

The University of Central Arkansas Board of Trustees convened in a regularly scheduled meeting at 10:00 a.m. Friday, May 12, 2017, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

Chair:	Ms. Elizabeth Farris
Vice Chair:	Mr. Joe Whisenhunt
Secretary:	Mr. Bunny Adcock
	Ms. Kay Hinkle
	Mr. Brad Lacy
	Rev. Cornell Maltbia
	Ms. Shelia Vaught

MINUTES

The board unanimously approved the minutes of the February 10, 2017, board meeting as submitted upon motion by Cornell Maltbia and second by Kay Hinkle.

END-OF-YEAR REPORTS FROM THE PRESIDENTS OF THE STAFF SENATE,

¥ FY2018 Budget

ACTION AGENDA

Contract Review Procedures & 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 administration is seeking board approval for the university to enter into contracts with the following:

Kinco Constructors
Elite Floor Services, Inc.
Eric Rob & Isaac, Inc.
Windstream
Blackbaud
Centennial Bank
Caldwell and Gregory, LLC

On-call Services and Amendments:

Witsell Evans Rasco
Stocks-Mann Architects, PLC
Woods Group Architects
Crafton Tull & Associates Inc.
Landscape Architecture Inc.
Cromwell Architects Engineers
Tyler Group
Central Arkansas Professional Surveying
Viridian
Environmental Enterprise Group
Safety and Environmental Investigations
Garver LLC

The board unanimously adopted the following resolution upon motion by Bunny Adcock and second by Shelia Vaught:

ÒBE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the contracts with the companies/organizations listed above and on the following pages.Ó

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Cornell Maltbia. Bunny Adcock, Kay Hinkle, and Brad Lacy abstained from the vote:

ÒBE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into the contract with Centennial Bank listed above.Ó

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION
(Board Policy No. 416)

Contract involving more than \$250,000

SUMMARY

1. Parties: Agreement between the University of Central Arkansas and Kinco Constructors, Little Rock, Arkansas.
2. Purpose: General contractor to reroof Mashburn Hall.
3. Term: N/A.
4. University Funds to be Paid: Project estimate is \$634,215.34.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: This is a Job Order Contract (JOC) project. Bids were opened for subcontractors on April 6, 2017. Final contract price negotiated with Kinco.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readhour, General Counsel

Date: April 10, 2017

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION

(Board Policy No. 416)

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

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UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION

(Board Policy No. 416)

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

SUMMARY

1. Parties: Agreement between the University of Central Arkansas and Eric Rob & Isaac, Inc.
2. Purpose: Renewal of an existing agreement to provide advertising and marketing services.
3. Term: The extended term is July 1, 2017 to June 30, 2019. The contract provides for renewals through June 30, 2022. However, the university retains the right to cancel the contract at any time upon 30 days written notice.
4. University Funds to be Paid: \$800,000 per year.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: The initial contract was signed after UCA's Purchasing Office sent a solicitation to all companies under the Office of State Procurement advertising contract.
7. Special Provisions/Terms/Conditions: The contract is subject to approval by the Legislative Council of the Arkansas General Assembly.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readhour, General Counsel

Date: April 14, 2017

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

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

SUMMARY

1. Parties: Agreement between the University of Central Arkansas and Windstream, Little Rock, Arkansas.
2. Purpose: Provide telephone equipment and services.
3. Term: The initial term is one year, but the contract may be renewed for up to seven years.
4. University Funds to be Paid: Estimate of \$351,457.92 per year.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: Request for Proposal was issued on January 9, 2017. Windstream was the only company that responded to the solicitation. The proposal was evaluated by the committee and recommended.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readhour, General Counsel

Date: April 14, 2017

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: Agreement between the University of Central Arkansas and Blackbaud, Charleston, South Carolina.
2. Purpose: Renewal of agreement to purchase software, subscriptions, support, and maintenance for constituent records service (RaiserŒs Edge).
3. Term: July 1, 2017 to June 30, 2020.
4. University Funds to be paid: \$132,078.
5. Funds Received: N/A.
6. Public Bid/Purchasing Approval: Blackbaud was classified as a sole source vendor in 2012.
7. Special Provisions/Terms/Conditions: N/A.

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION

(Board Policy No. 416)

SUMMARY

1. Parties Agreement between the University of Central Arkansas and Centennial Bank.
2. Purpose To obtain a qualified vendor to provide highly liquid, highly-secured short term investment vehicles.
3. Term A term of one year (July 1, 2017 to June 30, 2018) with the option to renew in one or two year increments not to exceed a total of seven years.
4. University Funds to be Paid None.
5. Funds Received: None.
6. Public Bid/Purchasing Approval

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UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION

(Board Policy No. 416)

SUMMARY

1. Parties Agreement between the University of Central Arkansas and Caldwell and Gregory LLC.
2. Purpose: To provide washer and dryer units for student housing areas.
3. Term: July 1, 2017 to June 30, 2024.
4. University Funds to be Paid Approximately \$519,522.94 (total amount for seven years).
5. Funds received N/A.
6. Public Bid/Purchasing Approval The Purchasing Office is utilizing Henderson State University's cooperative agreement in accordance with Arkansas Code Annotated § 19-11-

UNIVERSITY OF CENTRAL ARKANSAS

Vendor: Garver LLC and Cromwell Architects Engineers

Amount: \$275,000 per vendor

Summary of Contract Information: To provide on-call mechanical engineering services for various campus projects.

