

MINUTES OF MEETING OF BOARD OF REGENTS

WESTERN KENTUCKY UNIVERSITY

April 30, 1983

In accordance with the previously published schedule of regular meetings as amended by timely and properly given notice, the second quarterly meeting of the Board of Regents of Western Kentucky University was held on Saturday, April 30, 1983, at 10 a.m., CDT, 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 - Oath of office - Mr. Joseph A. Cook II, Bowling Green, having been appointed to a six-year term by Governor John Y. Brown, Jr., qualified as a member of the Board by taking the Constitutional Oath. The Oath was administered by Mrs. Liz Esters, Notary Public for the Commonwealth of Kentucky and Secretary to the Board. Congratulations were extended to Mr. Cook for his appointment to the Board.

AGENDA ITEM 3 - Roll call - The following members were present:

Dr. William G. Buckman
Mr. Joe Bill Campbell
Mr. Ronald W. Clark
Mr. Joseph A. Cook II
Mr. Joseph Iracane
Mrs. Patsy Judd
Mr. J. Anthony Page
Ms. Margaret K. Ragan
Mr. Ronald G. Sheffer

Secretary's Note: The existing vacancy on the Board occurred with the death of Mr. Julius E. Price, Sr., Louisville, Kentucky, on April 24, 1983.

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

AGENDA ITEM 4 - Disposition of minutes - The minutes of the special meeting held on January 22, 1983, and the regular meeting on January 29, 1983, were presented by the Chairman. Motion was made by Mr. Clark and seconded by Mr. Page that the minutes be approved as submitted without a reading inasmuch

as copies had been mailed to members of the Board on April 1, 1983, 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 in advance of the meeting by the President to Board members.

AGENDA ITEM 5 - Committee reports

Academics Committee -- Mrs. Judd, Chairman; Dr. Buckman; Mr. Iracane; Ms. Ragan -- Mrs. Judd reported that the Academics Committee had not met; however, she called attention to a summer camp for academically talented junior high students to be hosted by Western Kentucky University in July. Dr. Zacharias commented that he felt it to be an outstanding program and noted that it was another way in which Western Kentucky University was working toward academic excellence through the use of University resources to participate with young people in the area.

The communities represented in the program, Mrs. Judd reported, are Horse Cave, Stanton, Glasgow, Hardinsburg, Bowling Green, Lawrenceburg, Vine Grove, New Haven, Eminence, Calhoun, Morganfield, Scottsville, Frankfort, Beech Grove, Summer Shade, Edmonton, and Hodgenville.

Athletics Committee -- Mr. Clark, Chairman; Mr. Iracane; Mr. Page; Mr. Sheffer -- No report.

Bylaws and Codification Committee -- Mr. Sheffer; Mr. Bivin, Staff -- A draft policy regarding evaluation of university personnel was distributed to each member of the Board. Mr. Sheffer reported that the policy would be taken up at the next meeting of the Board.

For the benefit of the new members of the Board, Chairman Campbell explained that, at the time of the presidential evaluation, it was the Board's opinion that the Bylaws and Codification Committee should adopt a formal procedure for the Board to follow with respect to future presidential evaluations. Mr. Campbell asked the Committee to meet prior to the next Board meeting, act on the draft policy that was distributed, and make a recommendation to the Board.

Finance Committee -- Mr. Campbell served as Chairman; Dr. Buckman; Mrs. Judd; Mr. Page -- Mr. Campbell reported that the Finance Committee met earlier in the day and considered the following three items:

1. 1983-84 Operating Budget

RECOMMENDATION:

President Zacharias recommends the approval of the operating budget for 1983-84 and the specific recommendations as outlined on pages 11 and 12 of the 1983-84 Operating Budget Summary.

The Finance Committee reviewed and unanimously adopted a motion that the Operating Budget, including the recommendations made on pages 11 and 12 of the Budget Summary, be approved, and the motion included a recommended 6.5% salary increase for President Zacharias.

Mrs. Judd moved the adoption of the above recommendation from the Finance Committee. The motion was seconded by Mr. Page, and the roll call vote was as follows:

Aye: Buckman, Campbell, Clark, Cook, Iracane, Judd, Page, Sheffer

Nay: None

Abstaining: Ragan

2. 1984-86 Capital Construction and Capital Equipment Requests -

RECOMMENDATION:

President Zacharias recommends the approval of the capital construction projects and capital equipment requests for 1984-86 as follows:

CAPITAL EQUIPMENT REQUEST
1984-86

Note: Priorities renumbered by amendment. See pages 3-5 of minutes of August 20, 1983, meeting.

E. Esters
Secretary

1. Computer-Time Sharing System for Academic Computing	\$450,000
2. Optical Character Reader for Computing Services	75,000
3. Shelving - 7th Floor, Cravens Graduate Center and Library	48,000
4. Television Satellite Uplink for tele-conferences	140,000
5. Packer Truck for campus trash collection	70,000
6. GC/MASS Spectrometer	100,000
7. Electron Microscope	100,000
8. Television Equipment for a public television station	450,000
9. FT-NMR Spectrometer for testing in the sciences, especially chemistry	102,250

CAPITAL CONSTRUCTION REQUEST
1984-86

Priority Listing

1. Renovation of Thompson Complex - North Wing	\$1,000,000
The facility was opened in 1961 and houses the departments of biology and chemistry. The laboratories need to be modernized. The ventilation systems are inadequate. Funds would be used to improve and modernize portions of the interior of the building.	
2. Construction of Physical Education and Recreation Building	9,660,000
The current indoor recreational facilities available on campus are restricted to Academic-Athletic Building #1 and two handball courts in Academic-Athletic Building #2. These areas are simply inadequate to meet the recreational needs of the campus community.	
3. Ivan Wilson Center for Fine Arts - Humidity Control	225,000
The wooden musical instruments in the facility are adversely affected by fluctuations of humidity allowed by the heating and cooling system. The proposal is to make provision to control humidity within the building.	
4. Helm-Cravens Library - Humidity Control	210,000
Library materials in the Helm Library and Cravens Graduate Center and Library have been damaged and are endangered by the continuing problem of mold and mildew. The proposal is to correct the situation by regulating the humidity.	

- | | | |
|-----|---|-----------|
| 5. | Life Safety Improvements | 1,875,000 |
| | The need for life safety improvements has been documented by the State Fire Marshall and an architect. Smoke alarm systems will be added to ten dormitories, and improvements will be made in existing fire alarms and standby systems. Deficiencies will be corrected in five major assembly areas and in other buildings as recommended by the Fire Marshall and the architect. | |
| 6. | Renovation of Dairy Barn | 235,000 |
| | The facility was constructed around 1932 and is out of date. The addition of a milking parlor is proposed. | |
| 7. | Exhibition Hall - Cravens Graduate Center and Library | 225,000 |
| | The space has been used a limited amount because of a water problem. The water problem has been eliminated, and the space can be used for storage of library materials. | |
| 8. | Instructional Technology Building | 3,520,000 |
| | A facility is needed to house computer and related equipment. This can be accomplished by adding to the Helm-Cravens Library facilities. | |
| 9. | Major Deferred Maintenance Repairs | 500,000 |
| | Repairs will be made to structural and architectural features of buildings and to mechanical and electrical distribution systems. Maintenance projects that the University is unable to finance from the current operating budget will also be financed from this resource. | |
| 10. | Renovation of Snell Hall | 1,100,000 |
| | A major renovation is required for the structure to meet safety standards. | |
| 11. | Alterations for Energy Conservation | 300,000 |
| | Air conditioning and ventilating systems in selected buildings will be modified to make them more efficient. Storm windows, solar screens, and air locks will be installed on selected buildings. The fund will also be used to match grant support for energy conservation projects. | |
| 12. | Remodel Running Track - L. T. Smith Stadium | 250,000 |
| | Improvements to the track include converting the 440 yard track to 400 meters, adding an eighth lane, lengthening and resurfacing the field event runway, adding a 150 meter straightway track, and resurfacing. | |

BACKGROUND:

The budget request for the 1984-86 biennium is submitted in two phases. The capital construction projects and capital equipment requests must be submitted to the Council on Higher Education by July 15, 1983.

