

MINUTES OF MEETING OF BOARD OF REGENTS

WESTERN KENTUCKY UNIVERSITY

November 13, 1982

In accordance with the previously published schedule of regular meetings as amended by timely and properly given notice, the fourth quarterly meeting of the Board of Regents of Western Kentucky University was held on Saturday, November 13, 1982, at 10 a.m., CST, in the Regents Conference Room of the Wetherby Administration Building on the Western campus. Mr. Joe Bill Campbell, Chairman, presided.

AGENDA ITEM 1 - The meeting opened with a prayer of invocation by Dr. John D. Minton, Vice President for Student Affairs.

AGENDA ITEM 2 - Roll Call. The following members were present:

Dr. William G. Buckman  
Mr. Joe Bill Campbell  
Mr. Ronald W. Clark  
Mr. John David Cole  
Mr. Joseph Iracane  
Mrs. Patsy Judd  
Mr. J. Anthony Page  
Miss Margaret K. Ragan  
Mr. Ronald G. Sheffer

Mr. Julius E. Price, Sr., was absent due to illness.

Also present, in addition to Dr. Minton, were Dr. Donald W. Zacharias, President; Dr. James L. Davis, Vice President for Academic Affairs; Mr. Harry Largen, Vice President for Business Affairs and Treasurer; Mrs. Liz Esters; Secretary; Dr. Paul B. Cook, Assistant to the President for Resources Management and Director of the Budget; Mr. William E. Bivin, University Attorney; and Mr. Fred Hensley, Director of Public Information.

AGENDA ITEM 3 - Annual election of Chairman and Vice Chairman to serve for calendar year 1983.

In compliance with the Bylaws of the Board of Regents, Chairman Campbell declared that nominations were in order for the election of a Chairman to serve for the 1983 calendar year. In proceeding with the election, Dr. Buckman placed in nomination the name of Mr. Campbell for the office of Chairman. The motion was seconded by Mr. Page. Mr. Clark moved and Mrs. Judd seconded that nominations cease. The motion carried by voice vote. Mr. Campbell was re-elected Chairman for a second term to commence January 1, 1983.

For the office of Vice Chairman, Mr. Clark placed in nomination the

name of Mr. Iracane. The motion was seconded by Miss Ragan. Mr. Clark moved and Mr. Page seconded that nominations cease. The motion to reelect Mr. Iracane for his second term as Vice Chairman for the 1983 calendar year carried by voice vote.

The election of a Secretary and the appointment of a Treasurer and a Parliamentarian will occur at the January meeting.

AGENDA ITEM 4 - Election of the Executive Committee to serve concurrently with the term of the Chairman.

In keeping with the Bylaws, the election of three members of the Board to serve with the Chairman as the Executive Committee for 1983 followed. Mr. Clark nominated Dr. Buckman (seconded by Miss Ragan); Mr. Iracane nominated Mr. Clark (seconded by Mrs. Judd); and Dr. Buckman nominated Mrs. Judd (seconded by Mr. Clark). There being no further nominations, the motions to elect Dr. Buckman, Mr. Clark, and Mrs. Judd as members of the Executive Committee carried by voice vote.

AGENDA ITEM 5 - Disposition of the minutes of the August 28, 1982, meeting. Minutes of the regular meeting held on August 28, 1982, were presented by the Chairman. Motion was made by Mr. Iracane and seconded by Mr. Clark that the minutes be approved as submitted without a reading inasmuch as copies had been mailed to the members on October 26, 1982, and were found to be in order. The motion carried by voice vote.

In keeping with the policy of the Board, the agenda for the meeting and information and materials pertinent to items thereon had been mailed by the President in advance to members of the Board.

AGENDA ITEM 6 - Reports from the various committees of the Board are as follows (Committee assignments remain the same until January):

Academics Committee - Mrs. Patsy Judd, Chairman; Dr. Buckman; Mr. Cole; Mr. Iracane; and Miss Ragan - The Chairman reported that the Academics Committee had just concluded its meeting to review the following items:

1. RECOMMENDATION: President Zacharias concurs in the recommendation from Dr. James Davis that a Department of Computer Science be established in Ogden College of Science, Technology, and Health in accordance with the principles outlined in Vice-President Davis' memorandum of November 4, 1982. Effective July 1, 1983, the new department would assume responsibility for undergraduate major and minor and master's programs in computer science and would also have university-wide responsibility for basic, general computer language instruction; e.g., FORTRAN, COBOL, PASCAL, PL-1, etc. A national search would be conducted to find the best qualified individual to serve as head of the Department of Computer Science.

Background: In recent years we have witnessed a great growth in the application of computer technology to nearly every field of

endeavor, from business and government to education and entertainment. It would be difficult to overestimate the impact that computers are likely to have on all of our lives in the years ahead.

This expansion in the use of computers in society is reflected in the growing demand of students at the university for computer-related instruction. Enrollments in computer science courses here have been growing at a rate of 25% to 35% per year for the last five years. For the most recent reporting period, there were 411 students who identified themselves as computer science majors and an additional 72 listed as computer science minors. A very high priority has been assigned to meeting this need through additional faculty and facilities and expanded course offerings. Establishment of a separate Department of Computer Science would be another important step to help meet this need.

The Department of Computer Science would be initially staffed by current university faculty with appropriate academic training and experience in computer science. This would include ten current members of the Department of Mathematics and Computer Science and could include certain qualified individuals from other departments. In addition, new faculty would be actively recruited to fill current vacancies in the computer science area and a program will be developed to retrain selected faculty members from other university departments to assist with computer instruction.

All departments of the university will continue to be encouraged to incorporate computer-related instruction into their programs when appropriate. In several departments these efforts are already well-advanced. In view of the growing use and potential for computers in nearly all fields, it is important that the instruction in the applied use of computers be offered in a wide range of disciplines and departments.

Students in the Bowling Green College of Business Administration who require computer instruction will receive their basic course work in the Department of Computer Science before proceeding to applied courses in business and economics. Information Systems 141 will be dropped from the Business curriculum, and Business majors will take Computer Science 240 in its place. Other Information Systems courses that would duplicate computer language courses offered in the Department of Computer Science will also be dropped. In order to accommodate the large number of students enrolling in basic computer courses, classroom and office space would be available in Grise Hall to supplement that in Thompson Complex.

