

The University of Central Arkansas Board of Trustees convened in

Minutes of the following board meetings were unanimously approved as submitted upon motion by Brad Lacy and second by Kay Hinkle:

Arkansas. The preferred candidate will be a leader for higher education in the state and will have an understanding of the role and mission of a public comprehensive university. She/he will provide leadership and develop cooperative relationships with the university's diverse constituencies including faculty, staff, students, alumni, community members, and Arkansas state policy makers.

Desired qualifications and characteristics also include:

- An earned doctorate or appropriate terminal degree;
- Proven transparent and collaborative leadership and significant administrative and budget management experience in a complex organization;
- Broad managerial skills and experience; a proven record of sound fiscal acumen and decision making;
- An understanding of higher education finance and demonstrated experience in fiscal planning and management;
- Relationship driven leadership with a track

by Elizabeth Farris:

**ōBE IT RESOLVED: Tj cvvj g Bqctf qhTt wuggucrrtqxgu vj g hqt gi qlpi r qulskp
f guet k vkpp hqt vj g rt gul gpvugctej rtqeguö**

UNIVERSITY OF CENTRAL ARKANSAS

A campus liaison will also be appointed to assist the chair in the planning and organization of committee meetings and on-campus interviews. The campus liaison shall be a non-voting member of the committee.

c. Regular Members of the Search Advisory Committee

The chair shall recommend to the Board of Trustees persons to be appointed as members of the committee.

The members of the committee shall be knowledgeable about the duties and responsibilities of the position of president and should be broadly representative of the interests of the University of Central Arkansas and university groups.

Composition of the committee shall include one or more representatives from the following groups:

- i. Faculty
- ii. Staff
- iii. Students
- iv. Senior administrators
- v. UCA Foundation, Inc.
- vi. UCA alumni
- vii. Members of the community

In addition, the committee may include one member of the Board of Trustees. Interested groups should make recommendations to the chair not later than two weeks after the chair of the committee is appointed.

Each group above shall recommend up to five candidates to serve on the committee, but not less than three for consideration by the chair of the committee and the Board of Trustees.

The chair shall make every effort to fully incorporate equal opportunity and diversity principles in choosing members of the Search Advisory Committee.

From the nominations made to the chair, the Board of Trustees shall then select members of the committee. The Board of Trustees shall have the right to make any changes, revisions, additions or ask any group for additional or substitute recommendations.

d. Search Consultants/Firm

With advance consultation, and if the Board of Trustees agrees, the committee may engage the services of an executive search consultant or search firm. The consultant/firm, if hired, will assist the committee with recruitment and evaluation of candidates. The consultant functions as a designee of the committee chair and is involved in the search

process only. The consultant and committee shall not engage in any negotiations on salary or other employment terms with any candidate, unless specifically authorized to do so by the Board of Trustees. The contract with any search consultants, and manner and method of payment for services, shall be approved by the Board of Trustees.

4. Search Procedure

a. Announcement

A presidential vacancy, inviting applications and nominations, shall be advertised by the Office of the President. The notice of vacancy, containing the responsibilities and qualifications for the position, shall be circulated and distributed to all persons making application or who have been nominated for the presidency.

b. Equal Opportunity

The University of Central Arkansas is an equal opportunity employer. All aspects of the search process shall be conducted in accordance with equal opportunity principles and affirmative action guidelines.

c. Confidentiality and Access to Information

Confidentiality in the search process is essential to supporting a successful search and complying with state law regarding privacy of applicant information. Members of the committee are required to maintain strict privacy of all applicant data received in the search process, except as authorized by the chair of the committee in accordance with state law and University of Central Arkansas policy.

d. Applications and Nominations

All candidates applying or accepting nomination for the position of president at the University of Central Arkansas must provide the chair of the committee a letter of

e. Preliminary Screening

The committee shall evaluate the credentials of each applicant according to the specifications of the position description as approved by the Board of Trustees.

The committee shall develop a protocol for reference checks. Written consent must be received from the candidate before contacting any references.

After deliberation on a pool of preliminary applicants, the committee may select a pool of semi-finalists.

f. Semi-Finalist Screening

The committee will develop and implement procedures for screening semifinalists. The committee must ensure confidentiality of the semi-finalists, to the extent permitted by Arkansas law, during all phases of the semi-finalist screening process, including, but not limited to reference checks, telephone contacts, and “off-site” screening procedures.

