

**AGENDA FOR MEETING OF BOARD OF TRUSTEES
OF
UNIVERSITY OF CENTRAL ARKANSAS
ON
November 6, 2009
AT
2:00 P.M.
BOARD OF TRUSTEES CONFERENCE ROOM – WINGO HALL**

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

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF JULY 24, AUGUST 13, AND OCTOBER 9, 2009 MEETINGS**
- IV. INTRODUCTIONS AND ANNOUNCEMENTS**
- V. PRESIDENT’S REPORT**
 - A. Present Miss Arkansas, Sarah Slocum, Resolution**
 - B. Schedule of Board Meetings 2010**
 - C. Admissions Video**
 - D. Financial Report**
 - E. Report on Athletic Certification Process**
 - F. Other**
- VI. STATEMENTS BY THE PRESIDENTS OF THE FACULTY SENATE, STAFF SENATE AND STUDENT GOVERNMENT ASSOCIATION**
 - A. Dr. John Parrack, President, Faculty Senate**
 - B. Ms. Melanie Epperson, President, Staff Senate**

C. Mr. Cody Wilson, President, Student Government Association

VII. ACTION AGENDA

A. Resolution of Appreciation

B. Naming of Facilities – Track and Soccer Field

C. Approval of Contract with Cranford Johnson Robinson Woods

D. Insurance Services

E. Request for Provisional Positions

F. Bank Services

G. Mary Ellen Crow Estate/Crow Farm

H. Proposed Sale of Certain University Properties

I. “Alcohol on University Premises” – Board Policy No. 405

J. “Contract Review Procedures” – Board Policy 416

K. “Smoking and Tobacco Use” – Board Policy 519

L. “Fees – Mandatory All Students” – Board Policy No. 630

M. “Fees – Academic Outreach and Extended Programs” – Board Policy No. 631

N. “Fees – Academic Outreach Support” – Board Policy No. 648

VIII. EXECUTIVE SESSION TO CONSIDER PERSONNEL MATTERS

IX. OPEN SESSION

A. Personnel List

B. Election of Officers

C. Other

X. ADJOURNMENT

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III. MINUTES

Minutes of the July 24, August 13, and October 9, 2009 Board meetings, which can be found on UCA's web site, were distributed to Board members for review prior to the November 6, 2009, Board meeting.

VII. ACTION AGENDA

A. Resolution of Appreciation

WHEREAS, Tom Courtway served the University of Central Arkansas as its Interim President from August 29, 2008, until June 30, 2009; and

WHEREAS, prior to and subsequent to his appointment as interim president, Tom served the university as its general counsel; and

WHEREAS, before joining the staff of the university, Tom had a successful career in the private practice of law both in Little Rock and in Conway; and

WHEREAS, in addition to his many years of practicing law, Tom also had a distinguished record of public service, having served on the staffs of Senator Bumpers and Senator Prior in Washington, D.C.; as a member of the House of Representatives of the Arkansas General Assembly; and as interim director of the Arkansas Department of Education; and

WHEREAS, Tom successfully led the university through a difficult period of transition; and

WHEREAS, Tom served admirably and with distinction as the university's Interim President; and

WHEREAS, in all of his professional endeavors, both in private business and as a public servant, Tom has distinguished himself through his hard work, honesty, integrity, and as a person of utmost character; and

WHEREAS, The Board of Trustees of the University of Central Arkansas wishes to express its sincere thanks to Tom for his service to the University;

NOW THEREFORE BE IT RESOLVED: That the Board of Trustees of the University of Central Arkansas hereby expresses its gratitude to Tom Courtway for his service as the Interim President of the university; and

BE IT FURTHER RESOLVED: That this resolution is made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

Witness our hands and seal this 6th day of November, 2009.

Rush Harding, III, Chair

Scott Roussel, Secretary

VII. ACTION AGENDA

B. Naming of Facilities – Track and Soccer Field

By action of the Board on May 7, 2001, the track and intramural field formerly located west of the Physical Plant was named in honor of Bill Stephens, former UCA coach and athletic director and long-time member of the Arkansas House of Representatives from Conway. That track was demolished a few years ago to make way for a parking facility, and the University has built a new track and soccer field on the south end of the campus near the intersection of Dave Ward Drive and Donaghey Avenue.

The administration recommends that the new track and soccer field be named in honor of Mr. Stephens in light of the fact that the track previously named in his honor was demolished.

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

“BE IT RESOLVED: That the Board of Trustees approves naming of the track and soccer field as the Bill Stephens Field.”

VII. ACTION AGENDA

C. Approval of Contract with Cranford Johnson Robinson Woods

Pursuant to Board Policy No. 416, contracts that require an expenditure in excess of \$250,000 must have the Board's approval. After an exhaustive RFP process, the University has selected the advertising agency of Cranford Johnson Robinson Woods to handle its advertising and marketing.

If approved by this Board and the Legislative Council of the Arkansas General Assembly, the initial term of the contract would be November 1, 2009, through June 30, 2011. The contract also provides for annual renewals through June 30, 2016. However, the university retains the right to cancel the contract at anytime upon 90 days written notice. The budget for the first year is \$735,000 and \$800,000 has been budgeted for each additional year.

In general terms, the contract provides for Cranford Johnson to expend 60% of its efforts on recruitment and 40% of its efforts on marketing, advertising and branding of the university. This will involve the use of mass media and social media, such as Twitter and Facebook.

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

“BE IT RESOLVED: That the administration is authorized to establish a contract with Cranford Johnson Robinson Woods to handle marketing and advertising for the period of November 1, 2009 through December 31, 2010.”

VII. ACTION AGENDA

D. Insurance Services

In a telephone conference call held October 9, 2009, the Board approved the insurance contracts that would be a part of the university's fringe benefits program. The Board is being asked to ratify its action. Nothing has changed from what was presented at the telephone Board Meeting.

