

MINUTES
OF THE BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY

April 29, 2005

AGENDA ITEM 1 - Call to Order

Required statutory notice having been given, the second quarterly meeting of the Board of Regents of Western Kentucky University was held in the *Cornelius A. Martin Regents Room* in the Mass Media and Technology Hall on the Western Kentucky University campus. The meeting was called to order by Chair Martin at approximately 1:45 p.m., CDT.

AGENDA ITEM 2 - Invocation

The invocation was provided by Regent Patti Johnson.

AGENDA ITEM 3 - Roll Call

The following members were present:

Ms. Kristen T. Bale
Dr. Robert L. Dietle
Mr. Robert Earl Fischer
Ms. Lois Gray
Ms. Judi Hughes
Ms. Patti Johnson
Ms. Pat Jordan
Mr. Cornelius A. Martin
Ms. Forrest Roberts
Ms. LaDonna G. Rogers
Mr. Larry Zielke

Others in attendance included: President Gary Ransdell; Ms. Liz Esters, Secretary to the Board of Regents and Staff Assistant to the President; Mr. Robert Edwards, Assistant Vice President for University Relations; Mr. Tom Hiles, Vice President for Institutional Advancement; Dr. Richard Kirchmeyer, Vice President for Information Technology; Ms. Ann Mead, Chief Financial Officer and Assistant to the President for Economic Development; Ms. Robbin Taylor, Assistant to the President for Governmental Relations; Dr. Gene Tice, Vice President for Student Affairs; Mr. John Osborne, Associate Vice President for Campus Services; Dr. Wood Selig, Athletics Director; and Ms. Deborah Wilkins, General Counsel.

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 members of the Board.

AGENDA ITEM 4 - Disposition of minutes of the regular meeting of January 26, 2005

Motion to approve the January 26, 2005, minutes as submitted was made by Ms. Gray, seconded by Mr. Fischer and passed unanimously.

AGENDA ITEM 5 - Committee Reports

5.1 Academic Affairs Committee, Ms. Lois W. Gray, Chair

5.1.1 Approval: Revisions to Faculty Promotion and Tenure Policy

Note: This item is attached to the minutes as **Exhibit I** - [pp. 32-43].

Motion for approval of changes in the University Faculty Promotion and Tenure Policy as described was made by Ms. Gray, seconded by Mr. Fischer, and carried unanimously

5.1.2 Approval: Revisions to Faculty Grievance Procedure

Note: This item is attached to the minutes as **Exhibit II** - [pp. 44-46].

Motion for approval of the changes in the University Faculty Grievance Procedure as described, effective immediately, was made by Ms. Gray, seconded by Dr. Dietle, and carried unanimously.

5.1.3 Approval: Revisions to University Senate Charter

Note: This item is attached to the minutes as **Exhibit II** - [pp.47-62].

Motion for approval of the changes to the Charter and Bylaws of the University Senate as described in Exhibit III was made by Ms. Gray, seconded by Ms. Roberts, and carried unanimously.

5.1.4 Approval: Recommendation for Professor Emeritus

RECOMMENDATION: President Ransdell recommends approval of Faculty Emeritus/a status for retired faculty members who have been recommended by the tenured faculty, department head, and college dean to be awarded emeritus status. They have served the University for at least ten years and have had distinguished records of achievement and service at the university. It is recommended that emeritus/a status be awarded to the following faculty members:

Potter College of Arts, Humanities & Social Sciences

Department of English

Dr. John Spurlock, Professor of English, Emeritus

College of Health and Human Services

Department of Social Work

Ms. Duane D. Andrews, Associate Professor of Social Work, Emerita

Mr. Willie R. Berry, Professor of Social Work, Emeritus

Ogden College of Science and Engineering

Department of Mathematics

Dr. James F. Porter, Professor of Mathematics, Emeritus

Department of Engineering

Dr. John Russell, Professor of Engineering, Emeritus

University Libraries

Department of Library Technical Services

Ms. Linda Allan, Associate Professor of Library Technical Services, Emerita

Ms. Nada Durham, Instructor of Library Technical Services, Emerita

Ms. Sara Scott, Assistant Professor of Library Technical Services, Emerita

Department of Library Public Services

Ms. Elaine Moore, Associate Professor of Library Public Services, Emerita

**APPROVED: Academic Affairs Committee
April 8, 2005**

Motion for approval of Faculty Emeritus/a status for retired faculty members listed above was made by Ms. Gray, seconded by Dr. Dietle, and carried unanimously. It was requested by Mr. Zielke that retirees recommended for such recognition in the future be present to receive this designation.

