.

All other members shall serve two-year terms, with the initial terms of those persons staggered and drawn by lot at the first meeting so that one person from the at-large Board appointees, Faculty Senate, Staff Senate and SGA serves an initial one-year term, and one person from each group serves a two-year term. Thereafter, all terms shall be for two years. Members of the committee may be reappointed.

The committee shall elect its own chair. The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the Chair, or upon the request of any two (2) members of the committee. At least two days' notice of any meeting shall be provided to each member.

“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 following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Brad Lacy. Rush Harding and Elizabeth Farris recused from voting.

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into various contracts or renewals with the companies on the attached list.”

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION:
(Board Policy #416)
(Contract exceeds \$250,000 or the term exceeds one year)

SUMMARY

Vendor: Copy Systems

Service: Copier leases

Amount: \$250,000 (estimated)

Summary of Contract Information: Renewal lease of copier fleet for campus; renewal provides standard projector models and their lamps; orders placed on an as needed basis

New Expiration Date: 6/30/2013

Vendor: Stocks Mann Architects

New Project: HPER Center

Amount: \$964,000

Summary of Contract Information: Design of HPER Center expansion; A Request for Qualifications (RFQ) was issued and Stock’s Mann was selected by a committee to be the architect for the HPER expansion project

Expiration Date: 6/30/2013

Vendor: Nabholz Construction

New Project: HPER Center

Amount: \$13,000,000

Summary of Contract Information: Construction of HPER Center expansion; RFQ was issued and Nabholz Construction was selected by a committee to be the contractor

Expiration Date: 6/30/2013

**(THIS CONTRACT WAS NOT PRESENTED
BECAUSE IT WILL BE HARD BID)**

Vendor: First Security Bank (short-term investment services)

Amount: N/A

Summary of Contract Information: This is a one-year renewal of an existing agreement. This will be the fourth year of the agreement. It is an unlimited access account; the interest rate UCA receives on the funds in the account is negotiated with the financial institution. Currently the interest rate is the 91-day Treasury bill rate plus .76 basis points with a floor of 1.16%. The most recent proposal from the institution is the 91-day Treasury Bill rate plus .26 basis points, with a floor of 0.47% adjusted annually. The administration is discussing the proposed interest rate for the next fiscal year with officials of the institution and this matter will be discussed at the meeting of the Board of Trustees.

Expiration Date: 6/30/2013

Vendor: First Security Bank

Amount: N/A

Summary of Contract Information: (Operating Account, Wire Account, Student Excess Aid and Credit Card Services). This is a proposed one-year extension of an existing agreement. If renewed, it will be the sixth year of a possible seven-year agreement. The University will receive the 91-day Treasury Bill rate minus .25 basis points. (The University currently receives the 91-day Treasury Bill rate minus .60 basis points on this account. So the current interest rate on this account is zero.)

Expiration Date: 6/30/2013

Vendor: Centennial Bank

Amount: N/A

Summary of Contract Information: (Payroll, Perkins, Travel and Nursing accounts). This will be a one-year extension of an existing agreement. This will be the sixth year of the agreement. The University will receive the 91-day Treasury Bill rate, plus .15 basis points. (The University currently receives the 91-day Treasury Bill rate plus .31 basis points on this account. For the week of April 16, 2012, we received 0.39% on this account.)

Expiration Date: 6/30/2013

Vendor: Crews and Associates

Amount: N/A

Summary of Contract Information: Underwriting services; \$4.65 per \$1000 bonds if the University conducts any issues

Expiration Date: 6/30/2013

Vendor: SEM Works (Enrollment Management consulting)

Amount: \$354,000/year

Summary of Contract Information: Provide technical consulting for Enrollment Management Department

Expiration Date: 6/30/2013

Vendor: UCA Foundation

Amount: \$30,000/year

Summary of Contract Information: This is a two-year renewal of the lease on Buffalo Hall

Expiration Date: 6/30/2014

Vendor: Crafton Tull

Amount: \$58,740

Summary of Contract Information: LEEDS certification services for Bear Hall; this is an amendment to the contract for architectural services for Bear Hall that was approved by the Board in 2010 (\$1,178,740)

Expiration Date: 10/19/2012

“Board of Trustees - University Improvement Fund” – Board Policy No. 607

This action agenda item proposes additional changes to Board Policy No. 607, “Board of Trustees - University Improvement Fund”.

This fund was created several years ago by action of the

- \$10,000 be transferred to a separate fund for the professional development, continuing education, training and other projects or activities authorized by the UCA Faculty Senate
- \$10,000 be transferred to a separate fund for the professional development, continuing education, training and other projects or activities authorized by the UCA Staff Senate
- \$20,000 be transferred to a separate fund for the professional development, continuing education, training and other projects or activities authorized by the UCA Student Government Association
- \$50,000 be transferred to the Office of the Provost and Vice President for Academic Affairs to be spent on such capital needs as may be deemed necessary and appropriate
- The balance of the fund (\$30,693) over \$200,000 remaining after the transfers above will then be transferred to the unexpended plant fund on the books of the

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

“BE IT RESOLVED: That the Board of Trustees authorizes the adoption of the proposed revision to Board Policy No. 647 – ‘Fees –

**Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$63.00\$76.00 (\$63.00\$76.00 per spouse) to access

1. Must be a member of the UCA Alumni Association
2. HPER Alumni members will have access to the HPER Center and the Farris Center pool.
3. ~~Membership periods for Alumni are:
Same as outlined in above.~~
- 4.3. Available HPER Center hours for Alumni members: Farris Center Pool Hours:

A.	Monday – Friday	6:00am to 2:00pm		All hours the pool is open
B.	Saturday	10:00am to 3:00pm		
- 5.4. Alumni Membership Fees:

		<u>Individual</u>	<u>Individual + Spouse</u>	<u>Individual + Family</u>
A.	Fall semester	\$165.00	\$275.00	\$335.00
B.	Spring semester	\$165.00	\$275.00	\$335.00
C.	Summer	\$ 80.00	\$120.00	\$150.00
D.	Annual	\$410.00	\$670.00	\$820.00
- 6.5. Alumni membership will be payable for the entire membership period. No monthly billing.
- 7.6. Membership defined:
 - A. Individual – The Alumni
 - B. Spouse – The Alumni's spouse
 - C. Family – The Alumni, spouse, and children (must be 18 years old to use the HPER Center)
- 8.7. Alumni HPER Membership card.
 - A. The UCA Alumni Association will issue ID cards.
 - B. Each ID card will have a unique member number and expiration date for the Alumni Association.
- 9.8. The Alumni must visit the HPER Center main office to join.
- 10.9. Parking is available (parking meters or parking tag issued through UCAPD)
- 11.10. If an Alumni Association membership expires during HPER membership period, the HPER Center will honor HPER membership up to the next HPER membership period.
- 12.11. The University administration may waive these fees in appropriate circumstances upon the recommendation of the Vice President for Student Services and the approval of the President.

