

VII. ACTION AGENDA

D. “President’s Residence Advisory Committee” – Board Policy 209

In 2011, a committee known as the “President’s Residence Advisory Committee” was established. No formal action establishing the committee was taken by the Board of Trustees, nor was any type of Board policy enacted.

The committee was composed of representatives of the administration, one representative of the faculty, staff and student body, an alumni representative, a member of the UCA Alumni Association and a community representative.

The committee was advisory to the Board of Trustees. Its charge was to work with architects and others to recommend improvements/renovations to the President’s house.

After review and discussion, it has been determined that a more formal committee should be proposed, and the procedures specifically set forth in policies of the Board of Trustees concerning the responsibility of the committee.

A new board policy, No. 209, is attached. The provisions of the policy may be summarized as follows:

- The committee will be known as the “President’s Residence Advisory Committee.” It will be an advisory committee to the Board of Trustees.
- The membership of the Committee will consist of one member of the UCA Board of Trustees, appointed in December of each year to serve a one-year term for the following calendar year; and representatives from the Faculty Senate, Staff Senate; Student Government Association, Alumni Association, UCA Foundation, Inc., and three (3) persons selected by the Board of Trustees each December to serve one-year terms (such persons may not be employees of the University) for a total of nine (9) members. The committee shall elect its own chair.
- The committee shall meet at least once each year. The chair or any two members may call a special meeting at any time.
- The purpose of the committee shall be to review any proposed architectural, structural or landscaping changes to the President’s Home and surrounding grounds; and as part of such review, the committee shall consider the costs involved and the sources/uses of any funds to be expended.
- No architectural or structural changes to the President’s home, nor any landscaping changes (such as removal of trees, etc.) shall be made without the recommendation of the committee **AND** the approval of the Board of Trustees.
- Exceptions are made from the foregoing provisions, however, for (a) any changes as a result of an emergency or act of God (fire, tornado, etc.), or (b) for those cosmetic changes to the private living quarters of the home (the upstairs and the downstairs family room). Provided, however that even for cosmetic changes to be made, if the same involves the expenditures of more than \$ [REDACTED] in public funds, the changes and estimated costs shall be provided to the committee and Board of Trustees

and the same shall be approved by the committee, and then by the full Board of Trustees.

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

“BE IT RESOLVED: That Board Policy No. 209, attached hereto, is hereby approved and shall be effective from and after this date.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 209

Subject: President's Residence Advisory Committee

Date Adopted: 02/2012 Revised: _____

Establishment of Committee: There is hereby established a standing committee of the University of Central Arkansas to be known as the "President's Residence Advisory Committee."

Purpose of the Committee: The purpose of the committee is to (a) review any proposed changes to the President's home and grounds, as more specifically set forth herein, (b) review the estimated costs thereof and the sources and uses of funds to make any such improvements, and (c) make recommendations, as the committee determines are appropriate, to the Board of Trustees. The committee is advisory only and shall not be deemed to be a governing body for any purpose.

Membership of the Committee/Meetings: The committee shall be composed of nine (9) persons, who shall each serve a term of one calendar year:

- One member of the Board of Trustees of the University of Central Arkansas
- One person designated as the representative from the UCA Faculty Senate
- One person designated as the representative from the UCA Staff Senate
- One person designated as the representative from the UCA Student Government Association
- One person designated as the representative from the UCA Alumni Association
- One person designated as the representative from the UCA Foundation, Inc.
- Three persons selected in December of each year by the Board of Trustees of the University of Central Arkansas, none of whom shall be employees of the University.

The committee members shall be selected by their respective groups listed above, and the names of the committee members shall be provided to the Chair of the Board of Trustees and the Chief of Staff by January 15 of each year. Members of the committee may be reappointed. The committee shall elect its own chair. The committee shall hold at least one meeting each calendar year. Special meetings may be called by the Chair, or upon request of any two (2) members of the committee. At least two days' notice of any meeting shall be provided to each member.

Charge to and Powers of the Committee; Advisory Recommendations: The committee is charged with full authority to review any and all proposed changes to the President's Home and adjacent grounds, with such authority to include, but not be limited to, review and recommendations concerning any proposed architectural or structural changes to the home (interior or exterior) and grounds. This includes additions, renovations, removal or cutting of trees (except for normal, routine and customary pruning and landscaping, or planting of flowers and shrubs), as well as other areas inside the public areas of the home. This review shall not be deemed to include routine maintenance to the home, or routine planting and landscaping to the grounds.

As part of its work, the committee is to review the proposed costs involved, and shall review the sources of funds to make any such proposed changes.

Action by the Committee/Approval Required by Board of Trustees: No renovations, alterations or change to the public areas of the interior of the home, or any part of the exterior of the home, nor any permanent change to the landscaping of the grounds adjacent to the home shall be made except (a) upon the recommendation of the committee after its review, and (b) a report approved by the full Board of Trustees setting forth the changes and approving the cost involved and the funds to be expended.

Exceptions for Emergencies and Personal Areas: Notwithstanding the foregoing, the personal areas of the home may be painted, carpeted, etc., as the residing family may determine, but not to exceed \$ from public funds unless reviewed by the committee and approved by the Board of Trustees. In addition, if in the reasonable opinion of the Vice President for Finance and Administration and the Director of the Physical Plant, repairs are needed as a result of any emergency or an act of God, then such repairs may be made, but notification shall be provided to the Chair of the Committee and the Chair of the Board of Trustees.