

The Board of Trustees of the University of Central Arkansas convened in regular meeting Tuesday, August 26, 2003, at 2:00 p.m. in Brewer-Hegeman Conference Center with the following officers and members present:

Chair:	Mr. Rush Harding
Vice Chair:	Mr. Kelley Erstine
Secretary:	Mr. Scott Roussel
	Mrs. Patricia Bassett
	Mr. Randy Sims
	Dr. Michael Stanton
	Mr. Dalda Womack

constituting a quorum of said Board, at which meeting the following business was transacted:

### **MINUTES**

Minutes of the May 9, 2003, Board meeting and July 16, 2003, teleconference Board meeting were unanimously approved a

## **PRESIDENT'S REPORT**

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**Name Change from Division of Continuing Education to Division of Academic Outreach and Extended Programs** - The role of the Division of Continuing Education has expanded in the last few years. Outreach has become a significant part of the mission for the division. In response to market tre

## ACTION AGENDA

**Student Withdrawal and Refund (Board Policy No. 612)** - This item was presented by Paul McLendon, Vice President for Financial Services.

The current withdrawal and refund policy was developed when students went through a single registration process. Most students now register electronically or through advisors months before classes begin. The university sees a need for a longer period to make changes as requested by the students and to make corrections due to a student's non-completion of registration requirements.

The 100% refund has been expanded to allow students an adequate period to cancel their classes or to make changes in their class schedule without incurring a charge and allows the administration to make a more accurate accounting of students actually enrolled and attending by the 11<sup>th</sup> class day for review by the Division of Legislative Audit.

The following resolution was unanimously adopted upon motion by Mr. Womack with a second by Dr. Stanton:

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING CHANGES IN BOARD POLICY 612, ‘STUDENT WITHDRAWAL AND REFUND,’ EFFECTIVE FALL 2003.”**

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UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 612

Subject: Student Withdrawal and Refund

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Date Adopted: 12/84 Revised: 10/92, 5/99

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The Board of Trustees adopts the refund policy to become effective with ~~May Intersession 1999~~ **the Fall 2003 semester.**

### **Withdrawals and Refunds**

**For this policy, Monday through Friday classes are considered regular class days. The refund period starts on the first regular class day for each semester, term or intersession.**

~~Students who officially withdraw from the university before the first day of classes for all terms will receive a 100% refund of registration and mandatory fees.~~

### **Fall and Spring Semesters**

Students **who officially** withdrawing from the university or **making** schedule adjustments bynd mandatory fees.

## 10-Week, Intersession and Summer Terms

Students ~~who officially withdrawing from the university or making schedule adjustments by 4:00 p.m. on the first Friday of classes will receive a refund as follows:~~ before the third regular class day for the 10-week, intersessions, and summer terms will receive a 100% reduction in the charge for registration and mandatory fees as reflected on their account, if applicable.

Students who officially withdraw from the university or make schedule adjustments after the second regular class day but before 4:00 p.m. on the fifth day of classes will receive a reduction in the charges for registration and fees as reflected on their account as follows:

Withdrawals - ~~75% of~~ Registration and mandatory fees, if applicable, will be refunded reduced by 75%.

Schedule Adjustment - ~~Beginning the first day of classes,~~ Students may be entitled to a 75% refund reduction in registration and mandatory fees, if applicable, based on the difference in the cost of the original class enrollment and the modified final

**Fee Waiver - Employees (Board Policy No. 623)** - Paul McLendon presented this item and responded to questions from Board members.

Board Policy No. 623, which provides for the fee waiver discount to benefits eligible employees, their spouses and dependents, currently imposes a one-year waiting period before this fringe benefit becomes available. This waiting period was adopted by the Board in May 1998. The current administration has re-evaluated this issue and now proposes the elimination of the waiting period. The administration believes that this change will have no adverse financial impact on the institution.