Faculty Handbook - Revisions

The UCA Faculty Handbook Committee has recommended a number of revisions to the current document. The following is a summary of the proposed changes:

- May 2011 Chapter 3 Revision, Page 3-4, III, Clarification phrase “reappointment is subject to annual reviews” added to second paragraph
- May 2011 Chapter 3 Revision, Page 3-5, III, B, 1., Add sentence: “Continuation is subject to satisfactory annual and mid-tenure reviews.”
- May 2011 Chapter 3 Revision, Page 3-17, VI, 2., Text added to first paragraph to clarify the mid-tenure review process
- May 2011 Chapter 3 Revision, Page 3-24, VII, Opening paragraphs rewritten for clarification.
- May 2011 Chapter 3 Revision, Page 3-24, VII, A., New paragraph added describing the Advancement Committee
- May 2011 Chapter 3 Revision, Page 3-24, VII, B., (Formerly A.), Clarification sentence added describing construction of the application
- May 2011 Chapter 3 Revision, Page 3-

2012 Faculty Handbook Revisions

Following are the revised sections of the *Faculty Handbook* and specified changes have been identified.

May 2011 Chapter 3 Revision, Page 3-4, III, Clarification phrase “reappointment is subject to annual reviews” added to second paragraph.

Specific text follows, new text colored and underlined:

III. Faculty Appointment

An academic appointment covers full-time members of the faculty, part-time members of the faculty, tenured and tenure-track and non-tenure-track faculty, and administrators directly engaged full-time in the administration of academic programs and/or teaching.

The appointment of a faculty member is either a tenured appointment or a term appointment. A term appointment is for a specified period as defined in the letter of appointment.

~~absences. Faculty should, however, be given latitude in making specific arrangements for make-up work. Class absences of this type do not excuse a student from completing all work associated with any course.~~

~~Any classroom absence, for whatever reason, is never an excuse for not completing all work in the course.~~

May 2011 Chapter 3 Revision, Page 3-24, VII, Opening paragraphs rewritten for clarification

May 2011 Chapter 3 Revision, Page 3-24, VII, A., New paragraph added describing the Advancement Committee

May 2011 Chapter 3 Revision, Page 3-25, VII, B., (Formerly A.), Clarification sentence added describing construction of the application

May 2011 Chapter 3 Revision, Page 3-25, VII, C., D. (Formerly B., C.), Paragraphs rewritten for clarity

May 2011 Chapter 3 Revision, Page 3-26, VII, E., (Formerly D.), numbering change only

Specific text follows, new text colored and underlined, deleted text stricken and highlighted:

VII. Procedure for Advancement of Non-Tenure-Track Faculty

~~During the sixth year of continuous service, a lecturer/clinical instructor/laboratory instructor I is eligible to be considered for advancement to level II status provided programmatic needs justify continuation of the position.~~

During the sixth year of continuous service as a lecturer/clinical instructor/laboratory instructor I, a faculty member is eligible to be considered for advancement to level II status.

During the sixth year of continuous service as a lecturer/clinical instructor /laboratory instructor II, a faculty member is eligible to be considered for ser (gi)5(b)5.840 0 94e7 r-4a(tai)8(n)3(gl(e)-5(r)-1tr8(p)-5(r)-5

B. Application

The procedure for advancement is initiated by the faculty member. It is the responsibility of the faculty member to be aware of his/her own status regarding advancement, as well as the policies and procedures involved. A faculty member seeking advancement is responsible for preparing the initial application and ensuring that all relevant materials are

“Traffic and Parking Regulations” – Board Policy No. 421

In addition to clerical changes, the proposed updates to Board Policy No. 421, “Traffic and Parking Regulations”, are to address a transition from hanging parking permits to a transferable, repositionable decal to be affixed to the inside of the windshield of a vehicle. This new type of parking permit decal has been presented to, and met with approval from, executive officers of the Student Government Association.

The following resolution was unanimously adopted upon motion by Kay Hinkle with a second by Elizabeth Farris:

“BE IT RESOLVED: That the Board of Trustees authorizes adoption of the proposed revisions to Board Policy No. 421 – “Traffic and Parking Regulations” to be effective August 15, 2012.”

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**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 421

Subject: Traffic and Parking Regulations

Date Adopted: 04/89 Revised: 08/90, 08/91, 04/92, 03/93, 05/93, 05/94, 05/95,
05/96, 05/97, 06/02, 05/03, 05/09, 02/10, 05/12

1. Administrative Policy:

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 [73icy73i10.09 Arkansas regulaas. Thej 0 -1.16 TDT 0 T* \(94.8 e Dees tmkan isl \)Tjjurisdicnd pas law enkinckmkan ager Administrative 12licy](#)

- h. ~~Any person who is stopped by University Police for a violation of a traffic or parking regulation is subject to either a university or municipal citation as determined by the issuing officer.~~ UCA Police officers may issue, as deemed appropriate by the issuing officer, a campus citation or district court citation for violations of Arkansas State traffic laws and/or UCA parking & traffic rules and regulations. District Court citations cannot be dismissed by the University and failure to respond to these citations will result in a warrant of arrest issued by the District Court.
- i. Occupants of residence halls are requested not to drive to class, the cafeteria, or other campus areas between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday.
- j. A traffic ticket or any other communication from a University Police officer is an official university notice. Recipients who do not respond to such a communication face disciplinary and/or legal action.
- k. The Arkansas Crime Information Center furnishes the University Police Department with information on the owners of vehicles not displaying a permit that receive tickets. These tickets are then issued to the faculty/staff member or student whose home address matches those on the listing.
- l. Use of any parking permit acquired through fraudulent, or otherwise improper means, will be considered theft of services from the University of Central Arkansas. ~~Hang~~ Parking permits will be confiscated and parking privileges may be taken away.

2. Traffic and Parking Services Office:

The University Police Department is located at the intersection of W.J. Sowder and Marian Ross Streets. The Department's Traffic and Parking Services Office is open for 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.

3. Student Parking Permits:

- a. Students who park vehicles on campus are required to immediately obtain and display a parking permit. The parking permit is a transferable, repositionable polymer decal polyethylene ~~hanging permit~~ registered in the name of the student.
- b. Students should obtain their parking permit at the University Police Department or such other place that may be designated on registration and university fee payment days.
- c. The permit decal must ~~hang on the rearview mirror~~ be affixed on the inside, lower *corner*

of the windshield on the driver's side with the front side of the permit facing the

h. 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.

5. Disabled Parking:

- a. 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.
- b. 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.
- c. Temporary disabled permits will be issued only to persons who have obtained and displayed a regular UCA permit. Upon obvious, visible disability a temporary disabled permit will be issued for a period of 3 - 5 days. Temporary disabled permits for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled permit and the length of time it is needed.

6. Visitor Parking:

- a. ~~Visitors are welcome and are encouraged to~~ the campus should obtain a visitor's permit at the University Police Department prior to parking o

parking between the hours of 4:30 P.M. and 6:30 A.M. Monday B Friday and all day Saturday and Sunday.

7. Meter Parking:

- a. 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.
- b. 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.
- c. A UCA parking permit is required to park at any meter parking space.
- d. Parking at a broken or non-functioning meter during the hours the meter is enforced is a violation and may result in a citation.

8. Motorcycles:

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

9. Bicycles:

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.