Healthcare

The University's current health care insurer, United Healthcare, issued a renewal rate of 12%. The University then issued a Request for Proposal for health care coverage for the 2010 calendar year. Four providers: QualChoice, Blue Cross/Blue Shield, CoreSource and United Healthcare, submitted proposals with various plan designs, including self-funded plans.

A five-member Insurance Evaluation Committee was convened and discussed whether or not the University should pursue self-funding its health insurance coverage. Based on the trend in the employee usage of the health insurance, the increase in health care costs, and the lack of reserves for this particular project, the Insurance Evaluation Committee recommended against the University self-insuring its health care coverage at this time.

Since CoreSource's proposal was limited to a self-funded proposal, the remaining three proposals were evaluated and scored by the Insurance Evaluation Committee. The proposal by United HealthCare, which contained no changes to benefits and a 2% premium increase, is recommended by the Insurance Evaluation Committee as the best proposal at the best price. This recommendation was then presented to the Fringe Benefits Committee and approved as the proposal to recommend to the Board of Trustees.

The 2% increase in the premiums will be covered on the same cost-sharing basis as current premiums. The University pays 85 % of employee-only, 60 % of employee + one and 55 % of family coverage.

Life Insurance and Long-Term Disability

A request for proposals (RFP) was released this year for life insurance and long-term disability (LTD) coverage. Two providers responded, Blue Cross/Blue Shield and United HealthCare Life. The Insurance Evaluation Committee that reviewed health proposals also reviewed Life and LTD proposals. With proposed coverage equivalent to current coverage, Blue Cross/Blue Shield is the Insurance Evaluation Committee recommended insurer for 2010. The University Fringe Benefits Committee met and also recommended accepting the Blue Cross/Blue Shield proposal.

Life insurance benefits will remain unchanged, with the university paying 100% of the premium for employees at one times their annual salary (minimum coverage \$25,000; maximum coverage \$250,000). Life rates will decrease from .21 to .14 for each \$1,000 in coverage. Employees may also purchase additional coverage up to three times their annual salary (maximum coverage \$350,000). There is no change in rates for the optional coverage.

The LTD cost will increase from .19 to .22 per \$100 in coverage and LTD coverage also remains unchanged with the university paying 100% of that coverage. LTD provides 66.6% coverage of a disabled employee's salary, up to a maximum of \$8,100 per month.

Dental

The University's current dental insurer, Delta Dental, issued a renewal rate projection of 12 %. The RFP for life and LTD insurance also included a request for dental coverage. Only one valid proposal was received and that was from Blue Cross/Blue Shield (BC/BS). The proposal was to maintain current coverage with an average 12% increase in premiums. The Insurance Evaluation Committee recommended opening negotiations with BC/BS to see if there was any flexibility with the proposed premiums. Negotiations ended with BC/BS offering coverage equivalent to current coverage at a 5% increase in premiums.

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

“BE IT RESOLVED: That the administration is authorized to establish a contract with United Healthcare for health insurance coverage for the period of January 1, 2010, through December 31, 2010;

BE IT FURTHER RESOLVED: That the administration is authorized to establish a contract with Blue Cross/Blue Shield for life, and long-term disability insurance coverage for the period of January 1, 2010, through December 31, 2010;

BE IT FURTHER RESOLVED: That the administration is authorized to establish a contract with Blue Cross/Blue Shield for dental insurance coverage for the period of January 1, 2010, through December 31, 2010.”

VII. ACTION AGENDA

E. Request for Provisional Positions

The State, through the position appropriation process, permits the university to request provisional positions when there is an emergency or an unexpected need.

Provisional positions may be assigned when the university receives temporary and/or unanticipated funding through grants, contract agreements, or increased collections. Provisional positions exist only as long as the funding for those positions is available and do not automatically convert to regular, budgeted positions.

In submitting a request for the allocation of provisional positions, the state process first requires authorization for that request through the University's Board of Trustees.

At this time, the University has funding through state and private grants for eighteen additional positions.

Name	Title	Funding Source
Jordan Ellis	Administrative Specialist I	Arkansas Department of Education
Keisha Mattox	Administrative Specialist III	“ “ “
Belinda Robertson	Mathematics Specialist	“ “ “
Kimberlei Danley	Project/Program Director	“ “ “
Kimberley Calhoon	Project/Program Director	“ “ “
Sam Gibson	Research Associate	“ “ “
Greg Holland	Research Associate	“ “ “
Minnietta Camp-Ready	Science Specialist	“ “ “
Kelly Dellinger	Administrative Specialist III	U.S. Department of Education
Nancy Burris	Project/Program Director	“ “ “
Jessie Beal	Project/Program Specialist	“ “ “
Harry Dickens	Assoc Dir of Technology	Walton Family Foundation
Elizabeth McCullough	Communications Director	“ “ “
Daniel Smith	Dean/Director	“ “ “
Gary Parish	Project/Program Manager	“ “ “
Lisa Walters	Project/Program Specialist	“ “ “
Juli Cates	Project/Program Specialist	“ “ “
Nancy Tepera	Technology Director	“ “ “

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

"BE IT RESOLVED: That the Board of Trustees authorizes the administration to proceed with requests to the State Department of Finance and Administration for allocation of eighteen provisional positions, as shown on the preceding list, that will be funded by state, federal and private grants."

VII. ACTION AGENDA

F. Bank Services

To avoid putting excess funds at risk, as was the case with the Common Fund, the University issued an RFP to area banks soliciting bids to provide an account with the convenience of a checking account and the return of a CD. Five banks responded to the RFP and a review committee of three UCA employees, one of which was the Interim Vice President for Financial Services, recommended awarding the contract to First Security Bank because their score on the criteria established in the RFP was higher than the other banks that responded.

The funds in this account will be fully collateralized according to Board Policy No. 600.

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

"BE IT RESOLVED: That the administration is authorized to execute a contract with First Security Bank to establish a new bank account for the excess funds of the University."