The Bowling Green College of Business Administration will reassess its major, minor, and associate degree programs in Information Systems in view of the preceding recommendation in order to assure coordination with the offerings of the Department of Computer Science while insuring that student needs are recognized and accreditation standards are observed.

In organizing the Department of Computer Science and assigning instructional responsibilities, care will be taken to recognize the needs of all students at the university who are interested in computer instruction.

The above recommendation was unanimously approved by the Academics Committee and recommended for approval by the Board.

Mrs. Judd moved the adoption of the recommendation as presented. The motion was seconded by Dr. Buckman. The roll call vote follows:

Aye: Buckman, Campbell, Clark, Cole, Iracane, Judd, Page, Ragan

Nay: None

Note: Mr. Sheffer was not present when this vote was taken.

2. The Academics Committee reviewed and approved unanimously the recommendations from the Academic Council as forwarded to the President by the Vice President for Academic Affairs. The four recommendations presented by the President follow:

RECOMMENDATION: President Zacharias recommends the approval of the following items from the Academic Council:

- (1) Consolidation of Associate of Science Degree Programs in Architectural Drafting Technology, Building Construction Technology, Drafting and Design Technology, Industrial Electrical Technology, Manufacturing Technology, Metals Technology, Power Mechanics Technology, Technical Illustration, and Wood Products Technology into a single Associate of Science Degree Program in Industrial Technology with options. (Department of Industrial and Engineering Technology)

Background: These programs are quite similar in their "core" requirements and each program serves a relatively small number of students. By consolidating them under one program, the Associate of Science in Industrial Technology, with an option in each area of specialization, student degree opportunities will remain essentially the same, and student advisement and recordkeeping will be simplified.

- (2) Option in Computer Specialization to be offered under the Bachelor of Science degree program in Physics. (Department of Physics and Astronomy)

Background: This proposed option to be offered under the physics major combines extensive technical knowledge, related problem-solving skills, and computer techniques as the basis for a career in areas requiring the solution of technical problems using computers. The Computer Specialization option requires the same 20-hour core of physics courses required by the other program options and utilizes existing computer science courses.

- (3) Upgrading of option in Preprofessional Speech Pathology under Major in Speech to Program Status. (Department of Teacher Education)

Background: In July, 1981, the faculty, clinical service component, undergraduate, and graduate courses in speech pathology (communication disorders) were moved to the College of Education. A pre-professional program in speech pathology was and has continued to be available only through the major program in speech. Recent revisions in that program make it difficult for students to meet all requirements; thus, a formal request that the preprofessional component be elevated to a Major in Communication Disorders is submitted. The program requirements would be the same as originally proposed. The major courses would continue to be taught by the faculty now located in the College of Education. The change in status would improve the advisement of students and continued program development. No additional resources will be needed to implement this change. The Council on Higher Education has already recognized this program as a separate major.

- (4) Dropping of one-year Certificate Program in Secretarial Science. (Department of Business-Distributive Education and Office Administration)

Background: Enrollment reflects the lack of student interest in the program. The courses will still be taught and the associate and baccalaureate degree programs will still be available to meet student needs.

Mrs. Judd moved the adoption of the recommendations as presented by President Zacharias. The motion was seconded by Miss Ragan, and the roll

call vote follows:

Aye: Buckman, Campbell, Clark, Cole, Iracane, Judd, Page, Ragan

Nay: None

Note: Mr. Sheffer was not present when this vote was taken.

3. Mrs. Judd noted that the Committee took note of the fact that both the newspaper, THE COLLEGE HEIGHTS HERALD, and the yearbook, THE TALISMAN, had been honored with one of the highest awards in their area, "The Pacemaker Award." Mrs. Judd noted that this was the first time that both the newspaper and yearbook had won both awards in a single year and felt it would be appropriate for the Board to approve a resolution recognizing their accomplishments.

Mrs. Judd made a motion that a resolution be approved recognizing the newspaper and the yearbook for the distinction they had received and the honor they brought their university. The motion was seconded by Miss Ragan and carried by voice vote. The resolution follows:

#### RESOLUTION

WHEREAS, The College Heights Herald and the Talisman have been hallmarks of student publications for decades; and

WHEREAS, the publications have continually received awards and recognition and brought honor to the University; and

WHEREAS, the Herald and the Talisman have been selected by the Associated Collegiate Press for the coveted PACEMAKER Award—the only time one university has received both awards concurrently; and

WHEREAS, Mr. David S. Whitaker, Director of University Publications and Head of the Department of Journalism; Mr. Robert Adams, Herald Adviser; Mr. Robert Baker, Talisman Adviser, and others have given untiring attention, support, and direction to the activities of the student staff; and

WHEREAS, student journalists and members of the staff have unselfishly given of their time, energies, and talents in creating superb campus publications;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Regents of Western Kentucky University in a meeting on November 13, 1982, does hereby express congratulations, commendations, and appreciation to the entire Herald and Talisman staff as well as to Mr. Whitaker, Mr. Adams, Mr. Baker, and all others who gave support to these endeavors, and for the achievements reflected in the Herald's and Talisman's selection for the PACEMAKER Award by the Associated Collegiate Press, and for the recognition which it brings to the Department of Journalism and to the University.

BE IT FURTHER RESOLVED, That this resolution be recorded in the minutes of the Board of Regents and that a copy thereof be presented to the Herald and Talisman staff—Mr. Whitaker, Mr. Adams, Mr. Baker—and others involved as further testimony of the appreciation and commendations of the members of the Board of Regents.

Ordered at Bowling Green, Kentucky, this thirteenth day of November, one thousand nine hundred and eighty-two.

s/Joe Bill Campbell  
Chairman  
Board of Regents

s/Donald W. Zacharias  
President

Chairman Campbell stated he was extremely pleased with the report from the Academics Committee and the work that President Zacharias, Dr. Davis, and others had done on the recommendation to establish a Department of Computer Science. He felt this to be a very positive step that would put Western in a position to attain national prominence in the area of computer science.

Ad hoc Committee on Athletics - Mr. Ronald W. Clark, Chairman; Mr. Iracane; Mr. Page; Mr. Price; and Mr. Sheffer - No report.

Bylaws and Codification Committee - Mr. J. David Cole, Chairman; Mr. Price; Mr. Sheffer; Mr. Bivin, Staff; Dr. Randall Capps, Staff - No report.