Expiration Date: June 30, 2019

Vendor: Garver LLC and Cromwell Architects Engineers

Amount: \$275,000 per vendor

Summary of Contract Information: To provide on-call structural engineering services for various campus projects.

Expiration Date: June 30, 2019

Vendor: Garver LLC and Cromwell Architects Engineers

Amount: \$275,000 per vendor

Summary of Contract Information: To provide on-call electrical engineering services for various campus projects.

Expiration Date: June 30, 2019

Concealed Handguns & Acts 562 and 859 of 2017

Two acts by the General Assembly grant limited rights to carry concealed handguns on campus. This is an evolution of a trend in Arkansas, as well as other states. Since 2013, college campuses have been required to opt-out if they did not want to allow concealed carry on campus. In 2015, legislation authorized a concealed carry licensee to carry a concealed handgun in a motor vehicle or leave the concealed handgun in a locked motor vehicle on a publicly owned and maintained parking lot of a university. The two acts from the 2017 legislative session are Acts 562 and 859.

First, Act 562 of 2017 allows a concealed-carry licensee who has completed additional training to carry a concealed handgun on the campus and in the buildings of the university. The law is not effective until September 1, 2017, and no one will be allowed to carry a concealed handgun until he or she has obtained the endorsement by completing the additional training approved by the director of the Arkansas State Police. The state police must promulgate rules to design a training program within 120 days of the effective date of the act. It is impossible to specify a date that a person will be able to carry a concealed handgun on campus because the training program has not been approved.

Arkansas Code Annotated § 5-73-119(c) still prohibits the storage of a handgun in a university-operated dormitory or residence hall. In addition, a licensee may not carry a concealed handgun to a documented grievance or disciplinary procedure of the university provided at least 24 hours notice is given to the participants and notice is posted on the door of the location of the meeting.

Second, Act 859 of 2017 provides that the concealed carry licensee endorsement does not authorize the carrying of a handgun in a public daycare facility or a posted firearm sensitive area. An institution of higher education that hosts or sponsors a collegiate athletic event may submit a security plan to the Arkansas State Police for designation of certain areas as firearm sensitive.

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areas. Upon approval of a security plan, the university must post signage at all firearm-sensitive areas that possession of a concealed handgun is prohibited.

The end result is guns are still prohibited on campus except for the limited circumstances when

2013, the board has adopted a resolution each year that disallowed the carrying of a concealed handgun for a period of one year. The board adopted the following resolution in May 2016:

ÒBE IT RESOLVED: That the Board of Trustees (a) hereby ratifies and affirms the provisions of Board Policy No. 507 set forth above; (b) pursuant to the provisions of Act 226 of 2013 and A.C.A. 5-73-322 and commencing on August 16, 2016, hereby disallows the carrying of a concealed handgun by faculty/staff in the buildings or on the grounds of the University of Central Arkansas for a period of one year; and (c) directs and authorizes the administration to take any and all steps necessary to ensure the compliance with such opt out provisions of Act 226 and A.C.A. 5-73-322, including, but not limited to, the posting of any and all signs required or necessary to comply with the foregoing act.Ó

In order to continue the provisions of the resolution adopted in 2016 until the effective date of Act 562 of 2017, the board must vote on a resolution pursuant to A.C.A. 5-73-322. The failure to adopt such a resolution could result in additional confusion with regard to the concealed-carry law as well as allow employees with a concealed carry permit, who have not completed the additional training, to carry a concealed handgun on campus from August 16, 2017 until September 1, 2017.

The board unanimously adopted following resolution upon motion by Shelia Vaught and second by Joe Whisenhunt:

ÒBE IT RESOLVED: That the Board of Trustees (a) hereby ratifies and affirms the provisions of Board Policy No. 507 set forth above; (b) pursuant to the provisions of Act 226 of 2013 and A.C.A. 5-73-322 and commencing on August 16, 2017, hereby disallows the carrying of a concealed handgun by faculty/staff in the buildings or on the grounds of the University of Central Arkansas until Act 562 of 2017 is effective; and (c) directs and authorizes the administration to take any and all steps necessary to ensure the compliance with such opt-out provisions of Act 226 and A.C.A. 5-73-322, including, but not limited to, the posting of any and all signs required or necessary to comply with the foregoing act.Ó

At this time, the university has funding through federal, state, and private grants for 29 positions.

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Jacob Walker	Workforce Project Director	Arkansas Department of Workforce Services & ACE
Matthew Jeffery	Lead Software Developer	Arkansas Department of Workforce Services & ACE
Sarah Argue	Pre-K Project Deputy Director	Arkansas Department of Human Services/DCCECE
Greg Holland Melanie Bradford	Director of Research Technology Projects	Arkansas Department of Human Services/DCCECE and Arkansas Department of Workforce Services

Sharon Kuhn	Project Specialist	UCA Foundation
Tracy Spence	Fiscal Support Analyst	UCA Foundation
Christy Horpedahl	Director of Programs	UCA Foundation
Vacant	Communications Outreach	UCA Foundation
Vacant	Scholar-In-Residence	UCA Foundation
Vacant	Research Associate	UCA Foundation
Jacob Bundrick	Research Associate	UCA Foundation
Mavuto Kalulu	Research Associate	UCA Foundation
Vacant	Research/Program Assistant	UCA Foundation
Vacant	Project Specialist	UCA Foundation

execute such other documents as may be necessary or required to carry out the project and the intent of this resolution.Ó