VII. ACTION AGENDA

G. Mary Ellen Crow Estate/Crow Farm

In February of 2008, the University received a gift from the Estate of Mary Ellen Crow and a distribution from the Jake Crow Trust. Mr. and Mrs. Crow left much of their estate (and all of their real property in Phillips County, Arkansas) to the University.

UCA received their home on approximately 1.65 acres with an address of 23139 Highway 20, Elaine, AR, and approximately 21 acres of farmland adjacent to the house. Last year, the Board authorized the administration to sell the home and that property. The proposed sale was advertised and sealed bids accepted. The property was sold to the highest bidder.

What remains is the "Crow Farm." The Crow farm is composed of several parcels in Phillips County, Arkansas. The University has had a survey and appraisal performed. The Crow Farm consists of approximately 1,440 acres, and approximately 1,100 are under cultivation. The remainder is wetlands, timber and an oxbow lake. The Crow Farm is under lease through the end of 2009 to Steven Cannon, a farmer in Elaine, Arkansas. The University's rent is a 25% crop share.

The farm is more particularly described as follows:

TRACT 1:

ALL THAT PART OF THE SOUTHEAST QUARTER OF SECTION 2, TOWNSHIP 5 SOUTH, RANGE 2 EAST OF THE FIFTH PRINCIPAL MERIDIAN, LYING SOUTH AND EAST OF THE RIGHT-OF-WAY OF THE MISSOURI PACIFIC RAILROAD, RUNNING THROUGH SAID SECTION, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 2; THENCE NORTH 00°22'41" WEST, 1596.32 FEET, TO THE SOUTHERN RIGHT-OF-WAY OF THE MISSOURI PACIFIC RAILROAD RIGHT-OF-WAY; THENCE ALONG SAID RIGHT-OF-WAY THE FOLLOWING COURSES AND DISTANCES: NORTH 66°55'29" EAST, 1543.79 FEET TO A POINT ON A NON-TANGENT CURVE TO THE LEFT; NORTHEASTERLY ALONG SAID CURVE TO THE LEFT, WITH A CENTRAL ANGLE OF 14°04'56", A RADIUS OF 5776.03 AND A LENGTH OF 1419.64 FEET TO A POINT WHICH BEARS NORTH 60°24'04" EAST, 1416 FEET

FROM THE LAST SAID POINT; THENCE SOUTH 00 °14'35" WEST, LEAVING SAID RIGHT-OF-WAY, 2867.56 FEET; THENCE SOUTH 89 °16'31" WEST, 2629.06 FEET TO THE POINT OF BEGINNING, CONTAINING 131.47 ACRES, MORE OR LESS, SUBJECT TO ALL RIGHTS-OF-WAY AND EASEMENTS OF RECORD...

TRACT 2:

A PART OF THE SOUTH ONE HALF OF THE SOUTHWEST QUARTER AND A PART OF THE FRACTIONAL SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 5 SOUTH, RANGE 2 EAST OF THE FIFTH PRINCIPAL MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION 1; THENCE NORTH 00 °14'35" EAST, 1125.70 FEET; THENCE SOUTH 89 °46'29" EAST, 3275.13' TO THE WEST BANK OF YELLOW BANK BAYOU; THENCE ALONG SAID WEST BANK THE FOLLOWING COURSES AND DISTANCES: SOUTH 00 °35'29" EAST, 770.4'; SOUTH 22 °54'13" EAST, 165.76 FEET; SOUTH 00 °31'08" EAST, 181.40 FEET; THENCE SOUTH 89 °37'58" WEST. LEAVING SAID WEST BANK, 713.79 FEET; THENCE SOUTH 89 °55'04" WEST, 2640.21 FEET TO THE POINT OF BEGINNING, CONTAINING 84.53 ACRES, MORE OR LESS, SUBJECT TO ALL RIGHTS-OF-WAY AND EASEMENTS OF RECORD...

TRACT 3:

ALL OF THE EAST ONE HALF OF SECTION 26, TOWNSHIP 4 SOUTH, RANGE 2 EAST OF THE FIFTH PRINCIPAL MERIDIAN WHICH LIES SOUTH OF ARKANSAS STATE HIGHWAY 20 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 26; THENCE NORTH 00 °08'22" EAST, 3306.28 FEET TO THE SOUTHERN RIGHT-OF-WAY LINE OF ARKANSAS STATE HIGHWAY 20; THENCE ALONG SAID RIGHT-OF-WAY THE FOLLOWING COURSES AND DISTANCES: SOUTH 53 °34'45" EAST, 3088.04 FEET TO A POINT ON A CURVE TO THE RIGHT; SOUTHEASTERLY ALONG SAID CURVE WITH A CENTRAL ANGLE OF 53 °37'33", A RADIUS OF 217.21 FEET AND A LENGTH OF 203.30 FEET TO A POINT WHICH BEARS SOUTH 26 °45'58" EAST, 195.96 FEET FROM THE LAST SAID POINT; SOUTH 00 °02'48" WEST, 679.01 FEET TO A POINT OF A CURVE TO THE LEFT; SOUTHEASTERLY ALONG SAID CURVE WITH A CENTRAL ANGLE OF 31 °56'58", A RADIUS OF 267.67 FEET AND A LENGTH OF 149.26 FEET TO A POINT WHICH BEARS SOUTH 15 °55'41" EAST, 147.33 FEET FROM THE LAST SAID POINT; THENCE SOUTH 00 °24'29" EAST, LEAVING SAID RIGHT-OF-WAY LINE, 441.47 FEET; THENCE SOUTH 89 °13'09" WEST, 2624.45' TO THE POINT OF BEGINNING,

CONTAINING 138.91 ACRES, MORE OR LESS, SUBJECT TO ALL RIGHTS-OF-WAY AND EASEMENTS OF RECORD...

TRACT 4:

THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 28, TOWNSHIP 4 SOUTH, RANGE 3 EAST, PHILLIPS COUNTY, ARKANSAS.