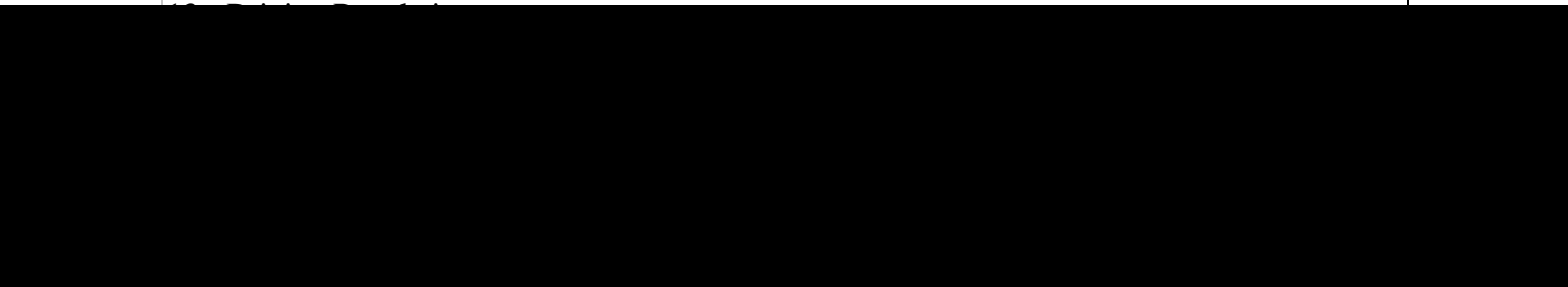
10. Method of Payment:

- a. 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.
- b. Payroll deduction is available as a form of permit fee payment for full-time faculty and staff. The annual fee will be deducted in eight (8) equal installments beginning with the September paycheck for all continuing employees. For those employees appointed after the start of the Fall semester, the parking fee will be deducted in installments beginning with the employee's first paycheck. Employees who terminate before the entire annual fee is collected will have the remaining balance deducted from their final paycheck.

c. Students or employees



p.m. to 6:30 a.m.) They are interchangeable all day Saturday and Sunday. A current UCA decal must be displayed. Residence hall parking, reserved spaces for residence hall directors, physicians, disabled spaces, and all other parking spaces or parking lots as posted are not interchangeable and are enforced 24 hours a day, seven days a week.



towed if parked in such a way as to constitute a traffic or pedestrian hazard or impede the access of service or emergency vehicles. Violations which could also result in towing and possible impoundment include, but are not limited to, parking in reserved parking spaces, parking in painted candy-striped or red areas, parking in driveways, or double parking on the street or in parking lots.

- b. UCA reserves the right to tow and impound from its property any vehicle in violation of its traffic and parking regulations until all towing fees and UCA traffic/parking violation charges have been paid.

17. Appeals Process:

- a. A traffic citation may be appealed within 7 days of its issuance if the recipient believes it

6.	Failure to stop or yield right-of-way	\$25
7.	Parking in a disabled space	\$75
8.	Parking at a red curb	\$15
9.	Improper equipment	\$15
10.	Double parking/blocking	\$15
11.	Parking in the wrong area	\$15
12.	Parking in a "No Parking" area	\$15
13.	Parking in a reserved area	\$15
14.	Driving and/or parking on grass	\$10
15.	Driving/parking wrong direction on a one-way street	\$10
16.	Parking on the wrong side of street	\$10
17.	Over line parking	\$10
18.	Improper display of permit	\$10
19.	Overtime parking	\$10
20.	Failure to display hanging permit	\$10

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Consent to Bond Re-financing by University of Central Arkansas Foundation, Inc. – Bear Village Apartments Transaction

This action agenda item is a request by the University of Central Arkansas Foundation, Inc. (“Foundation”) that the University of Central Arkansas (“University”) consent to the Foundation’s re-financing of the indebtedness owed by the Foundation on the Bear Village Apartments transaction. Attached is a letter from Shelley Mehl, President of the Foundation, making the request. Also attached is a copy of the lease agreement on Bear Village Apartments.

In 2005, the Foundation acquired an apartment complex known as “Bear Village” from Rush-Hal Development, LLC, and Centennial Valley, LLC (the developers of the apartment project). In order to acquire the apartment complex, the Foundation borrowed funds from the proceeds of a bond issue by the Conway Public Facilities Board.

As part of the transaction, after the closing of the purchase and sale of Bear Village, the Foundation (as Lessor) and the University (as Lessee) entered into a thirty-year (30) lease. The apartments are used for University housing. The lease payments are based upon the debt service payments made by the Foundation to the bondholders, plus an additional sum. In addition, under the term of the lease the University has a purchase option (which will continue under a re-financing arrangement, if approved).

If the bonds are re-financed, the term of the bond issue and the University’s lease will remain the same (expiring in 2035). In addition, as proposed in Ms. Mehl’s letter any savings accruing to the Foundation through the re-financing would be shared with the University, equally. According to preliminary estimates and depending upon interest rates when any re-financing closes, the University’s share of the savings (through reduced rents) would be between \$15,000 and \$20,000 each year for the next twenty-three (23) years.

If approved, an amendment to the existing lease agreement would be required after the re-financing, and this would also require the approval of the Arkansas Building Authority.

"The Board of Directors of the University of Central Arkansas Foundation, Inc. ("Foundation") requested that the Board of Trustees of the University of Central Arkansas consent to the Foundation's intent to re-finance the bond issue on Bear Village Apartments. In 2005, the Foundation borrowed monies from a bond issue of the Conway Public Facilities Board and used the proceeds to purchase Bear Village. After the purchase of Bear Village, the Foundation then leased Bear Village apartments to the University for a term of 30 years. Under the terms of the lease, the University pays rent to the Foundation in an amount slightly greater than the Foundation's obligation under the bond issue.

Due to the decline in

After discussion and explanation by President Courtway that the University would explore the possibility of financing the transaction and purchasing the apartments under the terms of the option, but would withhold transmitting the resolution to the Foundation for a period of time, a motion was made by Scott Roussel with a second by Brad Lacy, and the Board unanimously passed the following resolution. Rush Harding recused from voting.

“BE IT RESOLVED: That the University of Central Arkansas hereby gives its consent to the University of Central Arkansas Foundation, Inc. for the re-financing and/or refunding of the 2005 bonds, and further (a) authorizes the administration to execute any and all revisions or modifications to the State of Arkansas Lease Agreement (#P2389) by and between the Foundation (as Lessor) and the University (as Lessee) to include, but not be limited to, a reduction in the rent paid according to the letter from Ms. Shelley Mehl dated April 15, 2012 and (b) authorizes the administration to execute and deliver any and all documents, agreements or other written instruments necessary to assist the Foundation and its advisers in the re-financing of the 2005 bond issue and any and all matters related thereto.”