From the pool of semi-finalists, it is recommended that the committee identify acceptable candidates to be invited for a public, on-campus interview. The number of semi-finalists shall be determined by the committee, but it is expected that it will not exceed six candidates.

g. On-Campus Interviews

The committee chair, in concert with the campus liaison, shall be responsible for planning

The committee shall submit the names of at least four finalists to the Board of Trustees for consideration. The list shall not be ranked. The board shall review this list, and may also consider any other persons the board deems worthy of consideration for the appointment as president. In the event the Board of Trustees decides to consider a candidate who was not reviewed by the committee, the candidate's name and qualifications shall be forwarded to the committee for its consideration and views prior to the interview by the Board of Trustees.

The board shall then prepare a list of finalists. Once the finalists are selected by the board, the board may conduct such interviews or make such investigations or inquiries, as the board deems necessary to aid it in the selection of the president.

j. Recommendation to the Board and Appointment

Based on the recommendations from the committee and interviews with the finalists, appointment of the president shall be made by the Board of Trustees.

Contract Review Procedures ó Board Policy No. 416

Pursuant to Board Policy No. 416, Contract Review Procedures, the administration must seek board approval for any contract that requires the university to expend funds, at any time, in excess of \$250,000 or any contract with a term exceeding one year, unless the Office of General Counsel certifies, in writing, that the contract (a) may be terminated by the university on the giving of written notice of 90 days or less or (b) will not require the university to expend funds in excess of \$99,999.

The following resolution was unanimously adopted upon motion by Victor Green and second by Joe Whisenhunt:

BE IT RESOLVED: That the Board of Trustees of the University of Central Arkansas approve and authorize the University to enter into a contract with McGraw Hill Global Education (Tegrity).

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION

(Board Policy No. 416)

Contract involving more than \$250,000 and with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas and Startup Junkie Consulting.
2. Purpose: Amendment of an agreement to provide evaluation of programming and develop innovation and entrepreneurship program.
3. Term: October 1, 2016 to September 30, 2019.
4. University Funds to be Paid: \$1,308,000 (\$436,000 per year).
5. Funds Received: None.
6. Public Bid/Purchasing Approval: Amendment of an existing contract.
7. Special Provisions/Terms/Conditions: After one year, either party may terminate for convenience by providing 90 days written notice.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: July 28, 2016

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy No. 416)

Contract involving more than \$250,000

SUMMARY

1. Parties: University of Central Arkansas and Sherman Waterproofing, Inc.
2. Purpose: Waterproofing of Estes Stadium.
3. Term: The start date has not been determined.
4. University Funds to be Paid: \$257,855.
5. Funds Received: None.
6. Public Bid/Purchasing Approval: Bids were opened May 26, 2016. One company responded. Sherman Waterproofing, Inc. of Conway submitted a bid of \$306,980. The scope of the project was modified and the price was negotiated to \$257,855 in order to meet the university budget.
7. Special Provisions/Terms/Conditions: None.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: July 28, 2016

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy No. 416)

Contract with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas and McGraw Hill Global Education (Tegrity).
2. Purpose: Tegrity Campus Subscription Agreement. Tegrity is a product used by faculty for both lecture capture and online exam proctoring. This contract renews the existing Tegrity contract and adds unlimited viewing as well as increasing the available storage hours from 1,000 to 12,500.
3. Term: Three years (July 1, 2016 through June 30, 2019).
4. University Funds to be Paid: \$123,363.
5. Funds Received: None.
6. Public Bid/Purchasing Approval: Renewal of existing contract.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: July 28, 2016

Rights-of-way and Easements to City of Conway

Conway Corporation installed utilities near Western Avenue and Augusta Avenue. The City of Conway is now requesting that the university grant two 15-foot-wide rights-of-way and easements and two 10-foot-wide rights-of-way and easements for purposes of utilities provided by Conway Corporation. The easements are in and near the rights-of-

and Western Avenue. A survey has been obtained, and the UCA Physical Plant has reviewed the easements and verified that the utilities are located in the designated areas.