TRACT 5:

ALL THAT PART OF SECTION 25, TOWNSHIP 4 SOUTH, RANGE 2 EAST AND SECTIONS 29 AND 30, TOWNSHIP 4 SOUTH, RANGE 3 EAST, WHICH LIES SOUTH OF SWAN LAKE, AND WITHIN THE MEANDERS OF ITS CRESCENT, AND THE 2 WELL DEFINED DRAINS FROM THE SOUTH THEREOF BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SECTION 25, TOWNSHIP 4 SOUTH, RANGE 2 EAST; THENCE SOUTH 89 °08'04" WEST, 1112.25 FEET; THENCE NORTH 00 °51'56" WEST, 59.23 FEET TO A POINT 1115.00' WEST OF THE INTERSECTION OF THE EAST LINE OF SAID SECTION 25 AND THE NORTH RIGHT-OF-WAY OF HIGHWAY 20, SAID POINT BEING THE POINT OF BEGINNING PROPER; THENCE ALONG THE CENTER LINE OF A WELL DEFINED DRAIN THE FOLLOWING COURSES AND DISTANCES. NORTH 05 °41'10" WEST, 446.44 FEET; NORTH 17 °44'13" EAST, 281.34 FEET; NORTH 25 °00'13" EAST, 349.96 FEET; NORTH 32 °30'49" , 229.93 FEET; NORTH 62 °26'54" , 214.17 FEET; NORTH 30 °37'52" , 265.36' ; NORTH 40 °00'30" EAST, 574.70' ; NORTH 31 °04'43" EAST, 123.44 FEET TO THE INTERSECTION OF THE WELL DEFINED DRAIN AND THE NORTH TOP BANK OF SWAN LAKE; THENCE ALONG THE NORTH TOP BANK OF SWAN LAKE THE FOLLOWING COURSES AND DISTANCES: NORTH 57 °34'23" WEST, 763.37 FEET; NORTH 29 °00'42" EAST, 906.84 FEET; NORTH 42 °52'36" EAST, 337.32 FEET TO A POINT AT THE INTERSECTION OF THE NORTH TOP BANK OF SWAN LAKE AND THE WEST LINE OF SECTION 30, TOWNSHIP 4 SOUTH, RANGE 3 EAST; THENCE CONTINUING ON THE NORTH TOP BANK OF SWAN LAKE THE FOLLOWING COURSES AND DISTANCES: NORTH 42 °37'31" EAST, 405.46 FEET; NORTH 36 °20'14" EAST, 348.02 FEET; NORTH 46 °36'47" EAST, 566.55 FEET; NORTH 39 °34'42" EAST, 160.06 FEET; NORTH 52 °21'33" EAST, 402.02 FEET; NORTH 65 °12'45" EAST, 697.92 FEET; NORTH 714 °03'12" EAST, 279.68 FEET; NORTH 64 °14'05" EAST, 305.58 FEET; NORTH 75 °13'40" EAST, 414.69 FEET TO A POINT AT THE INTERSECTION OF THE NORTH TOP BANK OF SWAN LAKE AND THE NORTH LINE OF SECTION 30, TOWNSHIP 4 SOUTH, RANGE 3 EAST; THENCE SOUTH 89 °49'43" EAST ALONG SAID NORTH LINE OF SECTION 30, 2947.39 FEET, TO THE NORTHWEST CORNER OF SECTION 29, TOWNSHIP 4 SOUTH, RANGE 3 EAST; THENCE SOUTH 89 °49'43" EAST, ALONG THE NORTH LINE OF SAID SECTION 29, 60.61 FEET TO A POINT AT THE INTERSECTION OF THE NORTH LINE OF SAID SECTION 29 AND THE NORTH TOP BANK OF SWAN LAKE; THENCE ALONG THE NORTH TOP BANK OF SWAN LAKE THE

FOLLOWING COURSES AND DISTANCES: SOUTH 69 °45'52" EAST, 293.86 FEET; SOUTH 80 °13'49" EAST, 435.98 FEET; SOUTH 21 °57'03" EAST, 133.57 FEET; SOUTH 57 °59'16" EAST, 338.04 FEET; SOUTH 57 °28'01" EAST, 575.93 FEET; SOUTH 45 °03'25" EAST, 470.88; SOUTH 42 °26'57" EAST, 261.65 FEET; SOUTH 48 °28'05" EAST, 939.18 FEET; SOUTH 04 °43'27" WEST, 484.12 FEET; SOUTH 43 °46'21" EAST, 121.72 FEET; SOUTH 48 °28'21" EAST, 331.94 FEET; SOUTH 42°07'27" EAST, 502.20; SOUTH 35 °01'36" EAST, 833.37 FEET; SOUTH 26 °40'45" EAST, 145.53 FEET; SOUTH 44 °10'47" EAST, 609.48 FEET; SOUTH 18 °39'48" EAST, 446.94 FEET; SOUTH 06 °09'47" EAST, 238.73 FEET TO A POINT AT THE INTERSECTION OF THE NORTH TOP BANK OF SWAN LAKE AND THE CENTER LINE OF A WELL DEFINED DRAIN; THENCE SOUTH 4811'46" WEST, ALONG SAID DRAIN, 323.46 FEET TO A POINT AT THE INTERSECTION OF THE WELL DEFINED DRAIN AND THE NORTH RIGHT-OF-WAY OF HIGHWAY 20; THENCE ALONG THE NORTH RIGHT-OF-WAY OF ARKANSAS HIGHWAY 20 THE FOLLOWING COURSES AND DISTANCES: NORTH 88 °21'30" WEST, 257.90 FEET; NORTH 88 °16'36" WEST, 481.58 FEET; NORTH 88 °22'17" WEST, 896.62 FEET; NORTH 89 °14'15" WEST, 63.19 FEET; NORTH 89 °51'30" WEST, 617.06 FEET; NORTH 89 °51'26" WEST, 694.95 FEET; NORTH 89 °52'25" WEST, RIGHTS-OF-WAY AND EASEMENTS OF RECORD...