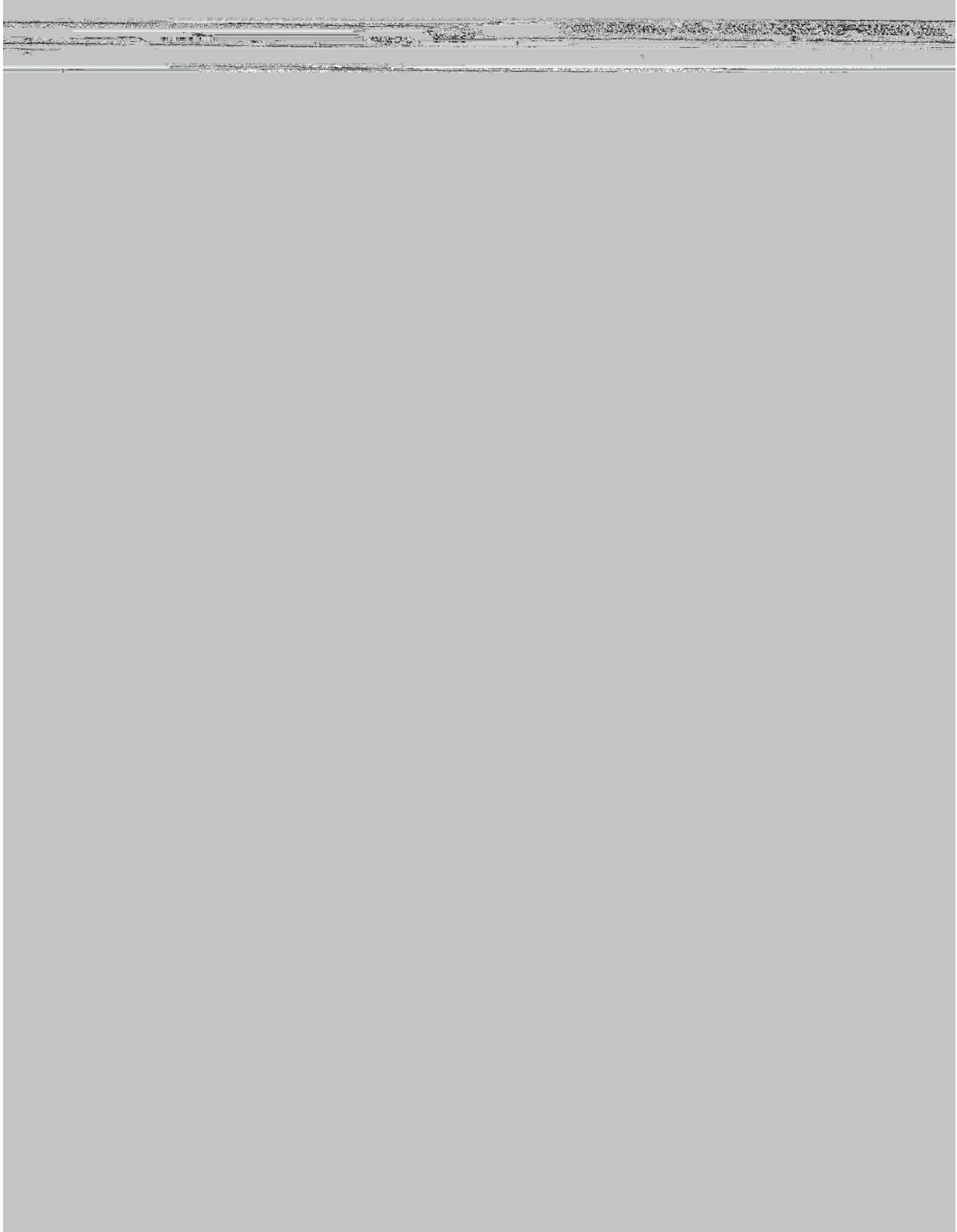






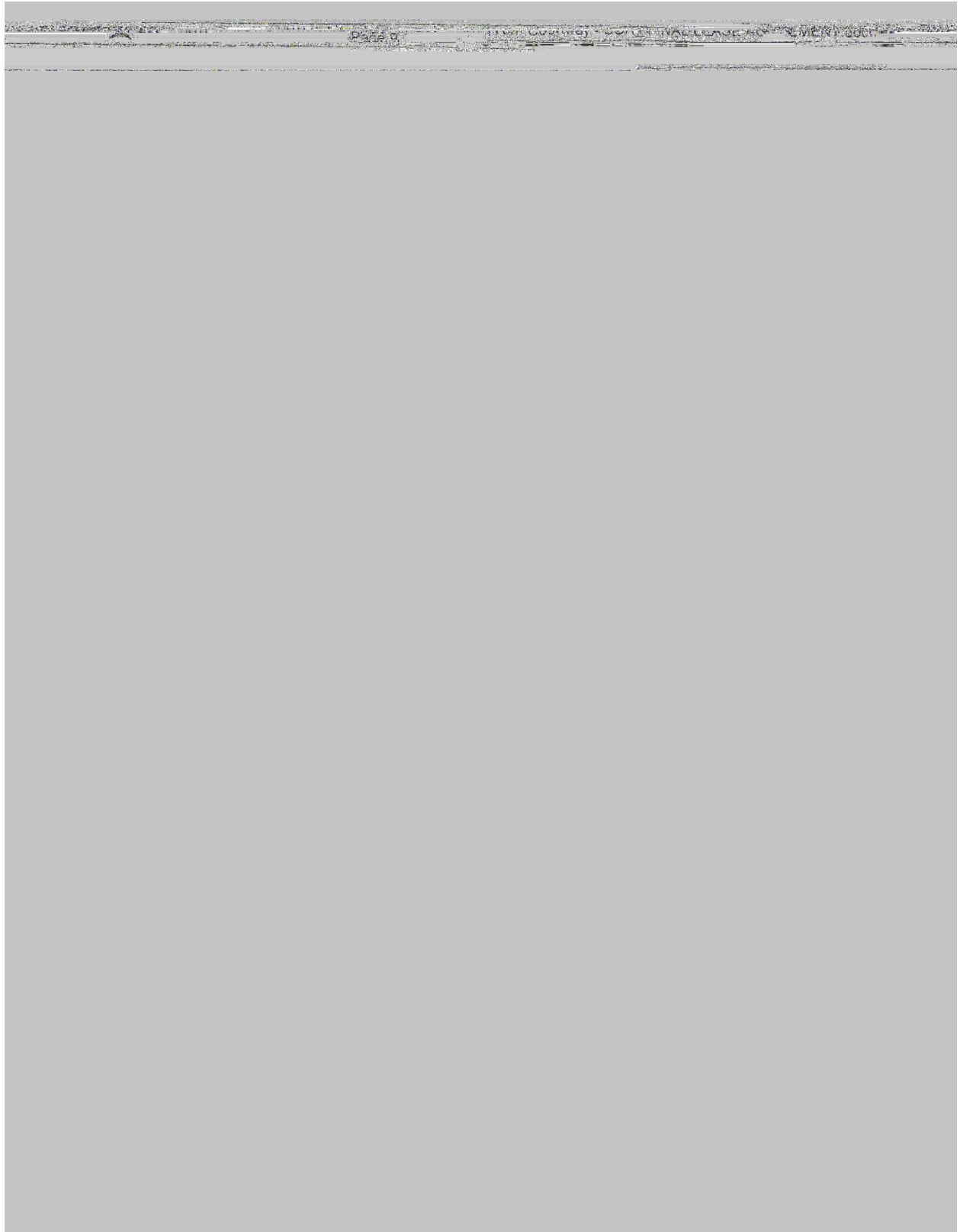












“Fees – Division of Outreach and Community Engagement” - Board Policy No. 631

This agenda item relates to the fees paid by students taking credit courses through the Division of Outreach and Community Engagement (OCE).

