

**AGENDA FOR MEETING OF BOARD OF TRUSTEES
OF
UNIVERSITY OF CENTRAL ARKANSAS
ON
May 7, 2010
AT
2:00 P.M.
BOARD OF TRUSTEES CONFERENCE ROOM – WINGO HALL**

**Dr. Harold Chakales – Chair
Mr. Scott Roussel – Vice Chair
Mr. Bobby Reynolds - Secretary
Mr. Victor Green
Mr. Rush Harding, III
Mrs. Kay Hinkle
Mr. Randy Sims**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE FEBRUARY 5 AND APRIL 5, 2010 MEETINGS**
- IV. INTRODUCTIONS AND ANNOUNCEMENTS**
- V. PRESIDENT’S REPORT**
 - A. Comments from President Meadors**
 - B. Board Meeting Dates**
 - C. Board Retreat**
 - D. Orientation – Kyle Boyd and Elizabeth Eason, Co-Directors of the Student Orientation Staff**
 - E. New UCA License Plates**
 - F. Other**
- VI. STATEMENTS BY THE PRESIDENTS OF THE STUDENT GOVERNMENT ASSOCIATION, STAFF SENATE AND FACULTY SENATE**

- A. Mr. Cody Wilson, President, SGA**
- B. Mr. Larry Burns, President, Staff Senate**
- C. Dr. John Parrack, President, Faculty Senate**

VII. ACTION AGENDA

- A. Resolution – Ms. Patricia Bassett**
- B. “General Registration and Other Fees” (Board Policy No. 630)**
- C. “Fees – Academic Outreach and Extended Programs” (Board Policy No. 631)**
- D. Operating Budget 2010-11**
- E. Line of Credit – Authorization/Certification to Department of Finance & Administration and Arkansas Department of Higher Education: ACT 571 of 2009 (SB843)**
- F. “Contract Review Procedures” (Board Policy No.416)**
- G. “Undergraduate Admission Policy” (Board Policy No. 310) and “Fees - General Administrative” (Board Policy No. 634)**
- H. “Fees – International Programs” (Board Policy No. 635)**
- I. “Fees – Ticket Central” (Board Policy No. 646)**
- J. Athletic Contracts to Play Division II Schools in Football**

VIII. NOTIFICATIONS/DELETIONS

- A. Establishing a BS+MS in Computer Science**

IX. EXECUTIVE SESSION TO CONSIDER PERSONNEL MATTERS

X. OPEN SESSION

- A. Personnel List**
- B. Other**

XI. ADJOURNMENT

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE</u>
MINUTES OF THE FEBRUARY 5 AND APRIL 5, 2010 MEETINGS	1
<u>ACTION AGENDA</u>	
A. Resolution – Ms. Patricia Bassett	2
B. “General Registration and Other Fees” (Board Policy No. 630)	3
C. “Fees – Academic Outreach and Extended Programs” (Board Policy No. 631)	8
D. Operating Budget 2010-11	11
E. Line of Credit – Authorization/Certification to Department of Finance & Administration and Arkansas Department of Higher Education: ACT 571 of 2009 (SB843)	13
F. “Contract Review Procedures” (Board Policy No.416)	15
G. “Undergraduate Admission Policy” (Board Policy No. 310) and “Fees - General Administrative” (Board Policy No. 634)	23
H. “Fees – International Programs” (Board Policy No. 635)	34
I. “Fees – Ticket Central” (Board Policy No. 646)	36
J. Athletic Contracts to Play Division II Schools in Football	38
<u>MODIFICATIONS/DELETIONS</u>	
A. Establishing a BS+MS in Computer Science	39

III. MINUTES

Minutes of the February 5 and April 5, 2010 Board meetings, which can be found on UCA's web site, were distributed to Board members for review prior to the May 7, 2010, Board meeting.

VII. ACTION AGENDA

A. Resolution – Ms. Patricia Bassett

RESOLUTION

WHEREAS, Mrs. Patricia Bassett was appointed to serve as a member of the UCA Board of Trustees by Governor Mike Huckabee in April, 2003 and served until January 2010; and

WHEREAS, Mrs. Bassett served as chair of the Board for the year 2006; and

WHEREAS, Mrs. Bassett did not have a previous connection with the university, she embraced it with the vigor and enthusiasm of its strongest alumni; and

WHEREAS, during Mrs. Bassett’s tenure many positive changes occurred at UCA including significant growth in student enrollment and an increase in public awareness of the quality of programs offered at the university; now therefore be it

RESOLVED, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Mrs. Patricia Bassett for her service as a member of the Board of Trustees; and be it further

RESOLVED, that this resolution be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

Adopted this 7th
day of May 2010,
in Conway, Arkansas

Chair of the Board

Secretary of the Board

VII. ACTION AGENDA

B. “General Registration and Other Fees” (Board Policy No. 630)

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

Tuition: \$1 per hour increase for Undergraduate and Graduate.

Justification: This change will generate approximately \$285,000 in additional revenue for the operating budget and will be applied toward increases in fixed cost. This change equates to a semester increase of \$15 for a student taking 15 hours.

Library Fee: New fee of \$3 per hour for Undergraduate and Graduate

Justification: This new fee was initiated by the students and brought up through the Student Government Association. The intent is to generate a carryover fund to support library resources and services not being met by the existing annual budget and frequently requested by the UCA students and faculty. It will enhance funds for library acquisitions that support teaching and research (e.g., books, journals, databases), purchase additional electronic research collections and upgrade existing subscriptions, extend library hours of operation past midnight, subsidize the cost of printing and photocopying for students, and provide additional amenities. A Library committee made up of student and faculty representation will oversee the use of revenue from these funds; committee recommendations will be subject to appropriate administrative approvals. This fee is anticipated to generate more than \$800,000 annually. This change equates to a semester increase of \$45 for a student taking 15 hours.

Athletic Fee: \$3 per hour increase for Undergraduate and Graduate

Justification: On the surface, this increase appears to add to the revenue of the program, resulting in an increased operating budget. The reality, however, is that of the more than \$800,000, \$400,000 will be used to pay the salaries currently being funded from Instruction, thereby releasing those dollars for use in the academic areas. Another \$200,000 will be reduced from the housing transfer, freeing up money to fund housing needs. \$90,000 will be used to pay salaries currently being funded by the HPER Center, which will free those dollars for other purposes at the HPER Center. The remaining \$110,000 will just cover the additional costs of scholarship increases and across-the-board salary increases for non-classified employees and faculty. This change equates to a semester increase of \$45 for a student taking 15 hours.

The total of the aforementioned fees, tuition (\$1 per hour), library fee (\$3 per hour), and athletic fee (\$3 per hour) for a student taking 15 hours is \$105 per semester. This translates into a 3.14% increase for Undergraduate and 2.66% increase for Graduate students. While tuition and fee increases at other institutions within the state are not yet official, indications are that UCA’s increase will be near if not the lowest.

Out-of-State: Reducing the per hour charge from an amount equal to the in-state rate to an amount equal to one half of the in-state rate.

Justification: The campus is striving to create a more diverse population. One measure considered is the reduction of the fee charged to Out-of-State students, including international students. While there are others within the state and in the surrounding states that offer this lower rate, the administration feels UCA will be on this leading edge providing a competitive advantage. This will make UCA more marketable to non-resident applicants when considering options between UCA and other state schools with significantly higher out-of-state rates.

