

1. Administrative Policy

In accordance with Ark. Code Ann. §25-17-307, the Board of Trustees of the University of Central Arkansas has established regulations for the operation and parking of motor vehicles on the UCA campus. These regulations apply to all faculty, staff, students, and others utilizing the land and streets owned or controlled by the University of Central Arkansas. The university police department is the jurisdictional law enforcement agency empowered under state statutes to enforce all parking and traffic regulations of the University of Central Arkansas and the State of Arkansas on all campus and university-controlled properties and those streets adjacent to campus properties.

a. Any appropriately-licensed driver choosing to park an automobile on campus or on other UCA-owned or -controlled properties may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the university to set aside a space for every vehicle nor allows the driver to violate parking regulations.

b.

These tickets are then issued to the faculty/staff member or student whose home address matches those on the listing.

1. Use of any parking permit acquired through fraudulent, or otherwise improper means, will be considered theft of services from the University of Central Arkansas. 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 Street and Marian Ross Avenue. The department's Traffic and Parking Services Office is open for general parking information, citation information, and 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. **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 registered in the name of the student.
- b. Students should obtain their parking permit at the university police department. A different location may be designated during times of registration and fee payment.
- c.

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 parking permit and the length of time it is needed.

- d. Temporary permits for those with a state issued permanent placard or plate are available for no more than seven days.

6. Visitor Parking

- a. Visitors to the campus should obtain a visitor's permit at the university police department prior to parking on campus. These permits will be issued after presentation of a valid driver's license. A visitor who receives a citation for a violation of the UCA parking rules, other than parking in a no-parking area or disabled parking space, may bring or mail the citation to the university police department, and it will be voided. Visitors may not park in no-parking or disabled-parking areas (without a state-issued disabled placard or plate). Violation of no-parking or disabled-parking statutes will result in a district court citation with fines set by the district court. 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.

- b. Between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday, visitor parking is provided only for persons who are not registered students or employees of the university. Students or employees parking in visitor parking between those hours, whether a student or faculty/staff parking permit is or is not displayed, will be subject to y permit.

The temporary permit will be confiscated if used by an unauthorized individual. Parking privileges may be taken away from those involved. Faculty, staff and students may park in visitor parking between the hours of 4:30 p.m. and 6:30 a.m. Monday through 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 parking permits, are required to pay when parking in metered spaces.
- b. Time limits and hours of enforcement are posted on each meter.
- c. A UCA parking permit is required in order to park at any metered 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. 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.

9. Method of Payment

- a. All parking permits may be obtained at the university police department or at other designated areas during fall, spring and summer registration and fee payment.
- b. Permit fees are payable online anytime or at Student Accounts from 8:00 a.m. until 4:00 p.m., Monday through Friday. Payroll deduction is an available option for permit fee payment for full-time faculty and full-time staff. The annual fee will be deducted in three

- a. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines. Other improperly parked vehicles in the area shall not constitute an excuse for parking with any part of the vehicle over the line. Severe weather is not a valid reason for violation of parking regulations. If a

the vehicle removed as soon as available services permit. Parking lots may not be used for vehicle storage.
- b. All parking spaces are defined by painted lines or parking blocks. Vehicles must be parked within the painted lines or in front of a properly spaced parking block.
- c. Where parallel parking is required, vehicles must be parked with the right wheels to the curb.
- d. No parking is allowed next to red curbs, red parking blocks or in red or candy-striped areas. These areas are reserved for emergency vehicle access, fire code regulations compliance and/or pedestrian/traffic safety. Exceptions are made for emergency vehicles, university-owned vehicles on official business, marked contractors/vendor vehicles working in university facilities or those specifically authorized by a member of the UCA Police Department. If the contractor/vendor vehicle is not marked with a company name and phone number, a valid UCA permit will need to be obtained from the UCA Police Department.
- e. No parking is allowed on the grass, sidewalks, or in driveways or loading zones.
- f. Double parking is a violation at all times.
- g. If a vehicle is parked in violation, attended or unattended, the driver may be issued a citation.
- h.

- a. UCA reserves the right to tow and impound from its property any parked vehicle that does not display a current parking permit, is improperly parked in a space reserved for the disabled, is parked in a restricted zone, or has unpaid parking tickets. Vehicles will be 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.
16. Appeals Process
- a. A traffic citation may be appealed within seven days of its issuance if the recipient believes it was issued contrary to campus traffic regulations or in error. Forms for appeals may be obtained from the university police department. An appeal may not be granted after a ticket has been paid.
 - b. Administrative determinations by the University of Central Arkansas may be appealed to the Conway District Court in accordance with A.C.A. 25-17-307.
 - c. The citation appeals board is made up of one representative from Student Government Association, Staff Senate, and Faculty Senate. A police department representative will operate as a non-voting member.
17. Fines for Violations:
- a. Failure to pay traffic and parking fines may result in the blocking of pre-registration, or the withholding of pay and refund checks. Additional fees may be imposed by UCA Student Accounts.
 - b. All fines are payable online anytime or at Student Accounts from 8:00 a.m. until 4:00 p.m., Monday through Friday.
 - c. The chief of staff and chief of police will establish fines/fees with approval by the president.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 647

Subject: Fees Health, Physical Education, Recreation (HPER) Center

assessed the fee as per Board Policy Nos. 623 and 630. The members of the Board of Trustees will be considered employees for purposes of HPER membership.