Following di

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 623

Subject: Fee Waiver - Employees

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Date Adopted: 4/67 Revised: 6/67, 6/68, 11/68, 11/72, 3/73, 9/75, 1/77, 8/77, 6/83, 6/84, 12/85, 4/87, 8/91, 8/91, 4/95, 6/96, 2/97, 8/97, 5/98, 10/98, 5/00, 10/02

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### Undergraduate and Graduate Registration Discount Program

As referenced in IRC Sections 117(d) and 127, UCA has established a tuition remission program for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guides or changes adopted by the Board of Trustees. The discount on required fees applies only to the Facility fee, Co-op fee, AAGE Test fee, Student Center fee, HPER fee, Athletic fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated fees. The discount may not be used in conjunction with other University fee reductions or discounts or with other University-sponsored tuition scholarships. The discount will not apply to study-abroad programs. **However, the fee-waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or with private scholarships and assistance.**

### Eligibility and Restrictions

Only courses taken for college credit qualify for the discount.

Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees.

~~Fee remission for employees, spouses and dependent children may not be used prior to the first regular semester or summer term following the employee's completion of one year of benefits-eligible employment.~~

The fee remission for employees, spouses, and dependent children will commence

## Costs

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to twenty (20) percent of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees will pay an amount equal to fifty (50) percent of the regular in-state registration and applicable eligible fees for graduate courses.

If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

### Exceptions

If an employee dies or becomes disabled (as determined by the University's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility as if that employee was still eligible and with all other guidelines and restrictions remaining.

If an employee with five (5) or more years of benefits-eligible University employment dies or becomes disabled (as determined by the University's disability insurer) prior to the date at which a dependent would otherwise become eligible for the discount, the discount will be available for that employee's dependents with all other guidelines and restrictions remaining.

The UCA Fringe Benefits Committee has reviewed and

**Capital Projects (Board Policy No. 407)** - Paul McLendon presented this item. During discussion, President Hardin and Mr. McLendon responded to questions from Board members.

In Act 961 of 2001, the Arkansas General Assembly authorized various institutions of higher education, including UCA, to develop capital projects without being required to obtain any prior review, consultation, approval, assistance or advice from Arkansas State Building Services. However, the exempt institutions are required to develop policies and procedures with respect to bidding and construction of capital improvement projects in accordance with State law.

The proposed procedures for capital projects are intended to satisfy the requirements of Act 961.

Following discussion, the following resolution was unanimously adopted upon motion by Mr. Roussel with a second by Mr. Sims:

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING CAPITAL PROJECTS POLICY AS BOARD POLICY NO. 407.”**



**Boys State Contract** - John Smith, Executive Vice President, presented this item.

Each summer, approximately 1,000 high school juniors come to UCA for approximately a week to attend Boys State. The university receives a tremendous amount of positive publicity from this event and many of the delegates eventually attend UCA. The administration has negotiated with the Arkansas Boys State Commission for an extension of their five-year contract with the university. The Arkansas Boys State Commission currently pays the university \$73.00 for each delegate and staff member that attends the event. The proposed contract will expire in 2008 and has no increase in rates for next year (2004) and allows for up to a 5% increase in current meal charges for the remaining years of the contract.

Following discussion, the following resolution was adopted upon motion by Mr. Harding with a second by Mr. Sims. Mr. Womack abstained because of his association with Boys State. Mr. Womack stated that UCA has been very good for Boys State and, in turn, Boys State has been very good for UCA.

**“BE IT RESOLVED: THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO ENTER INTO A FIVE-YEAR CONTRACT WITH THE ARKANSAS BOYS STATE COMMISSION TO HOST THE BOYS STATE CONFERENCE ON THE UCA CAMPUS AND,**

**BE IT FURTHER RESOLVED: THE UNIVERSITY WILL RECEIVE \$73.00 FOR EACH DELEGATE AND STAFF MEMBER THAT ATTENDS THE EVENT IN 2004, AND THE RATE FOR THE MEAL CHARGES MAY BE INCREASED UP TO 5% PER YEAR FOR THE REMAINING YEARS OF THE CONTRACT.”**

**Dental and Health Insurance** - Steve Wood, Assistant Vice President for Human Resources, presented the following two items and responded to questions from Board members.