Therefore the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees adopts the following revisions to Board Policy No. 630, “General Registration and Other Fees”, effective Fall 2010.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number:	630	Page	1 of 3
Subject:	Fees – General Registration and Others		
Date Adopted:	3/94	Revised:	Passim (most recent) /10

The current general registration and other required fees for 15-credit hours per semester are as follows:

	2009-2010		Proposed 2010-2011		Change		% Change	
	Per Hour	15 Hrs	Per Hour	15 Hrs.	Per HR	Semester		
UNDERGRADUATE								
General Registration	173.50	2,602.50	174.50	2,617.50	1.00	15.00	0.58%	
Athletic	14.00	210.00	17.00	255.00	3.00	45.00	21.43%	
Student Ctr/Recreation	4.00	60.00	4.00	60.00	-	-	0.00%	
Facilities Fee	9.00	135.00	9.00	135.00	-	-	0.00%	
HPER	4.00	60.00	4.00	60.00	-	-	0.00%	
Fine/Performing Arts	2.00	30.00	2.00	30.00	-	-	0.00%	
Cooperative Education	0.50	7.50	0.50	7.50	-	-	0.00%	
Technology	7.50	112.50	7.50	112.50	-	-	0.00%	
Library	-	-	3.00	45.00	3.00	45.00		
Activity Fee	Sem	15.50		15.50	-	-	0.00%	
SAB	Sem	8.00		8.00	-	-	0.00%	
AAGE	Sem	5.00		5.00	-	-	0.00%	
Publications	Sem	6.00		6.00	-	-	0.00%	
Radio Station	Sem	5.00		5.00	-	-	0.00%	
Access and Security	Sem	27.00		27.00	-	-	0.00%	
Health Service	Sem	65.00		65.00	-	-	0.00%	
Total Per Hour	214.50	3,349.00	221.50	3,454.00	7.00	105.00	3.14%	
Out-of-State	173.50	2,602.50	87.25	1,308.75	(86.25)	(1,293.75)	-49.71%	
Out-of-State Total	388.00	5,951.50	308.75	4,762.75	(79.25)	(1,188.75)	-19.97%	

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy Number:	630 cont.		Page	2 of 3
Subject:	Fees – General Registration and Others			
Date Adopted:	3/94	Revised:	Passim (most recent) /10	

The current general registration and other required fees for undergraduate summer 2011 15-credit hours per semester are as follows:

	2010		Proposed 2011		Change		% Change
	Per Hour	15 Hrs	Per Hour	15 Hrs.	Per HR	Semester	
UNDERGRADUATE SUMMER							
Per Hour Fees							
General Registration	173.50	2,602.50	174.50	2,617.50	1.00	15.00	0.58%
Athletic	14.00	210.00	17.00	255.00	3.00	45.00	21.43%
Student Ctr/Recreation	4.00	60.00	4.00	60.00	-	-	0.00%
Facilities Fee	9.00	135.00	9.00	135.00	-	-	0.00%
HPER (Note 1)	4.00	12.00	4.00	12.00	-	-	0.00%
Fine/Performing Arts	2.00	30.00	2.00	30.00	-	-	0.00%
Cooperative Education	0.50	7.50	0.50	7.50	-	-	0.00%
Technology	7.50	112.50	7.50	112.50	-	-	0.00%
Library	-	-	3.00	45.00	3.00	45.00	
Total Per Hour	214.50	3,169.50	221.50	3,274.50	7.00	105.00	3.31%
Out-of-State (Note 2)	-	-	-	-	-	-	
Out-of-State Per Hour Total	214.50	3,169.50	221.50	3,274.50	7.00	105.00	3.31%
Per Semester/Term Fees	May	10-Week	Summer 1	Summer 2	No changes to per-semester/Term fees		
Access & Security (Note 3)	15.00	15.00	15.00	15.00			
Health Services (Note 4)	32.50	65.00	32.50	32.50			
SAB (Student Activity Board)	-	3.00	1.50	1.50			
Student Activity	3.50	3.50	3.50	3.50			
Total Per Semester/Term Fees	51.00	86.50	52.50	52.50			
Explanatory Notes:							
Note 1 – The maximum HPER (Health, Phys. Ed., Recreation Ctr.) fee is \$12 per summer part of term							
Note 2 – Out-of-state fees are waived for undergraduate students enrolled in the summer beginning with the summer 2010 semester.							
Note 3 – The maximum Access & Security fee is \$15 for summer							
Note 4 – The maximum Health Services fee is \$65 for summer							

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number:	630 cont.	Page	3 of 3
Subject:	Fees – General Registration and Others		
Date Adopted:	3/94	Revised:	Passim (most recent) /10

The current general registration and other required fees for 15-credit hours per semester are as follows:

	2009–2010		Proposed 2010–2011		Change		% Change	
	Per Hour	15 Hrs	Per Hour	15 Hrs.	Per HR	Semester		
GRADUATE								
General Registration	214.00	3,210.00	215.00	3,225.00	1.00	15.00	0.47%	
Athletic	14.00	210.00	17.00	255.00	3.00	45.00	21.43%	
Student Ctr/Recreation	4.00	60.00	4.00	60.00	-	-	0.00%	
Facilities Fee	9.00	135.00	9.00	135.00	-	-	0.00%	
HPER	4.00	60.00	4.00	60.00	-	-	0.00%	
Fine/Performing Arts	2.00	30.00	2.00	30.00	-	-	0.00%	
Technology	7.50	112.50	7.50	112.50	-	-	0.00%	
Library	-	-	3.00	45.00	3.00	45.00		
Activity Fee	Sem	15.50	15.50	15.50	-	-	0.00%	
SAB	Sem	8.00	8.00	8.00	-	-	0.00%	
Publications	Sem	6.00	6.00	6.00	-	-	0.00%	
Radio Station	Sem	5.00	5.00	5.00	-	-	0.00%	
Access and Security	Sem	27.00	27.00	27.00	-	-	0.00%	
Health Service	Sem	65.00	65.00	65.00	-	-	0.00%	
Total Per Hour	254.50	3,944.00	261.50	4,049.00	7.00	105.00	2.66%	
Out-of-State	214.00	3,210.00	107.50	1,612.50	(106.50)	(1,597.50)	-49.77%	
Out-of-State Total	468.50	7,154.00	369.00	5,661.50	(99.50)	(1,492.50)	-20.86%	

VII. ACTION AGENDA

C. **“Fees – Academic Outreach and Extended Programs” (Board Policy No. 631)**

Board Policy No. 631 is in need of the following modifications:

The special division fee will be changed to a Distance Education Support fee to reflect an administrative change for this fee. The Distance Education Support fee will support the overall mission of the University as these funds are directed to the appropriate departments that provide services to all students.

The proposed increase in this fee brings the costs of students enrolling in off-campus credit classes at the same rates established for regularly enrolled students in Board Policy Nos. 630 and 639.

Therefore, the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees adopts the following revisions to Board Policy No. 631, “Fees – Academic Outreach and Extended Programs”.

**University of Central Arkansas
Board Policy**

Policy Number: 631

Subject: ~~Fees - Academic Outreach and Extended Programs~~ **Distance Education Support**

Adoption Date: 12/75 **Revision Date:** 8/89, 4/90, 4/92, 3/93, 3/94 5/95, 8/96, 8/97, 2/00, 8/00, 05/01, 8/01, 3/02, 11/02, 2/04, 5/05, 5/06, 8/06, 05/08, 11/09, 05/10

1. Off-Campus Credit Classes

Except as provided in section 5 of this policy, students enrolling in off-campus credit classes offered through the Division of Academic Outreach will pay the general registration fee, facility fee, technology fee, access and security fee, and health services fee based on the current Board approved rates for regularly enrolled students as provided for in Board Policy No. 630; and, as applicable, college-specific fees as provided for in Board Policy No. 639. In addition to the fees listed above, students enrolling in off-campus credit classes offered through Academic Outreach will pay a special ~~division~~ fee, called an ~~academic support~~ **Distance Education Program** fee, of ~~\$22.00~~ **\$30.50** per credit hour.

Short Term Study Abroad courses administered by the Division of International Affairs are not offered through the Division of Academic Outreach and are not subject to Academic Outreach fees.

2. Instruction Delivered at Remote Locations

The Division of Academic Outreach and Extended Programs is authorized to assess a support services fee necessary to recover the costs associated with delivering instruction to remote locations.

Because the fees charged at remote locations vary based on the costs of providing instruction at each remote location, a specific fee cannot be established. However, fees will be assessed only as necessary to recover costs associated with serving these remote locations

3. On-Campus Credit Classes

Students enrolling in on-campus credit classes offered through Academic Outreach will pay the general registration fee and all mandatory fees at the same rates established for regularly enrolled students in Board Policy Nos. 630 and 639.

4. On-Line Instruction Fee

Students enrolling in on-line courses will pay a technology fee of \$25.00 per semester credit hour. This on-line instruction fee is in addition to any general registration or other mandatory course fees.

5. Grant-Funded and Institute Classes

Students enrolled in grant-funded classes and classes connected with institutes offered through Academic Outreach will pay only the general registration fee or other fee(s) required to meet funding criteria.

6. Contract Training and Not-For-Credit Service Fees

The administration is authorized to establish fees and charges for contract training and not-for-credit events and services that the Division of Academic Outreach originates and sponsors.

7. Late Payment on External Contracts

The Division of Academic Outreach may impose a ten percent late payment fee on contracts with external agencies, groups, or individuals that fail to pay their bills within thirty days of the date of billing.