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE UNIVERSITY OF
CENTRAL ARKANSAS TO UTILIZE FEDERAL -AID RECREATIONAL TRAILS
PROGRAM FUNDS AND/OR TRANSPORTATION ALTERNATIVES PROGRAM
FUNDS

WHEREAS, The University of Central Arkansas understands Federal-aid Recreational Trails Program and Transportation Alternatives Program Funds are available at 80% federal participation and 20% local match/in

Signed: _____

Mr. Robert Adcock, Secretary

Fees General Registration and Others Board Policy No. 630 and Fees Other Instructional Fees Board Policy No. 639

The administration proposes the following changes in mandatory, general tuition and fees:

Mandatory Tuition and Fees: For undergraduate students, the current, mandatory tuition and fees rate is \$266.24 per credit hour. For graduate students, the current tuition and fee rate is \$313.54 per credit hour.

Based upon a review of the needs of the university and in order to prepare the proposed operating budget for the next academic year, the administration proposes that mandatory tuition and fees for undergraduate students be increased by \$10.00 per credit hour, which would make the hourly tuition and fees rate \$276.24.

For graduate students, the administration proposes an increase of \$11.82 per credit hour, our5!("

Justification: This change represents a realignment in the way tuition is charged to minimize the impact of per semester fees on undergraduate students who typically enroll in only six hours per term. This change would make UCA's online undergraduate programs more marketable when compared to other Arkansas institutions. The proposed rate would only apply to students admitted to fully-online programs and not to students admitted to non-online programs who are enrolled in online courses. The standard tuition and fees rate will continue to apply for those online courses.

Global Education Project (GEP): UCA enters into agreements with foreign universities to establish the GEP. The general purpose of the agreements is to establish a specific educational program between participating institutions, which will promote academic linkages and enrich understanding of the cultures of the countries involved. The university establishes a flat-rate encompassing several estimated costs, including tuition and fees, housing, meals, insurance, and other necessary costs.

Term	Hours
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The board unanimously adopted the following resolution upon motion by Joe Whisenhunt and second by Shelia Vaught:

ÒBE IT RESOLVED: That the Board of Trustees approves the following schedule of fees as the general registration and fees charges, effective fall 2017, and removal of the application fee for the College of Health and Behavioral Sciences referenced in Board Policy No. 639.Ó

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY NO. 630 Fee Schedule

2017 2017-

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ONLINE UG FALL/SPRING	2017-2018	
	Per Hour	15 Hrs.
Online Registration	217.43	3,261.45
Online Fee	83.81	1,257.15
Access and Security Sem		27.00
Health Service Sem		65.00
Total Per Hour and Per Sem	301.24 2(t)6(a)	

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UNDERGRADUATE FULLY ONLINE
PROGRAMS

Per Hour

15 Hrs.

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2017-

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UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY NO. 630 Fee Schedule

Explanatory Notes:

Note 1 ⅆ Scholarships for out-of-state tuition are awarded for:

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Note 2 - The maximum Access & Security fee is \$15 for summer.

Note 3 - The maximum Health Services fee is \$65 for summer.

Additional Information:

1. Course, lab, and department fees are not included and vary per individual in 1s1 .s -1.244 Td

UNIVERSITY OF CENTRAL ARKANSAS

Fees ð Room and Board ð Board Policy No. 632

The current room and board rate is \$6,248 per year (based on a double-occupancy room and the total access meal plan with \$50 declining cash balance).

The recommended increase in board plans is an average of 4.5%. The increase in the plan used for comparison with other public Arkansas universities is 5.34%. The increase in the board plans should generate \$385,000, which can be used to cover the 2.81% increase in the Aramark contract that was approved by the board in February and to increase the food service revenue base allowing for necessary maintenance and upgrades. The Department of Housing and Residence Life completed a review of board plan rates public institutions within the state, as well as those within the Southland Conference. The proposed 2018 board plan rates will still place UCA near the bottom of the price range for the Arkansas universities and those within the Southland Conference.

A 3.5% increase is recommended for room rates. This increase is primarily related to the continuing effort to maintain and upgrade housing facilities. Recommended repairs to the residence halls and university-owned apartments exceed \$16 million. The estimated gross annual revenue from the proposed increase for the housing room rates is \$500,000. The proposed 2018 room rates place UCA at the mid-point of other universities' rates for 2017.

The Department of Housing and Residence Life also recommends reclassifying Baridon Hall from a traditional hall to a suite-style hall because its living arrangements are more comparable to the suite-style offerings in Bear, Farris, New and Short/Denny Halls. The reclassification will result in an increased rate for Baridon Hall.

The proposed room and board rate for 2017-18 is \$6,518 per year (based on a double-occupancy room and the total access meal plan with \$50 declining cash balance), for an overall increase of 4.3%. This increase will result in a student paying an additional \$270 per year.

The proposed room and board rates were presented to the Student Government Association at their April 17, 2017, meeting.

For the 2017-18 academic year, housing anticipates an annualized occupancy rate of approximately 96%. This takes into consideration potentially taking one hall offline for renovation.