Finance Committee - Mr. J. David Cole, Chairman; Dr. Buckman; Mrs. Judd; Mr. Page - Chairman Cole reported that the Finance Committee met on November 8 and recommended the following items to the entire Board:

- (1) RECOMMENDATION: President Zacharias recommends salary adjustments for faculty as shown below. These adjustments are based on a detailed study by Vice President James L. Davis and the appropriate deans. Dr. Davis and the deans have indicated that the approval of these adjustments would eliminate faculty salary inequities. These changes would take effect during the current contract period.

<u>Name</u>	<u>Department</u>	<u>Recommended Adjustment</u>	<u>Recommended New Salary</u>
Ms. Jean Griffing	Mathematics and Computer Science	\$1,800	\$15,000
Ms. Carolyn Hardcastle	Mathematics and Computer Science	\$1,800	\$15,180
Ms. Mary Barr Humphrey	Mathematics and Computer Science	\$1,800	\$15,324
Dr. Patricia Trutty-Coohill	Art	\$2,028	\$18,000
Ms. Laurin Notheisen	Art	\$1,112	\$17,000
Dr. Marilyn White	Modern Languages and Intercultural Studies	\$ 780	\$18,000
Ms. Beverly Leonard	Communication and Theatre	\$3,416	\$20,000
Total Recommended Adjustments	-	\$12,736	

Background: Faculty salaries are the subject of continuing study. This effort is intensified at the time of the annual salary review. As a result of the review by the deans in the spring of 1982, there was an indication that some cases needed further study. The deans and the department heads in Academic Affairs conducted a thorough analysis of all faculty salaries.

Based on this analysis, Dr. Davis recommended salary adjustments for seven female members of the faculty. Three are in the Department of Mathematics and Computer Science. In this department, the minimum salary was set at \$15,000; and the adjustments will bring these individuals to the minimum or above.

Two of these individuals (White and Trutty-Coohill) completed doctoral programs this past summer, and additional adjustments are required to make their salaries comparable with others similarly situated. Adjustments are recommended in the other cases to provide comparable salaries.

Based on the recommendation of the Finance Committee, Mr. Cole moved the adoption of the President's recommendation as set forth above. The motion was seconded by Mr. Clark and the roll call vote follows:

Aye: Buckman, Campbell, Clark, Cole, Iracane, Judd, Page, Ragan

Nay: None

Note: Mr. Sheffer was not present when this vote was taken.

- (2) The Finance Committee reviewed and recommended to the entire Board the approval of the 1981-82 financial report for Western. Each member of the Board received bound copies of the following reports prepared by James R. Meany & Associates, P.S.C.:

- a. 1981-82 Annual Financial Report  
Western Kentucky University
- b. Western Kentucky University Revenue and  
Expenditure Trends - Ten Years Ended  
June 30, 1982

Mr. Cole reported that the Finance Committee met at length with members of the staff of James R. Meany and Associates and noted there was considerable discussion regarding the uncommitted funds—the present level and the acceptable level.

The President's recommendation follows:

RECOMMENDATION: President Zacharias recommends the approval of the financial report for 1981-82, including the proposed use of fund balances. The proposed uses are shown on the attachment and in the Financial Statement.

Background: The 1981-82 fiscal year closed on June 30, 1982. The favorable balance results from a number of factors. The prudent management by departments resulted in unspent balances in many units.

The reductions in state appropriations during the past biennium conditioned all of us to spend funds carefully and to reserve some dollars for unanticipated activities.

Total revenue exceeded the estimate by approximately \$208,000. The income from registration fees was less than the estimated amount. The change in the summer school calendar shifted that revenue to another year. The income from investments, grants and contracts, housing, and sales and services exceeded the estimates. This increase more than offset the declines in income from registration fees and other areas.

The net unspent amounts in 1981-82 by the major budgetary categories were:

Personal Services	\$655,000
Current Operating Expenses	843,000
Capital Outlay	36,000

In the personal services category, the unspent balance came about as a result of vacant positions and summer school salaries charged to another year. A portion of summer stipends were charged to the previous fiscal year as a result of the change in the summer school calendar.

The unspent balances in current operating expenses and capital outlay are indications of the careful management by department heads, directors, deans, and others responsible for administering programs. Approximately \$250,000 of the total came from the contingency accounts. The balance of the unspent funds came from relatively small amounts in utilities, rental of equipment, maintenance, postage, printing, insurance premiums, telephone charges, office supplies, classroom supplies, and equipment.

As has been the practice for several years, unspent funds in some accounts have been carried forward. This includes funds that have been encumbered, but expenditure procedures have not been completed. Included in this category are funds for faculty research, library books, certain items of equipment, and other items.

I am proposing that the remaining \$1,100,000 be reserved to deal with financial conditions that may change during the current fiscal year. It appears that revenue from student registration fees for 1982-83 will be less than the budget projection. We have been tentatively advised that the state appropriation for 1982-83 may be reduced. In light of these developments, it seems prudent to reserve these funds to meet such contingencies.

If all of these funds are not required to meet these contingencies, I propose to distribute up to \$500,000 to colleges and departments for equipment, capital outlay, and other nonrecurring expenditures. In making the 1982-83 Operating Budget, we were unable to provide support for many of the equipment requests. If funds are available for distribution, we would consider these requests. Units would also be asked to update their needs.

The 1981-82 Financial Report contains, for the first-time, a recognition of compensation for future absences (accrued vacation) on an accrual basis to comply with statement #43 of the Financial Accounting Standards Board. A liability of \$650,000 has been established in unrestricted current funds for accrued vacation of employees.