8. Alumni Association Discount

UCA Alumni Association members enrolling in non-credit courses originated by Academic Outreach will receive a 40% discount.

VII. ACTION AGENDA

D. Operating Budget 2010-11

The budget is predicated on the approval of the changes presented in tuition and fees along with flat enrollment, state funding held relatively constant to FY10 and the previously-approved rates for room/board. The departmental expense budgets are held to FY10 levels after current-year cuts to allow for increases in areas of focus, such as providing a salary increase for faculty and non-classified employees and rebuilding university reserves.

The budget totaling \$157,664,440 is a reduction of \$912,337 from the current revised budget, a .58% reduction.

Major Components of Sources

A. Tuition and fees make up 42.39% of the total revenue and are based on flat enrollment and an increase of \$7 per hour or 3.14%. Broken down, these amounts are \$3 per hour for the athletic fee, \$3 per hour for the new library fee and \$1 per hour for general tuition, the latter of which will generate approximately \$285,000.

B. State appropriations represent 35.64% of the budget revenue and are made up of Revenue Stabilization Act (RSA) of \$51,972,375 and Educational Excellence Trust Fund (EETF) of \$4,212,196. The EETF was reduced 6.1% from FY10. RSA includes Category B money of \$789,310, all of which is budgeted in a contingency as this money may not materialize.

C. Auxiliary income's major components are housing and food service, which will see a 3% increase as passed at the February 2010 board meeting. Other major components are athletics, which has a proposed increase, and HPER, Student Center, Student Health Center and others, none of which are requesting an increase. Auxiliaries will also see a decline in their revenue base because of the flat enrollment budgeting assumption.

Major Components of Uses

A. Salaries and benefits together make up 56.57% of the operating budget for E&G and auxiliary, which is on par with industry standards. The major change in this category is the proposed salary increase for faculty and non-classified employees of 2.25% across the board and a .50% equity pool. Additionally, the final phase of the classified salary changes will be made. This is netted against unfilled positions removed from the budget.

B. Scholarships and fee waivers make up another 14.24% of the budget, which—while still above industry standards—is coming down rapidly based on the scholarship plan of university committees.

C. Transfers, although a small percentage of the budget, are important due to the large percentage increase. The University is committed to rebuilding its financial base. This increase reflects amounts set aside to rebuild those reserves.

Therefore, the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves the 2010-2011 operating budget totaling \$157,664,440.”

VII. ACTION AGENDA

E. Line of Credit – Authorization/Certification to Department of Finance & Administration and Arkansas Department of Higher Education: ACT 571 of 2009 (SB843)

The administration requests approval of the renewal of a loan/line-of-credit with First Security Bank, which expires June 30, 2010, in an amount up to \$6 million at an estimated annual interest rate of 4.96 percent. Proceeds from the loan/line-of-credit will be for current operations purposes. The renewed line of credit used, if needed, by the institution is for a period to expire not later than October 28, 2011.

The loan/line-of-credit will be up to \$6 million with an estimated maximum debt service of \$6,396,800 due by October 28, 2011. If needed, proceeds from the issue will be used to address operating budget cash flow problems for fiscal year 2011. Coordinating Board policy regarding debt service provides that a maximum of 25 percent of tuition and fee revenue may be pledged to educational and general debt service. However, Arkansas Code Ann. § 6-62-105, cited above, was amended by Act 571 of 2009 to state that private loans must be repaid no later than 120 days after the start of the following fiscal year. In view of both AHECB policy and Arkansas Code Ann. § 6-62-105 (as amended), feasibility is presented under both regulations.

Relevant data follows:

Under AHECB Policy

Budgeted 2009-10 Tuition and Fee Revenue	\$ 65,261,673
Budgeted 2009-10 Scholarship Expenditures.....	<u>19,411,857</u>
Net tuition and Fee Revenue for 2009-10	\$ 45,849,816
Maximum Allowable Debt Service @ 25%	\$ 11,462,454
Existing Debt Service.....	3,451,480
Maximum Estimated Debt Service for Loan	6,396,800
Tuition & Fee Revenue Remaining for Additional Debt Service.....	\$ 1,614,174

Under Arkansas Code 6-62-105

Estimated May and June 2010 State Funding.....	\$ 8,030,713
Estimated Maximum Service for Proposed Issue.....	6,396,800

The above data demonstrate that the University of Central Arkansas has sufficient revenue to support a loan/line-of-credit of \$6 million with a term of up to 16 months at an estimated annual interest rate of 4.96 percent.

Arkansas Higher Education Coordinating Board approved the following resolution at their April 30, 2010 Board meeting:

***RESOLVED,** That the Arkansas Higher Education Coordinating Board considers economically feasible plans for the University of Central Arkansas to seek a private loan/line-of-credit for approximately \$6 million with a term of up to 16 months at an estimated annual interest rate of 4.96 percent for educational and general operations for fiscal year 2011, as requested by the institution.*

***FURTHER RESOLVED,** That the Director of the Arkansas Department of Higher Education is authorized to notify the President and the Chair of the Board of the Trustees of the University of Central Arkansas of the Coordinating Board's resolution.*

Therefore, the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That pursuant to the provisions of Act 571 of the 2009 Arkansas General Assembly, the Board of Trustees hereby determines and certifies that (a) the continuation of a line of credit for operational purposes for FY2011 is warranted to provide a level of protection insuring essential operation of the University are continued, and (b) that such sums, if utilized during the current fiscal year, will be repaid by October 28, 2011.”

VII. ACTION AGENDA

F. “Contract Review Procedures” (Board Policy No. 416)

Pursuant to Board Policy No. 416, “Contract Review Procedures,” the administration must seek Board approval for (i) Any contract which will require the expenditure by the University of funds (at anytime) in excess of \$250,000; or (ii) Any contract with a term exceeding one (1) year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the University on the giving of written notice of ninety (90) days or less.

The administration is seeking Board approval for the following contracts:

1. Agreement between University of Central Arkansas and Trawick International, Inc. for health insurance for international students;
2. Ground Lease by University of Central Arkansas to American Cell Tower;
3. Lease by UCA Foundation, Inc. to the University of Central Arkansas for Buffalo Alumni Hall;
4. Ground Lease by University of Central Arkansas to T-Mobile;
5. Agreement for Advertising (sign/banner) at the City of Colleges Softball Facility in Conway, Arkansas, between the University of Central Arkansas and the City of Conway.
6. Real Property transaction between the University of Central Arkansas and HDR Properties, LLC, an Arkansas limited liability company involving the exchange of property;

Therefore, the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into contracts with the companies listed above.”

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION: ***(Board Policy #416)***

Contract involving more than \$250,000

SUMMARY

1. Parties: University of Central Arkansas (Office of International Affairs) and Trawick International, Inc. of Mobile, Alabama.
2. Purpose: Health Insurance Plan for most of the international students attending the University. This is a renewal of the same health insurance plan now in effect for international students attending the University. International students are required to have health insurance coverage. For those who do not, this policy covers them.
3. Term: One year. Term is from August 1, 2010, to July 31, 2011.
4. University Funds to be paid: The estimated premium is \$380,000 for the next academic year, but this is recouped from student fees when the international students register. (The \$380,000 is based upon the number of international students enrolled this year, unless the student has the same or comparable coverage. A census is provided to Trawick shortly after the start of the fall semester and the premium is then set.)
5. Public Bid/Purchasing Approval: This contract does not have to be bid under state law. (Per UCA Purchasing Department).
6. Special Provisions/Terms/Conditions: None.
8. Approval/Notification to UCA Foundation: None.

Form prepared by: Tom Courtway, General Counsel

Date: April 9, 2010.

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION: ***(Board Policy #416)***

Contract with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas and American Towers, Inc. (a/k/a American Cell Tower).

2. Purpose: Ground lease for a portion of the property the University purchased from the Arkansas Department of Emergency Management (“ADEM”). This is on the ridge south of campus – the old civil defense site.

3. Term: The agreement is drafted so that American Cell Tower has a two-year period (option) to determine whether it desires to lease the property. If it exercises the option to lease, then the initial lease term is five (5) years, with the lessee having four (4) five-year renewal options (25 years total if all renewals are exercised).

4. University Funds to be paid: None.

5. Funds received: The University will receive \$1,000 for each year of the option; and then if American Cell Tower exercises the option and leases the property, \$700 per month (\$8,400 per year). For the initial five-year lease term, this would be \$42,000. The rent is then increased by five percent (5%) each successive five years.