The following resolution was unanimously adopted upon motion by Brad Lacy and second by Kay Hinkle:

BE IT RESOLVED: That the City of Conway the rights-of-way and easements for utilities provided by Conway Corporation, and the president and other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such documents, agreements and instruments as are necessary and required to grant the rights-of-way and easements.

Property Acquisition of 412 Donaghey Avenue, Conway, AR

Hambuchen Properties owns the house at 412 Donaghey Avenue. The house is located on the east side of Donaghey Avenue between College Avenue and Simms Street. This is in an area where the university owns several pieces of property for future development.

The house at 412 Donaghey Avenue was built in 1942 and is approximately 1,400 square feet. The lot is approximately 9,640 square feet. The university has signed an offer and acceptance with the owners for \$149,420. A copy of the signed agreement is attached. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees.

The following resolution was unanimously adopted upon motion by Elizabeth Farris and second by Joe Whisenhunt:

BE IT RESOLVED: That the City of Conway be authorized and directed to enter into and execute such documents, agreements and instruments as are necessary and required to consummate the foregoing purchase of the house at 412 Donaghey Avenue, Conway, Arkansas, for the sum of \$149,420, and the president and such other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such other documents, agreements and instruments as are necessary and required to consummate the foregoing purchase.

4. Sellers shall deliver at closing (a) a warranty deed in standard form conveying fee simple absolute title to the Property (and any mineral interests owned by Seller), free from all liens, claims or encumbrances of any kind with the grantee being "The Board of Trustees of the University of Central Arkansas" and (b) an assignment of any leases and all rents from the Property, if any;
5. Any and all taxes or assessments on the Property for the current year will be prorated at closing. Sellers shall be responsible for all real property taxes for previous years;
6. Buyer and Sellers will share the cost of closing fees and document preparation. No revenue stamps shall be required due to an exemption under Arkansas law for conveyances by or to a state agency (Buyer);
7. If any personal property shall be stored or situated on the Property, the same shall be removed prior to closing;
8. Sellers represent and warrant to Buyer that Sellers are the sole owner of the Property, and no other person or entity has any form of ownership interest in, or right to use or occupy the Property, and further, that Sellers are in sole and exclusive possession of the Property, except for leases, copies of which have been delivered to representatives of Buyer;
9. Sellers represent and warrant to Buyer that all liens against the Property and all money owed on the Property, if any, are the responsibility of Sellers, and if existing will be satisfied and paid in full at, or prior to, closing;
10. Sellers represent and warrant to Buyer that there are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
11. Sellers represent and warrant to Buyer that there is no loss arising from oil, gas, or other minerals conveyed, retained, or assigned, or from any other activity concerning sub-surface rights or ownership of the subject property, including but not limited to the right of egress or ingress for said sub-surface purposes;
12. Sellers represent and warrant to Buyer that there are no proceedings, either pending or threatened, which, if decided adversely to Sellers, would constitute a lien on the Property; nor are there any money judgments entered by a court against Sellers that constitute a lien on the Property.
13. Sellers represent and warrant to Buyer that there are no unrecorded contracts of sale, options to purchase, or any other kind of agreement with any person or entity, affecting the Property;
14. Sellers shall be responsible for all risk of loss to the Property and improvements thereon (if any) prior to closing;

15. If Buyer desires to have a survey of the Property performed prior to closing, Sellers agree to cooperate in having the survey performed. Any survey shall be at the expense of Buyer;

16. Sellers represent and warrant that to the best of Sellers' knowledge, no hazardous wastes or materials of any kind have been generated, produced or stored upon the Property, and that to the best of Sellers' knowledge, no such hazardous wastes exist today on the Property; and

17. Sellers shall complete and deliver, prior to closing, the attached "Disclosure Form" which will become part of the Offer and Acceptance document. Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or

ACCEPTANCE BY SELLERS

The offer set forth above and all terms and conditions are hereby accepted on this 26 day of

2016, at 500 (A.M. or P.M.).

Hambuchen Properties

By:

By:

Administration

The president of the university, or his or her designee, may adopt rules and regulations for interpreting the Employee Benefits Program and for administering its provisions in a manner consistent with this board policy.