Current Unrestricted Fund Balance  
1981-82 Internal Allocations

<u>Allocated:</u>	<u>Beginning of Year</u>	<u>End of Year</u>	<u>Amount of Increase/ Decrease</u>
Inventories	\$260,712.03	\$ 228,866.66	\$ (31,845.37)
Encumbrances	179,344.79	229,648.77	50,303.98
Faculty Research Grants	17,990.13	21,865.45	3,875.32
ETV Programming	10,076.39	9,052.29	( 1,024.10)
Development Funds	13,668.00	74,033.08	60,365.08
Library Books	32,820.75	24,979.83	( 7,840.92)
Ogden College Equipment	12,856.93	-0-	(12,856.93)
Continuing Education			
Conferences and			
Workshops - Owensboro	14,615.11	13,008.39	( 1,606.72)
Continuing Education and			
Workshops	-0-	5,000.00	5,000.00
Nontraditional Programs	-0-	2,000.00	2,000.00



Current Unrestricted Fund Balance  
1981-82 Internal Allocations  
(Continued)

<u>Allocated:</u>	<u>Beginning of Year</u>	<u>End of Year</u>	<u>Amount of Increase/ Decrease</u>
Graduate Assistantships	-0-	32,700.00	32,700.00
Capital Outlay and Equip- ment - Academic and Support	-0-	500,000.00	500,000.00
Downing University Center Roof	-0-	104,000.00	104,000.00
Grant Incentive Program	-0-	30,000.00	30,000.00
Television Equipment	-0-	124,027.00	124,027.00
Computer Equipment	-0-	119,878.00	119,878.00
Print Shop Equipment	-0-	17,983.00	17,983.00
 Total Allocated	 <u>\$542,084.13</u>	 <u>\$1,537,042.74</u>	 <u>\$ 994,958.34</u>
Unallocated	<u>93,038.96</u>	<u>617,787.17</u>	<u>524,747.21</u>
 Total Fund Balance	 <u>\$635,123.09</u>	 <u>\$2,154,828.64</u>	 <u>\$1,519,705.55</u>

Mr. Cole moved the adoption of the recommendation to approve the 1981-82 financial report. Mr. Clark seconded the motion.

Chairman Campbell reported that he had attended the Finance Committee meeting on Monday and was delighted with the financial statement and with the report of James R. Meany and Associates. As a result of having attended that meeting and hearing the information provided, Mr. Campbell said he "felt the University had done a super job over the past twelve months." However, news reports following the meeting of the committee indicated that Western was "on the verge of bankruptcy as a result of mismanagement of its financial resources." As a result of the misconceptions by some of the media of the statements made at the Finance Committee meeting, Mr. Campbell asked Mr. Spencer Coates, a partner with James R. Meany & Associates to attend the Board meeting to share with the Board and with the public the tenor of the message to the Finance Committee.

Noting that his firm, James R. Meany & Associates, issued an unqualified opinion on the annual financial statement that his firm normally audits Mr. Coates said, "the tenor of the meeting on Monday that was and continues to be a source of concern for us and for the community is the finances of Western Kentucky University and any public agency in today's climate." He stated that the University was in a much better financial position today than it was a year ago. He reported that in fiscal year 1982 Western had \$49 million in total revenues (64% from state funding); and at the end of the year, the total fund balance was \$2.1 million for 1982 as compared to \$635,000 at the end of

the previous year. That reflected a growth of \$1.5 million. Adding that a good bit of the fund balance was allocated to ongoing programs and to assets that must be maintained, Mr. Coates reported that the unallocated or uncommitted fund balance at the end of 1982 was \$617,000 as compared to \$93,000 at the end of 1981. The concept and recommendation of the auditors are that the University continue to strengthen its unallocated fund balance in order to meet contingencies that would arise such as long-term repairs to buildings and equipment and replacement of equipment that either wears out or becomes technologically obsolete. Mr. Coates commended the University for the significant progress that had been made in the area and stressed the importance for continuing to strengthen and improve the uncommitted fund balance. The June 30, 1982, available fund balance to provide for contingencies, 1.3% of the total revenues, was compared with the June 30, 1981, balance of one-half percent of the total revenues.

Mr. Campbell asked Mr. Coates to clarify the earlier statement that was apparently misinterpreted by some members of the media. The statement referred to was, "If the University was a business, it would be bankrupt at this particular time." In responding, Mr. Coates again referred to the unallocated, unencumbered fund balance of 1.3% of total revenues and explained that in a business you would be required to have much greater resources on hand to meet contingencies that occur. In conclusion, Mr. Coates noted that a fund balance of 1.3% of total revenues, although low, was acceptable for a public agency in today's climate. Mr. Coates encouraged the University to continue to strengthen, upgrade, and increase the unallocated fund balance.

There being no further discussion on questions, the roll call vote on the motion to approve the 1981-82 financial report follows:

Aye: Buckman, Campbell, Clark, Cole, Iracane, Judd, Page, Ragan,  
Sheffer

Nay: None

- (3) The Finance Committee reviewed and recommended to the Board the following recommendation from the President:

RECOMMENDATION: President Zacharias recommends that University banking requirements and services be obtained by competitive negotiations under the provisions of the state procurement code prescribed in Kentucky Revised Statutes, Chapter 45A, and administrative regulations of the Finance and Administration Cabinet.

Background: Information in support of the recommendation is provided in the following documents which are filed as a part of the official Board files.

1. Memorandum dated October 11, 1982, from the Vice President for Business Affairs to President Zacharias.
2. Rough draft of a request for proposal for banking service.
3. Senate Bill 243, 1982 General Assembly.

Mr. Cole moved the adoption of the above recommendation. Dr. Buckman seconded, and the roll call vote follows:

Aye: Buckman, Campbell, Clark, Cole, Iracane, Judd, Page, Ragan, Sheffer

Nay: None

- (4) The Finance Committee further recommended the following:

**RECOMMENDATION:** President Zacharias recommends that consideration be given to the proposals from the Board of Directors of the College Heights Foundation to sell the Bookstore and the Laundry to the University. The proposals need further consideration and exploration of university financial resources and of state statutory and regulatory requirements. President Zacharias will make an assessment of the financial resources needed for acquisition; determine the requirements of the Finance and Administration Cabinet; determine other state requirements; and present a recommendation to the Board of Regents at the January, 1983, meeting.

**Background:** The Board of Directors of the College Heights Foundation has proposed to sell the Bookstore and Laundry operations to the University for the value of inventory and other tangible assets. A copy of the proposals which were approved by the Foundation Board on October 8, 1982, and a copy of the 1982 Financial Report of the Operating Division of the Foundation are provided for information.

A letter from the Vice President for Business Affairs recommending consideration of the proposal was also provided the Board.

**Secretary's Note:** All documents referred to above are filed as a part of the official Board files.

Mr. Cole moved and Mr. Iracane seconded the adoption of the above recommendation. The roll call vote follows:

Aye: Buckman, Campbell, Clark, Cole, Iracane, Judd, Page, Ragan, Sheffer

Nay: None

Ad hoc International Education Committee - Dr. William Buckman, Chairman; Mrs. Judd; Mr. Page; Ms. Ragan; Dr. John Petersen; Staff - No report.