In addition, as part of the bid (see #6 below), the successful bidder was to pay the cost of demolishing two large towers on the site. Due to the time period from the bid to the date of the contract, the University demolished the two towers at a cost of \$62,500). The agreement provides that if American Cell Tower exercises the option and leases the property; in addition to the monthly rent it will reimburse the University the \$62,500 within 15 days after exercising the option.

6. Public Bid/Purchasing Approval: This agreement is the result of a request for proposals (bid) issued in July 2009.

7. Special Provisions/Terms/Conditions: (a) Lease requires the approval of the Arkansas Building Authority; (b) American Cell Tower to have \$1 million general liability policy naming the University as additional insured. (c) Lease also provides that no other cell towers or other similar providers will be allowed on the premises.

8. Approval/Notification to UCA Foundation: None.

Form prepared by: Tom Courtway, General Counsel

Date: April 9, 2010.

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION: ***(Board Policy #416)***

Contract with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas Foundation, Inc. (“Lessor”) and the University of Central Arkansas (“Lessee”).

2. Purpose: Lease for Buffalo Alumni Hall. The University has leased it from the Foundation for several years. The current lease expires on June 30, 2010.

3. Goods/Services to be Purchased, if any: Real Property (Buffalo Alumni Hall)

4. Term: The term of the proposed lease is two (2) years, from July 1, 2010, until June 30, 2012.

5. University Funds to be Paid: The University currently pays the Foundation \$20,000 per year in a lump sum in the month of September. Under the proposed new lease, the rent would increase to \$30,000 per year to be paid in the same manner.

6. Public Bid/Purchasing Approval: No bid or purchasing requirements involved.

7. Special Provisions/Terms/Conditions: Lease requires the approval of the Arkansas Building Authority.

8. Approval/Notification to UCA Foundation: This lease will also require the approval of the Board of Directors of the UCA Foundation, Inc. The next meeting of the Foundation Board is scheduled for May 14, 2010, and this matter will be on the agenda for that meeting.

Form prepared by: Tom Courtway, General Counsel

Date: April 9, 2010.

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION: ***(Board Policy #416)***

Contract with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas and T-Mobile Central, LLC (a/k/a T-Mobile”).
2. Purpose: Ground lease for property to erect a cell tower on the campus. The area is immediately behind the center field fence at the softball field.
3. Term: Initial term is ten (10) years, with T-Mobile having four (4) five-year renewal options (for a total lease term of 30 years if all renewals are exercised).
4. University Funds to be paid: None.
5. Funds received: The University will receive rent of \$850 per month (\$10,200 per year). Each year, rent increases by 2% over the previous year.
6. Public Bid/Purchasing Approval: This agreement is the result of a request for proposals (bid) issued in January 2010.
7. Special Provisions/Terms/Conditions: (a) Lease requires the approval of the Arkansas Building Authority; (b) T-Mobile to have \$1 million general liability policy naming the University as additional insured.
8. Approval/Notification to UCA Foundation: None.

Form prepared by: Tom Courtway, General Counsel

Date: April 9, 2010.

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION:
(Board Policy #416)

Contract with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas and the City of Conway, Arkansas.
2. Purpose: Advertising agreement for the University to advertise on a scoreboard at the City of Colleges Park in Conway, Arkansas (this is the new girls' softball complex on Siebenmorgen Road in east Conway).
3. Term: Three (3) years (March 1, 2010, through February 28, 2013).
4. University Funds to be paid: \$5,000 total for the three years (may be paid in a lump sum or in three installments of \$1,666.66 for first two years and a final installment of \$1,666.68 in the last year).
5. Funds received: None.
6. Public Bid/Purchasing Approval: None.
7. Special Provisions/Terms/Conditions: None
8. Approval/Notification to UCA Foundation: None.

Form prepared by: Tom Courtway, General Counsel

Date: April 9, 2010.

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION: ***(Board Policy #416)***

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

SUMMARY

1. **Parties:** University of Central Arkansas and HDR Properties, LLC (“HDR”), an Arkansas limited liability company.

2. **Purpose:** This is a real estate “exchange” pursuant to which the University will lease, and then sell, approximately five (5) acres located on the east side of Donaghey across from the softball field for four houses owned by HDR – three on Western Avenue and one on Augusta Avenue. The University property has a street address of 530 Donaghey. HDR intends to acquire the University property to construct apartments to lease.

In addition, at a future date (not to exceed two years from the closing) the University will receive cash of \$720,000. We will also collect rent on the HDR houses beginning July 1, 2010.

3. **Reason for the Transaction:** The transaction gains the University additional property on Western and Augusta (in the area between Bruce and College), and in addition generates \$720,000.00 in cash to be held for future property acquisitions. The land exchanged is on the east side of Donaghey.

4. **Closing Date:** If approved by the Board of Trustees, the transactions will close on July 1, 2010.

5. **Background:** At a meeting held on July 25, 2008, the Board approved the acquisition of the HDR properties in exchange for the University entering into a fifty year ground lease (with renewal terms) for nominal rent (to be determined) on the five acres the University owns. In addition, the University agreed to lease for a seven-year term the apartments to be constructed by HDR on the University property. Based upon MF-3 zoning on the University tract, approximately 120 apartment units could be constructed on the five acres.

The following is a summary of the properties involved and the appraisals (and current rents for the HDR properties):

(a) **UCA Property:** The University owns five acres and a home situated on the east side of Donaghey across from the softball field. It is used partially as a locker room for the softball team, with the remainder being utilized as a personal residence for our softball coach and his family.

This property, which is zoned MF-3, appraised for **\$1,100,000** in September of 2008, and was re-appraised for **1,336,000** in January of 2010.

(b) **HDR Properties:** HDR owns the following properties on Western and Augusta in Conway that form a "T" and on each lot there is a house which is rented by HDF. The aggregate monthly rents total \$4,850. The land area totals approximately 1.5 acres. The 2008 appraisals aggregate **\$572,000**. The 2010 re-appraisals aggregate **\$538,000**.

The appraisals and the monthly rents received by HDR are as follows:

410 Western – Sept. 2008 - \$122,000 (2010 - \$115,000) – rent \$1,000
418 Western – Sept. 2008 - \$190,000 (2010 – \$190,000) – rent \$1,750
430 Western – Sept. 2008 - \$180,000 (2010 - \$155,000) – rent \$1,500
419 Augusta – Sept. 2008 - \$80,000 (2010 - \$78,000) – rent \$600

6. **Proposed Transaction:** The proposed transaction, subject to the Board's consideration and approval, is as follows:

(a) HDR will convey fee title to its four properties to the University on July 1, 2010. We will then collect rents from those four houses and own the properties free and clear.

(b) The University will enter into a ground lease for the five acres at 530 South Donaghey for a period of two years, or earlier if HDR gets a certificate of occupancy from the City of Conway.

(c) On July 1, 2010, HDR will give to the University an irrevocable letter of credit in the amount of \$720,000.00, which will then be the cash to be paid at the expiration of the lease term when the University conveys fee title to the five acres.

(d) The University retains a right of first refusal (and an option) to acquire the apartment facility in the event of a subsequent sale by HDR to a third party.

(e) No lease agreement for the apartments is part of the proposed transaction. It is strictly a real estate exchange.

7. **University Funds to be paid:** None.

8. **Public Bid/Purchasing Approval:** Not required.

9. **Special Provisions/Terms/Conditions:** (a) The ground lease requires the approval of the Arkansas Building Authority; (b) The exchange agreement and the ground lease are specifically conditioned upon approval of the UCA Board of Trustees.

10. **Approval/Notification to UCA Foundation:** None.

Form prepared by: Tom Courtway, General Counsel

Date: April 9, 2010.

VII. ACTION AGENDA

G. “Undergraduate Admission Policy” (Board Policy No. 310) and “Fees - General Administrative” (Board Policy No. 634)

The Administration, upon the recommendation of the Admissions Committee, proposes the following changes to policy on undergraduate admission to the University. The several provisions will, if approved, become effective as indicated in the following items and will be incorporated into their respective policies as part of a comprehensive policy update now on-going.

(1) Undergraduate Application Fee: an application fee of \$25.00 for domestic undergraduate students to support recruitment and administrative costs associated with processing applications for these students. If approved, the undergraduate application fee will be effective for applicants to enter the university in fall 2011.

(2) A review process for exceptions to published admissions criteria: provision for referring to the Admissions Committee for review and recommendation any case in which the Director of Admissions believes an exception should be made to published admissions criteria. If approved, the review process will be immediately available for admission decisions regarding undergraduate applicants to enter the university in fall 2010.