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Bunny Adcock:

ÒBE IT RESOLVED: That the Board of Trustees hereby approves the following schedule of room and board rates pursuant to Board Policy No. 632, Fees ð Room and Board.Ó

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY
Policy Number: 632
Subject: Fees Room and Board
Date Adopted: 3/94 Revised: Passed (most recent 2/15)

PROPOSED ROOM RATE SCHEDULE

Fall & Spring

2017-18

Current

RENT FOR FAMILY HOUSING

Apartment If available	2017-18	Current	Change	%
	\$615.00	\$595.00	\$20.00	3.36%

BOARD RATE SCHEDULE

Fall & Spring	2017-18
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Operating Budget 2017-18

The following is a summary of the proposed operating budget for fiscal year 2018 (July 1, 2017 June 30, 2018) and pursuant to Board Policy No. 200, Organization and Duties of the Board of Trustees, is presented for consideration by the Board of Trustees.

This operating budget has been prepared based upon the following:

- ¥ Approval of a 3.65% increase in FY18 undergraduate and graduate mandatory student tuition and fees as set forth in the schedule of tuition and fees;
- ¥ Enrollment (on a student semester credit hour basis) remains flat based on FY17;
- ¥ State appropriations remain flat;
- ¥ Approval of the increase in room rates 3.5% and board rates an average of 4.5%;
- ¥ Prior year-end funding is reprogrammed to use in the FY18 budget. These expenses are included in the FY18 operating budget, offset by a transfer from Plant Funds; and
- ¥ The budget totals \$187,559,483, an increase of \$3,056,802 (1.66%) over the March revised budget.

The departmental expenses are generally held to the same levels as the prior fiscal year (FY17) with a few strategic exceptions.

This budget is prepared with cautious optimism based on early indicators of fall 2017 enrollment. Primary objectives are to 1) address identified strategic initiatives, 2) maintain stable reserves, and 3) minimize the financial impact to students and their families.

Major Components of Sources

- A. The Educational & General (E&G) Tuition and Fees budget comprises 44.94% of the total budgeted revenue and is based on FY17 student semester credit hours. The annualized increase in tuition and fees is 3.65% or \$300 per year for an undergraduate student enrolled in 15 hours per semester.
- B. The state appropriation budget at \$58,064,142 represents 30.96% of the total budgeted revenue and is comprised of funds from the Revenue Stabilization Act and Educational Excellence Trust Fund.
- C. Auxiliary revenues account for 23.09% of the budgeted revenue. Major sources of income changes include housing and food services. The proposed rate increase for room is 3.5%, and board has an average increase of 4.5%. The combined annual financial impact to student for room and board is \$270.

of a necessity. The plan will likely be a phased project considering the time required to complete the renovations as well as the immediate and future project capacity of the buildings. Hughes and Conway Halls have been identified for renovation with this action.

The administration is requesting the Board of Trustees grant authority to proceed with an economic feasibility study for a bond issue to fund the design renovation of housing facilities. Students, housing staff, physical plant staff, residential community staff, and administration are in support of this project.

In 2016, the on-call architectural firm, Witsell Evans Rasco, provided a concept design with cost estimate to renovate housing facilities. An additional estimate was provided with a revised scope. These two documents created the groundwork for forming a renovation plan.

The plan includes updating the outdated, community-style bathrooms to private family-style bathrooms with shower, toilet, and sink; replacement or repair of ventilation, and heating and air conditioning systems (HVAC); and replacement lighting. Other work will include paint, doors, locks/hardware, closets, and ceiling tiles.

In an effort to conserve money, the project is proposed to be partially contracted using a construction manager and partially completed under the direction of the Physical Plant.

Work to be performed may include but is not limited to the following:

Contractor (est. \$7 million including design and contract fees and contingency)

- ¥ Bathroom conversions from community-style to individual family-style (shower, toilet, and sink);
- ¥ HVAC systems, electrical and some plumbing; and
- ¥ Boiler replacement

In-house Resources (est. \$1.5 million including contingency)

- ¥ Paint;
- ¥ Doors/Locks/Hardware;
- ¥ Closets;
- ¥ Floors (polished concrete in halls and bedrooms); and
- ¥ Furniture allocation

The project is anticipated to cost approximately \$8.5 million, including construction cost, and engineering fees, limited furnishings, and a contingency. The proceeds of the bonds, if approved by the Arkansas Higher Education Coordinating Board (AHECB) and then by UCA's Board, will be used to fund the project.

The debt service will be repaid with housing revenue. The halls will begin to provide a positive cash flow in year seven (FY 2025). However, attaining the current level of net revenues will not occur until year 16 (FY 2034).

The AHECBÕs policy regarding debt service for housing projects provides that annual net housing revenues should be no less than 125% of the total annual auxiliary debt service.

Housing Debt Restrictions

Actual Net Housing Revenue for FY 2015-16	\$	10,708,568
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not to exceed 5.75%, with terms and conditions satisfactory to the administration, subject to final review and approval by resolution of this Board.

Section 2. The Board further authorizes the administration to seek approval from the

- o Chapter 7.I.P. (pg. ix): text added for newly created committee;
- o Chapter 7.I.Q. (pg. ix): text added for typographical error;
- o Chapter 7.4. (pg. x): text deleted for typographical error;
- o Chapter 7.II.X. (pg. x): text added for newly created committee;
- o Chapter 7.III. (pg. x): text deleted and added for update of administrative title; and
- o Chapter 7.III.A. (pg. x): text added for update of administrative title.