NOTE: UCA will continue to contribute the mandated employer contribution as set forth by the Arkansas Public Employee Retirement System (APERS) for anyone employed by the university as of August 31, 2016, that is a member of APERS.

University Facilities ó Scheduling, Use and Rental ó Board Policy No. 400

Board Policy No. 400, University Facilities – Scheduling, Use and Rental, has been revised to reflect implementation of the Event Management System (EMS) centralized scheduling. The role of the University Centralized Scheduling Office is specified, and the role of Outreach and Community Engagement is modified. The policy has been expanded to clarify that the word facilities includes all buildings, structures, fields, parking lots, and all other areas of campus. Minor changes were made to the general policies for all university facilities.

iii. Student Center – director of Student Center

- ii. The requested use would be contrary to federal, state, or local law or regulations or the policies of the university.
- iii. That accurate or complete information has not been provided to the facility administrator.
- iv. The applicant or sponsor of the activity has previously been in violation of this policy, or has violated conditions and/or assurances specified in a previous usage agreement and the university has reasonable cause to believe such violation will reoccur.
- v. Approval for the use of the space or equipment has previously been given to another group, organization, or individual during the time(s) and at the location(s) requested.
- vi. Use of the space requested would be impossible due to setup time and/or take-down/cleanup time required for other previously-scheduled activities at the requested locations before and/or after the requested use, or due to other extenuating circumstances.
- vii. Attendant services (audio/visual, information technology, food service, custodial or

- d. Decorations, props and any other materials that are brought to the building/facility by the person or group renting it may only be used or placed in the building/facility with the consent of the facility administrator.

- d. Priority 4: activities sponsored ~~in~~ by and utilizing Brewer-Hegeman Conference Center.
- e. Priority 5: activities sponsored by RSOs.
- f. Priority 6: activities sponsored by affiliated groups.
- g. Priority 7: activities of external groups.

All groups requesting to use the Donald W. Reynolds Performance Hall must complete a reservation request form provided online. at www.uca.edu/reynolds and submit it to **The form will be reviewed by** the director of Reynolds Performance Hall. If there are questions, the form will be forwarded to the dean of the College of Fine Arts and Communication. If not resolved, it will be presented to the president's executive staff **for a final decision.**

7. SCHEDULING PRIORITIES FOR THE BREWER-HEGEMAN CONFERENCE CENTER AND UCA DOWNTOWN:

- a. Priority 1: activities sponsored by the Office of the President.
- b. Priority 2: Academic Outreach **and Community Engagement** non-credit programs.
- c. Priority 3: activities sponsored by external groups.
- d. Priority 4: affiliated groups and RSOs.
To provide for maximum use of the Brewer-Hegeman Conference Center, ~~Outreach and Community Engagement~~ **[REDACTED]**

8. SCHEDULING PRIORITIES FOR COMPRESSED INTERACTIVE VIDEO CLASSROOMS:

- a. Priority 1: academic classes that are part of a degree program rotation to be delivered to remote location(s).
- b. Priority 2: academic classes that are part of certification requirements to be delivered to remote location(s).
- c. Priority 3: academic classes offered on request to groups at remote location(s).
- d. Priority 4: affiliated groups and RSOs activities.

Compressed interactive video classrooms are scheduled through the **Centralized Scheduling System and reviewed by the** Department of Information Technology according to the priorities listed above.

9. SCHEDULING PRIORITIES FOR OTHER UNIVERSITY FACILITIES:

- a. Priority 1: academic classes. ~~—first—those offered through the regular class schedule; second—academic credit classes scheduled through Outreach and Community Engagement. Academic classes offered through the regular schedule are assigned spaces by the departments during the prior semester. Coordination of these assignments is provided through the Office of the Provost. Classes scheduled through Outreach and Community Engagement are coordinated through the academic departments and become a part of the master schedule for all credit classes.~~
- b. Priority 2: affiliated groups and RSOs. ~~—non-academic activities of affiliated groups and RSOs are scheduled through the Scheduling and Events Office.~~

~~University-related activities may be scheduled up to one calendar year in advance. Should conflicts of date or facility occur with Priority 1 scheduling, and acceptable alternate arrangements cannot be made, the Priority 2 event will be canceled.~~

- c. Priority 3: external groups. ~~—external groups requesting to use university facilities must complete a request form provided by the Scheduling and Events Office.~~

10. SCHEDULING AND USE OF ATHLETIC FACILITIES

All athletic fields and facilities shall be under the direction and supervision of the director of athletics. He/she shall have the authority, in consultation with and upon the approval of the president of the university, to develop rules and regulations for the use of all athletic fields and facilities.