(3) Criteria for unconditional and conditional admission to the university: Since 2000, the University has had in place an admissions point system. As it exists, the point system has been difficult for all its constituents – potential students, their parents, and university faculty and staff – to understand and articulate. More recently, the point system has proven impossible to automate in the university’s new administrative computing system, requiring admissions staff to manually calculate applicant points for admission decisions. For this reason, a return to a clearly defined minimum-standards definition is proposed. If approved, the new criteria will take effect for freshman applicants to enter the university in the fall semester 2011.

(4) Transfer of D grades from other colleges: a change in policy to increase choice for students who wish to transfer D grades from another college. The current policy arbitrarily restricts transferability to the first two D grades present on the applicant’s transcript. The revised policy will allow the student, in consultation with an advisor, to select the D grade or grades to transfer. The revised policy maintains the limits on D grade transfer to six hours and keeps in place prerequisite requirements. If approved, changes to the policy on transfer of D grades from other colleges will take effect immediately for freshmen admitted to enter the university in the fall semester 2010.

Appropriate university councils and administrators have recommended approval of the undergraduate application fee and the changes to policy on undergraduate admissions.

Therefore, the President recommends to the Board of Trustees the following resolutions:

“BE IT RESOLVED: That the Board of Trustees hereby authorizes the administration to charge an Undergraduate Admissions Fee of \$25.00, effective for domestic undergraduate students applying to enter UCA for the fall semester 2011. The new fee will be incorporated in Board Policy 634, “Fees – General Administrative”;

BE IT FURTHER RESOLVED: That the Board of Trustees hereby approves proposed modifications to Board Policy 310, “Undergraduate Admission Policy”, creating a review process for admission decisions that constitute exceptions to published admissions criteria and changing the criteria for transfer of D grades from other colleges, both changes effective for applicants who will enter UCA as freshmen in fall 2010; and establishing criteria for unconditional and conditional admission, effective for applicants who will enter UCA as freshmen in fall 2011.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 310

Page 1 of 7

Subject: Undergraduate Admission Policy

12/77, 08/82, 04/84, 03/85, 06/86, 12/89, 04/92,
06/93, 03/94, 05/94, 05/95, 10/96, 03/99, 01/02,

Date Adopted: 09/64 Revised: 05/10

[To be effective for students entering UCA for the first time in Fall 2010]

Admission from Other Colleges – Transfer of D Grades

1. The transfer of credits with D grades is available only to first-time entering transfer students at the time of admission to the University within the first semester of enrollment.
2. The student must petition to receive credit for six (6) hours of D grades of the student's choosing.
3. The student will select the appropriate six (6) hours of D grades to transfer in to the University after consultation with his/her appointed academic advisor.
4. Prerequisite rules shall apply to transfer of credits with D grades the same as they do to UCA credits

Committee Review – Applicants Not Meeting Published Standards

If the director of admissions concludes that an applicant who does not meet the published admissions criteria should be admitted based on extenuating circumstances, the director may submit the student's information to the standing Admissions Committee for review. The Admissions Committee will make the recommendation for admission or denial.

[To be effective for students entering UCA for the first time in Fall 2011]

Criteria for Unconditional Admission to the University

An entering freshman may be unconditionally admitted to UCA if the applicant has graduated from high school and meets the following criteria:

1. Cumulative high school grade point average (GPA) of 2.5 or above on a 4.0 grading scale on a minimum of six (6) semesters of high school work and
2. A composite score of 19 or above on the ACT or an equivalent score on the SAT or COMPASS exam.

Applicants who have a single-digit ACT test score in Reading, Mathematics, or English will not be eligible for admission to the university.

Criteria for Conditional Admission to the University

An entering freshman may be conditionally admitted to UCA if the applicant has graduated from high school and meets the following criteria:

1. Cumulative high school grade point average (GPA) of 2.25 or above on a 4.0 grading scale on a minimum of six (6) semesters of high school work and
2. A composite score of 16 or above on the ACT or an equivalent score on the SAT or COMPASS exam.

Applicants who have a single-digit ACT test score in Reading, Mathematics, or English will not be eligible for admission to the university.

Conditionally admitted students must be admitted and enrolled in classes no later than noon of the day before the first day of class of their entering semester.

[The provisions presented above will be incorporated in a comprehensively reviewed and revised Board Policy 310 by the end of the fall semester 2010. The existing policy is reproduced below without revision or markup.]

ADMISSION TO UNDERGRADUATE STUDY

The University strives to meet the educational needs of all its students and works continually to improve the quality and reputation of its academic programs. The allocation of resources to meet those goals may limit the number and variety of services and courses of study offered. The University reserves the right to allocate resources to meet academic goals and to limit, when necessary, the number of remediation courses and services available.

University councils, committees, and academic administrators develop, implement, and evaluate policies and programs for the orientation, advisement, enrollment and retention of students. Those policies and programs are generally described in the current University of Central Arkansas Bulletins, and it is the responsibility of the student to be familiar and comply with program requirements.

Entering Freshmen

To enroll as an undergraduate student at the University of Central Arkansas, an entering freshman must submit an application for admission and supply requested supplemental information, including academic transcripts, standardized test results, proof of residence and other information requested by the Office of Admissions. An entering freshman is defined as any student who has not previously enrolled in college level work, or whose college work was completed during concurrent enrollment in high school, or who has completed fewer than 12 semester hours of college-level credit.

Effective Fall 2000, admission to UCA for entering freshman will be based upon the following criteria demonstrating student success: three components related to academic indicators and one to exceptional special abilities. The criteria is designated as follows:

- (1) high school grade point average;
- (2) standardized test score (ACT or SAT);
- (3) academic rigor of high school curriculum; and
- (4) evidence of exceptional special abilities, talents, achievements, leadership or performance.

The single best predictor of student success is high school grade point average, followed by standardized test scores. Although the academic rigor of high school curriculum is important, it is less of an indicator of success than the first two criteria. Exceptional special abilities should also be considered, but not given more weight than the high school grade point average, standardized test scores and academic rigor of high school curriculum. To accommodate the varying importance of this criteria for admission to UCA, a point system will be implemented. Points will be assigned for each component, with the number of points for each component reflecting its relative importance. Thus, admission to UCA will be based on the total points assigned from the following formula:

$$\text{HS GPA} + \text{ACT score} + \text{HS curriculum} + \text{Exceptional special abilities} = \text{Total}$$

A minimum point total will be established for admission to UCA; however, the cut-off may be adjusted to meet student demand, desired class size, and diversity issues.

Remediation

In addition to remediation requirements for the State of Arkansas, any student requiring remediation is subject to the university's assessment and placement policies and remediation guidelines.

Transfer

Anyone not meeting the above admission criteria may apply as a transfer student after satisfactorily completing all remedial requirements and twelve additional semester hours of transferrable college level credit, with a cumulative grade average of 2.0 or higher.

Admission of International Students

All inquiries about international undergraduate admissions should be addressed to the Center for International Programs. This center receives and processes all international undergraduate applications and issues letters of admission and I-20 Forms (student visa forms) to all qualified candidates.

To be eligible for admission as an undergraduate, an international student must submit an Application Form, official transcripts of all secondary and university work (including English translation), a Confirmation of Financial Resources Form, and a non-refundable application fee of U.S. \$30.00 drawn from a U.S. bank or an international money order. In addition, any prospective international student whose first language is not English must present a minimum TOEFL (Test of English as a Foreign Language) score of 500. Each applicant is asked to contact TOEFL, Educational Testing Services, P. O. Box 6151, Princeton, New Jersey 08541-6151, U.S.A., requesting a Bulletin of Information and registration form.

Admission of International Students to the Intensive English Program

Any applicant to the Intensive English Program (IEP) must submit all of the preceding documents, with the exception of the TOEFL scores. A minimum TOEFL score is not required for students who will study ESL (English as Second Language) in the IEP before enrolling as an undergraduate student. All inquiries about admission to the Intensive English Program should be addressed to the Center for International Programs.

Admission from Secondary Schools

A prospective student should submit an application for admission at least thirty days before the time the student plans to enter. An application form may be obtained from the Office of Admissions. The completed form is to be returned to the Director of Admissions. The application is to be filled out entirely by the candidate. Falsification of any record, including the Application for Admission, is cause for immediate dismissal. Each candidate must be eligible for a diploma from an accredited secondary school. The school record is required at the end of the school year and must be sent directly to the Director of Admissions by the school at the request of the candidate. Officials of the high schools will send an official transcript of credits to the Director of Admissions on request.