Committee on Student Affairs - Mr. Joseph Iracane, Chairman; Dr. Buckman; Mr. Clark; Mr. Price; Ms. Ragan - No report.

AGENDA ITEM 7 - Presentation of personnel changes since August 28, 1982.

**RECOMMENDATION:** President Zacharias recommends that the Board approve the recommended personnel changes which have transpired since the meeting of the Board on August 28, 1982, as follows (See next nine pages):

PERSONNEL CHANGES  
(Subsequent to Meeting of Board of Regents on August 28, 1982)

Part I. Faculty Personnel Changes

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
APPOINTMENTS		
<u>Academic Services</u>		
Media Services:		
Mr. Stephen Tercha	\$ 17,652	October 11, 1982; Instructor in area of Media Services and Producer/Director in Educational Television; 12-month basis; replace Mr. William Bryce Combs
<u>Ogden College of Science, Technology, and Health</u>		
Agriculture:		
Mr. Wilson L. Stone	16,008	August 16, 1982, through August 15, 1983; Instructor; temporary, one-year appointment
Mathematics and Computer Science:		
Mr. Alfredo de J. Perez-Davilla	9,900	January 10, 1983; Instructor; replace Dr. Randy York; \$9,900 for 1983 spring semester

PROMOTION

<u>Academic Services</u>		
Library Special Collections:		
Mr. Robert C. Brigl	16,008	October 1, 1982; promoted from Assistant Curator of Exhibits to Associate Curator of Exhibits in the Kentucky Museum; Instructor

ADDITIONAL RESPONSIBILITIES

<u>Ogden College of Science, Technology, and Health</u>		
Agriculture:		
Dr. James P. Worthington	150 per month honorarium	September 1, 1982, through June 30, 1983; Acting Head of Department

DECLINED SABBATICAL LEAVE OF ABSENCE

<u>Potter College of Arts and Humanities</u>		
History:		
Dr. James T. Baker		Did not take sabbatical leave granted for 1982-83 school year.

Part I. Faculty Personnel Changes (continued)

Name

Effective Date and Remarks

DECEASED

Ogden College of Science, Technology,  
and Health

Agriculture

Dr. Leonard D. Brown

August 27, 1982; Professor  
and Head of Department

Dr. William Hugh Stroube

October 1, 1982; Professor

RESIGNATIONS

Academic Services

Media Services:

Mr. Samuel M. Litzinger

October 29, 1982; WKYU-FM  
Radio Station; Instructor

Bowling Green College of  
Business Administration

Finance and Quantitative  
Business Analysis:

Mr. John Graham

May 15, 1983; Instructor

Management and Marketing:

Dr. Larry S. Lowe

May 15, 1983; Associate  
Professor

RETIREMENT

Bowling Green College of  
Business Administration

Accounting:

Mr. Edward R. Schweizer

December 17, 1982; Associate  
Professor

REAPPOINTMENT NOT RECOMMENDED BEYOND 1982-83

Bowling Green College of  
Business Administration

Management and Marketing:

Ms. Susan L. Nelson

August 15, 1983; Instructor

College of Education

Physical Education and Recreation:

Dr. Russell A. Sims

August 15, 1983; Associate  
Professor

Potter College of Arts and Humanities

Communication and Theatre:

Mr. Joe Michael Branstetter

August 15, 1983; Assistant  
Professor



Part II. Other Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
TEMPORARY -- GRANT FUNDED (continued)		
<u>College of Education (continued)</u>		
Division for Educational Services (Diagnostic Network Coordination Center):		
Mrs. Linda Carter	\$ 758 per month	October 1, 1982; Educational Evaluator; change from a full- time to a half-time basis
Mrs. Jo Ann Lewis	1,587 per month	September 1, 1982-June 30, 1983; promoted to Co-Director
Mrs. Ruth Meredith	1,062 per month	October 1, 1982; change from half-time basis to three- fourths-time basis; Family Coordinator
Mrs. Zoe Morgese		September 14, 1982; resigned position as Co-Director and Speech/Language Pathologist
Ms. Phyllis Daulton Schnacke	675 per month	October 18, 1982-June 30, 1983; part-time basis; Educational Assessment Coordinator
Division for Educational Services (Training and Technical Assistance Services):		
Ms. Dorothy E. Altermatt	746 per month	September 30, 1982-September 24, 1983; reappointed as Depart- mental Secretary
Mr. Dennis P. Angle	645 per month	September 30, 1982-September 24, 1983; reappointed as Resource/ Audio Visual Specialist; part- time basis
Ms. Cynthia V. Barnes	16,272	September 30, 1982-September 24, 1983; reappointed as Mental Health/Handicap Liaison
Ms. Jane C. Bryant	13,020	September 30, 1982-September 24, 1983; reappointed as Administra- tion Specialist
Ms. Elaine L. Faine	16,728	September 30, 1982-September 24, 1983; reappointed as Parent Involvement/Social Services Specialist
Ms. Virginia Fehrmann	15,684	September 30, 1982-September 24, 1983; reappointed as Health/ Family Services Liaison
Ms. Colleen B. Mendel	25,260	September 30, 1982-September 24, 1983; reappointed as Project Director
Ms. Connie Jo Smith	16,344	September 30, 1982-September 24, 1983; reappointed as Early Childhood Education Specialist

Part II. Other Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
TEMPORARY -- GRANT FUNDED (continued)		
<u>College of Education (continued)</u>		
Division for Educational Services (Training and Technical Assistance Services)		
Ms. Leslie A. Weigel	\$ 16,188	September 30, 1982-September 24, 1983; reappointed as Child Care Management Specialist
Teacher Education:		
Dr. Julia L. Roberts	21,700	September 1, 1982-May 7, 1983; Program Facilitator with rank of Associate Professor; to be employed 50 percent of the time by the Professional Development Commission Network in Division of Educational Services
Mrs. Patricia Shanahan	970 per month	October 1-December 31, 1982; reappointed as Area Training Supervisor
Ms. Alice Simpson	280 per month	October 1, 1982-July 31, 1983; part-time in supervision of practicum students, working with WHAS Grant
<u>Ogden College of Science, Technology, and Health</u>		
Nursing:		
Mrs. Edith Lohr		August 16, 1982; employment status on a nine-month basis rather than a twelve-month basis as indicated in Personnel Changes for Board meeting on June 26, 1982
<u>Academic Affairs</u>		
Ms. Cheryl Huber	733 per month	September 1, 1982-August 31, 1983; reappointed as secretary with Talent Search Project; salary should be \$733 per month instead of \$717 as shown on Personnel Changes for Board meeting of August 28, 1982