Dental Insurance

Health Insurance - Following serious consideration of self-funded proposals and fully insured alternatives for health coverage for calendar year 2004, it is recommended that the university continue a fully insured plan through QualChoice. In reaching this recommendation, formal proposals were requested and reviewed, numerous vendors and brokers were consulted and the costs, coverage and plan administration of other universities' health plans were reviewed.

Based upon the renewal proposal of 12.5% received from QualChoice, the costs of the alternatives available and the current budget environment, remaining fully insured with QualChoice is the most reasonable option for 2004. In coordination with QualChoice, the current American Fidelity GAP plan, which assists in reducing out-of-pocket expenditures in the health plan, has been proposed for continuation with no change in premiums.

With the support of the Fringe Benefits Committee, the following resolutions were unanimously adopted upon motion by Mr. Erstine with a second by Mr. Sims:

**“BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO ESTABLISH A DENTAL INSURANCE AGREEMENT WITH BLUE CROSS AND BLUE SHIELD FOR JANUARY 1, 2004 THROUGH DECEMBER 31, 2004 WITH THE OPTION TO RENEW THE AGREEMENT FOR JANUARY 1, 2005 THROUGH DECEMBER 31, 2005.”**

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE RENEWAL OF THE HEALTH INSURANCE PLAN FOR THE PERIOD OF JANUARY 1, 2004 THROUGH DECEMBER 31, 2004, WITH QUALCHOICE OF ARKANSAS AND THE CONTINUATION OF THE AMERICAN FIDELITY GAP PLAN FOR THE SAME PERIOD.”**

Rights-of-Way and Easements for Conway Corporation - This item was presented by President Hardin.

Conway Corporation has requested that the university grant two easements for utilities and other purposes.

1. The first easement is a 15-foot wide right-of-way and easement along the eastern edge of the Robins-Street parking lot. The purpose of the requested easement is to permit Conway Corporation to lay underground electric cable. Also, during the construction phase, Conway Corporation has requested a 40-foot easement to allow materials to be located near the construction site.
2. The second easement is also a 15-foot wide right-of-way and easement near the retirement center. The university is preparing to construct a warehouse for the UCA housing department to replace what will be lost in the basement of Wingo Hall when renovations begin early in 2004. The purpose of the requested easement is to permit

Conway Corporation to lay underground electric and CATV lines, which will serve the new warehouse and other nearby buildings. Once again, during the construction phase, Conway Corporation has requested

RIGHT OF WAY AND EASEMENT

UNIVERSITY OF CENTRAL ARKANSAS

To

THE CITY OF CONWAY, ARKANSAS

KNOW ALL MEN BY THESE PRESENTS:

That We, University of Central Arkansas, (GRANTORS), for and in consideration of the sum of One Dollar, to us paid by the City of Conway, Arkansas, a City of the first class, (GRANTEE), cash in hand, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto said GRANTEE, its successors and assigns, forever, a right of way and easement 15 feet wide on, over, across and under the following described lands, owned by us and situated in Faulkner County, Arkansas, to-wit:

Said 15 foot utility easement shall be the East 15 feet of Lots 14 and 23 in College Oaks Addition as platted in Book A, Page 87 in Faulkner County, Arkansas.

Said right of way and easement shall be located upon and over such portion of the above described lands as has been, or may

TO HAVE AND TO HOLD the same unto the said GRANTEE, and unto its successors and assigns, forever, with full right of ingress and egress at all times in, upon, over or under and to said lands for the purposes aforesaid.