Renovation, reconstruction, restoration, and construction projects amounting to \$200,000 or more must be submitted to

the Council on Higher Education for approval. The same condition exists for an individual piece of equipment valued at \$50,000 or more.

The projects and equipment items for which we are proposing to request state support are shown in the above listing.

Phase II of the biennial budget request is support for the operating budget. That portion of the request is due in the Council office by September 1, 1983.

The Finance Committee reviewed and unanimously adopted a motion to approve the recommended capital construction projects and capital equipment requests for 1984-86 as outlined.

Ms. Ragan moved the adoption of the above recommendation from the Finance Committee. The motion was seconded by Mr. Iracane, and the roll call vote was as follows:

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

Nay: None

3. RECOMMENDATION:

President Zacharias recommends that the Board of Regents adopt a resolution declaring property at 334 and 402 Sumpter Avenue, 1546 State Street, and 104 Forrest Avenue surplus to the current needs of the University and authorizes the property to be sold at public auction or by sealed bid. President Zacharias or his designated representative will sell the property under the supervision and direction of the Finance and Administration Cabinet. President Zacharias recommends that proceeds from the sale of the property be placed in the Fund for Excellence in accordance with KRS 164A.620. The resolution follows:

RESOLUTION

WHEREAS, personnel in the Finance and Administration Cabinet requested that real property held by the University be evaluated to determine if it is underutilized or in excess of long-term needs, and;

WHEREAS, a review by President Zacharias and his staff of property owned by the University revealed that certain real property can be disposed of without affecting current or projected University programs;

NOW THEREFORE BE IT RESOLVED by the Board of Regents of Western Kentucky University that:

(1) Real property at 334 and 402 Sumpter Avenue, 1546 State Street, and 104 Forrest Avenue is not needed by the University to fulfill its current or projected programs, and would be more suitable for private ownership and use.

(2) The President is hereby authorized and directed to make a written request, for and on behalf of Western Kentucky University, to the Secretary, Finance and Administration Cabinet, to dispose of the property in the manner prescribed by KRS 45.360(7).

(3) President Zacharias and the Treasurer of the Board of Regents are authorized to sign all necessary and appropriate documents and agreements to have the property appraised, sell the property, and transfer ownership.

BACKGROUND:

Vice President Harry Largen has provided information related to this recommendation in his memorandum of April 14, 1983. (Secretary's note: A copy of the April 14 memorandum was included in the agenda material forwarded to members of the Board and a copy is filed with the official Board of Regents materials.)

The Finance Committee approved and recommended to the Board the adoption of a resolution declaring property at 334 and 402 Sumpter Avenue, 1546 State Street, and 104 Forrest Avenue surplus to the current needs of the University and authorizing the property to be sold at public auction or by sealed bid.

Dr. Buckman moved the adoption of the recommendation from the Finance Committee. The motion was seconded by Mr. Cook, and the roll call vote was as follows:

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

Nay: None

International Education Committee -- Dr. Buckman, Chairman; Mrs. Judd; Mr. Page; Ms. Ragan; Dr. Petersen, Staff -- Dr. Buckman reported that the International Education Committee met earlier in the day (at 8:30 a.m.) to review and consider the report that was prepared by the internal Committee on International Education chaired by Dr. Kenneth Cann and the responses to that report by President Zacharias, Vice President Davis, and Vice President Minton. The committee reviewed the following items:

- a. Recommendation to change the one-half time clerical position in the International Student Affairs Office to a full-time position. That item was considered and approved by the Board as a part of the 1983-84 Operating Budget.
- b. Housing for international students during the holidays and in the summer was discussed. Further study was felt to be needed on that item; and the Vice President for Student Affairs will report back to the Committee when the study has been completed.

Dr. Buckman commended the International Education Committee for the preparation of an excellent report that was submitted to the President and to the Board.

Committee on Student Affairs -- Mr. Iracane; Mr. Clark; Ms. Ragan -- Mr. Iracane reported that the committee meeting scheduled for April 30 had to be postponed and would be rescheduled in June to consider the study of the survey on coresidential housing.

AGENDA ITEM 6 - Actions pertaining to the Faculty Regent.

The following letter was submitted to members of the Board of Regents on February 14, 1983, by Dr. William G. Buckman, Faculty Regent:

"I hereby tender my resignation as the faculty representative on the Board of Regents to become effective at the second quarterly meeting, April 30, 1983. If the proposed 1983-84 budget is on the agenda for that meeting, I prefer my resignation to occur immediately after the vote on that item.

/s/ William G. Buckman"

Dr. Buckman stated it had been an honor and a privilege for him

to have had the opportunity to serve on the Board of Regents.

Mr. Cook moved and Mr. Sheffer seconded the acceptance of Dr. Buckman's resignation. The motion carried by voice vote with the following comments heard from other Board members:

- Mrs. Judd - "I have enjoyed working with him, and it is with a little sadness that I would vote to accept it."
- Mr. Cook - "I have obviously not had the opportunity to work with Dr. Buckman on this Board but have known him for some time personally and can tell you from a standpoint of the people in this community--from that perspective--he has been a very excellent member of this Board. I would explain to you that I made the motion to accept his resignation with a great deal of regret that I will not be able to work with him on this Board."
- Mr. Iracane - "We'll miss you, Dr. Buckman."
- Mr. Campbell - "I would like to say that, during the three years that I have been on the Board, I don't think there has been a harder working Board member than Bill Buckman. I don't think there has been a more informed Board member than Bill Buckman. I don't think there has been a Board member who has been any more outspoken than Bill Buckman. I think he has set a standard, if you will, by which future faculty regents will be measured; and he has certainly left his impression on this Board. I appreciate the kind of Board member he has been. I regret very much his resignation, but I certainly wish him well in his position as acting head of his department and also in any future endeavors that he might undertake."
- Mr. Clark - "I would just echo Joe Bill's remarks. I have enjoyed working with you and wish you well."
- Mr. Sheffer - "I'd like to say there have been a few times when I haven't enjoyed working with you, but most of the time I have! I think you've been a real asset, and we will miss you."
- Mr. Page - "Dr. Buckman, let me say that I have enjoyed the short period of time that we've had together. You will certainly be missed."
- Ms. Ragan - "As student regent, I know next year Jack Smith will really miss you. Sandy, Marcel, and the other student regents have always spoken very highly of you. I'm glad that I will be leaving at the same time. I really appreciate everything you've done."

In closing, Dr. Buckman commented that the University serves between 12,000 - 13,000 students and noted the importance of the actions and policies of the Board. Dr. Buckman said, "I have never taken the office of Faculty Regent lightly, and I appreciated the opportunity to work and serve in this capacity."

Oath of office - Mrs. Mary Ellen Miller, an Associate Professor in the Department of English, having been elected to fill the unexpired term

of Dr. Buckman and for a three-year term (October 1983-1986), qualified as a member of the Board by taking the Constitutional Oath. The Oath was administered by Mrs. Liz Esters, Notary Public for the Commonwealth of Kentucky and Secretary to the Board. Congratulations were extended to Mrs. Miller for her election.