STAFF APPOINTMENTS

Ogden College of Science,  
Technology, and Health

Biology:

Ms. Mernie Sue Hudnall	1,032 per month	September 7, 1982; Laboratory Technician; replace Ms. Yvonne Stifel
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Part II. Other Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
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STAFF APPOINTMENTS  
(continued)

Potter College of Arts  
and Humanities

Mr. John William Campbell	\$ 718 per month	September 1, 1982; Technical Coordinator in Office of the Dean; replace Mr. William Long
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Business Affairs

Mr. William S. Sams	34,872	October 1, 1982; Senior Management Systems Analyst; budgeted position
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STAFF SALARY INCREMENTS AND/OR STIPENDS

Center for Computer and  
Informational Services

Mr. John Kerry Moorman	18,012	September 1, 1982; Programmer I; increase salary from \$17,784
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Student Affairs

Center for Career Planning,  
Academic Advisement, and  
Placement:

Mrs. Anna L. Highland	998 per month	September 1-October 15, 1982; served as Senior Secretary
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STAFF PROMOTION AND/OR REASSIGNMENT

Business Affairs

Food Services:

Mr. Howard P. Lindsey	20,544	September 27, 1982; promoted from Staff Assistant to Assistant Director of Food Services; increase salary from \$18,144
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Student Affairs

Office of the Registrar:  
Mr. James M. Mills

Mr. James M. Mills	16,620	September 7, 1982; reassigned from Staff Counselor in University Counseling Services Center to Assistant to the Registrar; converted from nine-month to twelve-month basis
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RESIGNATION

College of Education

Teacher Education:

Mrs. Diana Gail Caillouet		November 11, 1982; Senior Departmental Secretary
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PERSONNEL CHANGES  
(Supplemental List)  
(Subsequent to Meeting of Board of Regents on August 28, 1982)

Part I. Faculty Personnel Changes

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
APPOINTMENT		
<u>Academic Services</u>		
Miss Jung Sun Hahn	\$ 17,400 18,000 w/d	December 1, 1982; Media Retrieval Supervisor; Instructor; Assistant Professor with doctorate; budgeted position

LEAVES OF ABSENCE

College of Education

Psychology: Dr. Raymond B. Mendel		1983 spring semester; serve as Research Associate at Personnel Decisions Research Institute in Minneapolis
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Ogden College of Science,  
Technology, and Health

Industrial and Engineering Technology: Dr. Donald R. Rowe		extend current leave of absence through 1983 spring semester; in College of Engineering at University of Riyadh in the Kingdom of Saudia Arabia
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Part II. Other Personnel Changes

TEMPORARY -- GRANT FUNDED

College of Education

Division of Educational Services (Diagnostic Network Coordination Center); Mrs. Zoe Morgese		September 14, 1982; resigned; Co-Director and Speech/Language Pathologist
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Ogden College of Science,  
Technology, and Health

Allied Health: Ms. Barbara B. Brinkley	689 per month	Western Kentucky Hospitals' Continuing Education Consortium Grant extended through November 30, 1982; secretary; later terminated due to suspen- sion of operations of Consortium, effective November 12, 1982
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Part II. Other Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
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STAFF APPOINTMENTS

Academic Services

Media Services:

Mr. Frederick N. Buford	\$ 12,000	November 1, 1982; Announcer with WKYU-FM Radio; budgeted position
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STAFF REASSIGNMENT

Ogden College of Science,  
Technology, and Health

Chemistry:

Mr. Boyce Stapp, Jr.	1,012 per month	November 1, 1982, through June 30, 1983; transferred from Water Quality Laboratory to temporary position of Chemical Supplies Clerk in Department of Chemistry
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SECRETARIAL PROMOTION AND/OR REASSIGNMENT

College of Education

Teacher Education:

Ms. Chandra Renee Carter	717 per month	November 1, 1982; transferred from position of Application Clerk in Department of Student Financial Aid to position of Departmental Secretary in Teacher Education; increase salary from \$683 to \$717 per month
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Mrs. Darlene S. Keown	959 per month	November 1, 1982; promoted from Departmental Secretary to Senior Secretary; increase salary from \$824 to \$959 per month
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POSITION RECLASSIFICATION

Academic Affairs

Academic Computing and  
Research Services:

Ms. Wilma G. Malone	908 per month	November 1, 1982; position reclassified from Administrative Secretary to Senior Administrative Secretary; increase salary from \$840 to \$908 per month
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Ms. Janice C. Osborne	1,053 per month	November 1, 1982; position reclassified from Data Processing Laboratory Assistant to Data Processing Laboratory Technician; increase salary from \$1,020 to \$1,053 per month
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Part II. Other Personnel Changes (continued)

<u>Name</u>	<u>Effective Date and Remarks</u>
RESIGNATIONS	
<u>Bowling Green College of Business Administration</u>	
Economics: Ms. Stephanie E. Libbon	November 8, 1982; Senior Departmental Secretary
<u>Potter College of Arts and Humanities</u>	
Sociology, Anthropology, and Social Work: Mrs. Loretta Kay Shepard	November 3, 1982; Departmental Secretary
<u>Academic Services</u>	
Library Services: Ms. Wanda L. Douglas	October 29, 1982; Library Clerk III in Department of Library Special Collections
<u>Academic Affairs</u>	
Office of International Programs and Projects: Ms. Gayle Waggoner	November 5, 1982; Center Assistant; temporary, part time

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Mr. Cole moved the adoption of the personnel changes as submitted.  
Mr. Clark seconded the motion, and the roll call vote follows:

Aye: Buckman, Campbell, Clark, Cole, Iracane, Judd, Page, Ragan,  
Sheffer

Nay: None

AGENDA ITEM 8 - Presentation of recommendations to the President from the Vice President for Academic Affairs. (These items were covered under the report from the Academics Committee.)