The administration is requesting approval to sell the above-referenced property and to deposit the proceeds of the sale into a restricted scholarship account as required by the Last Will and Testament of Mary Ellen Crow and the terms of the Jake Crow Trust.

Specifically, the administration will advertise the property for sale in Phillips County, Arkansas, as well as through a state-wide advertisement; contact directly any persons who have expressed an interest in the Crow Farm prior to this date and whose names and contact information is in the possession of the University; provide in the notice that sealed bids will be taken for the entire Crow Farm by a date certain with cash to be paid at closing and the customary terms involved in the sale and purchase; that the University and the Board of Trustees reserve the right to reject any and all bids; and upon opening the bids notify the Board of Trustees if an acceptable bid is received, then present the same to the Board of Trustees for its consideration and action; and any other steps as may be necessary or required under state law or by the Board of Trustees in regard to the foregoing 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 take the necessary actions as set forth above to sell the real property described in this resolution and situated in Phillips County, Arkansas, consisting of approximately 1440 acres, and to place the proceeds of the sale into a restricted scholarship account as required by the donor, and with the provisions and conditions set forth above, and subject, however, to subsequent action by this Board approving such sale.”

VII. ACTION AGENDA

H. Proposed Sale of Certain University Properties

Over several years, the University has purchased property (both improved and unimproved) in areas surrounding the campus.

While most of the property purchased by the University has been in the area between Bruce and Dave Ward Drive (on the north and south sides of the main campus) and Donaghey and Farris Road (on the east and west sides of the main campus), some property acquisitions have been made outside this area.

The administration has undertaken a review of the existing University-owned properties and would like to advertise and sell four (4) properties identified below. Three of them were acquired as part of the transaction with members of the Moix family when the parking lot for Bear Village apartments was acquired. The fourth parcel is a vacant lot on Bruce Street east of the campus.

The street addresses of the properties are:

955 South Donaghey
965 South Donaghey
1015 South Donaghey
1920 Bruce Street

The three properties on South Donaghey are not used for student housing. Staff members live in those homes. As stated above, the Bruce Street parcel is very small and based upon a review of existing University-owned properties, it is very unlikely that this vacant lot will ever be utilized, even for parking. It is very small and the University does not own any adjoining property in any direction.

The administration is requesting approval to sell the parcels described above and then deposit the net proceeds from the sales into the accounts of the University and thereafter held for such purposes as may be determined, such as continuing to help build unrestricted reserves of the University, future property acquisitions, or other expenditures essential to the educational mission of the institution.

Specifically, if approved by the Board of Trustees, the administration will advertise the properties for sale in Faulkner County, Arkansas, as well as through a state-wide advertisement; provide in the advertisement and any notices published that sealed bids will be taken for each parcel by a date certain with cash to be paid at closing and the customary terms involved in the sale and purchase; that the University and the Board of Trustees reserve the right to reject any and all bids for any parcel; and upon opening the bids, notify the Board of Trustees and if an acceptable bid is received for one or more of the parcels, then present the same to the Board of Trustees for its consideration and action; and any other steps as may be necessary or required under state law or by the Board of Trustees in regard to the foregoing 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 take the necessary actions as set forth above to advertise for sale and solicit bids to purchase the real property described in this resolution, the same being properties with addresses of 955 South Donaghey, 965 South Donaghey, 1015 South Donaghey and 1920 Bruce Street, all located in the City of Conway, Faulkner County, Arkansas, and with any provisions and conditions set forth above, and subject, however, to subsequent action by this Board approving any such sale(s).”

VII. ACTION AGENDA

I. “Alcohol on University Premises” – Board Policy No. 405

The current Board policy provides that alcohol may only be served in the President’s Home and in Ferguson Chapel during the celebration of mass.

The administration requests permission from the Board to amend this policy to allow the President to designate in writing other locations on campus where alcohol may be served when it is in the best interests of the institution to do so. For example, it has long been requested that alcohol be permitted at certain events in Brewer-Hegeman Conference Center and at the Reynolds Performance Hall during intermission at performances held there.

While the administration understands that this is a sensitive issue, it is believed that, if handled properly, this authorization can be of benefit to the institution and to the community.

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

“BE IT RESOLVED: That the Board of Trustees approves the following changes to Board Policy No. 405, ‘Alcohol on University Premises’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 405

Subject: Alcohol on University Premises

Page 1 of 1

Date Adopted: 8/90 Revised: 10/95, 11/09

No alcoholic beverages will be served on any occasion on university premises, except for the following:

(i) at the President's Home,

(ii) wine in Ferguson Chapel during the celebration of religious events (and ~~In addition, the Catholic Campus Ministry shall be allowed to serve wine during the celebration of mass at Ferguson Chapel;~~ provided that the amount of wine brought on campus shall be no more than the amount reasonably anticipated to be necessary for the religious ceremony, and that the wine shall at all times remain in the possession of an individual at least 21 years of age who shall be ~~CCM~~ an advisor or member of the clergy) ~~Advisor, Priest, or other adult specifically designated by the Catholic Diocese.~~

(iii) other university venues and/or events as the President may, from time-to-time designate, in writing.

The University does not encourage the use of alcoholic beverages. Members of the University community are reminded that college-sponsored student programs are alcohol-free. Members of the university community and their guests who choose to possess or consume alcoholic beverages are expected to adhere to the laws of the State of Arkansas and policies of the University. Acts such as consumption of alcohol by minors or being under the influence of alcohol, or irresponsible behavior are not permitted. If such activities are engaged in on university premises or during any university activity, appropriate university personnel may take any and all action as may be required, including issuing appropriate citations, removing the person from the university premises, and /or action by any appropriate judicial body.