AGENDA ITEM 7 - Reorganization of the Board. Chairman Campbell made the following committee assignments:

ACADEMICS COMMITTEE

Mrs. Patsy Judd, Chair
Mr. Joseph Cook
Mr. Joseph Iracane
Mrs. Mary Ellen Miller
Ms. Margaret K. Ragan

ATHLETICS COMMITTEE

Mr. Ronald W. Clark, Chair
Mr. Joseph Cook
Mr. Joseph Iracane
Mr. J. Anthony Page
Mr. Ronald G. Sheffer

FINANCE COMMITTEE

Mr. Joseph Cook, Chair
Mr. Joseph Iracane
Mrs. Patsy Judd
Mrs. Mary Ellen Miller
Mr. J. Anthony Page

BYLAWS AND CODIFICATION COMMITTEE

Mr. Ronald G. Sheffer, Chair
Mr. Ronald W. Clark
Mrs. Patsy Judd
Mr. William Bivin - Staff

COMMITTEE ON STUDENT AFFAIRS

Mr. Joseph Iracane, Chair
Mr. Ronald W. Clark
Mrs. Mary Ellen Miller
Mr. Ronald G. Sheffer
Ms. Margaret K. Ragan

INTERNATIONAL EDUCATION COMMITTEE

Mrs. Mary Ellen Miller, Chair
Mrs. Patsy Judd
Mr. J. Anthony Page
Ms. Margaret K. Ragan
Dr. John H. Petersen - Staff

In compliance with the Bylaws of the Board of Regents, reorganization of the Board applying to the offices of secretary, treasurer, and parliamentarian followed. Mr. Iracane and Mr. Clark nominated Mrs. Liz Esters for Secretary. No other nominations were made, and Mrs. Esters was elected by voice vote. Chairman Campbell, with the Board's approval, reappointed Mr. Largen as Treasurer and Mr. Bivin as Parliamentarian.

AGENDA ITEM 8 - Election of a replacement to fill the unexpired term of Dr. Buckman on the Executive Committee. In proceeding with the election, Mr. Clark nominated Mr. Page. The nomination was seconded by Mr. Cook, and the motion carried by voice vote.

AGENDA ITEM 9 - Presentation of recommendations to the President from the Vice President for Academic Affairs.

RECOMMENDATION:

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

1. Implementation of a new minor program in City and Regional Planning (Department of Geography and Geology).

Background:

The minor in City and Regional Planning is designed to develop an academic foundation for students interested in careers with planning agencies and other government public service organizations. In conjunction with an appropriate major, it provides a basic foundation for students seeking to pursue graduate or professional studies in the field of city and regional planning.

2. Implementation of a new minor program in Coal Chemistry (Department of Chemistry).

Background:

Increased emphasis on the use of coal as a fuel and as a raw material for the production of synthetic fuels has resulted in increased student demand for Western's two six-hour courses in coal chemistry. Since these courses carry prerequisites of general and organic chemistry, students have difficulty fitting the required number of hours into their degree programs. Thus, the minor in coal chemistry was created. This minor program will also facilitate the continuation into a baccalaureate degree program of students who complete the associate degree program in Coal Technology.

Ms. Ragan moved the adoption of the above recommendation which was seconded by Mrs. Miller and passed by voice vote.

AGENDA ITEM 10 - Presentation of personnel changes since January 29, 1983 - In presenting the personnel changes for consideration by the Board, it was noted by Dr. Zacharias that the changes included recommendations for the appointment of two new department heads—Dr. Luther B. Hughes, Jr., Department of Agriculture, and Dr. Donald L. Henderson as the first head of the Department of Computer Science. In addition, the personnel changes include recommendations for promotion in rank and tenure.

RECOMMENDATION:

President Zacharias recommends that the Board of Regents approve the recommended personnel changes which have transpired since the meeting of the Board on January 29, 1983.

The recommended changes are contained in the next 13 pages.

PERSONNEL CHANGES
(Subsequent to Meeting of Board of Regents on January 29, 1983)

Part I. Faculty Personnel Changes

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
APPOINTMENTS		
<u>Bowling Green College of Business Administration</u>		
Accounting: Mr. Michael C. Toerner	\$ 30,000	August 16, 1983; Assistant Professor; replace Mr. Ed Schweizer
Finance and Quantitative Business Analysis: Dr. Robert W. Bretz	35,004	August 16, 1983; Associate Professor; replace Mr. M. S. Gill
Management and Marketing: Mr. Gabriel F. Buntzman	28,908 29,508 w/d	August 16, 1983; Instructor; Assistant Professor with doctorate; replace Dr. Rakesh Khurana
Dr. Nessim Hanna	39,204	August 16, 1983; Professor; replace Dr. Larry Lowe
Dr. Afzalur Rahim	37,800	August 16, 1983; Professor; replace Dr. Mahmoud Salem
<u>College of Education</u>		
Physical Education and Recreation: Mr. Gary D. Ellis	18,400 19,000 w/d	August 16, 1983; Instructor; Assistant Professor with doctorate; replace Dr. Russell Sims
<u>Ogden College of Science, Technology, and Health</u>		
Agriculture: Dr. Luther B. Hughes, Jr.	42,000	July 1, 1983; Professor; Head of Department; replace Dr. L. D. Brown; twelve months' basis
Mathematics and Computer Science: Dr. Barry Brunson	21,900	August 16, 1983; Assistant Professor; replace Dr. Walter Feibes
<u>Potter College of Arts and Humanities</u>		
English: Mr. Charles F. Meyer	18,500	August 16, 1983; Assistant Professor; budgeted position
<u>Academic Services</u>		
Library Services: Mr. Douglas Nesbit	17,000	March 28, 1983; Instructor and Public Information Officer in Library Special Collections; twelve months' basis; replace Mrs. Ann Johnston

Part I. Faculty Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
APPOINTMENTS (continued)		
Media Services: Ms. Mary Ann Jennings	\$ 21,000	April 4, 1983; Instructor and News Director of WKYU-FM Radio; twelve months' basis; replace Mr. Samuel Litzinger
ADJUNCT PROFESSOR		
<u>Ogden College of Science, Technology, and Health</u>		
Nursing: Ms. Carol Kersting	n/a	reappointed for 1983-84 school year
REAPPOINTMENT NOT RECOMMENDED BEYOND 1982-83		
<u>College of Education</u>		
Home Economics and Family Living: Dr. Kim L. Lim		August 15, 1983; Assistant Professor
REAPPOINTMENT NOT RECOMMENDED BEYOND 1983-84		
<u>Ogden College of Science, Technology, and Health</u>		
Allied Health: Ms. Sherralyn Cox		August 15, 1984; Assistant Professor
Industrial and Engineering Technology: Mr. William McPhail		August 15, 1984; Assistant Professor
TEMPORARY ASSIGNMENTS		
<u>Ogden College of Science, Technology, and Health</u>		
Physics and Astronomy: Dr. William G. Buckman	3,200 (5/15 - 8/15/83) 3,456 (8/16/83-5/15/84) (administrative) (stipends)	May 15-August 15, 1983, Interim Head; August 16, 1983-May 15, 1984, Interim Head
<u>Potter College of Arts and Humanities</u>		
Communication and Theatre: Dr. William Leonard	regular summer stipend	1983 summer session; Acting Head
Government: Dr. John Parker	regular summer stipend	1983 summer session; Acting Head

Part I. Faculty Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
TEMPORARY ASSIGNMENT (continued)		
Journalism: Mr. James Highland	\$ 150 per month honorarium	1983 summer session; Acting Head
Philosophy and Religion: Dr. John Long	1,355 adminis- trative stipend	1983 fall semester; Acting Head
FACULTY RESIGNATIONS		
<u>Bowling Green College of Business Administration</u>		
Economics: Dr. William F. Thompson		August 16, 1983; Assistant Professor; declined appointment
Finance and Quantitative Business Analysis: Mr. Mohaninder S. Gill		May 15, 1983; Assistant Professor
Mr. Theron R. Nelson		May 15, 1983; Instructor
<u>College of Education</u>		
Physical Education and Recreation and Athletics: Mr. William E. Hape		May 13, 1983; Instructor; Assistant Football Coach
<u>Ogden College of Science, Technology, and Health</u>		
Health and Safety: Dr. Norman Martin MacDowell, Jr.		August 15, 1983; Assistant Professor
Mathematics and Computer Science: Dr. Alton R. Crawley		August 15, 1983; Associate Professor
<u>Academic Services</u>		
Library Services: Ms. Nancy C. Steen		February 28, 1983; Assistant Professor in Library Automation and Technical Services
Mr. Robert O. Turek		March 31, 1983; Assistant Professor in Library Public Services
Media Services: Mr. William T. White, Jr.		April 3, 1983; Instructor in Educational Television
RETIREMENTS		
<u>College of Education</u>		
Teacher Education: Dr. John A. Scarborough		August 31, 1983; Professor; Distinguished Service Professor in College of Education

Part I. Faculty Personnel Changes (continued)