AGENDA ITEM 9 - Adoption of quarterly meeting schedule for 1983.

Mr. Iracane moved the adoption of January 29, April 30, July 30, and October 29 as the dates for the 1983 quarterly meetings. The motion was seconded by Mr. Page and carried by voice vote.

AGENDA ITEM 10 - Report by the President. Dr. Zacharias reported on the following:

1. Price Waterhouse Management Report, Phase II, was submitted to the Council on Higher Education in June, 1982, and adopted by the Council in July. Copies of the report were transmitted to members of the Board. A copy of our response to their recommendations as prepared by Mr. Largen can be found in the agenda book on pp. 16-40. The President noted that the overall recommendation was to acquire more equipment for electronic data processing. Many of the recommendations made by Price Waterhouse had been suggested by Mr. Largen prior to the management study. He reported that, because of budget reductions and restrictions, acquisition of such equipment had to be postponed. Dr. Zacharias summarized the progress that has been made to date in the electronic equipment area.
2. Attendance at the NAACP state meeting held in Bowling Green in late September. The NAACP later presented a certificate to Western Kentucky University acknowledging grateful recognition of the University's interest, support, and outstanding contributions in the promotion of equality throughout the Commonwealth of Kentucky. On behalf of the administration, President Zacharias presented the framed certificate to Chairman Campbell.

In accepting the certificate on behalf of the Board, Mr. Campbell said, "The Board is very proud to have received this certificate and is proud that the University has been recognized by one of the leading organizations of the black community as someone who has made a contribution and promoted equality throughout the state; and, certainly we intend to continue to do that."

Other informational items were provided to the members of the Board as a part of the agenda materials. A list of those items with the page reference number follows:

- |             |  |
|-------------|--|
| pp. 41 - 43 | Memorandum from Vice President Davis regarding 1982-83 Tenured and Untenured Faculty   |
| pp. 44-45   | Memorandum from Vice President Davis regarding Minority Graduate Assistants  |
| p. 46       | Memorandum to Dr. Livingston Alexander regarding Linkage between WKU and U of L to enhance WKU Black Students' Professional School Opportunities at U of L   |
| p. 47       | Memorandum to Dr. Gordon Wilson regarding Hilltopper Days for Science, Technology, and Health  |
| pp. 48-49   | Letter of congratulations to Ms. Charlotte J. Jones, WKU graduate, on receipt of the John Glenn Award from the Tennessee Society of Certified Public Accountants and the Elijah Watts Sells Award with High Distinction from the AICPA |
| pp. 50-51   | Article from SPECTATOR, October 1982, entitled "How Computer Revolution Affects Students and Faculty "   |
| p. 52       | Letter of commendation regarding Dr. Charles Anderson, Director, Media Services, from Ms. Wendy Wilder, President, The <u>A</u> ssociation of <u>C</u> hristian <u>C</u> ommunicators to <u>S</u> erve                                 |
| p. 54       | Letter of congratulations from the U. S. Small Business Administration regarding the Small Business Development Center program at Western  |

- pp. 55-59 Information on the Western Kentucky University Educational Programs--Owensboro
- pp. 60-61 Correspondence regarding Tom Jones' contributions to the statewide faculty organization
- pp. 62-72 "A Profile of Students Studying Agriculture in 1981-82 and 1978-1981 Agriculture Alumni at Western Kentucky University" - a study by David M. Coffey, October, 1982
- pp. 62-78 Correspondence regarding the Selective Admission Policy for 1983 Freshman Class
- pp. 79-80 Article from Southern Regional Education Board REGIONAL ACTION - Vol. 32, No. 1
- pp. 81-83 October, 1982, Recruitment Report
- pp. 84-85 Article from THE NCAA NEWS, "Stronger Division I criteria sought"
- pp. 86-87 Article from THE WALL STREET JOURNAL, October 29, 1982 - Money Plays - Sports Boosters Help, And Sometimes Hurt, Major College Teams
- pp. 88-92 Feature article from LOUISVILLE, November, 1982 - "Bill Olsen: U of L's Sports Merchandiser "
- pp. 93-94 Article from HIGHER EDUCATION AND NATIONAL AFFAIRS regarding enrollment
- pp. 95-97 Information from the Council on Higher Education regarding membership, committee structure and agendas, and schedule of 1983 meeting dates
- p. 98 WKU News Release on the 1982 Phonothon
- pp. 99-100 WKU News Release on a grant received from the Gulf Oil Foundation to support the coal technology program
- pp.100-101 News Release from the Sun Belt Conference

AGENDA ITEM 11 - Other Business

RECOMMENDATION: President Zacharias recommends the adoption of a resolution authorizing the establishment and maintenance of security cash accounts with J. J. B. Hilliard, W. L. Lyons, Inc., and a resolution authorizing the transfer, sale, or other disposition of stock or other securities. Copies of the proposed resolutions and the form of transmittal of the resolutions by the Secretary of the Board to the broker and transfer agents are attached to the minutes as Exhibit #1.

Background: The Board of Regents, at their regular meeting on August 28, 1982, authorized the Vice President for Business Affairs and Treasurer, Mr. Harry Largent, to sell stock which is received as gifts through the development program. The stock broker, J.J.B. Hilliard, W.L. Lyons, Inc., and transfer agents require detailed resolutions authorizing the opening of security cash accounts and authorizing the transfer of securities.

Motion for adoption of the above recommendation was made by Mr. Sheffer, seconded by Mr. Iracane, and the roll call vote follows:

Aye: Buckman, Campbell, Clark, Cole, Iracane, Judd, Page, Ragan, Sheffer

Nay: None

In concluding comments by members of the Board -

Mr. Cole felt it would be appropriate for the Board to ask Mr. Campbell to write Governor Brown and express thanks and support for the Governor's Scholars Program. The first meeting of the Governor's Scholars, he noted, would be at Centre College in the summer of 1983 with emphasis on science technology in Kentucky's future.

In addition, Mr. Cole congratulated the staff of WKYU-FM for their efforts to privately raise funds for their program.

Mr. Cole thought it would be appropriate, if NCAA rules would permit, for the Board to write the family of/or Mike Ballenger and congratulate him on his choice to attend Western. He noted Mike's academic/athletic ability and felt he was a complement to the basketball program and to the University.

Mr. Cole felt the Athletic Committee and the Board of Regents would need to deal with the problems and the long-range future course of the football program.