VII. ACTION AGENDA

J. **“Contract Review Procedures” – Board Policy 416**

Board Policy No. 416 was adopted by the Board of Trustees in May 2009. The policy became effective July 1, 2009. However, at the Board’s July 2009 meeting, the administration requested to suspend one portion of the policy relating to contracts exceeding one fiscal year. The implementation of this part of the policy ran into some obstacles and required refinement. The General Counsel’s office has reviewed this portion of the policy and has now proposed revisions to address the problem noted above. The following suggested changes are proposed.

First, the policy has been revised to make it clear that it applies to purchase orders and if there is a "contract" underlying a purchase order that the contract needs to be reviewed by the General Counsel’s office.

Second, the policy has been modified to adjust the "trigger" levels slightly. Board approval is still required for all contracts in excess of \$250,000. However, the other levels have been adjusted. Contracts between \$100,000 and \$249,999 require the approval of the Board chair and the President of the University. The President must approve all contracts up to \$99,999, but the President may delegate that authority to the provost or an appropriate vice president for contracts up to \$50,000.

Third, the policy has been modified concerning the required Board approval for contracts longer than one year. The policy provides that Board approval will NOT be required if the General Counsel certifies, in writing, that the University may terminate the contract on the giving of written notice of ninety (90) days or less.

Finally, the policy has been modified to specifically exempt two types of contracts from the approval process (but not the review process). These are clinical agreements and those through sponsored programs for which we receive grant funds. Neither would be exempt if the University is required to "expend" funds.

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

“BE IT RESOLVED: That the Board approves the following changes to Board Policy No. 416, ‘Contract Review Procedures’.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 416

Page 1 of 3

Subject: Contract Review Procedures

Date Adopted: 5/09 Revised: 11/09

CONTRACT PROCEDURES/PERSONNEL ACTIONS

Contract Defined: For purposes of this policy, a “contract” is a written agreement between two or more parties, one of which is the University of Central Arkansas (“UCA” or “University”), creating obligations that are enforceable or otherwise recognizable at law. No oral agreements shall be recognized as valid or binding legal obligations of the University.

For purposes of this policy, a purchase order is a contract. If a purchase order is based upon a contract, such contract is subject to the provisions of this policy.

No Contract Valid without Compliance: No contract shall be deemed to be a valid obligation of the University unless the provisions of this policy are complied with in full.

Signature Authority: Unless otherwise provided by law or by specific policy of the Board of Trustees, only the Board of Trustees, President, Provost, and Vice Presidents have the authority to enter into a contract to bind the University.

Contract Review and Routing Procedure: The University employee with responsibility for the contract (‘responsible employee’) shall read and review it in its entirety. ~~The~~ **By starting the process to (a) secure a purchase order, or (b) have a contract approved,** the responsible employee **is verifying the following matters:** ~~shall verify the following information:~~

- the contract language accurately reflects the current state of negotiations;
- the contract meets programmatic and UCA requirements;
- the contract is in the best interest of UCA;
- UCA can comply with the terms of the contract, and
- the contract is sufficiently clear and consistent.

The responsible employee shall contact the Purchasing Office to ensure that such office has either acknowledged that state purchasing laws and regulations have been complied with, or that such laws and regulations do not apply.

In addition, the responsible employee shall ensure that if matching funds are to be used as part of the contract that the office/department of the university responsible for securing such funds has been contacted and has agreed, in writing, to supply such funds.

If the University of Central Arkansas Foundation, Inc. is to supply private funds under the contract, the responsible employee shall also transmit a copy of the contract to the President of the Foundation for a determination of ~~and determine~~ whether or not the approval of the Foundation **and/or its Board** is required.

After review, the **responsible UCA** employee shall **indicate his/her approval and certification to the matters above by signing a routing form** ~~sign or initial the contract (or if applicable, the routing form) in order to verify the preceding information.~~

The responsible employee shall then deliver the contract to the Office of General Counsel ~~for review~~. The general counsel will review each contract to assure the following:

- the contract does not contain any prohibited clauses;
- the contract is consistent with federal and state laws;
- the contract is consistent with UCA policies;
- risk management concerns have been reasonably addressed; and
- the contract is consistent with any predecessor documents.

No contract may be entered into by the University except with the approval of the Office of General Counsel.

The Office of General Counsel shall proscribe forms necessary to ensure the steps set forth above are taken and have been complied with.

Contract Approval Process: Once the steps set forth above have been taken, the following approvals must be secured prior to the execution of the contract by any official of the University:

- **The Board of Trustees must approve the following contracts:**

(i) Any contract which will require the expenditure by the University of funds (at anytime) in excess of \$250,000; ~~or must be approved by the Board of Trustees;~~

(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.

~~Any contract in the amount of \$50,000 to \$249,999 must be approved by both the Chair of the Board of Trustees and the President of the University;~~

~~Any contract in the amount of \$5,000 to \$49,999 must be approved by the President; and~~

~~Any contract for less than \$5,000 may be approved by the Provost or a Vice President.~~

~~Notwithstanding the foregoing, however, any contract with a term exceeding one (1) fiscal year must be approved by the Board of Trustees.~~

- The Chair of the Board and the University President must approve any contract which will require the expenditure by the University of funds (at anytime) in the amount of \$100,000 to \$249,999.
- The President of the University must approve a contract which will require the expenditure by the University of funds (at anytime) of an amount up to \$99,999, although the President may delegate to the Provost or any Vice President the authority to sign contracts up to \$49,999.

Exemptions from Contract Approval Process: The following contracts are exempt from the “Contract Approval Process” above:

(i) any contract which provides for professional or clinical training for students of the University and which does not require the expenditure or payment of any University funds to a third party; and

(ii) any contract arising out of or related to an external grant administered through the Office of Sponsored Programs and which does not require the expenditure or payment of any University funds to a third party.

Notwithstanding the foregoing exemption from the Contract Approval Process, such contracts must still be processed through the routing procedures set forth herein, as well as be reviewed by the Office of General Counsel. Such contracts, after appropriate review, shall be signed by the Provost.