**For faculty or staff family, the fee is calculated as follows: \$110.00 (spouse) and \$55.00 (dependents), for a total of \$165.00. Dependents must be 18 years and older.

***For a single parent family, the fee is calculated as follows: \$55.00 (dependents). Dependents must be 18 years and older.

C. University Affiliates:

Fees assessed for employees and/or residents of the following UCA affiliates shall be the same as the fees assessed for current students (based on 15 credit hours for fall membership, 15 credit hours for spring membership, and 9 credit hours for summer terms):

1. Food service provider;
2. Campus bookstore;
3. ~~Arkansas Educational Television Network~~ **Arkansas PBS**;
4.
 - a. A maximum of two employees for each RSO may obtain memberships, and the employee(s) must be an advisor of record in accordance with university policies established by the vice president for student ~~services~~ **affairs**;
 - b. The RSO employee(s) must be employed a minimum of twenty hours per week and the primary work location must be the UCA campus; and
5. College Square.

The president is authorized to approve memberships for additional UCA affiliates consistent with this policy.

D. Alumni Memberships

1. Must be a member of the UCA Alumni Association.
- ~~2. HPER Alumni members will have access to the HPER Center.~~
- ~~3. Available HPER Center hours for Alumni members:
 - a. ~~Monday - Friday - 6:00am to 2:00pm~~
 - b. ~~Saturday - 9:00am to 6:00pm~~
 - c. ~~Sunday - 3:00pm to midnight~~
 - d. ~~Holiday and summer hours will be posted~~~~
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	

c. Summer	\$ 80.00	\$120.00	\$150.00
d. Annual	\$410.00	\$670.00	\$820.00

~~5. Alumni memberships will be payable for the entire membership period. No monthly billing.~~

6. Membership defined:

- a. Individual alumnus
- b. Spouse
- c. Family alumnus, spouse, and dependents (must be 18 years old to use the HPER Center)

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.

8. Alumni must visit the HPER Center main office to join.

9. Parking is available (must obtain a parking tag/decal issued through UCAPD).

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.

11. The university administration may waive these fees in appropriate circumstances upon the recommendation of the vice president for student services affairs and the approval of the president.

E. Other Services:

All other services (e.g. guest passes, locker rentals, towel service, personal trainers, Campus Outdoor Pursuits and Activities [COPA], late fees, etc.) will be determined by the director of campus recreation & wellness and the Campus Recreation & Wellness Advisory Board (CRWAB) based on fair market value for that service. All services will be dictated by the membership and their desired needs for the HPER Center.

The director of campus recreation & wellness may assess membership fees and costs for services on a prorated basis for individuals who join during a membership period.

Fees General Administrative Board Policy No. 634

First Year Fee: Board Policy No. 634, Fees General Administrative, lists certain fees that the university charges for instruction and services needed to support instruction. The administration seeks to add a one-time fee, the First Year Fee, for all new undergraduate students. The First Year Fee will be \$100 for first-time undergraduate students and \$50 for transfer students. The First Year Fee will be assessed the first semester of full-time enrollment, effective fall 2023.

While there is no current First Year Fee, new undergraduate students pay a registration fee for Student Orientation and Academic Registration (SOAR). The registration rates are \$50/student for an overnight SOAR session, \$25/student for a one-day session, and \$25/person for each guest. In order to register for a SOAR session, the student must pay the registration fee in advance. For some students, this upfront registration fee is a financial obstacle that prevents them from registering for SOAR in a timely manner. The First Year Fee will replace the student registration fee (and registration fee for one guest) for the SOAR sessions. Also, the current registration fee does not cover the entire cost of the implementation of their SOAR session. The current fee structure also does not cover the costs of Welcome Week and other first-year-experience programs, events, and activities.

The proposed fee will fully or partially fund the following programs and initiatives:

- One- or two-day SOAR sessions for one student and one guest
- An early arrival extended orientation experience scheduled to happen prior to Welcome Week
- Welcome Week programs hosted by the Office of the First Year Experience
- The UCA Family Network, including Family Day events
- First-year targeted programming and initiatives such as Storm the Stripes, class t-shirts, programming within the first 40 days, and other first-year-specific events

The language to be added is highlighted.

The board unanimously adopted the following resolution upon motion by Curtis Barnett and second by Amy Denton:

IT RESOLVED: That the Board of Trustees authorizes the administration to charge

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 634

Subject: Fees General Administrative

Date Adopted: See Below Revised: See Below

The university charges certain fees for instruction and services needed to support instruction. A list of current fees is set forth below. If any additions, deletions, or revisions to the name of the fee and/or amount of the fee are necessary, those changes shall be presented to the Board of Trustees for approval.

The approved schedule (name of fee and/or amount of fee) shall be documented in the minutes of the meeting at which

Graduation Fees - Adopted 4/92; Revised 8/10, 2/13, 8/16

Undergraduate and Graduate Degrees.

Late Registration Fee - Adopted 1/67; Revised 4/85, 3/94, 2/13

Late Payment Fee - Adopted 3/02; Revised 5/08, 8/10, 2/13

Late payment fee for balances of \$500.00 or more.

Late payment fee for balances less than \$500.00.

Undergraduate Application Fee Adopted 05/10; Revised 2/13

Application fee for domestic undergraduate students,

There were no audit report findings for fiscal year 2021. The audit was provided to management