Early Admission (Full Time)

To be eligible for early admission (before high school graduation) to the University, a student must have:

- 1) a minimum ACT composite score of 24 (or equivalent score on the SAT or ASSET exams);
- 2) completed six semesters of secondary school work;
- 3) a "B" or better average; and
- 4) the recommendation of the high school principal.

Early Admission (Part Time, Concurrent with High School Enrollment)

Act 57 of the 1983 Extraordinary Session of the Legislature provides that qualified students enrolled in high school may be admitted concurrently as part time students at the university. The criteria for admission under this program are:

- I. Recommendation by the high school principal.
- II. Satisfaction of the requirements under either A or B below:
 - A. Presentation of Standardized Test Scores and High School Grades.
 1. A score on the portion of the ACT, PSAT, or SAT in the subject matter area of the course(s) at the 80th percentile on national norms. (If the subject matter area is not related to a portion of one of these tests, the composite score at the 80th percentile is to be used.)
and
 2. High School Grades of Either:
 - a. A grade point of 3.500 (on a 4 point system) in high school courses in the subject matter. For ninth grade students, courses in the previous two school years shall be included.
 - b. An overall grade point of 3.500 (on a 4 point system). For ninth grade students, courses in the previous two school years shall be included.
 - B. Individual Evaluation Based on Other Performance Criteria.

A student who does not meet the above standards may be recommended by the high school principal for admission to selected courses based upon other performance criteria (e.g., music, art, etc.). Such criteria must be performance based, appropriate for the desired course, and demonstrable to the university. To be admitted under this category, a student must have the recommendation of the appropriate university department and the Dean of Undergraduate Studies and be approved by the Admissions Committee.

The university will review the admission and enrollment of each high school student each semester.

The university accepts transfer work from other institutions taken when the student was concurrently enrolled in high school, so long as the student met the criteria above at the time the work was taken.

Summer Study for High School Students

Students between their junior and senior years in high school are invited to attend summer school at the University of Central Arkansas.

This special program is an opportunity for all able students to find rewarding learning experiences and at the same time benefit from an early start in their college career.

Students are admitted to regular college courses, attend classes with other students in the University, and earn college credit applicable to a degree.

Upon the successful completion of the special summer program, students may elect to return to their high school for their senior year, or apply for the early admission plan that

substitutes the freshman year in college for the fourth year in secondary school. It is understood that all of the requirements of the early admission program must be satisfied before the student is admitted under its provisions.

Admission to the summer program depends upon the satisfaction of the following requirements: completion of twelve (12) college preparatory units in high school, a grade average of "B," and recommendation of the high school principal or counselor.

Admission on an Adult-Special Basis

The Adult-Special classification is for a person twenty-one years of age or older who desires to take undergraduate courses for no credit and who gives satisfactory evidence of preparedness to take these subjects. The special classification must have the consent of the instructor before the student is admitted. Satisfactory completion of the course is recognized by the award of a certificate and a permanent record maintained by the University. The student pays full registration fees.

Admission from Other Colleges

An application for admission form may be obtained from the Office of the Director of Admissions and returned to that office with all required information completed. Falsification of any record, including Application for Admission, is cause for immediate dismissal.

An official transcript of record from each institution of college rank attended, must be sent directly to the Director of Admissions at the request of the candidate.

Students entering this University who have attended a college or university fully accredited by such agencies as the North Central Association of Colleges and Secondary Schools will receive credit on the basis of an official transcript of their records submitted. Work taken in such colleges not comparable to that offered in this institution will be evaluated for possible general elective credit. Credit earned by correspondence or extension from such schools will be accepted subject to the quantitative restrictions described in the Correspondence Study section of the catalog.

No transfer student will be admitted who is ineligible to return to the institution from which the student transfers, or who submits a record below minimum requirements of this University.

Entering transfer students must have at least a 2.0 cumulative GPA and a minimum of 12 semester hours of transferable college level credit. After enrollment at UCA, the GPA accumulated in residence at the university shall be the cumulative grade point average. Normally only credits with A, B, and C grades are transferable. The University will, however, accept for transfer a maximum of six hours of credit with D grades, subject to the following conditions:

1. The transfer of credits with D grades is available only to first-time entering transfer students at the time of admission to the University.
2. Only the first six hours of credit with D grades will be considered.
3. Prerequisite rules shall apply to transfer of credits with D grades the same as they do to UCA credits.

If a student is readmitted to the University following a period of disqualification, the credit earned during the period of disqualification will be used as evidence that the student has made proper use of time during the period. The credit so earned will not count toward a degree at the University.

Upon acceptance for admission, the student will be sent an official notice of admission. Admission materials will not be released after receipt.

Anyone transferring to the University to pursue courses leading to graduation will be required to earn at least fifteen hours credit in the major and nine hours credit in the minor. In both instances the work must be taken in residence. This regulation is followed even though the student has sufficient hours of credit to meet the requirements of the major and minor. All standards with respect to transfer credit are binding and are not, therefore, subject to appeal.

Admission from a Two-year College

No more than sixty hours may be transferred to the University from a two-year college (exclusive of four activity hours in physical education) and be applicable toward a baccalaureate degree. No more than twelve hours of such work may be transferred after the student has 60 hours of college credit. The student will be required to complete the equivalent of two full years' work of sixty hours in an approved senior college after enrolling as a senior college student.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 634

Page 1 of 2

Subject: Fees – General Administrative

Date Adopted: See below Revised: See below

Graduation Fees - Adopted 4/92

Undergraduate Degree \$25.00

Graduate Degree \$35.00

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

The late registration fee is \$25.00.

Late Payment Fee - Adopted 3/02, REVISED 5/08

The late payment fee is \$25.00

Undergraduate Application Fee – Adopted 05/10

An application fee of \$25.00 will be charged for domestic undergraduate students, to be effective for students entering UCA for the first time in Fall 2011.

Graduate School Application Fee - Adopted 5/91 Revised 2/98

An application fee of \$25.00 will be charged for domestic graduate students (Masters, Specialist and doctoral) and \$40.00 for international graduate students (Masters, Specialist and doctoral) effective with the Fall semester, 1998.

Academic Transcript Fee - Adopted 5/91 Revised 11/08

Academic Transcript Fee was eliminated on 11/07/08

Returned Check Fee - Adopted 5/91

A fee of \$15.00 will be charged for each returned check.

Post Office Box Fee - Adopted 5/91

4 x 5 box \$ 5.00 per semester

5 1/2 x 6 box \$20.00 per year
6 1/2 x 11 box \$20.00 per year
4 x 5 box \$ 3.00 per summer term

VII. ACTION AGENDA

H. **“Fees – International Programs” (Board Policy No. 635)**

International Affairs administers several programs for which fees are assessed over and above the standard registration and fees. Examples include Study Abroad programs and the Summer Program in American Culture and English (SPACE), which provides international students cultural exposure in addition to credit coursework. Both of these programs require the participants to pay for services such as airline costs, etc., which are not part of the registration and fees charged to all other students.

International Affairs would like to assess the fees on a cost-recovery basis based on the estimated or anticipated costs for these services. Therefore, instead of asking the Board to set specific charges, the administration is requesting permission to assess these fees as determined by International Affairs with approval by appropriate administrators.

Therefore, the President recommends to the Board of Trustees the following resolution.

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 635, ‘Fees – International Programs’.”

Series: 600
Policy Number: 635
Policy Name: Fees - International Programs
Adoption Date:
Revision Date:
Policy Text:

Student Activity/Administration Fee - Adopted 5/91, Revised 3/94, Revised 8/98, Revised 5/99, Revised 5/06, Revised 07/08

International students (non-resident aliens) will be charged an activity/administration fee of \$250.00 per semester for spring and fall semesters and \$100.00 per summer semester.

This provision will be effective with the spring 2009 semester.

Student Health Insurance Fee

International students (non-resident aliens) will be charged an amount sufficient to cover mandatory health insurance coverage during their status as students at the university, inclusive of holiday and vacation periods.

Student Application Fee - Adopted 5/91, Revised 5/99, Revised 5/06

International students (non-resident aliens) will be charged a \$50.00 application fee to cover the costs of additional materials and processing necessary for the admission of international students.

This provision will be effective July 1, 2006.

Sponsored Student Administrative Fee - Adopted 8/92

International students on sponsored student scholarships will be charged an administrative fee of \$250.00 per semester to cover the additional costs of administering the scholarships.