- a. Priority 1: university athletic teams.

- b. Priority 2: RSOs and affiliated groups, with the prior written approval of the director of athletics, and if applicable, the vice president for student services.
- c. Priority 3: external groups, with the prior written approval of the director of athletics.

11. RENTAL INFORMATION AND RENTAL RATES

~~request. Appeals may be presented to the president's executive staff. The decision of the president's executive staff is final.~~

Fees ó Division of Outreach and Community Engagement ó Board Policy No. 631

Board Policy No. 631, Fees – Division of Outreach and Community Engagement, has been revised to clarify that the UCA Alumni Association discount applies to community education classes as distinguished from other non-credit courses. With the creation of the Arkansas Coding Academy and its offering of non-credit courses, the Division of Outreach and Community Engagement wants to clarify that the discount applies only to community education classes. The discount for such classes is being increased from 40% to 50%.

The language to be deleted is stricken through, and language to be added is highlighted.

The following resolution was unanimously adopted upon motion by Bunny Adcock and second by Elizabeth Farris:

õBE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 631, Fees ó Division of Outreach and Community Engagement, as attached to this resolution, and the changes set forth shall be effective from and after this f cvg.õ

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

631

Fees – Division of Outreach and Community Engagement

12/75

05/15, 08/16

1. 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.

2. Late Payment on External Contracts

The Division of Outreach and Community Engagement may impose a ten percent (10%) late payment fee on contracts with external agencies, groups, or individuals that fail to pay their bills within thirty (30) days of the date of billing.

revised to allow bonds issued by all United States municipalities and subdivisions to be eligible for collateral to the university.

3. The policy continues to state (no change) that pledged securities will be delivered to the university on the written instruction of the vice president for finance and administration. No other requirement is necessary. The old policy contained an additional provision, which is being removed, requiring the custodian to deliver the pledged security if the depository institution fails to pay the deposit due under the terms of the pledge agreement.

The language to be deleted is stricken through and language to be added is highlighted.

The following resolution was unanimously adopted upon motion by Bunny Adcock and second by Kay Hinkle:

BE IT RESOLVED: That the Board of Trustees of the University of North Carolina, do hereby pass and approve the following resolution, to-wit:

In order to assure the security of the university's demand deposit accounts and its investments, the university's monies shall be fully, and continuously, collateralized whenever such investments/deposits exceed the limits of FDIC or other insurance. Pledged collateral for the university's deposits/investments must meet the following minimum requirements:

- a. The vice president for finance and administration will have authority to enter into a collateral agreement with depository institutions and custodian banks that conform to the collateral requirements stated in this policy.
- b. Pledged security shall be placed in a **maintained by the** custodian bank's trust department, and a safekeeping receipt shall be issued to the university, or if an irrevocable standby letter of credit is chosen, then the letter shall be sent to the university's vice president for finance and administration. The receipts or letter shall be imprinted with the notice that the security is pledged to the University of

- e. Failure to maintain the minimum collateral requirements may jeopardize the future banking relationship between the university and the depository institution.
- f.

NOTIFICATIONS/DELETIONS

Notification: Reorganization of Departments in the College of Fine Arts and Communication

The College of Fine Arts and Communication has proposed reorganization of three of its

LETTER OF NOTIFICATION – 7

ORGANIZATIONAL UNIT REORGANIZATION OF EXISTING

1. Institution submitting request

University of Central Arkansas

2. Contact person title

Jonathan A. Glenn

3. Phone number/e-mail address

(501) 452-

jona@uca

4. Proposed effective date

5. Name of current organizational unit

The College of Fine Arts and Communication is currently reorganizing its existing departments into the College of Fine Arts and Communication. The reorganization will result in the creation of the Department of Fine Arts and Communication.

6. Name of proposed unit

These units will result from the reorganization.