<u>Name</u>	<u>Effective Date and Remarks</u>
-------------	-----------------------------------

RETIREMENTS
(continued)

Potter College of Arts and Humanities

Art:

Dr. E. G. Monroe

June 30, 1983; Professor

English:

Dr. Margaret Reed Bruner

June 30, 1983; Professor

FACULTY MEMBERS RECOMMENDED FOR PROMOTION IN RANK

Bowling Green College of Business Administration

Management and Marketing:

Dr. Douglas L. Fugate

August 16, 1983;
Associate Professor

College of Education

Educational Leadership:

Dr. Dorothy E. Reeves

August 16, 1983; Professor

Home Economics and Family Living:

Dr. Joyce O. Rasdall

August 16, 1983; Professor

Psychology:

Dr. Charles L. Eison

August 16, 1983;
Associate Professor

Teacher Education:

Dr. Reta D. Hicks

Ms. Virginia Mutchler

August 16, 1983; Professor
August 16, 1983; Associate
Professor

Dr. Robert A. Otto

August 16, 1983; Professor

Ogden College of Science, Technology, and Health

Agriculture:

Mr. Orville W. Dotson

August 16, 1983; Assistant
Professor

Biology:

Dr. Patricia B. Pearson

August 16, 1983; Associate
Professor

Computer Science:

Dr. Thomas J. Cheatham

Mr. Bradley T. Wilson

August 16, 1983; Professor
August 16, 1983; Assistant
Professor

Industrial and Engineering Technology:

Mr. William R. Moore

August 16, 1983; Professor

Nursing:

Ms. Billie Jo Baughman

August 16, 1983; Associate
Professor

Ms. Beverly E. Cook

August 16, 1983; Assistant
Professor

Part I. Faculty Personnel Changes (continued)

Name Effective Date and Remarks

FACULTY MEMBERS RECOMMENDED FOR PROMOTION IN RANK
(continued)

Potter College of Arts and Humanities

Communication and Theatre:

Mr. James L. Brown August 16, 1983; Professor
Dr. Larry M. Caillouet August 16, 1983; Associate
Professor
Dr. W. Jackson Kesler, II August 16, 1983; Professor

English:

Dr. Patricia M. Taylor August 16, 1983; Associate
Professor

Journalism:

Mr. James L. Highland August 16, 1983; Professor
Mr. Michael L. Morse August 16, 1983; Associate
Professor

Sociology, Anthropology, and Social Work:

Dr. Jerry D. Cardwell August 16, 1983; Professor
Dr. Ann M. Goetting August 16, 1983; Associate
Professor

Academic Services

Library Public Services:

Ms. Patricia R. Bowen August 16, 1983; Associate
Professor
Ms. M. Elizabeth Cossey August 16, 1983; Associate
Professor
Ms. Virginia D. Neel August 16, 1983; Associate
Professor
Ms. Mary M. Wright August 16, 1983; Assistant
Professor

Library Special Collections:

Mr. Robert C. Brigl August 16, 1983; Assistant
Professor
Ms. Nancy C. Solley August 16, 1983; Associate
Professor

Media Services:

Mr. Thomas A. Foster August 16, 1983; Associate
Professor

FACULTY MEMBERS RECOMMENDED FOR TENURE

Bowling Green College of
Business Administration

Economics:

Mr. Melvin V. Borland August 16, 1983
Dr. Stephen B. Jarrell August 16, 1983

Finance and Quantitative
Business Analysis:

Dr. Marvin L. Albin August 16, 1983

College of Education

Home Economics and Family Living:

Dr. Violet Moore August 16, 1983

Part I. Faculty Personnel Changes (continued)

<u>Name</u>	<u>Effective Date and Remarks</u>
FACULTY MEMBERS RECOMMENDED FOR TENURE (continued)	
<u>College of Education (continued)</u>	
Physical Education and Recreation: Ms. Jo Ann Verner	August 16, 1983
Psychology: Dr. Livingston Alexander	August 16, 1983
Teacher Education: Ms. Carolyn Houk	August 16, 1983
<u>Ogden College of Science, Technology, and Health</u>	
Agriculture: Mr. Cletus R. Mitchell	August 16, 1983
Allied Health: Ms. Ruby Meador	August 16, 1983
Health and Safety: Dr. Donald G. Carter	August 16, 1983
Nursing: Ms. Helen B. Brown	August 16, 1983
Physics and Astronomy: Dr. F. Dudley Bryant Mr. Paul B. Campbell	August 16, 1983 August 16, 1983
<u>Potter College of Arts and Humanities</u>	
Art: Dr. Joseph W. Gluhman	August 16, 1983
Communication and Theatre: Dr. Larry Caillouet Mr. N. Doyle Satterthwaite	August 16, 1983 August 16, 1983
History: Dr. Richard D. Weigel	August 16, 1983
Journalism: Mr. Michael L. Morse	August 16, 1983
Modern Languages and Intercultural Studies: Dr. Camilla A. Collins	August 16, 1983
<u>Academic Services</u>	
Library Public Services: Ms. Jean M. Almand Ms. Patricia R. Bowen	August 16, 1983 August 16, 1983
Library Automation and Technical Services: Mr. H. Reginald Laswell Ms. Diane B. Rutledge	August 16, 1983 August 16, 1983

Part II. Other Personnel Changes

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
TEMPORARY -- GRANT FUNDED		
<u>College of Education</u>		
Teacher Education:		
Ms. Patricia Shanahan	\$ 1,454.25 per month	March 1 - May 31, 1983; Area Training Supervisor; three-fourths time basis
Division of Educational Services-- Training and Technical Assistance Services:		
Ms. Dorothy E. Altermatt		April 5, 1983; resignation Departmental Secretary
Ms. Janine E. Keirnan	717 per month	April 4, 1983; Departmental Secretary; replace Ms. Dorothy Altermatt
<u>Ogden College of Science, Technology, and Health</u>		
Agriculture:		
Mr. James H. Randolph		January 1, 1983; Eli Lily Grant completed
<u>Academic Affairs</u>		
Public Service and Continuing Education--Office of Cooperative Education and Experiential Learning:		
Ms. Anne D. Baden	566 per month	February 1-May 31, 1983; part time; reemployed as Coordinator with KHEAA Pilot Project
Ms. Becky S. Bennett	1,134 per month	February 1-May 31, 1983; full time; reemployed as Coordinator with KHEAA Pilot Project
STAFF APPOINTMENTS		
<u>Ogden College of Science, Technology, and Health</u>		
Chemistry:		
Ms. Jennifer Sue Aldrich	774 per month	March 14, 1983; Chemical Supplies Clerk; replace Mr. Boyce Stapp
<u>Student Affairs</u>		
Athletics:		
Mr. Mike L. Cassity	19,000	February 1, 1983; Assistant Football Coach; budgeted position
Ms. Terrie Ann Castle	6,500	August 16, 1983; Assistant Athletic Trainer; part-time; basis; replace Ms. Renee Rhoaden
Mr. Mark A. Clark	17,600	March 21, 1983; Assistant Football Coach; replace Mr. William Hape
Ms. Yvonne V. Turner	3,500	August 16, 1983; Women's Tennis Coach; part-time; replace Ms. Katy Tinius

Part II. Other Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
STAFF APPOINTMENTS (continued)		
<u>Center for Computer and Informational Services</u>		
Mr. George David Beckley	\$ 15,000	May 16, 1983; Communications Programmer; budgeted position
Mr. Michael White	15,000	March 31, 1983; Applications Programmer; budgeted position
CLERICAL STAFF APPOINTMENT		
<u>Business Affairs</u>		
Personnel Services:		
Ms. Marlene Wallace	774 per month	March 14, 1983; Payroll Clerk; budgeted position
PROMOTION AND/OR TRANSFER		
<u>College of Education</u>		
Home Economics and Family Living:		
Ms. Beth Ann Breeden	no change	February 1, 1983; Departmental Secretary; position in Center for Career and Vocational Teacher Education transferred to Home Economics and Family Living
<u>Business Affairs</u>		
Personnel Services:		
Ms. Carol Denise Eidson	806 per month	February 25, 1983; trans- ferred from Administrative Secretary in Public Information and promoted to Senior Administrative Secretary
<u>Student Affairs</u>		
Student Affairs:		
Ms. Teri L. Heflin	920 per month	March 15, 1983; trans- ferred from Personnel Services and promoted to Office Supervisor in area of Housing
RESIGNATIONS		
<u>Ogden College of Science, Technology, and Health</u>		
Chemistry:		
Mr. Boyce Stapp, Jr.		February 28, 1983; Chemical Supplies Clerk