5.1.5 Approval: Recommendation for Four-Year Graduation Guarantee

REQUEST: Approval of a Four-Year Graduation Guarantee opportunity for undergraduate students at Western Kentucky University.

FACTS: Western has had available for several years a program known as On Track To Graduate: The 4-Year Degree Plan (see 2003-2005 Undergraduate Catalog, p. 31). Representatives of the Student Government Association have requested that the existing plan be modified to improve accessibility and enforceability. After extensive discussions between representatives of the Student Government Association and the Office of the Provost/Vice President for Academic Affairs, agreement was reached to recommend adoption of a new program to be known as the Four-Year Graduation Guarantee. The terms and conditions of this new program are outlined below:

**Four-Year Graduation Guarantee
(Effective date – Fall 2006)**

Western Kentucky University enters into a partnership with its students to assure success through graduation in four years. This **Four-Year Graduation Guarantee** requires thoughtful academic advisement by faculty/staff and adherence to requirements by students. The four-year period begins with the first enrollment at Western Kentucky University.

The University agrees to:

1. Provide a listing of majors (or programs) having a **Four-Year Graduation Guarantee**.
2. Provide a detailed "curriculum map" outlining course sequences for each program having a **Four-Year Graduation Guarantee**.
3. Provide designated advisors that are knowledgeable of requirements for each program having a **Four-Year Graduation Guarantee**.
4. Provide alternative courses as substitutes if a required course is not available to the

student according to the “curriculum map.”

5. Assure enrollment in courses needed by students when following the “curriculum map.”
6. Failure in items 4 or 5 above by university will result in the University paying tuition on course(s) that were not available according to the “curriculum maps.”

Students are required to:

1. Declare a major that has a contract for a **Four-Year Graduation Guarantee**.
2. Request and sign the **Four-Year Graduation Guarantee** no later than the third semester of enrollment, submit undergraduate degree program, and obtain the advisor and Dean signatures at the same time.
3. Have evidence of appropriate advisement by the designated advisor(s) each semester after the **Four-Year Graduation Guarantee** is signed.
4. Enroll in and earn a minimum of 64 hours (that count toward the degree) within the first two years with at least a 2.0 GPA or the required GPA of the program.
5. Enroll in and earn a minimum of 96 hours (that count toward the degree) within the first three years with at least a 2.0 GPA or the required GPA of the program.
6. Enroll in the required courses in the sequence as outlined in the contract or substitute courses clearly approved in advance by the designated faculty advisor.
7. Register during the time assigned by the Registrar’s Office.
8. Have no “holds” on record at time of assigned priority registration.
9. Achieve the required GPA and other specific requirements for the program.

Meeting the above requirements is a condition for remaining in the **Four-Year**

Graduation Guarantee.

**Approved: Academic Affairs Committee
April 8, 2005**

RECOMMENDATION: President Ransdell recommends approval of the new program entitled Four-Year Graduation Guarantee.

Motion for approval of the new Four-Year Graduation Guarantee, effective Fall 2006, was made by Ms. Gray, seconded by Ms. Jordan, and carried unanimously.

5.1.6 Approval: Center for Lifespan Development/Center for Gerontology

REQUEST: Approval to establish a Center for the Study of Lifespan Development and a Center for Gerontology. The Center for the Study of Lifespan Development will be housed in the Department of Psychology in the College of Education and Behavioral Sciences and the Center for Gerontology will be housed in the Dean’s Office in the College of Health and Human Services.

FACTS: The proposed Center for the Study of Lifespan Development and Center for Gerontology will have distinctive, but complementary missions. The Center for the Study of Lifespan Development will provide a focus for teaching, research and service on the entire life cycle of humans from prenatal to death and will draw initially on the skills and

training of faculty in the Department of Psychology. The Center for Gerontology will encompass a broadly interdisciplinary approach to teaching, research and service specifically on aging and the aged in society. The Center for Gerontology will be coordinated through the College of Health and Human Services Dean's Office and will incorporate faculty and courses drawn from departments within the College as well as appropriate faculty and courses from departments outside the College. Both Centers will provide excellent opportunities for student engagement.

The two Centers will each benefit from the endowment established through a generous donation from Mr. Cliff Todd. It is anticipated that Cliff Todd Professorships will be created in each Center, combining support from the endowment with matching college and university resources.