In concluding his comments, Mr. Cole said he felt the University and the Board should be very proud of the accomplishments of the Journalism Department and the accreditation of the program. He urged caution in framing overall university policies, such as general standards for promotion in rank, to assure that general requirements that would be applicable to the department do not develop that would be inconsistent with or that might make more difficult realization of Western's commitment to continued accreditation of journalism.

Responding to the concerns expressed by Mr. Cole, President Zacharias reported that he had met during that week with Dean Hellstrom and Dr. Davis to discuss a perception that some members of the faculty in the Department of Journalism had developed as a result of the promotion policy that was adopted by the Board of Regents. The rank and promotion policy, President Zacharias noted, was not designed as a system to divide anybody; rather, it was designed to elevate the academic quality of the institution.

Dr. Zacharias stated that a second area of concern to the Journalism Department for a long period of time had been space. When the department was established in 1977, he noted, it was located in three separate buildings. The President reported that in August, 1981, he and Dr. Davis initiated conversations about how to find additional space for journalism. He noted that various options for better consolidating the journalism program had been looked at and talked about. Dr. Zacharias said, "When you start talking about moving people from one unit to another, you generate a lot of discussion and, unfortunately, some misconceptions." The President added, "I want the

Board to know and to state publicly that my position on journalism is what it has always been; and that is, I am supporting it and I am trying very hard to find a way to accommodate it." Noting that the financial reports would verify that the journalism program had been extremely well supported financially, Dr. Zacharias stated that the program merited and should continue to merit that kind of support.

A third area of concern, or problem, that Dr. Zacharias felt should be mentioned related to the Herald. Dr. Zacharias reported that since the Herald was a student publication, it was affected by a state law that was a source of considerable irritation and frustration to the Herald; namely, the Herald cannot run alcoholic beverage advertisements, and that is a source of revenue that they feel they are being denied. Because of a quirk in the nature of the way the law was written, Dr. Zacharias noted, it applied to the Herald and yet not to some other activities. As a result of those frustrations, they have suggested that the Herald become an independent newspaper. The President stated that he had indicated to them a willingness to explore that possibility and reported that preliminary discussions had been held. Dr. Zacharias indicated he was waiting for a response to questions raised by Dr. Davis and Dean Hellstrom in order to be sure that there would be no violation of laws or other regulations regarding transfer of property and, in addition, to make sure that the academic program would remain strong.

Concluding his remarks, President Zacharias stated, "I want to say again as emphatically as I can, as I have stated to the chairman of that department both in writing and orally, that we want a strong department. I am committed to that, and I intend to see that it occurs."

Miss Ragan complimented the men's cross-country team for their accomplishments.

Noting that the cross-country team had won the first-ever Sun Belt championship for Western Kentucky University, Miss Ragan moved and Mr. Clark seconded the adoption of a resolution of appreciation. The motion carried by voice vote. The resolution follows:

#### RESOLUTION

WHEREAS, Western Kentucky University was represented during the 1982 season by a men's cross-country team which demonstrated the great and wonderful spirit that has long been a tradition of the University; and



WHEREAS, the dedicated effort, excellent attitude, and outstanding ability of the team were reflected in their efforts throughout the season; and

WHEREAS, on November 6, 1982, in Tampa, Florida, the Western Kentucky University men's cross-country team won the University's First Sun Belt Conference Championship and represented the University at the NCAA District III meet; and

WHEREAS, Western's top two runners, Simon Cahill and Ashley Johnson, broke the existing course record in taking the top two places in the Sun Belt Conference meet; and

WHEREAS, five Western Kentucky University runners; namely, Simon Cahill, Ashley Johnson, Jon Barker, Mike Snyder, and Cam Hubbard were named "All-Conference;" and

WHEREAS, their performance was indicative of the quality coaching of Coach Curtiss Long who was selected as the "Sun Belt Coach-of-the-Year for 1982;" Now, therefore, be it

RESOLVED, That the Board of Regents of Western Kentucky University in its meeting on November 13, 1982, hereby extends a much deserved vote of commendation and of appreciation to the 1982 cross-country team and to Coach Curtiss Long who have brought distinction to themselves and honor to their University by winning the University's First Sun Belt Conference Championship.

BE IT FURTHER RESOLVED, That this resolution be spread upon the official minutes of the Board of Regents of Western Kentucky University and that a copy be furnished Coach Long to share with the 1982 cross-country team as a memento of the appreciation of the Board of Regents.

Ordered at Bowling Green, Kentucky, this thirteenth day of November, one thousand nine hundred and eighty-two.

s/Joe Bill Campbell  
Chairman  
Board of Regents

s/Donald W. Zacharias  
President

Dr. Buckman expressed appreciation to President Zacharias, Vice President Davis, Deans Lloyd and Nelson, Dr. Rice, and Dr. Bueker for their time and efforts to bring about the Department of Computer Science. He felt that it was a significant step forward and one that would prove beneficial for the students. In addition, Dr. Buckman pointed out the investments in facilities and noted the wise financial decisions that were made on bond sales for construction.

Chairman Campbell congratulated John Sweeney and the students on the success of the recent phonathon. Referring to the monument being built in Washington to honor the Vietnam veterans, Mr. Campbell asked if Western had a memorial of any kind to recognize those graduates who had given their lives in Vietnam. It was noted that the University indeed has such a memorial. Names of those graduates who have given their lives in service to their country are listed on a plaque in the Garrett Conference Center Memorial Room.

In conclusion, Chairman Campbell stated that Dr. Zacharias and others are working on the football program and noted that they would be looking at all the athletic programs in the future planning.

There being no further business, the meeting adjourned at approximately

11 a.m.

CERTIFICATION OF SECRETARY

I hereby certify that the minutes herein set forth an accurate record of votes and actions taken by the Board of Regents of Western Kentucky University in its regular meeting held on November 13, 1982, in the Regents Conference Room of the Wetherby Administration Building on the Western campus and further certify that the meeting was held in compliance with KRS 61.810, 61.820, and 61.825 (enacted as Sections 2,3,4, and 5 of House Bill 100, 1974 Regular Session, General Assembly).

Elizabeth W. Esters  
Elizabeth W. Esters, Secretary

Jul Bill Campbell  
Chairman

Elizabeth W. Esters  
Elizabeth W. Esters, Secretary