Under the proposal, the OCE fee will increase by \$1.62 per credit hour, which is designed to be the same increase paid by other students for the expansion of the HPER Center. This is the amount the HPER fee will increase for the fall semester. Currently, the fee is \$51.10 (which mirrors the fees paid by other students each semester), and the new fee would be \$52.72, if this change is approved.

A copy of the proposed revision to Board Policy No. 631 is attached.

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

“BE IT RESOLVED: That Board Policy No. 631, Fees – Division of Outreach and Community Engagement, is amended as set forth on the attached exhibit.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 631

Subject: Fees – Division of Outreach and Community Engagement

08/89, 04/90, 04/92, 03/93, 03/94, 05/95, 08/96,
08/97, 02/00, 08/00, 05/01, 08/01, 03/02, 11/02,

Date Adopted: 12/75

Revised:

4. Grant-Funded and Institute Classes

Students enrolled in grant-funded classes and classes connected with institutes offered through the Division of Outreach and Community Engagement will pay only the general registration fee or other fee(s) required to meet funding criteria.

5. Contract Training and Not-For-Credit Service Fees

The administration is authorized to establish fees and charges for contract training and not-for-credit events and services that the Division of Outreach and Community Engagement originates and sponsors.

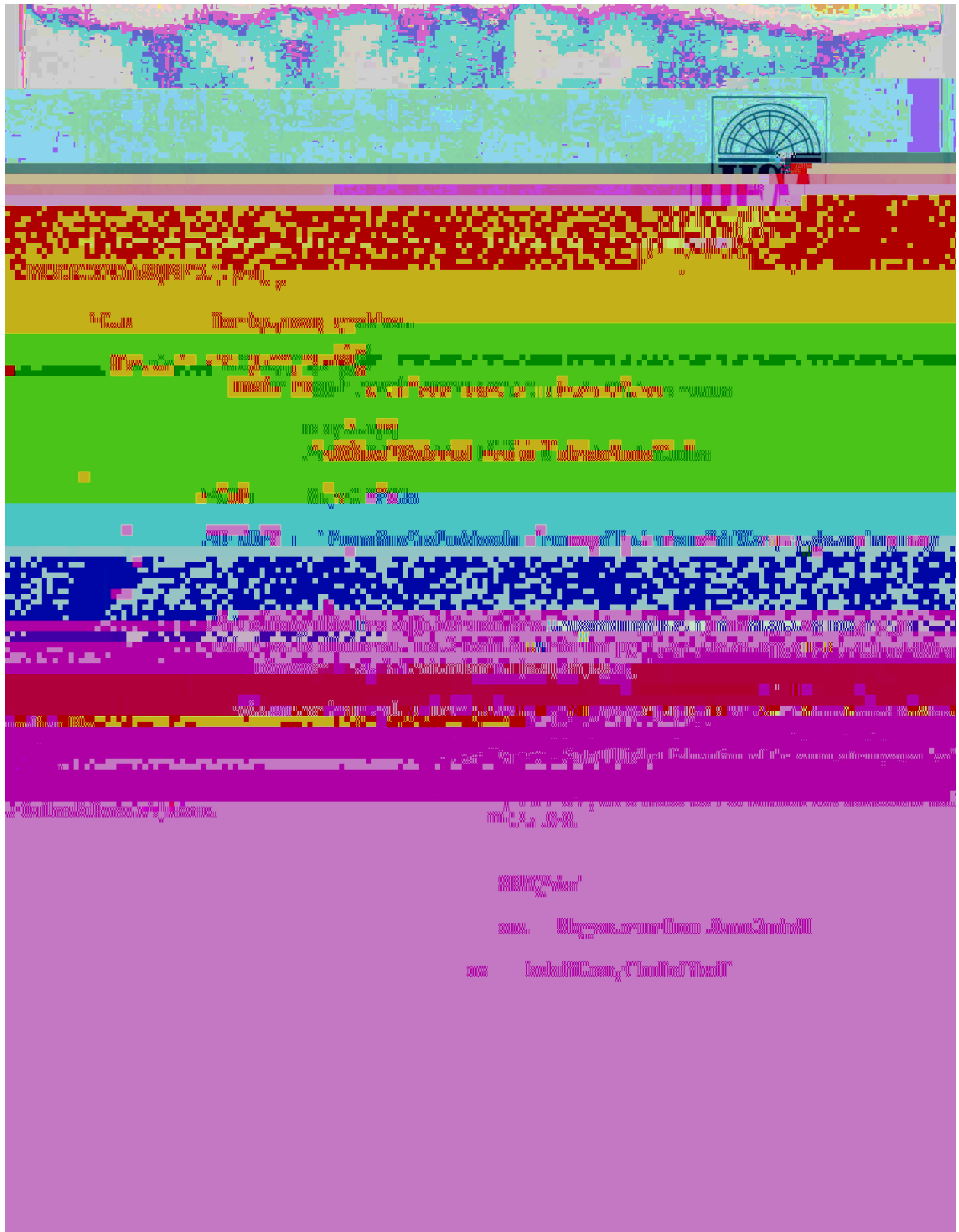
6. Late Payment on External Contracts

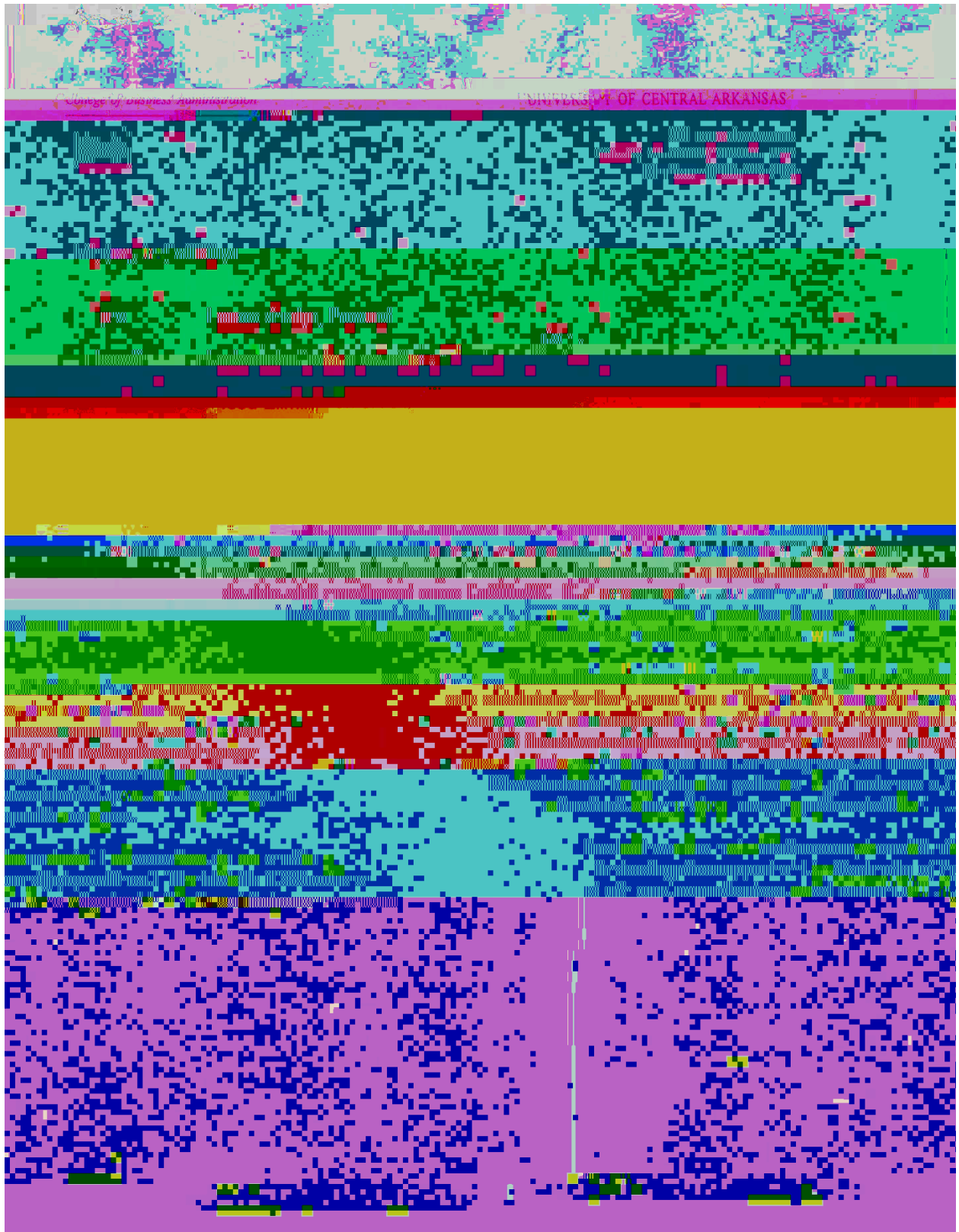
The Division of Outreach and Community Engagement may impose a ten percent late payment fee on contracts with external agencies, groups, or individuals that fail to pay their bills within thirty days of the date of billing.