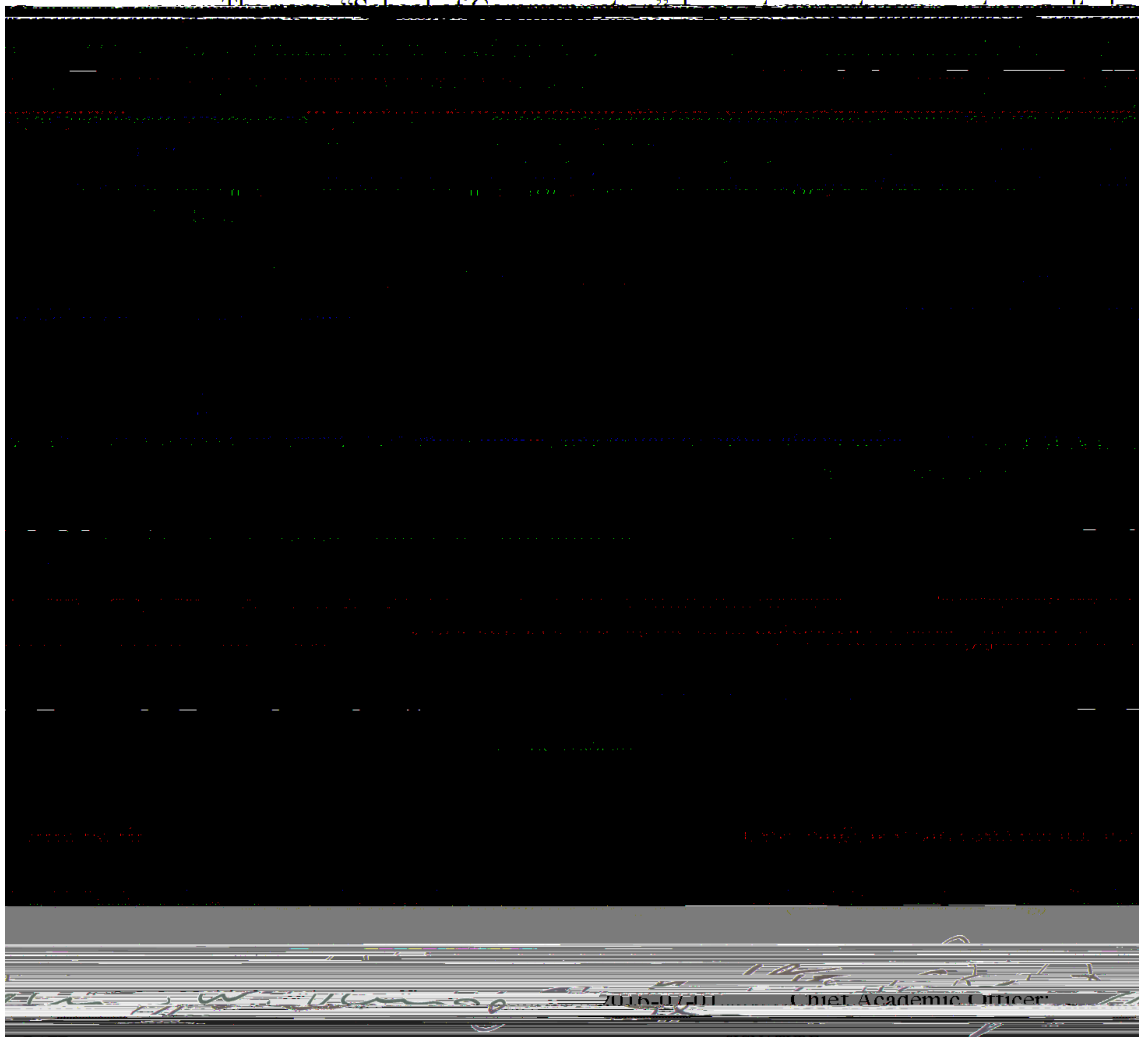
7. UCA code

School of Communication

8. Reason for proposed change

The primary reason for the reorganization is synergy of disciplines within the reorganization. The reorganization will result in the creation of the Department of Fine Arts and Communication.