¥ Chapter 2:

- o Chapter 2.V.III.1.C.1. (pg. 8): text deleted and added for the addition of unaffiliated faculty members;
- o Chapter 2.V.III.1.C.2. (pg. 8): text deleted and added for purpose of updating the number of at-large senators;
- o Chapter 2.V.III.2. (pg. 8): text added for purpose of clarification;
- o Chapter 2.V.III.3. (pg. 8): text deleted and added for purpose of a) clarification and b) update of term limits;
- o Chapter 2.V.III.6. (pg. 9): text added for purpose of clarification of term start date;
- o Chapter 2.V.IV.2. (pg. 9): text added for purpose of clarification of election eligibility;
- o Chapter 2.V.IV.5. (pg. 9): text added for purpose of clarification of eligibility for reassigned time;
- o NEW Chapter 2.V.IV.7. (pg. 9): text added for purpose of clarification of filling Faculty Senate vacancies created by president and vice president while leading senate;
- o NEW Chapter V.2.VI.5. (pg. 10): text added for purpose of clarification of approval of an amendment; and
- o Chapter 2.V.VII. (pg. 10): text deleted for purpose of deleting ratification process from Faculty Handbook.

¥ Chapter 3:

- o Chapter 3.II.A. (pg. 13): text deleted for purpose of removing Honors College faculty recruiting policies from Faculty Handbook;
- o Chapter 3.III.A. (pg. 14): text deleted and added for purpose of updating title of benefits;
- o Chapter 3.III.B.1. (pg. 15): text deleted and added for purpose of a) clarification of title and b) updating title of benefits;
- o Chapter 3.III.B.2. (pg. 16-17): text deleted and added for purpose of clarification of privileges of non-tenure-track appointments;
- o Chapter 3.III.C.2. (pg. 20-21): text deleted and added for purpose of clarification of Honors College faculty ranks.

- o Chapter 3.IV.A. (pg. 22): text added for purpose of clarification of tenured/tenure track ranks of continuing faculty;
- o Chapter 3.IV.A.1. (pg. 22): text added for purpose of clarification of probationary period start time for rank of Instructor;
- o Chapter 3.IV.A.3. (pg. 23): text deleted for purpose of clarification of promotion to the rank of associate professor;
- o Chapter 3.IV.B.1. (pg. 24): text deleted for purpose of removing Instructor from Non-Tenurable Ranks;
- o Chapter 3.V.D. (pg. 26): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- o Chapter 3.V.E. (pg. 27): text deleted and added for purpose of clarification of the process of applying criteria to the newly-linked decision on Tenure with the Promotion to Associate Professor;
- o Chapter 3.VI.B.1. (pg. 28): text added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- o Chapter 3.VI.C. (pg. 29): text added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- o Chapter 3.VI.C.1. (pg. 29): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- o Chapter 3.VI.C.2. (pg. 30): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- o Chapter 3.VI.D.1. (pg. 31): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- o Chapter 3.VI.D.2. (pg. 31): text deleted and added for purpose of a) clarification and b) linking the decision for Tenure with the Promotion to Associate Professor;
- o Chapter 3.VI.E.1. (pg. 32): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- o Chapter 3.VI.E.2. (pg. 32): text deleted and added for purpose of linking the decision for Tenure with the Promotion to Associate Professor;
- o Chapter 3.VI.F.1. (pg. 32-33): text deleted for purpose of removing the probationary period for Honors College faculty in the Tenure and Promotion procedures;
- o Chapter 3.VI.F.2. (pg. 33): text deleted for purpose of removing the tenure review for Honors College faculty in the Tenure and Promotion procedures;
- o Chapter 3.VI.F.3. (pg. 33): text deleted for purpose of removing the location of tenure for Honors College faculty in the Tenure and Promotion procedures;
- o Chapter 3.VI.F.4. (pg. 33-34): text deleted for purpose of removing the promotion review from the Honors College faculty in the Tenure and Promotion procedures;
- o Chapter 3.VI.F. (pg. 34): text added for purpose of linking the decision for Tenure with the Promotion to Associate Professor; and
- o Chapter 3.VI.F.2. (pg. 34): text deleted and added for purpose of clarification of UCA's non-discrimination and diversity mission statement language.

¥ Chapter 4:

- o Chapter 4.XII.D. (pg. 57): text deleted and added for purpose of updating title of benefits.

¥ Chapter 5:

- o Chapter 5.III. (pg. 58): text added for purpose of a) committee title update and b) clarification of number of recommendations made by committee;
- o Chapter 5.IV. (pg. 59): text deleted and added for purpose of updating title of benefits;
- o Chapter 5.IV.C. (pg. 60-61): text deleted and added for purpose of a) clarification, b) title updates, and c) replacement of policy description language with a link to Board Policy 516 as this now applies;
- o Chapter 5.IV.D. (pg. 61-63): text deleted and added for purpose of replacement of policy description language with a link to Board Policy No. 528 as this now applies;
- o Chapter 5.IV.E. (pg. 63-64): text deleted and added for purpose of replacement of policy description language with a link to Board Policy No. 623 as this now applies; and
- o Chapter 5.IX.B. (pg. 68): text deleted for purpose of title update.