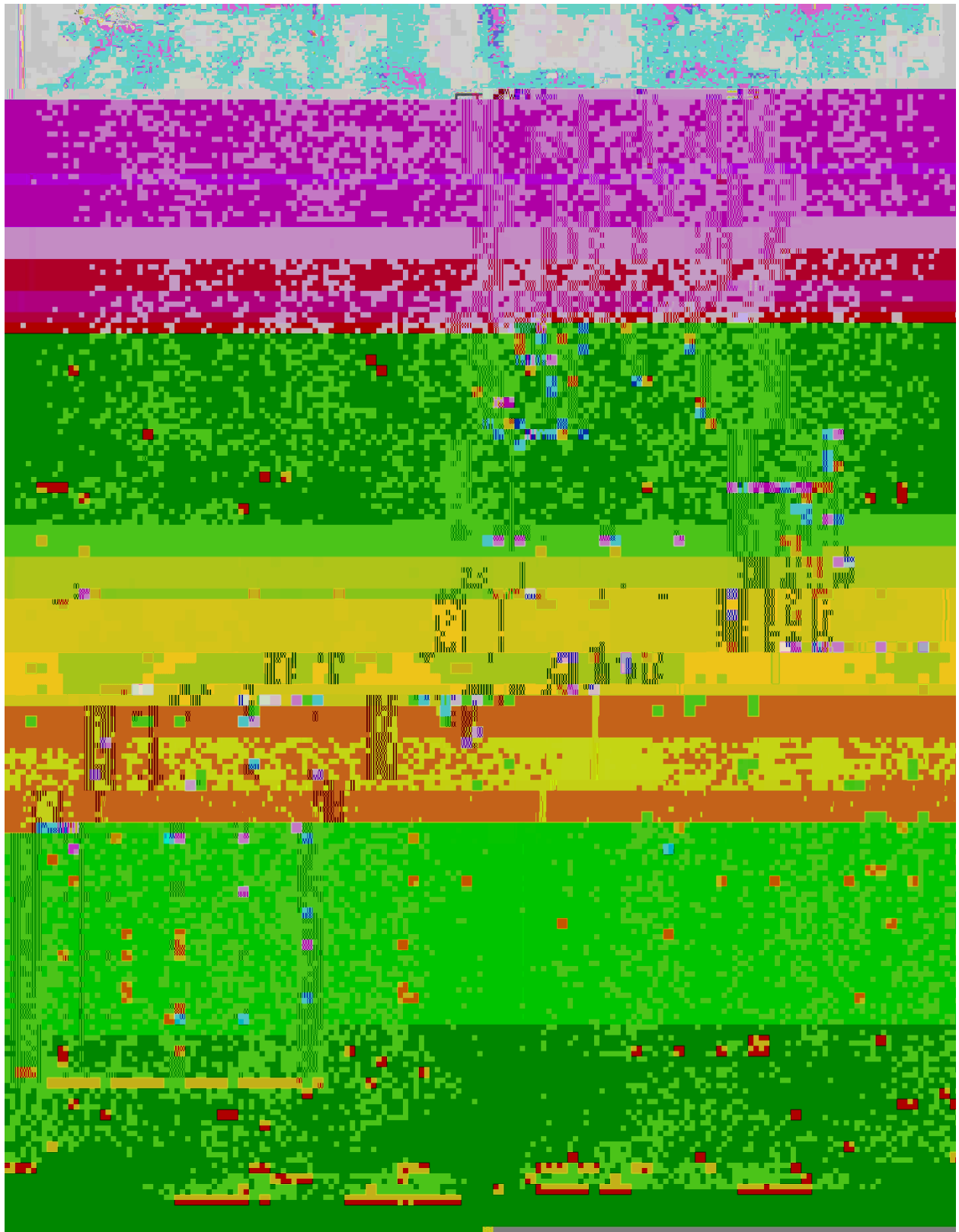
7. Alumni Association Discount

UCA Alumni Association members enrolling in non-credit courses originated by the Division of Outreach and Community Engagement will receive a 40% discount.

“Fees – Room and Board”







LETTER OF NOTIFICATION -5

DELETION

(Certificate, Degree, Option, Organizational Unit)