Study Abroad Administration Fee - Adopted 12/95

All students participating in Study Abroad Programs sponsored by UCA will be charged a study abroad administration fee of \$40.00 per program.

Programmatic Fees assessed for services provided on a cost-recovery basis – Adopted 5/10

International Affairs may establish appropriate fees to be assessed on a cost-recovery basis for services provided to participants in programs sponsored by the International Affairs office based on estimated or anticipated costs for the services including administrative costs. The charges may be assessed in addition to the normal registration and fees assessed for participation in such

programs. The fees will be approved by the appropriate vice president based on a budget submitted by the International Affairs office.

VII. ACTION AGENDA

I. “Fees – Ticket Central” (Board Policy No. 646)

In 2001, the Board authorized the administration to provide ticketing services through Reynolds Performance Hall Box Office, called UCA Ticket Central, for internal and external groups.

Ticket Central has been charging a \$500 per event set up fee and \$0.75 per ticket for internal groups or \$1.50 per ticket for external groups. UCA Ticket Central would like to increase the per-ticket charge by \$0.25 per ticket. However, the administration believes that this fee is one that can be set administratively with approval by the Vice President for Finance and Administration. Thus, the administration seeks authorization to set these fees without the requirement of bringing minor adjustments to the Board.

Therefore, the President recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revision to Board Policy NO. 646, ‘Fees – UCA Ticket Central’.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 646

Page 38 of 51

Subject: Fees – UCA Ticket Central

Date Adopted: 05/01 Revised: 09/07, 05/10

NOTE: Ticketing services and fees are addressed in this policy. Facility rental fees are addressed in Board Policy No. 400.

Charges for UCA Ticket Central services are as follows:

(1) Box office setup fee: \$500 per event.

(2) Per-ticket printing fee. Printing fees are set and may be adjusted from time to time with the approval of the Vice President for Finance and Administration.

University Organizations including Student Organizations

~~Box office set-up fee of \$500.00 per event plus ticket printing fee of \$0.75 per ticket.~~

Theatre Department and Other University Units (excluding Athletics)

~~Box office set-up fee of \$500.00 per event plus ticket printing fee of \$0.75 per ticket.~~

Athletics

~~Box office set-up fee of \$500.00 per season for each sport/venue plus ticket printing fee of \$0.75 per ticket.~~

External Organizations that choose or are required to use UCA Ticket Central's ticketing services

~~Box office set-up fee of \$500.00 per event plus ticket printing fee of \$1.50 per ticket.~~

The Manager of Reynolds Performance Hall shall have the discretion, subject to prior approval of the administration, to require external organizations/individuals to use UCA Ticket Central services when tickets are required for an event.

The Manager of Reynolds Performance Hall shall have the discretion, subject to the prior approval of the administration, to enter into contracts with commercial ventures renting the Performance Hall that involve the sale of tickets. The Manager is authorized to negotiate a contract that will allow the university to participate in any and all revenues associated with the commercial venture, including a percentage of ticket revenue. No university funds shall be invested or placed at risk as a result of these contracts.

VII. ACTION AGENDA

J. Athletic Contracts to Play Division II Schools in Football

The Board Chair has requested that this agenda item be placed on the action agenda for the Board's consideration.

In the last several years, the UCA Football program has scheduled one game each year with a Division II school to complete its schedule. These are games in which UCA pays a fee, a game guarantee, to the Division II school/university. For the upcoming 2010 and 2011 football seasons, UCA is scheduled to play one Division II program each year with a game guarantee of \$40,000 paid by UCA each year. While this is a common practice among Division I schools, concern about this practice has been expressed primarily due to the impact on the Athletic Department's budget.

It should be noted that UCA plays Division I schools in which it **receives** a game guarantee. There is generally one such game per football season. The schedule of games for which UCA will be paid by other schools is:

2010	Tulsa	\$215,000
2011	OK ST	\$325,000
2012	Ole Miss	\$375,000
2013	Colorado	\$390,000

The practice of **paying and receiving** game guarantees is also followed in other sports at UCA including basketball and baseball.

The Board Chair recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees directs the administration to discontinue the practice of paying game guarantees to Division II schools/universities when the current contracts for such guarantees expire at the end of the 2011 Football season.”

VIII. NOTIFICATIONS/DELETIONS

A. Establishing a BS+MS in Computer Science



201 Donaghey Avenue
Conway, Arkansas 72035
Telephone: (501) 450-3170

To: Board of Trustees

From: Allen C. Meadors, PhD, FACHE *ACM*
President

Date: February 22, 2010

Subject: Notification of Modification of Academic Programs

The Department of Computer Science and the provost recommend establishing a 5-year BS+MS in Computer Science. This program will allow students to complete, in five years, the requirements for both the BS in Computer Science and the MS in Applied Computing. The recommendation has been recommended for approval by all appropriate committees and administrators. I have attached information submitted by the provost about this action.

This notice is being provided to you now so the university may proceed with the required notification to the Arkansas Department of Higher Education. The university is required to notify the Board of its intent to establish this academic program, but this notification does not require official action by you. The action will also appear as a "notification" item on the agenda of the next regular meeting so that it will be noted in the minutes.

If you have any questions, please do not hesitate to contact me.

ACM:jg

Attachment

C: Dr. Lance Grahn
Dr. Jonathan Glenn



201 Donaghey Avenue
Conway, Arkansas 72035
Phone: (501) 450-3126
FAX: (501) 450-5066
e-mail: provost@uca.edu

Memorandum

DATE: 22 February 2010

TO: Allen C. Meadors, PhD, FACHE
President

FROM: Lance R. Grahn, PhD, Provost *LRG*
Jonathan A. Glenn, PhD, Associate Provost *JAG*

RE: Information for the Board of Trustees: 5-Year BS+MS in Computer Science

COPY: Jack Gillean, Chief of Staff

The Department of Computer Science has developed an option for talented students to complete in five years requirements for both the BS in Computer Science and the MS in Applied Computing. Students seeking to complete both degrees separately will usually require at least six years to do so. The proposed five-year option is intended

- To motivate talented undergraduates to plan early for their graduate studies
- To provide appropriate academic advising for students who intend to pursue the five-year combined program
- To produce qualified master's graduates who will be able to enter the workplace one year sooner, on average, than students not having the proposed option
- To increase graduate enrollment and production by transitioning outstanding undergraduates directly into an efficiently designed MS degree option
- To use our educational resources more efficiently.

The proposal has been recommended for approval by all appropriate committees and administrators and approved by the Provost.

We request that you review and, if you concur with our recommendation, approve the proposal. We further request that the UCA Board of Trustees be notified of the new five-year BS+MS option in Computer Science. Board notification will allow the university to proceed with required notification to the Arkansas Department of Higher Education.

Thank you for considering these requests. Do let us know if you need further information or analysis, and please let us know when notification has been made to the Board of Trustees.

Enclosures: (1) UCA Curriculum Form 2-A ("Action Item"); (2) ADHE Form LON-3 ("New Option, Concentration, Emphasis")

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

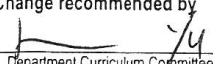
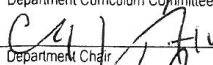

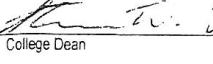
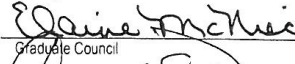
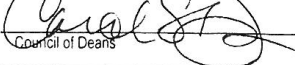
GENERAL EDUCATION COUNCIL UNDERGRADUATE COUNCIL GRADUATE COUNCIL
 Department/program area Computer Science Date October 5, 2009

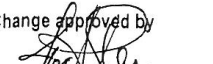
Check area of change and supply requested information. Attach required documentation.

- Change in semester credit hour requirements for a major or minor
 Current requirement _____ Proposed requirement _____
- Change course from an elective to a requirement in a major or minor
 Subject prefix _____ Course number _____
- Change course from a requirement to an elective in a major or minor when the change affects total hours and/or affects another department/program area
 Subject prefix _____ Course number _____
- Approval of existing course as General Education course (see Curriculum Form 4 for required documentation)
 Subject prefix _____ Course number _____
- Change level of course (e.g. change from 2000- to 4000-level course number)
 Program prefix _____ Current course number _____ Proposed course number _____
- Change in credit hour value of course (e.g., change 3-hour to 2-hour course or change to variable credit)
 Current course number _____ Proposed course number _____
- Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process.)
 Subject prefix _____ Course number _____
- Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area
 Current hours _____ Proposed hours _____
- Other (specify): Five-year B.S./M.S. combined program

Required documentation: attach additional sheet(s) detailing and justifying the proposed curricular change.