Any person who enters into a contract that purports to bind UCA without following these steps is acting without authority and could be held personally liable for the contract.

Certain Provisions Incorporated by Reference: It is hereby declared to be the policy of the University that any contract to which the University is a party shall be deemed to have the following provisions incorporated by reference:

(1) *“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall not be responsible or liable for any type of special or consequential damage to the other party, specifically including, but not limited to, lost profits or commissions, loss of goodwill, or any other damages of such nature.”*

(2) *“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall never indemnify or hold another party harmless from any damages, liability, claims, demands, causes of action or expenses. However, with respect to any loss, expense, damage, liability, claim or cause of action, either at law or in equity, for actual or alleged injuries to persons or property, arising out of any negligent act or omission by UCA, or its employees or agents, in the performance of this agreement, UCA agrees that:*

(a) it will cooperate with the other party to this agreement in the defense of any action or claim brought against the other party seeking damages or relief;

(b) it will, in good faith, cooperate with the other party to this agreement should such other party present any claims or causes of action of the foregoing nature against UCA to the Arkansas State Claims Commission;

(c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the Arkansas State Claims Commission, and will make reasonable efforts to expedite any hearing thereon.

UCA reserves the right, however, to assert in good faith any and all defenses available to it in any proceedings before the Arkansas State Claims Commission or any other forum.

Nothing herein shall be interpreted or construed to waive the sovereign immunity of UCA.”

(3) “The University of Central Arkansas does not have any form of general liability insurance. It does have liability insurance coverage on vehicles, as well as certain professional liability coverage for clinical programs (and students assigned through those programs). Please contact the university department with responsibility for the program involved or the Office of General Counsel, if you have questions concerning insurance coverage.”

Notice to Other Persons and Entities: The responsible employee of the University, the Office of Purchasing and all University departments shall ensure that all persons or entities dealing with the University on any contracts shall be made aware of this policy and all of the provisions hereof.

Personnel Actions: No contract or decision to hire a person for employment at UCA shall be official until signed by the President. Furthermore, no offer of employment shall be deemed to be valid and binding on the University until approved by the President. Salaries of appointed personnel shall not be paid unless the personnel action forms have been completed.

Effective Date: This policy is effective from and after July 1, 2009.

VII. ACTION AGENDA

K. “Smoking and Tobacco Use” – Board Policy No. 519

At the last session of the Arkansas General Assembly, the Legislature adopted the “Clean Air on Campus Act of 2009” requiring all public institutions of higher education in the State of Arkansas to be smoke-free no later than August 1, 2010. The administration is bringing this agenda item before you now, so that it may begin the transition to becoming a smoke free-campus by the required deadline. The proposed policy presented to you provides that UCA will become smoke free on July 1, 2010.

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

“BE IT RESOLVED: That the Board of Trustees approves the following changes to Board Policy No. 519, ‘Smoking and tobacco-use Policy’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 519

Subject: Smoking and Tobacco-use Policy

Page 1 of 1

Date Adopted: _____ Revised: 11/09

In accordance with Arkansas State law, effective July 1, 2010, the use of any tobacco products will be prohibited anywhere on campus and in any vehicle owned or leased by the university.

The Board of Trustees of the University of Central Arkansas adopts the following policy, which shall be known as the "Smoking and Tobacco-use Policy." It is the intent of this policy to establish standards and procedures for smoking and the use of tobacco products on campus.

~~1. The University of Central Arkansas (Auniversity@) is dedicated to the establishment of a comfortable and healthy environment for all students, faculty and staff. In order to promote and sustain good health, the university advises against the use of all tobacco products:~~

~~2. The university is considered to be a smoke-free workplace. The use of any tobacco products shall be permitted only outdoors, and only in accordance with this policy:~~

~~3. No person shall smoke or use any other tobacco product:~~

~~(A) inside any building or structure on the university campus, or any other building or structure under the control of the university. This includes, but is not limited to, all residence halls, education and general buildings, library, student center, cafeteria, leased apartments and buildings.~~

~~(B) inside any athletic building and facility, including but not limited to, any gymnasium, arena or other indoor athletic venue. For Estes Stadium this ban includes the grandstands, the concourse areas and the ramps providing access to the stands of the football stadium.~~

~~(C) in any bus, van or other vehicle owned or leased by the university.~~

~~Every effort will be made to ensure that, if requested, no non-smoking student will be roomed with a smoking student.~~

~~4. Smoking and the use of tobacco products is permitted in outdoor areas, but smoking shall be permitted only at a distance of greater than twenty-five (25) feet from any entrance to a~~

~~building or other structure. Any person smoking or using tobacco products in permitted areas under this policy shall make sure that any unused products are properly disposed of after use.~~

~~5. No advertising, sale, or distribution of free samples of tobacco products shall be permitted on the university campus.~~

VII. ACTION AGENDA

L. **“Fees – Mandatory All Students” – Board Policy No. 630**

The administration would like to set a flat rate for summer school for undergraduate students. This requires an amendment to Board Policy No. 630.

The administration proposes establishing a flat rate for summer school equal to the in-state tuition rate for the fall and spring terms. Out-of-state tuition would not be charged. Only fees currently designated to be charged in the summer would be assessed during the summer terms.