Part II. Other Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
-------------	---------------	-----------------------------------

RESIGNATIONS
(continued)

Academic Affairs

Office of the Registrar:
Ms. Jacqueline B. Harding

April 4, 1983; Degree
Auditor

Student Affairs

Athletics:
Ms. Kathryn (Katy) Tinius

May 6, 1983; part-time
Women's Tennis Coach

Housing:
Ms. Betty Lou Sherrell

March 4, 1983; Office
Supervisor

RETIREMENT

Business Affairs

College Heights Bookstore:
Ms. Hazel Coghill Doughty

June 30, 1983; Bookstore
Clerk

DISABILITY RETIREMENT

Business Affairs

Accounts and Budgetary Control:
(Cashier's Office)
Mr. Ivy E. Taylor

March 4, 1983; Assistant
Chief Cashier

PERSONNEL CHANGES
(Supplemental List)
(Subsequent to Meeting of Board of Regents on January 29, 1983)

Part I. Faculty Personnel Changes

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
-------------	---------------	-----------------------------------

APPOINTMENTS

Bowling Green College of
Business Administration

Economics:

Dr. Hak Youn Kim

\$ 25,008

August 16, 1983;
Assistant Professor;
replace Dr. William F.
Thompson

Ogden College of Science,
Technology, and Health

Computer Science:

Dr. Donald L. Henderson

46,800

August 1, 1983; Head of
Department of Computer
Science; Professor;
twelve months' basis;
budgeted position

Mr. Freeman L. Moore

30,000

August 16, 1983; Assistant
Professor; replace
Mr. Alfredo de J.
Perez-Davila

CHANGE OF TITLE

Ogden College of Science,
Technology, and Health

Industrial and Engineering
Technology:

Mr. John W. Smith

no change

April 25, 1983; position
title is being changed
from Electro-Mechanical
Technician to Technical
Support Specialist

CORRECTION

Bowling Green College of
Business Administration

Finance and Quantitative
Business Analysis:

Dr. Robert W. Bretz

35,004

August 16, 1983, instead
of 1984 as previous
Personnel Changes
indicated; Associate
Professor; replace
Mr. M. S. Gill

Part I. Faculty Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
-------------	---------------	-----------------------------------

RESIGNATIONS

Student Affairs;
College of Education

Athletics; Physical Education
and Recreation:

Mr. Ronald Joseph Dunn

August 1, 1983; Head
Athletic Trainer;
Assistant Professor

Ogden College of Science,
Technology, and Health

Allied Health:

Ms. Debra S. Finney

August 15, 1983;
Instructor

Industrial and Engineering
Technology:

Mr. Martin R. Page

May 15, 1983; Associate
Professor

Part II. Other Personnel Changes

TEMPORARY -- GRANT FUNDED

Ogden College of Science,
Technology, and Health

Nursing:

Ms. Donna S. Blackburn

April 5, 1983; part-time
instructor; unable to
continue due to illness

STAFF APPOINTMENT

Business Affairs

Purchasing:

Mr. William R. Hardiman

\$ 15,000

April 18, 1983; Buyer;
budgeted position

SUMMER ASSIGNMENT

Ogden College of Science,
Technology, and Health

Industrial and Engineering
Technology:

Mr. Ronald L. Eicher

1,425
per month

May and June, 1983;
full-time basis as
Electrical Engineering
Technician; on a
ten-month contract

Part II. Other Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
-------------	---------------	-----------------------------------

EMPLOYMENT STATUS CHANGE

Ogden College of Science,
Technology, and Health

Industrial and Engineering
Technology:

Mr. Ronald Louis Eicher

\$ 18,000

July 1, 1983; Laboratory
Technician; change from
ten months' basis to
twelve months' basis

CONTRACT EXTENSION

Student Affairs

Athletics:

Mr. Clem Haskins

Extend three-year
contract through 1985-86;
Head Basketball Coach

PROMOTION

Business Affairs

Accounts and Budgetary Control:

Mr. James E. Meador

30,804

August 16, 1983; promote
from Accounts Supervisor
to Assistant Director of
the Department of
Accounts and Budgetary
Control

SECRETARIAL/CLERICAL STAFF APPOINTMENTS

Student Affairs

Public Information:

Ms. Cynthia Ellen Lee

717 per
month

April 18, 1983;
Administrative Secretary;
replace Ms. Carol Denise
Eidson

Office of the Registrar:

Mrs. Cheryl K. Whitfield

835 per
month

April 18, 1983; Degree
Auditor; replace
Mrs. Jacqueline Harding

POSITION RECLASSIFICATION

Business Affairs

Student Financial Aid:

Mrs. Barbara M. Scheidt

1,123 per
month

April 20, 1983; position
reclassified from Senior
Accounts Clerk to Records
Specialist

Part II. Other Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
-------------	---------------	-----------------------------------

POSITION RECLASSIFICATION
(continued)

Student Affairs

Office of Director of Athletics:

Mrs. Marian I. Rogers	\$ 839 per month	May 2, 1983; position reclassified from Administrative Secretary to Senior Administrative Secretary; the Hundred Club will reimburse Western 75 percent of Mrs. Rogers' salary cost.
-----------------------	------------------	--

Potter College of Arts and Humanities

Journalism:

Mrs. Suzanne R. Hardin	964 per month	May 2, 1983; position reclassified from Departmental Secretary to Senior Departmental Secretary
------------------------	---------------	---

RESIGNATION

Student Affairs

Student Affairs:

Mrs. Kellie Annette Mahaney		May 12, 1983; Administrative Secretary
-----------------------------	--	---

There being no discussion, Mr. Sheffer moved and Mr. Page seconded the adoption of the recommended personnel changes as outlined above. The roll call vote was as follows:

Aye: Campbell, Clark, Cook, Iracane, Judd, Miller, Page, Ragan, Sheffer

Nay: None

AGENDA ITEM 11 - Recommendation that the process for conducting administrative assessments be adopted effective July 1, 1983-84.

RECOMMENDATION:

President Zacharias recommends that the process for conducting administrative assessments as outlined below be adopted effective July 1, 1983-84. (See attachment I)

Background:

In 1982 a committee was appointed to develop a proposal for review and assessment of academic units and administrators. The Committee was composed of department heads, deans, and faculty members recommended by the Faculty Senate. After the Faculty Senate reviewed the Committee's report, the original committee chaired by Dean Elmer Gray incorporated some of the Senate's

recommendations and its revised report. In early April, 1983, I prepared a revised version of the review and evaluation process and shared a copy of my proposal with members of the Faculty Senate and Dean Gray's committee. On Thursday, April 14, 1983, the Faculty Senate met and adopted the statement listed as Attachment II. Subsequent to receiving that report, I have met with members of the Faculty Welfare Committee to discuss additional minor revisions. Those revisions have been incorporated in Attachment I as presented to the Board of Regents for adoption.

I believe a sound system of administrative assessment can play an important role in developing effectiveness among all administrators and in achieving high standards of excellence for all aspects of the University's activities. I am especially grateful to the committee chaired by Dean Gray for their thorough exploration of issues associated with administrative assessment and to the Faculty Senate for their thoughtful and understanding review of this proposed plan.

Attachment I

WESTERN KENTUCKY UNIVERSITY

Review and Assessment of Academic Units/Administrators

I. Rationale

Standards for performance are concerns in all organizations, but only in recent years have universities attempted to adopt new procedures for diagnosing the performances of department heads, deans, and the academic vice president. In an organizational environment affected by scarce resources, restricted mobility of professors, and shifting enrollments, the stress on administrators has created a demand for individuals who have unique leadership qualities. They must reallocate resources and often deny requests for relatively modest new expenditures while working to restore faculty morale and urging greater productivity.