WITNESS our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

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Rush Hardin, Chair, UCA Board of Trustees

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Scott Roussel, Secretary, UCA Board of Trustees

#### ACKNOWLEDGMENT

STATE OF ARKANSAS  
County of Faulkner



above described lands as has been or may hereafter be selected by the officers or agents of said GRANTEE; it being understood and agreed that the said GRANTEE, or its successors or assigns, shall have the right to enter upon the above described lands at such time as it or they may deem proper to make such excavations and do such other work as it or they deem proper and necessary for the laying, relaying, maintaining, repairing, or replacing of utilities and appliances incident thereto, but it is expressly understood and agreed that the said GRANTEE, or its successors or assigns, shall be liable to the GRANTORS herein, or their heirs or assigns, for any and all damage that may be done in the prosecution of said work to any crops, fences or other improvements upon said lands, and that should it be necessary to go through any fences upon said lands, the said GRANTEE shall rebuild same immediately in as good condition as same were before.

TO HAVE AND TO HOLD the same unto the said GRANTEE, and unto its successors and assigns, forever, with full right of ingress and egress at all times in, upon, over or under and to said lands for the purposes aforesaid.

WITNESS our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Rush Harding, Chair, UCA Board of Trustees

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Scott Roussel, Secretary, UCA Board of Trustees

ACKNOWLEDGMENT

STATE OF ARKANSAS  
County of Faulkner.

BE IT REMEMBERED, That on this day came before the undersigned, a Notary Public within and for the County aforesaid, duly commissioned and acting, University of Central Arkansas to me well known as the grantors in the foregoing instrument, and acknowledged that they had executed the same for the consideration and purposes therein mentioned and set forth.

WITNESS my hand and seal as such Notary Public this \_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**New Program Option: Emphasis in Digital Filmmaking** - Gabriel Esteban, Provost, presented this item and responded to questions from Board members.

The College of Fine Arts and Communication proposes a new digital filmmaking option within the mass communication program in the Department of Mass Communication and Theatre. With the addition of digital filmmaking, the mass communication program will offer three areas of emphasis: digital filmmaking, journalism, and telecommunications/television.

A recent survey of introductory classes in mass communication found strong interest among current students in a digital filmmaking emphasis, and the department has received a number of phone calls from prospective students enquiring about a filmmaking major. The Arkansas Department of Economic Development, expressing enthusiastic interest in such a program option, has indicated that there are indeed opportunities for graduates of a digital filmmaking program and that such a program at UCA will have a positive impact upon the economy of the state. Graduates of the program will be employable in fields such as entertainment, network broadcasting, and cable television; extensive opportunities for our graduates exist as well in corporate, medical, police, and military applications.

The proposed digital filmmaking option will require 42 hours of course work. Of the 42 hours total, 6 hours of core course work are required for all mass communication majors; 3 required and 15 elective hours will be shared with the telecommunications/television emphasis. Seven new courses specific to digital filmmaking have been created. The digital filmmaking emphasis can be implemented with present staff and equipment and will complement the existing emphases in journalism and telecommunications/television.

All appropriate university councils and administrators have recommended approval of this program.

Following discussion, the following resolution was unanimously adopted upon motion by Dr. Stanton with a second by Mrs. Bassett:

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE DIGITAL FILMMAKING OPTION IN THE MASS COMMUNICATION PROGRAM.**

**BE IT FURTHER RESOLVED: THAT THE BOARD OF TRUSTEES DIRECTS THE PRESIDENT TO TRANSMIT THE PROGRAM OPTION OF DIGITAL FILMMAKING TO THE ARKANSAS HIGHER EDUCATION COORDINATING BOARD FOR REVIEW AND APPROVAL AT ITS NEXT MEETING.”**



**PAY, RESIGNATIONS AND/OR NON-REAPPOINTMENTS, AND RETIREMENTS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.”**

NOTE: It was decided by the Board that the election of officers, which was listed on the agenda for this meeting, will be included on the agenda for the October 3 Board meeting.

There being no further business to come before the Board, the meeting was adjourned by Mr. Harding.

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Mr. Rush Harding, Chair

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Mr. Scott Roussel, Secretary