¥ Chapter 7:

- o Chapter 7 (pg. 75): text added for update of administrative title;
- o NEW Chapter 7.I.B. (Assistance Program for Students with Exceptional Circumstances, pg. 76): text added for newly created committee;
- o Chapter 7.I.E. (Employee Benefits Advisory Committee, pg. 76): deleted and added for purpose of a) updating title of benefits and b) addition of ~~part~~ ^{four} faculty in committee membership;
- o Chapter 7.I.F. (Distinguished Faculty Emeritus/Emerita Committee, pg. 77): text added for a) update of administrative title ~~and~~ clarification of membership;
- o Chapter 7.I.G. (Faculty Grievance Panel, pg. 78): text deleted and added for purpose of clarification of membership;
- o Chapter 7.I.H. (Faculty Handbook Committee, pg. 78-79): text deleted and added for purpose of updating the charge;
- o NEW Chapter 7.I.O. (Strategic Planning Committee, pg. 81): text added for newly created committee;
- o NEW Chapter 7.I.P. (Strategic Planning and Resource Council, pg. 81): text added for newly created committee;
- o Chapter 7.I.Q. (Student Success and Retention Council, pg. 81-82): text deleted and added for purpose of clarification of committee charge;

- o Chapter 7.I.R. (University Admissions Committee, pg. 82): text deleted and added for purpose of a) clarification of committee charge, b) updating ~~term~~ of membership, and c) addition of committee reporting deadline;
- o Chapter 7.II.A. (Academic Assessment Committee, pg. 83): text deleted and added for purpose of a) update of administrative title and b) clarification of faculty appointments;
- o Chapter 7.II.B. (Academic Adjustments and Appeals Committee, pg. 84): text added for purpose of a) update of committee charge and b) clarification of membership term limit;
- o Chapter 7.II.C. (Council of Deans, pg. 84): text deleted for typographical correction;
- o Chapter 7.II.D. (Faculty Development Committee, pg. 84)

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Additional Program Information: MA in Sport Management

Admission Requirements

Applicants must provide the following materials:

1. Evidence of a completed baccalaureate degree at the time of application submission. The degree can be in sport management, business management, marketing, psychology, kinesiology, or a related field. Other disciplines will be considered as well on a case-by-case basis. Please contact the Department of Exercise and Sport Science for questions regarding your baccalaureate subject.
2. Students must be admitted to the UCA Graduate School and meet all admissions requirements for the school.
3. A

Fall 1

EXSS 5305 Sport Management Introduction and Governance
EXSS 5315 Leadership in Sport Management

Spring 1

EXSS 5325 Financial Principles in Sport Management
EXSS 5335 Sport Marketing Principles and Strategy

Summer 1

EXSS 5345 Sport Public Relations, Communication, and Crisis Management
EXSS 6325 Sport Law Aspects

Fall 2

EXSS 6316 Data Analysis
EXSS 6305 Sport Organization Communication

Spring 2

EXSS 6605 Sport Management Capstone Course: Business Simulation

Essential Learning Outcomes

Because they serve a growing industry, sport management programs around the nation continue to grow and educate students on the sport management discipline. The program at UCA follows this pattern as a foray into sport management in order to fill a niche of individuals who are currently working full time, have earned a bachelor's degree, and desire to work in sport. Graduates of UCA's MA in Sport Management will:

1. have a thorough understanding of the sport management industry with the ability to critically analyze data and situations involving various industry aspects in order to make better informed decisions;
2. possess the skills to run a sport organization through different aspects of its operations (finance, decision making, marketing, production, and leadership); and
3. acquire the knowledge needed to understand both macro and microlevel issues facing the sport management industry.

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Costs and Revenues

New program expenses will be minimal (see Table 1). One additional adjunct faculty member will be needed to teach one course each fall, spring, and summer; and marketing efforts will begin this year as well, including advertisement in sport industry publications ~~such as~~ ^{as} Business Journal, fliers through mail services, and a program banner at recruiting events.

Table 1: Projected Program Costs

	Year 1	Year 2	Year 3
Adjunct instructor	\$ 7,956	\$ 7,956	\$ 7,956
Advertising	\$ 1,000	\$ 1,000	\$ 1,000
Total New expenses	\$ 8,956	\$ 8,956	\$ 8,956

The program will be funded by student tuition revenue ~~(see~~ ^{Table} 2).

Assumptions: (1) an initial cohort of 10, with a full cohort of 25 in year two; (2) 90% retention

this program are contained within the costs of the construction of the Conway Corporation Center for Sciences and the renovation of the Lewis Science Center.

Existing degrees that support the program include the BS in Computer Science, the BS in Mathematics, and the BS in Physics. These programs will provide some of the foundation and elective courses for the major.

mission to engage with local business and industry. Both of these programs will seek accreditation through the Accreditation Board for Engineering and Technology (ABET)

In recruiting students for existing programs, we encounter many students who want programs with a hardware or computer engineering focus; based on these interactions we anticipate that at least 12 additional students will attend UCA to begin the new program and that incoming classes will increase each year. We summarize information from employers in our region of the state below. There is a shortage of both Computer Science and Computer Engineering graduates in central Arkansas, and as a result the typical answer that we first get is "We will have positions for all the graduates that you can produce." It is highly likely that most of the graduates of this program will be able to find employment locally, and, in fact, currently many of our existing computer science students are in full-time and part-time employment in one of the IT companies in and around Conway by the time they graduate. These students often remain with the same employer after graduation.

Employer Needs Survey

An employer-needs survey for the proposed program was conducted in the spring of 2017. The survey was distributed to employers across Arkansas. Ten potential employers responded. The responses came primarily from human resources specialists, managers, and directors of recruiting. Support for the proposed program was positive.