In such an environment, talented administrators need a diagnostic plan that offers an opportunity for self-assessment that provides reliable information in a confidential format, and that places an emphasis upon personal growth and improved professional performance. Since administrators represent a point of intersection in the flow of information and authority upward from the faculty, downward from the state and other administrators, and horizontally from peers, their performance is highly complex and needs to be considered from all three perspectives.

From this diagnostic activity, benefits should accrue to the university in three areas:

1. Improved performance of individual administrators--
 - . Assessment of personal strengths and weaknesses will identify areas for professional and personal development.
 - . Awareness of perceptions of others about his or her performance.
 - . Establishment of individual objectives for career development that are consistent with institutional goals.
2. Improved performance of the university--
 - . Direct measures of the impact of administrative behavior on the institution's efficiency and effectiveness.
 - . Routine monitoring of administrative action to assure compatibility between individual action and institutional policy.
 - . Responsibility for assessment lies within the regular structure of the university and parallels the legal and administrative regulations affecting employment, promotion, or termination.
 - . Foster an environment in which teamwork between faculty, professional support personnel, and administrators is based upon common goals and objective information.
3. Improved relations with external and internal sources interested in public accountability.
 - . Highlights the sense of responsibility for thoughtful and objective decisions.

- . Provides an orderly means for assuring publics that administrators are appointed, retained, and rewarded on the basis of performance.
- . Continued research and improvement of the process should contribute to the refinement of a process that may be used at other institutions.

This process has been developed for use at Western Kentucky University through the participation of all individuals affected by the assessment and is implemented as adopted by the Board of Regents. Accordingly, the emphasis of this process is upon improvement of administrative performance and career development of highly qualified administrators. It includes provisions for the systematic collecting of data and reporting of results to each administrator. The administration of this program and the maintenance of confidentiality of all materials and judgments are the direct responsibility of the president of the university.

II. Procedures

- A. The performance of each administrative unit in the academic affairs area and of its administrative officer will be reviewed annually and evaluated periodically. The purpose of these reviews and evaluations will be to measure the performance and ascertain the needs of the units, programs, and individuals involved.
- B. The performance of the administrative officer of the unit will be assessed in relation to the unit and program(s) for which he/she is responsible--not in isolation from them--in relation to available resources and support and in relation to established university priorities.

III. Annual Review

- A. An annual review session with the administrative officer of each unit will be scheduled by his/her immediate administrative supervisor. The submission of the annual budget request is an appropriate time for this annual review, which requires neither the formality nor the depth of study and analysis involved in the periodic evaluation described below. This annual review should be completed by April 1.
- B. The annual review consists of (1) the current status of the unit, (2) a critique of the successes and failures of the past year, (3) the development of strategic plans, and (4) identification of needs for the future.
- C. The review should provide the administrative supervisor with the additional information and insight needed for effectively representing the needs of the unit to the next level of institutional management--as well as providing the opportunity for communicating his/her own assessment of unit quality and individual performances, the identification of new goals and priorities, and suggestions for improvement.
- D. Each administrator will complete an annual self-assessment report covering the following points:
 - 1. Statement covering major activities and accomplishments for the year.
 - 2. Statement of performance goals for the following year.
 - 3. Description of special circumstances which may have assisted or impeded achievement of high-level performance.
- E. All personnel holding faculty rank within the unit will be asked to complete the appropriate evaluation form for each administrator. (See Section V, Paragraph B.) Completed forms will be returned to the Office of Institutional Research for sorting and scoring.
- F. The Office of Institutional Research will compile and distribute the results of the survey to the appropriate administrative supervisors. They will discuss the diagnosis with each administrator under their supervision.

- G. Tabulated results and transcribed comments for department heads will be stored in the appropriate dean's office; completed forms for each dean will be kept in Office of the Vice President for Academic Affairs; completed forms for the Vice President for Academic Affairs will be kept in the Office of the President.

IV. Periodic Evaluation

- A. A formal structured review and evaluation of each unit/administrator will be scheduled at five-year intervals. The initial cycle of reviews and evaluations will follow the existing schedule for academic program review.
- B. Administrators responsible for a single unit will be evaluated in conjunction with that unit.
- C. Administrators responsible for multiple units will be evaluated after all, or at least a majority, of the reviews have been completed.
- D. A review of any unit/administrator may be initiated at a time other than the regular period upon the request of a majority of the members of the unit, the administrative officer of the unit, an administrative officer responsible for the unit, or the president.

V. Detailed Procedures for Periodic Evaluation.

A. Evaluation Committee

1. Program and administrative evaluation information will be reviewed and evaluated by committees composed of elected faculty members and academic administrators, as well as professional representatives selected from comparable institutions. See Appendix A for details on committee selection.
2. The evaluation committee will interview the administrator of the unit as well as his/her administrative supervisor and will review and analyze evaluative materials that have been collected since the most recent periodic evaluation.
3. The committee may request additional information from the unit and/or interviews with assistant/associate administrators.

B. Administrative Evaluation Information

1. The administrative leadership of academic department heads and college/academic service deans will be assessed by the unit's faculty members through the use of Evaluation Form A.
2. The administrative leadership of the academic vice president will be assessed by the university's faculty through the use of Evaluation Form B.
3. The numerical data will be summarized statistically and the written comments will be transcribed by the Office of Institutional Research.
4. The statistical summary and the transcriptions will be made available to the evaluation committee and will become a part of the committee's report. The individual evaluation forms (A and B) will then be placed in confidential storage.

C. Program Evaluation Information

1. Program data and information will be made available to the evaluation committee. Such program information includes institutional research data, internal reviews, Council on Higher Education reports, and accreditation studies.

D. Committee Report

1. At the conclusion of the review, the evaluation committee will make a written report including an evaluation of the current level of performance of the unit and its leadership and the progress of the unit during the period of review. The committee will make other specific recommendations considered desirable.
2. The committee report will be given to the administrative supervisor, who will provide a copy for the administrator of the unit being reviewed.
3. The administrator will prepare a response to the report and submit it to the administrative supervisor. After an assessment conference between the administrator and his/her supervisor, copies of the report and the response will be given to the academic vice president. The review of the vice president will be sent to the president. Subsequently, the administrative supervisor will schedule a meeting with the members of the unit to discuss the evaluation results.
5. The evaluation results, other than Forms A and B, will be maintained in the office of the administrative supervisor and will be available to faculty members of the unit for reading but not for copying.

CONFIDENTIAL

EVALUATION FORM A
REVIEW AND EVALUATION OF ACADEMIC ADMINISTRATORS

Administrator

Academic Unit

Evaluate the leadership of the administrator in the areas listed below. Use the scale -- 5=very good, 4=good, 3=average, 2=poor, 1=very poor, or NA=nonapplicable. Should any area(s) appear inappropriate for the administrator or should your opportunity for observation seem inadequate for any area(s), use NA rather than a numerical rating.

Ratings (5, 4, 3, 2, 1, or NA)

- ____ Leadership of the academic unit
- ____ Management of budgetary resources
- ____ Sensitivity to faculty interests and needs
- ____ Encouragement of faculty growth and development
- ____ Communication of criteria for advancement within the unit
- ____ Recognizing and rewarding of meritorious performance
- ____ Promotion of quality in academic programs
- ____ Presentation of a positive image of the academic unit within and outside the University
- ____ Familiarity with current and projected trends affecting the academic unit
- ____ Communication to unit members information pertinent to their professional development
- ____ Interaction with the leadership of other educational units
- ____ Fulfillment of the administrative responsibility of the position
- ____ Consideration of diversity of viewpoints of unit members
- ____ Awareness of educational needs of students
- ____ Utilization of a fair system for personnel evaluation
- ____ Initiation of program planning for the unit
- ____ Use of personnel resources
- ____ Support for the collective goals and objectives of the unit
- ____ Relationship to the broader goals of the University
- ____ Representation of unit members' concerns to higher administrative levels
- ____ Enhancement of the scholarly role of the unit
- ____ Development of rapport with public and private agencies relating to the unit
- ____ Pursuit of external resources for the unit
- ____ Administration of established guidelines
- ____ Respect for the confidentiality of personal and private information
- ____ Transmission of information from higher administrative levels to members of the unit

When evaluating college deans or the academic services dean, indicate years at Western. When evaluating department heads, omit this information.