The Center for the Study of Lifespan Development

The Center for the Study of Lifespan Development will be located administratively in the Department of Psychology and will build on existing strengths in lifespan developmental psychology. It will be the only such center in the Commonwealth and will serve as a formal structure to coordinate, support, and further develop the research, teaching, and outreach activities of WKU faculty with an interest and expertise in some area of lifespan development. The Center will promote intra-and interdisciplinary collaboration and sharing of resources in this field of study and help the University become more attractive to private donors and funding agencies. The Center will include qualified faculty both from the Department of Psychology and from other related disciplines.

Lifespan development in psychology is the study of developmental changes in such areas as perception, cognition, emotion, social behavior, and physiology throughout life. It has both a basic research and an applied focus. Basic research is aimed at identifying and describing the processes accounting for developmental change. Application involves using research to enhance the psychological, behavioral, and physiological well being of children and adults. Lifespan developmental psychology comprises areas of psychology typically identified as developmental neuroscience, child development, adolescent development, adult psychology, and gerontology. The Department of Psychology already has a core of eleven faculty members heavily invested in research, teaching, and outreach activities in this area. Faculty members in the department have received substantial external funding for their research on lifespan development issues.

Center for Gerontology

The interdisciplinary Center for Gerontology will focus on gerontological issues, drawing particularly on disciplines included in the College of Health and Human Services but also including relevant disciplines across the campus. It is widely recognized that the population of the United States is aging. In coming decades, the percentage of the population over 65 years of age will grow substantially, with the percentage over 85 growing even more dramatically. As a result, more and more attention will have to be paid to issues associated with aging.

Several departments in the College of Health and Human Services have a long history of offering courses with gerontology content. Additional such courses have been offered through Ogden College of Science and Engineering; Potter College of Arts, Humanities, and Social Sciences; and the College of Education and Behavioral Sciences. An undergraduate interdisciplinary minor in Gerontology is offered and currently coordinated by the interdisciplinary Gerontology Committee. Several faculty members from various departments of the University are already engaged in applied research and service projects that have received external funding. Particularly noteworthy in the College of Health and Human Services are programs focused on the rural elderly population.

The new Center for Gerontology will address broad health, human services, and educational needs; establish interdisciplinary gerontological research; and improve the delivery of services to aging populations, as well as, coordinate the implementation of the gerontology minor and the development of a new graduate certificate program in

gerontology. The Center for Gerontology will also serve as a central point for the development of basic, and particularly applied, research in gerontology. In addition to seeking external funding, the Center plans to administer an internal mini-grants program that will promote engagement of students and faculty in aging research. The Center will stimulate applications for externally funded research in areas such as health enhancement for rural elderly; residential living arrangements; care givers for older adults; physical, mental, and social health of older adults; work and retirement; aging and social institutions; socialization and social supports; and cultural differences and aging.

The Center for Gerontology will provide leadership for increased services to aging citizens in the community, increased engagement of students in a variety of educational and service opportunities related to the aging population, and increased interdisciplinary learning and research opportunities for students and faculty.

The work of the Center for the Study of Lifespan Development and the Center for Gerontology will be coordinated through the offices of the Dean of the College of Education and Behavioral Sciences and the Dean of the College of Health and Human Services as well as the Provost's Office to ensure that the Centers remain complementary in function.

Establishment of these Centers will address **Strategic Goal 4: Enhancing Responsiveness to Constituents**, and **Strategic Goal 5: Improving Institutional Effectiveness** from the University's Strategic Plan.

COST IMPLICATIONS: The Center for the Study of Lifespan Development and the Center for Gerontology will be funded, in part, through an endowment established by Mr. Cliff Todd. The endowment will partially support establishment of Cliff Todd Professorships in each Center. Endowment funds will be supplemented by reallocation of resources within the College of Education and Behavioral Sciences and the College of Health and Human Services and assignment of financial support through the Office of the Provost/Vice President for Academic Affairs from the special Academic Quality Initiative.

APPROVED: **Academic Affairs Committee**
 April 8, 2005

RECOMMENDATION: President Ransdell recommends approval of establishing the Center for the Study of Lifespan Development and the Center for Gerontology at Western Kentucky University.

Motion for approval of the establishment of the Center for the Study of Lifespan Development and the Center for Gerontology, effectively immediately, was made by Ms. Gray, seconded by Ms. Hughes, and carried unanimously.