Proposed effective date of change (term and year): July 1, 2010

Change recommended by			
	<u>10/05/2009</u>		
Department Curriculum Committee	Date	Professional Education Council	Date
	<u>10/06/2009</u>		
Department Chair	Date	General Education Council	Date
	<u>10/20/09</u>		
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
	<u>11/13/09</u>		<u>01-21-10</u>
College Dean	Date	Graduate Council	Date
			<u>01-27-10</u>
		Council of Deans	Date

Change approved by		Change recorded by	
	<u>2/2/2010</u>		
Provost	Date	Undergraduate/Graduate Studies, Registrar	Date

NOTE: During the academic year, curriculum change proposals must be received by the General Education Council or the Undergraduate and/or Graduate Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.



LETTER OF NOTIFICATION – 3

NEW OPTION, CONCENTRATION, EMPHASIS

(Maximum 18 semester credit hours of new theory courses and 6 credit hours of new practicum courses)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn, Associate Provost

3. Phone number/e-mail address

(501) 450-3126

jona@uca.edu

4. Proposed effective date

July 1, 2010

5. Title of degree program

BS in Computer Science, and

MS in Applied Computing

6. CIP code

BS in Computer Science: 11.0101

MS in Applied Computing: 11.0701

7. Degree code

BS in Computer Science: 2410

MS in Applied Computing: 6175

8. Proposed option/concentration/emphasis name

Five-Year Option, BS in Computer Science and MS in Applied Computing

9. Reason for proposed action

The Department of Computer Science at UCA currently offers a BS program in Computer Science and an MS program in Applied Computing. Students seeking to complete these two degrees separately usually require a minimum of six years overall. This includes four years to meet the BS degree requirements and two years to complete the MS degree. The proposed action will provide an opportunity for talented students to complete both the BS and MS degrees in five years.

Other reputable institutions across the nation have successfully offered the BS/MS combined five year program in computer science. These institutions include Bowling Green State University, Purdue University, Rutgers University, Stony Brook University, University of Alabama - Birmingham, University of California- Santa Barbara, University of Central Florida, University of Colorado, University of Illinois –UrbanaChampaign, University of Massachusetts - Lowell, University of North Carolina - Charlotte, University of Pittsburgh, University of Texas - Austin, Virginia Tech, Western Illinois University, and others.

10. New option/concentration/emphasis objective

The objectives for this new option include the following:

- To motivate talented undergraduates to plan early for their graduate studies
- To provide appropriate academic advising for students who intend to pursue the five-year combined program
- To produce qualified master's graduates who will be able to enter the workplace one year sooner, on average, than students not having the proposed option
- To increase graduate enrollment and production by transitioning outstanding undergraduates directly into an efficiently designed MS degree option
- To utilize our educational resources more efficiently

11. Provide the following**a. List of required courses**

This five-year combined program requires 124 hours to meet the BS degree requirements and 34 graduate credit hours for the MS degree. Students in the five-year degree program will be able to apply ten graduate credit hours toward the undergraduate degree.

The 124 required hours for the undergraduate degree are:

1. A minimum of 48 credit hours in computer science: CSCI 1470, 1480, 2320, 2440, 3190, 3330, 3360, 3370, 3380, 3381, 4191, 4300, 4490 and 9 hours of electives from upper level CS courses
2. A minimum of 19 credit hours in Mathematics: MATH 1591, 1592, 2330, 3320, and 2311 (or 4371)
3. A minimum of 12 credit hours in lab sciences in Biology, Chemistry, and/or Physics
4. Nine hours of electives (At least six hours must be in upper-level)
5. UCA general education requirements

The 34 graduate hours can be earned from the following courses: CSCI 5191, 5300, 5310, 5315, 5320, 5325, 5353, 5365, 5370, 6300, 6305, 6330, 6335, 6350, 6355, 6360, 6370, 6375, 6380, 6381, 6385, 6390, 6395, 6397, and 6399.

b. New course descriptions

N/A

c. Program goals and objectives

This five-year option combines the goals and objectives of both the BS and the /MS degrees. They are:

Objective 1: To grow as well-educated professionals with an integrated high-level understanding of computing systems, processes, and the main body of knowledge of computer science as a whole

Objective 2: To be able to creatively apply essential concepts, principles, and practices to construct appropriate solutions and to analyze application processes using professional judgment in the selection and application of theory, tools and techniques

Objective 3: To be able to work productively, as an individual and as a team member, to produce work involving problem identification, analysis, design, and development of a software system within a professional, legal, and ethical framework

Objective 4: To be able to maintain skills as the field evolves, and appreciate the need for continuing professional growth and development to keep current in the profession

Objective 5: To be well prepared for doctoral study in closely related fields at leading institutions

d. Expected student learning outcomes

The five-year BS+MS option expects students to achieve the following learning outcomes upon graduation:

- Outcome 1. An ability to apply knowledge of computing and mathematics appropriate to the discipline
- Outcome 2. An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution
- Outcome 3. An ability to design, implement and evaluate a computer-based system, process, component, or program to meet desired needs
- Outcome 4. An ability to function effectively on teams to accomplish a common goal
- Outcome 5. An understanding of professional, ethical, legal, security, and social issues and responsibilities
- Outcome 6. An ability to communicate effectively with a range of audiences
- Outcome 7. An ability to analyze the local and global impact of computing on individuals, organizations and society
- Outcome 8. Recognition of the need for, and an ability to engage in, continuing professional development
- Outcome 9. An ability to use current techniques, skills, and tools necessary for computing practices
- Outcome 10. An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices
- Outcome 11. An ability to apply design and development principles in the construction of software systems of varying complexity
- Outcome 12. Being well prepared for immediate employment in positions related to computing and for advanced studies in doctoral degrees in closely related fields at leading institutions.

12. Will the new option be offered via distance delivery?

No

13. Mode of delivery to be used

N/A

14. Explain in detail the distance delivery procedures to be used.

N/A

15. Is the degree approved for distance delivery?

No

16. List courses in option/concentration/emphasis. Include course descriptions for new courses.

Required courses in computer science are:

1. Fifteen hours in the fundamental sequence: CSCI 1470 CS I, 1480 CS II, 2320 Data Structures, and 2440 Assembly Language and Computer Organization;
2. Sixteen hours in junior level courses: CSCI 3190 Social Implications of Technology, 3330 Algorithms, 3360 Databases, 3370 Principle of Programming Languages, 3380 Computer Architecture, and 3381 Object-Oriented Software Development;
3. Eight hours in senior level courses: 4191/5191 Seminar, 4300/5300 Operating Systems, and 4490 Software Engineering.

A student needs nine credit hours in computer science electives to complete the BS degree. These elective courses include:

1. Undergraduate only courses: CSCI 3335 Networking, 3345 Human-Computer Interaction, 3350 File Structures, 3375 Internship, 3385 Artificial Intelligence, 4195 and/or 4295 Independent Study, 4360 Special Topics, 4345 Intro Real-Time Systems, 4350 Computer Graphics, 4355 Distributed Computing, 4390 Theory of Computation, and 4395 Undergraduate Research.
2. Courses cross listed at both undergraduate and graduate levels: CSCI 4310/5310 Intro. Scientific Computing, 4315/5315 Information Security, 4320/5320 Compiler Construction, 4340/5325 Parallel/Concurrent Programming, 4353/5353 Multi-media Computing, 4365/5365 Web Technology, and 4370/5370 Data Mining.

A student will take at least fifteen credit hours in the following graduate level (63xx) only courses to complete the MS degree:

1. Systems and theories: CSCI 6300 Distributed Operating Systems I, 6305 Distributed Operating Systems II, 6330 Topics in Algorithms, 6360 Advanced Theory of Computation, and 6380 Advanced Computer Architecture;
2. Net centric computing: CSCI 6335 Topics in Networking, and 6375 Computer Network Performance Analysis;
3. Software engineering and applications: CSCI 6350 Topics in Computer Graphics, 6355 Expert Systems, 6381 Topics in Object-Oriented Software, 6385 Topics in Artificial Intelligence, and 6390 Topics in Software Engineering;
4. Capstone: CSCI 6399 Master Project/Thesis; and
5. Others: CSCI 6395 Independent Study, 6397 Special Topics.

17. Specify the amount of the additional costs required, the source of funds, and how funds will be used.

N/A

President/Chancellor Approval Date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____

SIGNATURE

DATE