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

“BE IT RESOLVED: That the Board of Trustees approves the following changes to Board Policy No. 630, ‘Fees – Mandatory All Students’.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 630

Page 1 of 2

Subject: Fees - General Registration and Other

Date Adopted: 3/94

Revised: Passim (most recent 05/09), 11/09

**GENERAL REGISTRATION AND OTHER MANDATORY FEES
UNDERGRADUATE
2009-10**

General registration and other required fees on a per-hour and per-semester/term basis for undergraduate students are as follows:

Per-Hour Fees (Notes 5A&B)

General Registration	\$161.00
Athletics	14.00
Cooperative Education	.50
Facilities/Infrastructure	9.00
Fine/Performing Arts	2.00
HPER (Health, Phys. Ed., Recreation Ctr.)	4.00
Student Center	4.00
Technology	<u>7.50</u>

Total Per-Hour Fees **\$200.00**

Per-Semester/Term Fees

Assessment	\$ 5.00
Access & Security (Note 6)	27.00
Health Services (Note 1)	65.00
Publications (Note 4)	6.00
Radio Station (Note 4)	5.00
SAB (Student Activity Board) (Note 2)	8.00
Student Activity (Note 3)	<u>13.50</u>

Total Per-Semester/Term Fees **\$129.50**

Out-of-State (in addition to above fees) **\$161.00 per hour** (Notes 5A&B)

Explanatory Notes:

	<u>Fall/Spring</u>	<u>Interession</u>	<u>Summer I & II</u>	<u>10-week</u>
Note 1- Health Services	\$65.00	\$32.50	\$32.50	\$65.00
Note 2- SAB (student events)	\$ 8.00	-0-	\$ 1.50	\$ 3.00
Note 3- Student Activity (student government)	\$15.50	\$ 3.50	\$ 3.50	\$ 3.50

Note 4 - Charged fall and spring semesters only.

Note 5A - Beginning with the fall 2006 semester, newly-enrolled undergraduate students will be charged for each credit hour for general registration and out-of-state fees with no maximum charge. All other hourly-rate fees will continue to be calculated on a maximum of 15-credit hours per semester. Out-of-state fees are waived for undergraduate students residing in university housing beginning with the fall 2007 semester.

Note 5B - Beginning with the fall 2008 semester, all undergraduate students will be charged for each credit hour for general registration and out-of-state fees with no maximum charge. All other hourly-rate fees will continue to be calculated on a maximum of 15-credit hours per semester.

Note 6 - Beginning with the fall 2009 semester, all students will be charged a per semester fee of \$27.00 for each fall/spring semester and \$15.00 for the summer term.

UNDERGRADUATE SUMMER
2009-10-2010

General registration and fees on a per-hour basis and per-term basis for undergraduate students for the summer terms are as follows:

General Registration/per credit hour		\$161.00
Health Services/per term	Summer I & II	10-week
SAB (student activities)/per term	\$32.50	\$65.00
Student Activity/per term	1.50	3.00
(student government)	3.50	3.50

**GENERAL REGISTRATION AND OTHER MANDATORY FEES
GRADUATE
2009-10**

General registration and other required fees on a per-hour and per-semester/term basis for graduate students are as follows:

Per-Hour Fees

General Registration	\$201.00
Athletic	12.00
Facilities	9.00
Fine/Performing Arts	2.00
HPER (Health, Phys. Ed., Recreation Ctr.)	4.00
Student Center	4.00
Technology	<u>7.50</u>

Total Per-Hour Fees **\$239.50**

Per-Semester/Term Fees

Access and Security (Note 5)	\$27.00	
Health Services (Note 1)	\$65.00	
Publication (Note 4)	6.00	
Radio Station (Note 4)		5.00
SAB (Student Activity Board) (Note 2)		8.00
Student Activity (Note 3)	<u>13.50</u>	

Total Per-Semester/Term Fees

\$124.50

Out-of-State (in addition to above fees) **\$201.00 per hour**

Explanatory Notes:

<u>Session</u>	<u>Fall/Spring</u>	<u>Intersession</u>	<u>Summer I & II</u>	<u>10-Week</u>
Note 1- Health Service Fee	\$65.00	\$32.50	\$32.50	\$65.00
Note 2- SAB (student events)	\$ 8.00	-0-	\$ 1.50	\$ 3.00
Note 3- Student Activity (student government)	\$13.50 (8+hrs) \$ 3.50 (1-7 hrs)	\$ 3.50	\$ 3.50	\$ 3.50

Note 4- Charged fall and spring semesters only.

Note 5 – Beginning with the fall 2009 semester, all students will be charged a per semester fee of \$27.00 for each fall/spring semester and \$15.00 for the summer term.

VII. ACTION AGENDA

M. **“Fees – Academic Outreach and Extended Programs” – Board Policy No. 631**

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

- to clarify that certain fees are not applicable to Study Abroad programs administered by the Division of International Affairs;
- to incorporate the provisions of Board Policy No. 648 into this policy; and
- to make other minor wording adjustments.

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

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

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 631

Page 32 of 38

Subject: Fees – Academic Outreach and Extended Programs

Date Adopted: 12/75 Revised: 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

1. Off-Campus Credit Classes

Except as provided for 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, and 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 fee, of \$22.00 per credit hour. ~~Students enrolled in Academic Outreach courses may pay an additional support fee necessary to cover the costs associated with serving remote locations as provided for in Board Policy No. 648.~~

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 as provided for 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. ~~Off-Campus and On-Campus Credit Classes~~

~~If a student is enrolled in off-campus or on-campus undergraduate Academic Outreach classes, these hours are included in the calculation to determine the maximum charge. Students enrolled in health sciences classes offered through Academic Outreach, either on-campus or off-campus, will pay the same per credit hour health sciences course fee as students who are enrolled in regular on-campus health science classes as provided for in Board Policy No. 639.~~

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 ~~responsible for establishing~~ **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 ~~and~~ 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

N. “Fees – Academic Outreach Support” – Board Policy No. 648

With the approval of the previous agenda item, the provisions of Board Policy No. 648 have been incorporated into Board Policy No. 631. Board Policy No. 648 is no longer needed and the administration requests that it be deleted from Board policy.

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

“BE IT RESOLVED: That the Board of Trustees approves the deletion of Board Policy No. 648, ‘Fees – Academic Outreach Support’.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 648

Page 35 of 38

Subject: Fees – Academic Outreach Support

Date Adopted: 10/98 Revised: 12/04

~~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.~~