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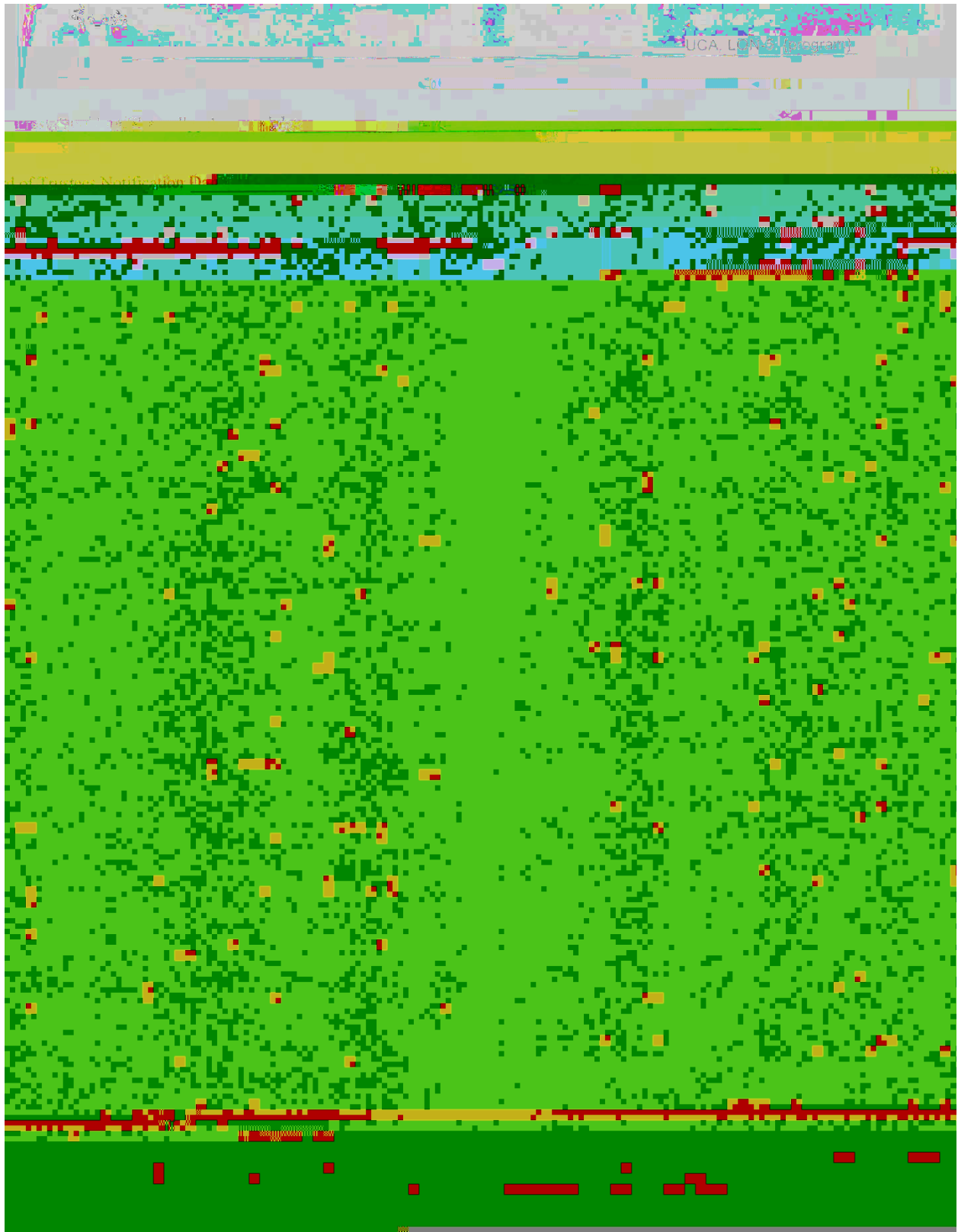
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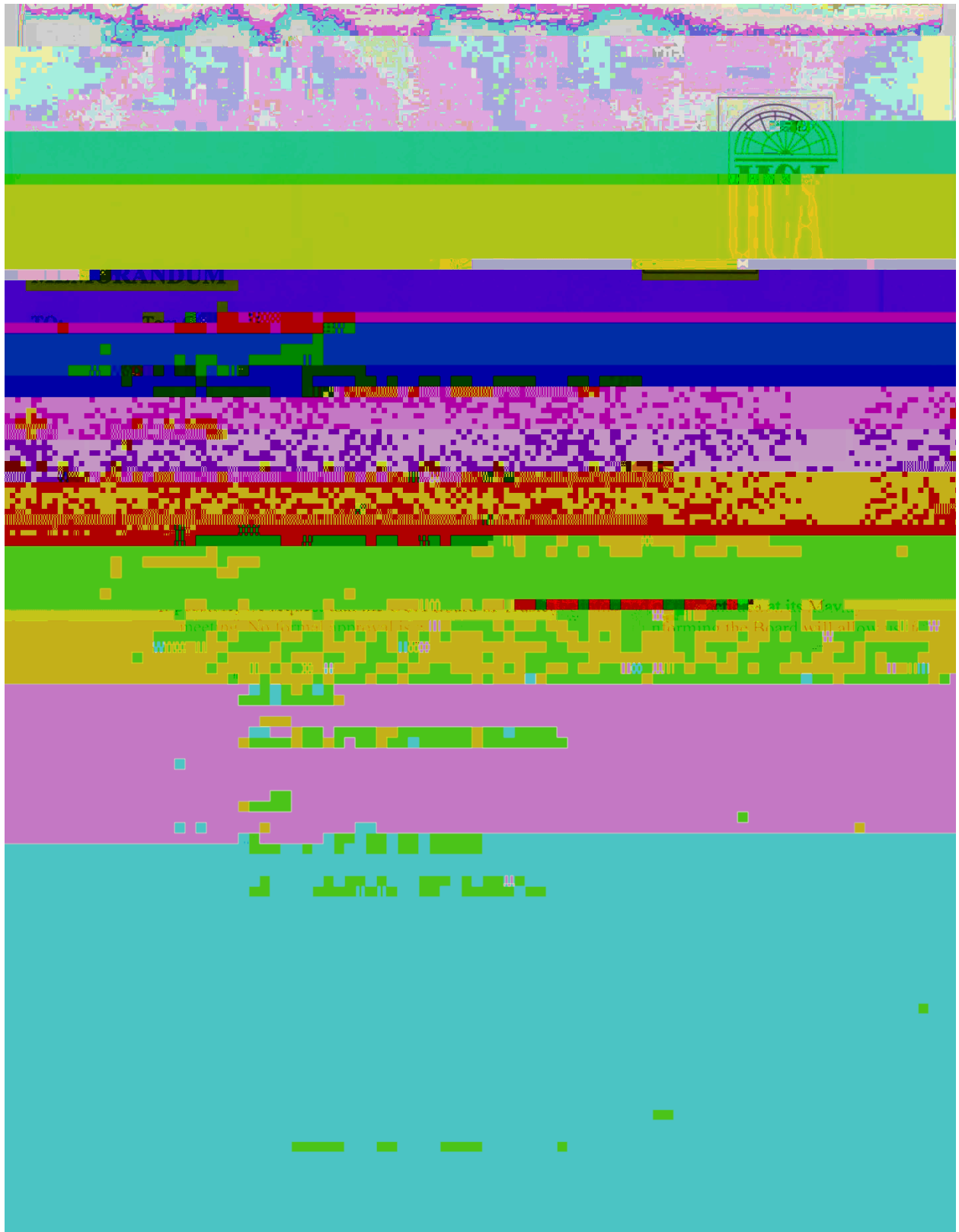
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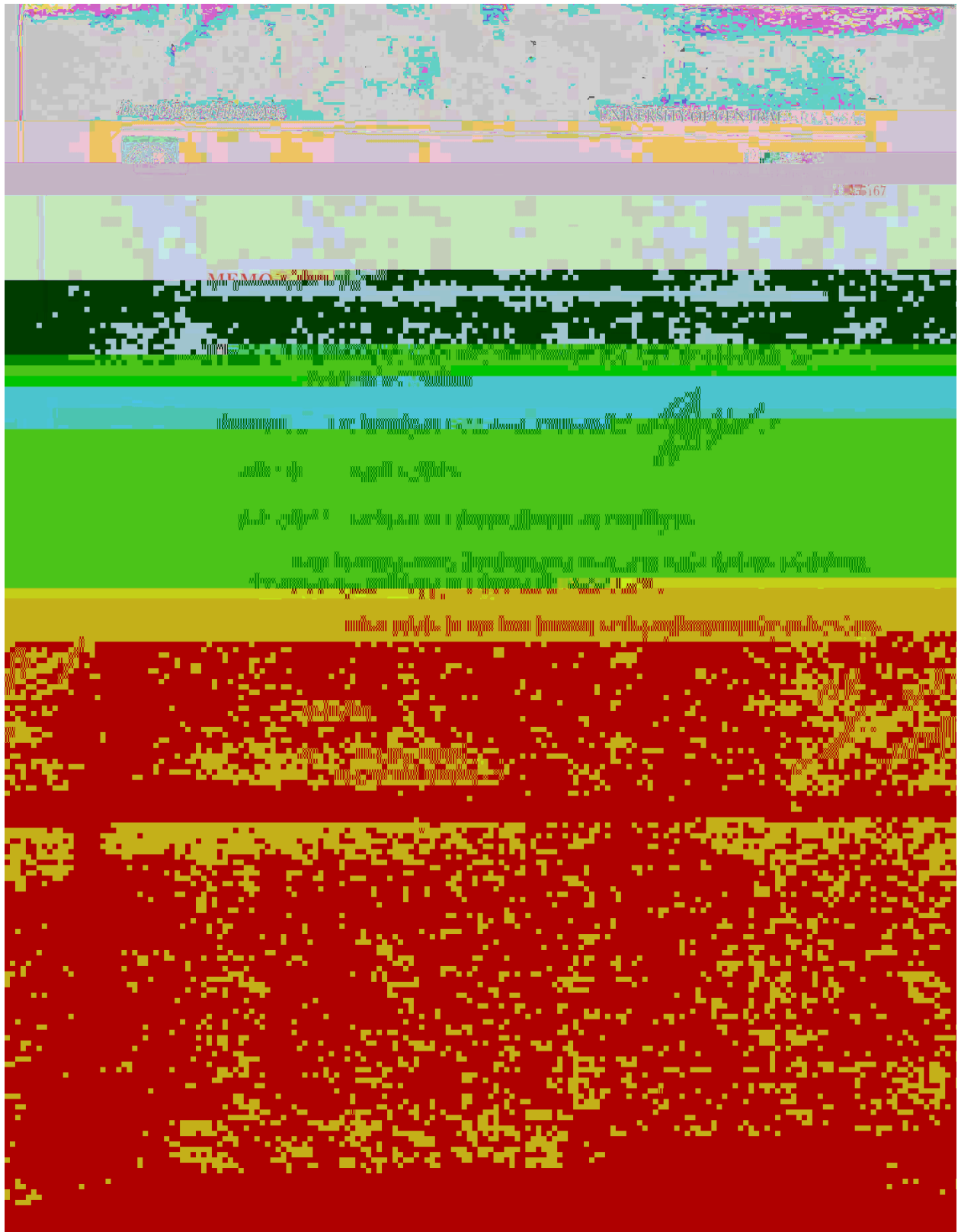
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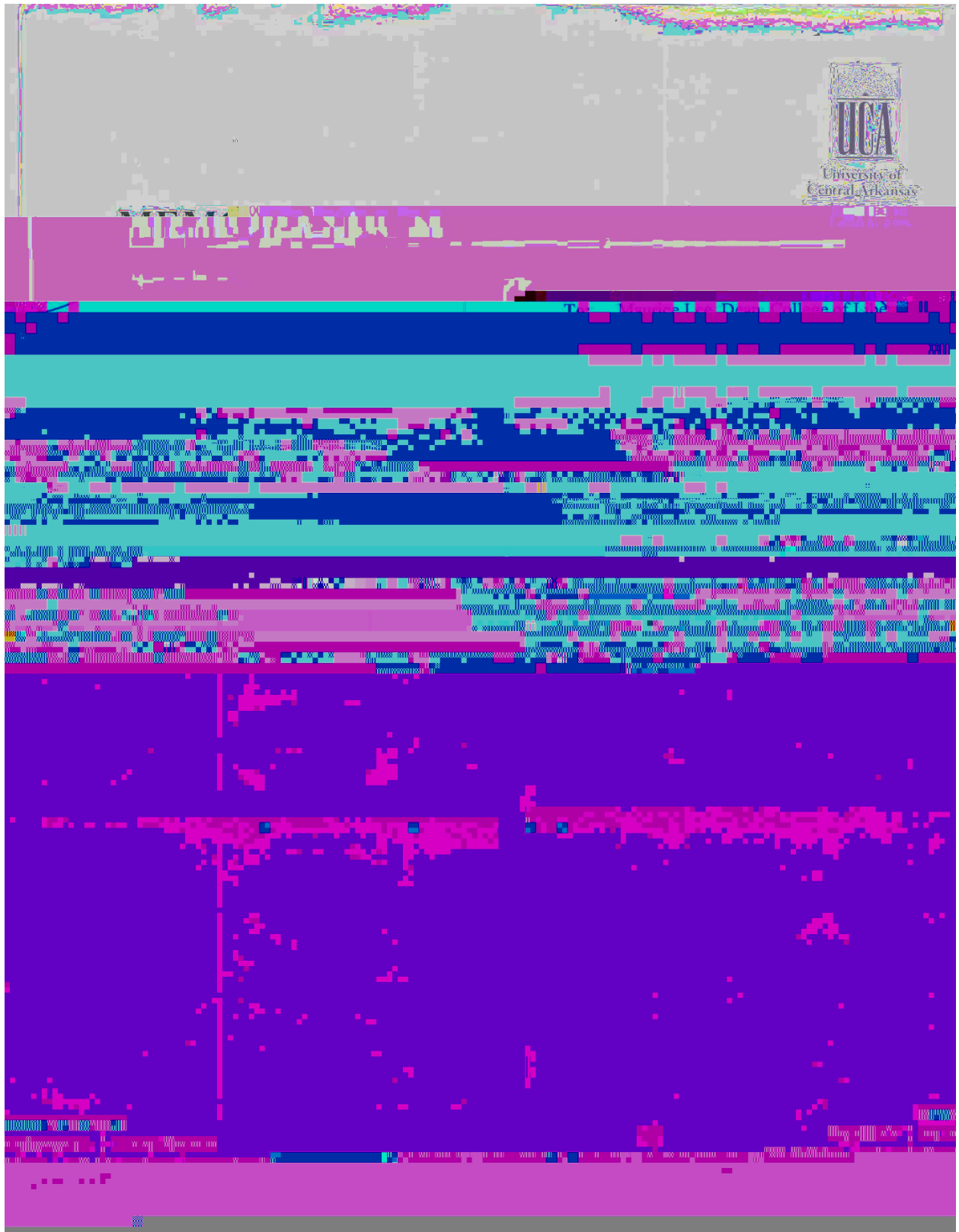
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LETTER OF NOTIFICATION

DELETION

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EXECUTIVE SESSION

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

OPEN SESSION

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

“