At the time of the survey, the total number of positions across the responding companies was 331, with the expectation to have 240 additional openings over the next 2 years. Salaries were estimated to range from \$30,000 to \$90,000 per year. Half of the respondents indicated that they would support the proposed degree program by providing tuition reimbursement to their employees.

A survey of employers does not necessarily capture the rich variety of jobs that are open to computer engineers upon their graduation. It is more typical that, when presented with a survey related to computer engineers, potential employers interpret it narrowly for employees in a particular job title. The included letters of support (see additional information below) clearly reflect the need for the program and the employment prospects of its graduates.

Computer engineers develop skills in both hardware and software. They work for IT companies, but they also work in a variety of industries: computer engineers are employed in all industries that make or use computers, computerized instrumentation, and computer-based systems. Industrial examples include defense, aerospace, commerce, and telecommunications, all of which have a strong presence within the state. Thus graduates with undergraduate degrees in computer engineering are hired for specialized jobs in computer engineering, but they are also hired into general computer science and IT jobs, as well as being in demand in a variety of industries.

All appropriate university councils and administrators have recommended approval of the BS in Computer Engineering.

The board unanimously adopted the following resolution upon motion by Kay Hinkle and second by Joe Whisenhunt:

ÒBE IT RESOLVED: That the Board of Trustees hereby approves the Bachelor of Science degree program in Computer Engineering.Ó

Additional Information about the BS in Computer Engineering

Specialized Requirements

Computer Engineering programs are accredited by ABET, and this program will seek accreditation through ABET. To satisfy General Criterion 5: Curriculum for ABET accreditation, the program will include the following:

- (a) one year of a combination of college level mathematics and basic sciences (some with experimental experience) appropriate to the discipline. Basic sciences are defined as biological, chemical, and physical sciences.
- (b) one and one-half years of engineering topics, consisting of engineering sciences and engineering design appropriate to the student's field of study. The engineering sciences have their roots in mathematics and basic sciences but carry knowledge further toward creative application. These studies provide a bridge between mathematics and basic sciences on the one hand and engineering practice on the other. Engineering design is the process of devising a system, component, or process to meet desired needs. It is a decision-making process (often iterative), in which the basic sciences, mathematics, and the engineering sciences are applied to convert resources optimally to meet these stated needs.
- (c) a general education component that complements the technical content of the curriculum and is consistent with the program and institution objectives.

Students must be prepared for engineering practice through a curriculum culminating in a major design experience based on the knowledge and skills acquired in earlier course work and incorporating appropriate engineering standards and multiple realistic projects. (For more detail, see <http://www.abet.org/accreditation/accreditation-criteria/criteria-for-accrediting-engineering-programs-2016-2017>.)

The design of this program includes 59 hours of engineering and computer science courses, 21 hours of mathematics courses, and 16 hours of science courses. An upper-division course in philosophy is used to meet the ethics component for ABET accreditation. The large number of science, mathematics, and engineering courses leads to 126 credit hours to complete the degree. This is typical of engineering programs nationally. A waiver of the 120 cap is requested for this program (see the separate agenda item requesting that waiver).

Program Curriculum

This program is open to all students who are admitted to the University of Central Arkansas.

The Undergraduate Bulletin language describing the new program follows:

The Bachelor of Science in Computer Engineering requires successful completion of 126 hours, including (1) the UCA Core—complete 39 hours to meet lower-division UCA

Core requirements, and complete upper division UCA Core requirements using major, minor, or elective courses (see the UCA Core requirements); (2) degree requirements; and (3) major requirements outlined below. This program does not require a minor.

Specific course requirements are listed below.

Required science courses (16 hours):

BIOL 1400 Exploring Concepts in Biology or BIOL 1440 Principles of Biology I
CHEM 1450 College Chemistry I
PHYS 1441 University Physics I
PHYS1442 University Physics II

Other Required courses (30 hours):

Lower-Division UCA Core Electives (24 hours)
PHIL 3320 Ethics [UD UCA Core: I, R]
Upper-Division UCA Core Elective [UD UCA Core: D]

Program Costs and Planned Funding Sources

This program will be housed in the Department of Computer Science. No additional administrative or clerical personnel will be required to support this program. Graduate assistants will not be assigned to this program. Anticipated new costs are summarized in Table 1.

Table 1: Program Resource Requirements

Table 1, Note 1: This budget category includes two faculty positions, allocated to the program, as noted below. Increases are based on an assumed increase of 3% per year.

Two new faculty lines have been added to the Department of Computer Science in support of this program. Additionally, a new department chair joined the department for the 2016-17 academic year. UCA allocates new funding to divisions through its Strategic Budget Advisory Committee (SBAC) Process. Through this process, two positions were allocated for Computer Engineering at potential salaries of \$80,000/year. One of these has been filled; the other search was unsuccessful and will be run again. These positions are treated both as a resource requirement (see above) and, since they have already been funded, as a funding source.

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It is expected that 12 students who would not previously have attended UCA will attend UCA to major in Computer Engineering in the first year and that at least 90% of these students will persist in the program; thereafter it is expected that we will be able to grow the program by at least three students per year, with the same persistence rates. (Further details in the notes to Table 2.) As indicated, given these expectations, student tuition and program fees will exceed the cost of new program faculty in year 3.