____ less than six years

____ more than six years

Written comments may be made on back of page. Are you making additional comments?

____ Yes ____ No

CONFIDENTIAL

EVALUATION FORM B
REVIEW AND EVALUATION OF THE ACADEMIC VICE PRESIDENT

Evaluate the leadership of the academic vice president in the areas listed below. Use the scale -- 5=very good, 4=good, 3=average, 2=poor, 1=very poor, or NA=nonapplicable. Should any area(s) appear inappropriate for the academic vice president or should your opportunity for observation seem inadequate for any area(s), use NA rather than a numerical rating.

Ratings (5, 4, 3, 2, 1, or NA)

- Administrative management
- Consistency of administrative philosophy
- Executive judgment
- Communication
- Delegation of responsibility and authority
- Promptness in written transmission of administrative decisions
- Impartiality
- Knowledge of issues and trends in higher education
- Decisiveness
- Commitment to academic excellence
- Responsiveness
- Sensitivity to faculty concerns and needs
- Availability/accessibility
- Involvement of faculty in decision making
- Consideration of diversity of viewpoints
- Maintenance and utilization of competent support staff
- Group leadership
- Planning ability
- Projection of positive image
- Faculty recruitment
- Rapport with external agencies
- Pursuit of academic program support
- Facilitation of grants acquisition

Indicate years at Western

less than six years

more than six years

Written comments may be made on the back of page. Are you making additional comments?

Yes No

APPENDIX A

COMMITTEE COMPOSITIONS

COMPOSITION OF ACADEMIC UNIT/ADMINISTRATOR ASSESSMENT COMMITTEES

I. Department Head Committee

- A. Three faculty representatives for departments with twenty or fewer faculty, four for departments with twenty-one - thirty faculty, and five for departments with more than thirty faculty. These representatives will be elected by faculty of the department. All faculty of that department will be invited to participate in the evaluation via completion of Evaluation Form A.
- B. One member, appointed by the department's dean, from another department within the University.
- C. One department head from the academic area, from a comparable institution, selected by the department's dean.
- D. Chairperson will be appointed by the department's dean.

II. Dean Committee

- A. Three faculty representatives elected by faculty of the unit. All of that unit's faculty will be invited to participate in the evaluation via completion of Evaluation Form A.
- B. Two department head representatives elected from and by department heads of the unit.
- C. One dean from the academic area, from a comparable institution, selected by the academic vice president.
- D. Chairperson will be appointed by the academic vice president.

III. Academic Vice President Committee

- A. Five faculty representatives -- one, elected by the respective faculty, from each of the four academic colleges plus one from academic services. All faculty of the University will be invited to participate in the evaluation via completion of Evaluation Form B.
- B. Five administrative representatives -- two deans, elected by deans, three department heads, elected by department heads -- resulting in one administrator from each of the four academic colleges plus one from academic services.
- C. One academic vice president, from a comparable institution, selected by the president.
- D. Chairperson will be appointed by the president.

Attachment II

VI. FSW 010.1 4/14/83
Evaluation of Department Heads

The members of the Senate have recently received copies of an April 6, 1983, letter from President Zacharias to Dr. Krenzin, Faculty Senate Chair, regarding administrative assessment. We express our gratitude to the President for this communication and want to thank him for the way he has responded to several of the concerns that we had expressed. These include a provision of an annual review of department heads and other administrators. Further, we are pleased to note that identification as to years of service is no longer required in evaluating department heads and only a minimal indication is requested in the case of other administrators. The decision that the administrator being evaluated may not have access to the individual forms is, we think, a wise one.

While the procedure does not provide for the vote of confidence in the department head at three-year intervals that many faculty members have sought, we feel that the annual evaluation largely precludes that need, for an alert administrator would certainly become aware of any prevailing dissatisfaction among faculty in a department by observing the trend of replies.

After consideration of the proposed administrative assessment, with what seems to us to be a serious consideration of our suggestions, the Senate wishes to add their endorsement to this document when the President recommends it to the Board of Regents.

Noting the strength of Western Kentucky University, Dr. Zacharias commented that one of the things that would further strengthen the University would be to have a policy for administrative evaluations consisting of the following two major components: (1) a form of annual involvement of the faculty responding to the kinds of direction, guidance, and leadership that they receive by those who are above them; and (2) a five-year plan whereby individuals in administrative positions as well as the programs they direct are reviewed in detail. The purpose of that kind of evaluation, Dr. Zacharias noted, was to help individuals succeed in the responsibilities they are given and not have the negative consequences of trying to point out all their faults. "The whole emphasis, as in any quality organization is upon growth, development, improvement, and efficiency and this document is designed to do that sort of thing within the official channels with the appropriate involvement," Dr. Zacharias stated.

President Zacharias expressed appreciation to the Faculty Senate for their endorsement and to the committee, chaired by Dr. Elmer Gray, responsible for preparation of the proposal.

In other comments, Mrs. Judd said, "I accept very much Dr. Zacharias' assessment of the evaluation process. It is a tool to help individuals develop and grow; and, in turn, this helps the University. When I looked at the evaluation proposal, my main concerns were (1) that subordinates have an opportunity

to express their opinions freely without fear of retaliation and (2) that for the individuals being evaluated, the evaluation process could not be used as a means to retaliate against them for unfavorable administrative decisions. In looking at the proposal, it appears to me that the people who put it together have achieved a good balance; and I believe that, if it is used conscientiously, it can be a very positive thing for the University."

Mrs. Judd moved and Mr. Iracane seconded the adoption of the process for conducting administrative assessments as outlined. The roll call vote was as follows:

Aye: Campbell, Clark, Cook, Iracane, Judd, Miller, Page, Ragan, Sheffer

Nay: None

Dr. Zacharias expressed the hope that the Board would adopt a formal process for the evaluation of the President stating, "In no way am I suggesting by this recommendation that the President shouldn't be evaluated. I think everybody understands that, but I want that clear."

AGENDA ITEM 12 - President's Report. Dr. Zacharias noted that a number of informational items were contained in pages 38-56 of the agenda packet. In addition, the President commented on the following:

1. The Development Steering Committee meeting in New York. The meeting, held April 11, was attended by Regents Campbell and Iracane along with President Zacharias and John Sweeney.
2. The success of the Development Office was underscored by Dr. Zacharias as he commended the Director and his secretary, Geneva Garrison, for the tremendous achievements of that office. It was noted that gifts through the Development Fund for the period July 1, 1982 - March 31, 1983, totaled \$220,110.42 as compared to \$170,197.38 for the previous year. Those figures were for the development program only and excluded the College Heights Foundation and the Hilltopper Hundred Club.
3. Notation was made of the successful fund raising activities by the Department of Music to send the choir to Europe. Mr. Sweeney reported that the effort was about \$300 short of the minimum goal of about \$12,000. It was felt that objective would be achieved.
4. Noting the impact the recruitment of one athlete had on coverage in television, Dr. Zacharias reported that Communiplex (Channel 59 on Warner-Amex cable in Cincinnati) immediately signed on after the signing of one athlete. Last year 190,000 homes were reached through video taped basketball games; and with the addition of Communiplex, television coverage would be increased to nearly 400,000 homes.

Referring to the added television coverage, Mr. Campbell stated, "The extra exposure typifies what this Board wanted when it joined the Sun Belt Conference."

AGENDA ITEM 13 - Other Business.

1. RECOMMENDATION:

President Zacharias recommends the adoption of the following resolution recognizing Federal Government lien on broadcasting facilities:

RESOLUTION RECOGNIZING FEDERAL GOVERNMENT LIEN ON BROADCASTING FACILITIES

WHEREAS, the Department of Commerce, National Telecommunications and Information Administration granted Western Kentucky University the sum of \$4,050 to provide additional satellite receiving capability, Grant No. 21-01-01803 dated December 1, 1981, and the installation was completed October 1, 1982.