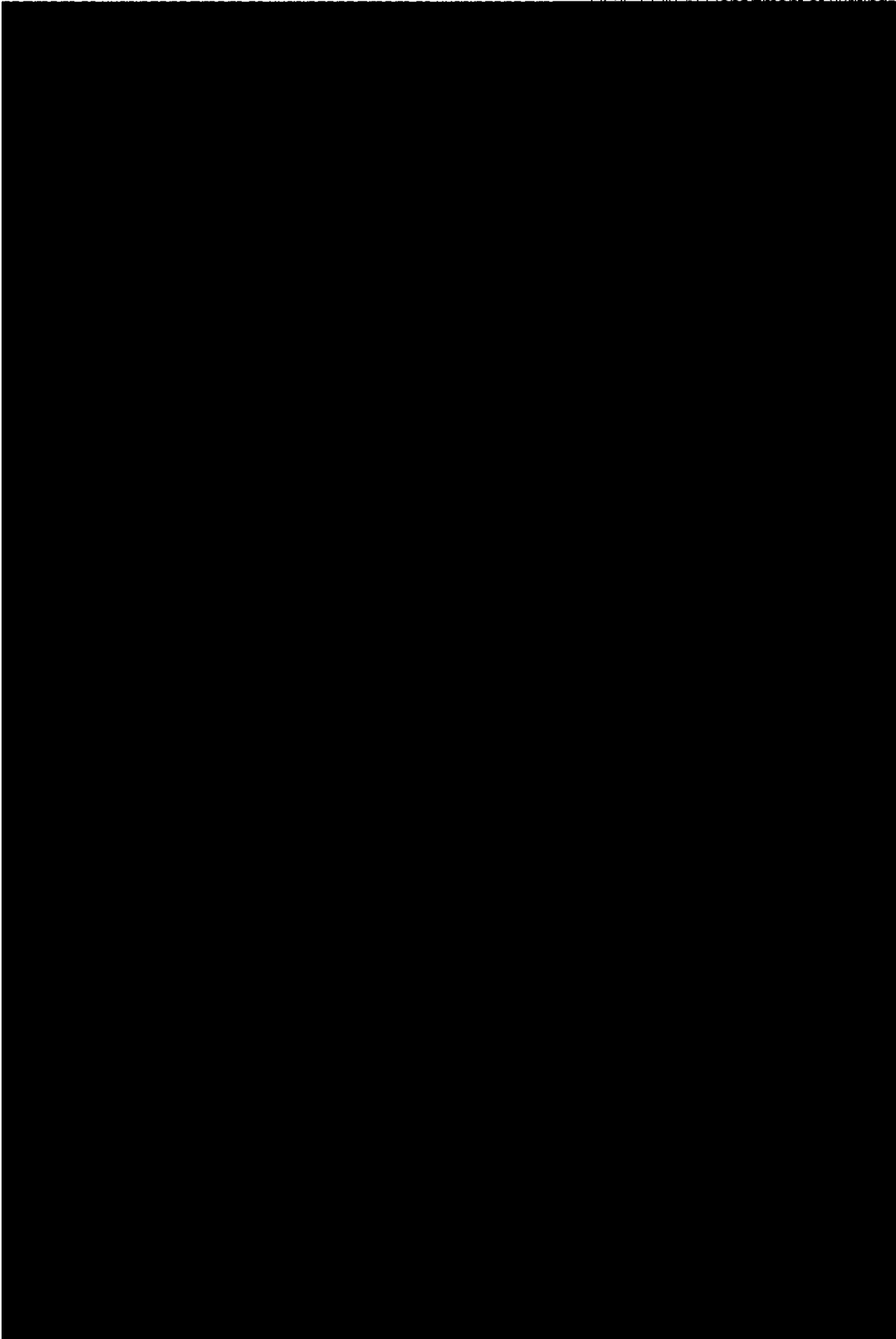
The rationale for the department names is fairly simple:



ted 2016-01-061

UCA form undr

The image is a complex collage of text and graphics. At the top, the words "Department of Writing" and "Fine Arts" are visible. Below these, there are several instances of "Department" and "BA. Creative Writing", "BA. Writing", and "MFA Creative Writing". The text is arranged in a somewhat chaotic manner, with some words appearing in larger, bold fonts. There are also some smaller, less legible text fragments scattered throughout. The overall appearance is that of a digital collage or a heavily layered document page.



EXECUTIVE SESSION