

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m., Friday, July 24, 2009, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

Chair:	Mr. Rush Harding, III
Vice Chair:	Dr. Harold Chakales
Secretary:	Mr. Scott Roussel
	Mrs. Patricia Bassett
	Mrs. Kay Hinkle
	Mr. Bobby Reynolds
	Mr. Randy Sims

### **MINUTES**

The minutes of the May 8, May 14, June 5, June 11 and June 16 Board meetings were unanimously approved as submitted upon a motion by Randy Sims and a second by Patricia Bassett.

### **PRESIDENT'S REPORT**

President Meadors reported on the following items:

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The Chinese minor will allow more students to prepare for study abroad in China and strengthen UCA's eligibility for federal funding for the study of critical languages. Currently the development of the Chinese language program at UCA is supported by a Title VI grant and by UCA's Confucius Institute.

All appropriate universi

**“Grant Incentive Funding” (Board Policy No. 408)**

In May 2005, the Board approved a policy authorizing incentive payments to faculty and professional staff for seeking and obtaining extramural funding. Now that the policy has been in place for about four years, the administration has determined that some revisions are needed to clarify the policy.

The proposed revisions clarify the approval process for the award of incentive payments related to extramural funding, and ensure that incentive payments do not exceed the line item



Program Criteria:

1. ~~An eligible recipient may be a faculty member (including those with administrative reassignment below the level of dean) or professional staff.~~
2. ~~The extramural funded salary must be for at least one month during the fiscal year for both 9 and 12-month appointments.~~
3. ~~The incentive payment will be calculated as 50% of the salary paid by grants during the fiscal year just ending, up to a maximum of 25% of the faculty/professional staff member's annual salary for 12-month appointments or academic year salary for 9-month appointments. Legislated line item maximum salaries may further limit the incentive payment. Such a limit will be identified at the time of the original request (see #5). Calculation of any incentive payment shall exclude the value of any fringe benefits. Any incentive payment made shall not modify the employee's base salary.~~
4. ~~The salary support must be derived from either (a) federally funded competitive research or training grants or contracts with facilities and administrative costs (also called indirect costs) or (b) grants from industry or foundations that pay appropriate facilities and administrative (indirect) costs. Only grants and contracts generating salary savings and the full amount of facilities and administrative costs allowable by the grant program qualify.~~
5. ~~A request by a faculty/professional staff member to seek an incentive payment under the policy must be submitted to the department chair or unit head during the same fiscal~~

~~10. Participation in the program is voluntary and is not mandated upon either the faculty/professional staff member or the university. Participation is contingent on available funding. The university reserves the right to suspend or terminate this program or the participation of any faculty/professional staff member at any time.~~

1. The provost and the vice president for administration shall together have the authority to implement the extramural incentive program in accordance with all applicable University policies and to make such changes to the implementation of the policy as may be necessary.
2. Recipients may request an amount equal to up to 25% of their state salary from available state funds as an incentive payment. The incentive payment is not part of regular pay from the 100% effort on all activities. State legislated line item maximum (LIM) limits on salaries may limit the incentive payment, so it is important that the department ensure that incentive calculations fall within state legislated LIM in all cases. An incentive payment shall not modify the employee's base salary.
3. Recipients who wish to take part in the incentive program must meet with their department head prior to submission of the application for extramural funding to examine the processes in place at UCA for incentive payments. The recipient and the department head will agree on performance measures and submit the request and pay percentages in writing to the next higher-level administrator. Department heads will ensure that UCA funds are available for agreed-upon performance measures. In addition, availability of any payments under this policy is subject to the availability of state appropriations and to any applicable state or federal laws, regulations, or policies.
4. A request by a recipient to seek an incentive payment under the policy must be submitted to the department head during the same fiscal year that the salary savings occur or when other sources of incentive pay are available. Approval by the department head and next higher administrative level will be contingent upon meeting the criteria and purpose of the policy.
5. The provost and the vice president for administration are responsible for final approval of any agreement under this policy. Approval must be obtained prior to submitting the grant.
6. The recipient must exhibit satisfactory performance in all assigned duties as determined by his/her department head and next higher administrator. Included is the responsibility of providing good fiscal and administrative management of all extramural funds for which he/she is principal investigator or project director and completion of necessary reports in a timely and effective manner.
7. Participation in the program is voluntary and is not mandated upon either the recipient or the university. Participation is always contingent on available state funding and the financial climate at the University. The University reserves the right to suspend or terminate this program or the participation of any recipient at any time.

**“Payroll Deductions – UCA Foundation” (Board Policy No. 508)**

In 1987, the Board of Trustees authorized payroll deductions for contributions from UCA employees to the UCA Foundation. The administration requests authorization from the Board for payroll deductions from UCA employees to the Bear Bucks program, a declining balance program similar to a prepaid credit/debit card. At the present time, those with Bear Bucks accounts may use their card at all campus food service venues, for copies and laser printing in Torreyson Library, at the UCA Bookstore, at Pizza Hut on Salem Rd, and at the Bear Den Gas Station on Dave Ward Dr. Additional merchants will be added to this list in the near future.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Bobby Reynolds:

**“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 508, ‘Payroll Deduction – UCA Foundation’.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 508


Subject: Payroll Deductions –UCA Foundation

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Date Adopted: 2/87

Revised: \_\_\_\_\_

The Board of Trustees ~~directed the administration to permit~~ **authorizes** deductions from the payrolls of University employees for contributions to the University of Central Arkansas





### **Right-of-Way and Easement to the City of Conway**

The City of Conway has requested that the university grant a right-of-way and easement to allow for the widening of Donaghey Avenue at Dave Ward Drive. This widening of the roadway will permit the city to establish two left turn lanes for traffic turning left off of Donaghey and heading

Northwest Corner  
Donaghey – Dave Ward

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At its May 2009 meeting, the Board approved a policy establishing new contract review procedure. The Board made the new procedure effective July 1, 2009. In the course of implementing the new policy, the administration has determined that further refinement of one element of the policy is needed.

The policy requires that any contract exceeding one (1) fiscal year, regardless of the amount of the contract or whether the contract requires an exchange of monies, must be approved by the Board of Trustees. The administration has found that this requirement has created a hardship for some departments and wishes to make some adjustments to this provision of the policy. The administration requests that the Board delay implementation of this requirement so that it may propose modifications to the policy at the November meeting of the Board. All other provisions of the policy should remain in effect as of July 1, 2009.

The following resolution was unanimously adopted upon motion by Scott Roussel with a second by Patricia Bassett:

**“BE IT RESOLVED: That the Board of Trustees hereby delays the effective date of one provision of Board Policy No. 416, the provision that requires Board approval of all contracts exceeding one (1) fiscal year. All other requirements of the policy remain in effect as of July 1, 2009.”**

#### **EXECUTIVE SESSION**

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

#### **OPEN SESSION**

Open session was unanimously declared upon motion by Kay Hinkle with a second by Bobby Reynolds.

The following resolution was unanimously adopted upon motion by Randy Sims with a second by Scott Roussel:

**“BE IT RESOLVED: That the Board of Trustees hereby approves the personnel list presented in executive session, provided however, that the administration is authorized to make corrections and changes of a clerical nature.”**

Upon motion by Kay Hinkle with a second by Scott Roussel, the Board unanimously voted to write a resolution in honor of Miss Arkansas 2009, Sarah Slocum, and present it to her at the November, 2009 Board meeting.

There being no further business to come before the Board, the meeting was adjourned upon motion and second.

**The University of Central  
Arkansas Board of Trustees**

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**Rush Harding, III  
Chair**

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**Scott Roussel  
Secretary**