Table 2: Planned Funding Sources

Table 2, Note 1: Tuition revenue is based on the following assumptions: (1) \$2071.46 in tuition per undergraduate credit hour, with no increase built into these calculations; (2) an average course load of 31.5 hours per year (based on the curriculum map presented in the proposal); and (3) increasing incoming classes by three students per year from the initial class of 12.

Table 2, Note 2: The College of Natural Sciences and Mathematics has two fees assessed on selected courses offered within the college: (1) a course fee of \$7.50 per semester credit hour and (2) a lab fee of \$20 per lab-designated course. The curriculum map presented in the proposal includes an average of 23.25 semester credit hours per year in courses that assess a course fee; the curriculum map includes an average of 2.5 lab-designated courses per year.

Documentation of Internal Review and Approval

Companies and Individuals Providing Letters of Support

Copies of these letters are included in the following pages.

Terry Talley, Acxiom Fellow, Acxiom Corporation

Timothy Malcolm, Chief Scientist, and James Dyer, Engineering Staff Manager, BEI Precision Systems and Space Company, Inc.

Mark Beach, VP and COO, CDI Contractors

Charles Morgan, CEO, First Orion

G. B. Cazes, President, Metova Solutions

Andrea Woods, Chair, Conway Area Chamber of Commerce

Bill Adkisson, Chair, Conway Development Corporation

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Approval of Baccalaureate Programs Requiring More than 120 Semester Credit Hours

Board of Trustees Policy No. 321, Maximum Number of Credit Hours in Baccalaureate and Associate Degrees, specifies that the maximum number of credit hours required by the University of Central Arkansas for the baccalaureate degree shall be 120. Any program of study requiring more than 120 credit hours for the completion of the baccalaureate degree must be specifically approved by the Board of Trustees.

Because two new programs of study, the BS in Chemical Engineering and the BS in Mechanical Engineering, require more than 120 credit hours for completion, they must be specifically approved by the Board of Trustees.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 321

Subject: Maximum Number of Credit Hours in Baccalaureate and Associate Degrees

Date Adopted: 10/95 Revised: 05/97, 12/12, 02/14, 05/14, 05/17

NOTIFICATIONS/DELETIONS

Notification: Engineering Physics Replaces Applied Physics

The majority of Physics majors completing the Applied Physics track go on to graduate programs in engineering. Acknowledging this fact, the Applied Physics track in the PBS program will be replaced by an Engineering Physics track. This track will be eligible for accreditation through the Accreditation Board for Engineering and Technology (ABET). UCA graduates will now have a direct path (without requiring a second grade from another institution) to become licensed engineers.

Engineering Physics will allow UCA to recruit high quality students who would not have considered attending because of the lack of an engineering program. Many students ask about engineering programs at UCA during recruiting events. These students are currently told that they cannot earn an engineering degree at UCA. Very few of these students consider UCA any further.

Furthermore, building on the established and successful Applied Physics track in Physics puts UCA in an ideal position to expand its existing expertise in Computer Science in the more specialized Computer Engineering discipline (a program proposed separately). Together, the Engineering Physics track and the Computer Engineering program will provide the depth and breadth for accreditation of both programs.

The provost and the president have approved replacement of the Applied Physics track with an Engineering Physics track.

Supporting materials (following pages): (1) UCA Curriculum Form U2-A, (2) ADHE Form LON-3, (3) ADHE Form LON-5

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Notification: New Options in the Bachelor of Science Program in Exercise Science

The Department of Exercise and Sport Science, in the College of Health Behavioral Sciences, has developed two additional options for its existing Bachelor of Science program in Exercise Science:

1. Clinical Exercise Science. The Clinical Exercise Science concentration will prepare graduates to work in Cardiopulmonary Rehabilitation (Cardiac Rehab) and other clinical settings. Cardiac Rehab is a clinical program that, in conjunction with patients' physicians, helps patients

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Notification: Change of NameÑGeneral Writing to Writing Studies

Following the recommendation of a recent program review, the faculty teaching in the BA in Writing have made revisions to the General Writing option within Writing program, including the change of its name to Writing Studies.

The provost and the president have approved the change in title for this Writing program track.

Supporting materials (following pages): (1) UCA Curriculum Form U2-A, (2) ADHE Form LON-1

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Notification: Rename Environmental Science/Studies Program to Environmental Science

This change aligns the name and Classification of Instructional Programs (CIP) code designation of the BS in Environmental Science with the program's predominant scientific core and content.

The provost and the president have approved the change of this program's name.

Supporting materials (following pages): (1) UCA Curriculum Form U2-A, (2) ADHE Form LON-1, (3) ADHE Form LON-1C (Attachment not included)

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EXECUTIVE SESSION

The board unanimously declared an executive session, for the purpose of reviewing appointments, adjustments, resignations and other personnel matters, upon motion by Hinkle with a second by Joe Whisenhunt.

OPEN SESSION

The board unanimously approved the following motion made by Kay Hinkle with a second by Joe Whisenhunt:

ÓI move that all appointments, adjustments to salary and title, resignations and other matters set forth on the personnel list and the addendum to the president's contract discussed in executive session be approved.Ó

ADJOURNMENT

There being no further business to come before the board, the board adjourned the meeting upon motion by Shelia Vaught and second by Joe Whisenhunt.

The University of Central
Arkansas Board of Trustees

Elizabeth Farris
Chair

Bunny Adcock
Secretary