WHEREAS, to assure that the Federal investment in public telecommunications facilities funded under the Act will continue to be used to provide public telecommunications services to the public during the 10-year period of Federal interest in the event of a grantee's change of eligibility status, bankruptcy, failure, etc., federal law requires and Western Kentucky University recognizes that the Federal Government has a priority lien on any facilities purchased with funds under the Act during the period of continuing Federal interest.

NOW, THEREFORE, the Board of Regents, Western Kentucky University, being a public body corporate, and planning to keep the satellite receiver operating indefinitely and to the best of our ability does hereby comply with the requirement by recording this document, and the list of facilities subject to the lien, at the Office of the County Court Clerk, Warren County, Kentucky

Ordered at Bowling Green, Kentucky, this thirtieth day of April in the year of our Lord one thousand nine hundred and eighty-three.

List of Facilities Subject to the Lien

PTEP GRANT 21-01-01803

<u>Equipment</u>	<u>Inventory No.</u>	<u>Location</u>	<u>Date Received</u>
2 Ampex ATR-700 audiotape recorders	90579	Academic Complex Room 245	May 12, 1982
			<u>\$3,104.00</u>
1 Coastcom demodulator, power supply, and shelf	90969	Academic Complex Room 246	
			<u>\$2,350.00</u>
	TOTAL GRANT		<u>\$4,050.00</u>
	MATCH		<u>\$1,404.00</u>

Background:

In order for Western Kentucky University to accept the grant from the National Telecommunications and Information Administration in Washington, it is necessary for some of facilities to be subject to lien.

Motion for adoption of the resolution as presented was made by

Mr. Clark, seconded by Mr. Cook and carried unanimously.

Mr. Sheffer moved the President be authorized to take all actions necessary to cause to be executed all liens which may be required to secure federal grants given to the University. The motion was seconded by Mr. Clark and carried unanimously.

2. The following comments were heard from President Zacharias regarding board members:

Dr. Buckman has certainly merited the comments heard earlier from members of the Board, and he has been tremendously helpful to me. I have always felt that Bill's approach to problems we were dealing with was one of 'how can we solve this together.' I think that is important. He was faculty regent, but it is clear to me that he was a regent who was a faculty member. He was interested in all dimensions of the Board's business as any of us must be. I consider myself an advocate for the faculty, and I don't think the faculty needs another advocate on this Board in one sense because I want to act as an advocate for the faculty, but we have other personnel at this institution who are extremely important. I hope that I am always an advocate of the staff and other administrators who serve this institution as well as of the students. I think, as a result of being in a faculty position, however, on a day-to-day basis, faculty members feel more comfortable on many occasions in talking with another faculty member who is well informed. I have always felt Bill was informed; and if he was not, he would not give a faculty member an answer until he came to me and asked for whatever information I could provide. I look forward to our continued relationship both as friends and as colleagues at this University."

Mr. David Cole, in my opinion, has served this Board extremely well. Certainly, personally, he was a very important factor in my deciding to come to this institution. If David Cole had not been serving as Chairman with the kind of vision he gave me of this institution and the quality he was looking for, I think I would not have been interested in being a candidate. It is with regret that I see he no longer serves on the Board, but it is a special pleasure to recall the contributions he has made to this institution."

Mr. Julius Price is an individual with whom I spent more time

in Louisville than I probably had an opportunity to spend on this Board. I feel particularly close to Barbara, his wife, because I was with her following his first major surgery at the time we discovered the extent of his illness. I have a very special relationship there and will be joining the family this afternoon for a memorial service, as I know many of you will be doing."

"Margaret Ragan, I've enjoyed working with you. I wish you the best as you continue your fine work and as you enter a career. Even though you are not leaving the Board yet, I know you have been replaced by an outstanding person."

Commenting further, Dr. Zacharias stated, "I am delighted with the new Board members and look forward to working with each of you. It is a tremendous Board. I think most of us know how special it is. I have a chance to talk with other presidents and observe the operations of the other boards. Whatever we achieve at this institution is the result of the strength of this Board and the kind of encouragement you give us and all other administrators. I am grateful for that and for the opportunity to serve as president of this institution."

3. Chairman Campbell recognized and congratulated Dr. Richard Weigel, newly elected chair of the Faculty Senate to replace Dr. Joan Krenzin.

4. Announcement was made by Chairman Campbell of the call letters for the Somerset public radio station. The call letters, WDCL, were chosen to honor former regent David Cole for the significant contributions he made to the University as a regent and for the significant impact that he had on the institution and its future.

5. Closing comments were heard from members of the Board as follows:

Mr. Clark expressed appreciation and gratitude to the staff on the outstanding job they did in preparation of the budget. Although it received much focus and attention, Mr. Clark noted that the budget was not an athletic budget. In addition, Mr. Clark thanked Dr. Minton for providing the adequate information and materials to the Athletic Committee for them to make their decisions; the Associated Student Government for their support and endorsement of the athletic fee; and other members of the Athletic Committee for their support.

Mr. Iracane, commenting on the Development Steering Committee meeting in New York, stated, "The way Dr. Zacharias represents Western Kentucky University to major industrial leaders is just unbelievable. We met with the former

chairman of the board of the Chemical Bank of New York and with Mr. Hays Watkins, Chairman of the Board of CSX, and others; and the respect that Dr. Zacharias demands for our university is fantastic."

Mr. Cook stated, "My only comment is that I am obviously very honored, and it is with a great deal of anticipation that I look forward to working with the rest of the members of this Board, all of whom I knew previous to this appointment. I would hope that I could serve this University as well as the man I am replacing--David Cole—who happens to be my son's godfather."

Mr. Page - "I would like to say how exciting it was last week to see Western get the much deserved recognition that we need in western Kentucky, referring to front-page coverage received in regard to the Department of Educational Leadership's exchange program with the Paducah Tilghman High School. It's hard to get front-page coverage in the Paducah newspaper. It was a delight to see."

Ms. Ragan stated it had been a pleasure to serve on the Board and to serve the University. Ms. Ragan stated that while she had never been uncomfortable on the Board, she knew from speaking to other student regents across the state that a lot of them have the problem whereby they feel they are not welcome on the Board. Ms. Ragan felt it had been a great experience and that she had learned much from serving in that capacity.

Mrs. Miller - "I look forward to serving. I hope I will be a fitting person to follow Dr. Buckman. I will try to be. I look forward to working with all of you."

Dr. Buckman expressed his appreciation for the opportunity to serve on the Board and stated that Mrs. Mary Ellen Miller had served on his faculty advisory committee for several years along with other faculty members. Dr. Buckman extended his appreciation to Chairman Campbell for his attitude toward the Board members and the student and faculty representatives.

Mr. Campbell - "I want to personally thank Dr. Buckman, John David Cole, Margaret Ragan, and Julius Price for the type of board members they have been and for the support they have given to Dr. Zacharias and to me as Chairman of the Board.

Referring to a questionnaire that he had completed on the strengths and weaknesses of the Board, Mr. Campbell said, "I think the strength of this Board and in my opinion what distinguishes this Board from a lot of other boards in this state, is the fact that we do have a lot of independent thinking people who are willing to state their convictions and who are willing to accept the action of the Board even though the Board's action may not be consistent with what they feel is in the best interest; and yet, they have gone on and supported the action of the Board without taking anything personally. I feel our strength comes from the fact that we do have a lot of people who are willing to give different input and yet are willing to accept the majority action of the Board. I know that is not true of all institutions in western Kentucky or elsewhere in the state."

Mr. Campbell commented on his attendance at the Development Steering Committee in New York and stressed the importance of the work of the development program.

There being no further discussion, the meeting adjourned at approximately 11 a.m. Lunch was served in the President's office.

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 April 30, 1983, 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

Joe Bill Campbell
Joe Bill Campbell, Chairman

Elizabeth W. Esters
Elizabeth W. Esters, Secretary