5.1.7 Approval: University Distinguished Professors for 2005-06

FACTS: Following a review of the nominations and applications received, the University Distinguished Professor Committee, Provost Barbara Burch, and President Gary Ransdell are pleased to recommend the appointment of the following faculty member as a University Distinguished Professor effective with the 2005-2006 academic year.

Dr. Afzalur Rahim is a Professor in the Department of Management in the Gordon Ford College of Business. He joined the Western faculty in 1983 following a period of service at Youngstown State University, earning the title of Research Professor there. Dr. Rahim received a baccalaureate degree from Dacca University, an MBA from Miami University (Ohio), and a Ph.D. from the University of Pittsburgh. Since coming to Western, Dr. Rahim has developed a national and international reputation for his research and writing, particularly in the area of conflict management. He is the founding editor of two important professional journals in the field, the *International Journal of Conflict*

Management, and the *International Journal of Organizational Analysis* and is the author or co-author of numerous books and over 150 articles, book chapters, case studies, and research instruments. His reputation has helped bring Fulbright and other outstanding visiting scholars to the Western campus. His stature as an excellent teacher and mentor for students has only grown stronger over the years of his service here. He has also maintained active engagement with the community beyond the university. As one of the outstanding faculty members at Western Kentucky University, Dr. Rahim well deserves designation as a Distinguished University Professor.

RECOMMENDATION: President Ransdell recommends the appointment of Dr. Afzalur Rahim as University Distinguished Professor effective with the 2005-2006 academic year.

Motion for approval of the appointment of Dr. Afzular Rahim as University

Distinguished Professor, effective with the 2005-2006 academic year, was made by Ms. Gray, seconded by Ms. Jordan, and carried unanimously.

5.2 Executive Committee, Mr. Cornelius A. Martin, Chair

5.2.1 Approval: Change the University's address and related street names

REQUEST: Approval to change the University's official mailing address from Big Red Way to **1906 College Heights Boulevard** and to rename existing campus streets **College Heights Boulevard** and **Avenue of Champions**, effective July 1, 2005.

Background: The current mailing address for all University business is 1 Big Red Way, Bowling Green, KY 42101-3576. Incoming University mail is delivered by the USPS to the campus Post Office in bulk where it is sorted and delivered by the Campus Post Office staff to University departments. Residence Hall student mail is separately delivered daily by the USPS directly to the residence halls where each residence hall room has a mail box.

In recognition and acknowledgment of the Centennial Celebration that is planned for 2006, the Centennial Planning Committee has recommended that Western change the official mailing address to "College Heights" which was used in our mailing address in the past. Significant to our founding date, 1906, it was further recommended that the new mailing address become **1906 College Heights Boulevard**.

At the present time, the official entrance to the campus is from College Street on to 15th Street at Cherry Hall. To establish a physical relationship between the proposed mailing address and existing campus entrance streets, it is proposed that 15th St. between State Street and Big Red Way, the upper half of Big Red Way and Dogwood Drive be changed to "**College Heights Boulevard**." Also, that the remaining portion of Big Red Way between Dogwood and University Boulevard be changed to "**Avenue of Champions**."

The primary cost of this action would be the printing costs of mailing materials and business cards, etc. which would be distributed throughout the University in departmental printing accounts. Most departments order and stock printed materials during the summer months to prepare for a new academic year and sometimes split the cost of printing between two fiscal years. For this reason, it is anticipated that the best time to make the transition would be July 1, 2005.

APPROVED: Executive Committee, April 8, 2005

RECOMMENDATION: President Gary A. Ransdell recommends that the Board of Regents approve the change of the University's official mailing address from 1 Big Red Way to **1906 College Heights Boulevard** and the renaming of campus streets to **College Heights Boulevard** and **Avenue of Champions**, effective July 1, 2005.

Motion to approve the change of the University's official mailing address from 1 Big Red Way to **1906 College Heights Boulevard** and the renaming of campus streets to **College Heights Boulevard** and **Avenue of Champions**, effective July 1, 2005, was made by Ms. Bale, seconded by Ms. Jordan, and carried with Ms. Hughes voting nay.

5.2.2 Approval: 2006-2012 Capital Plan

BACKGROUND: The University is required to submit a 2006-2012 Six-Year Capital Plan, which outlines the University's top priority projects, to the Capital Planning Advisory Board (CPAB) and the Council on Postsecondary Education (CPE) by April 15. The deadline will be met by submitting the attachment, while also notifying both agencies that this plan is preliminary and contingent pending review and approval by the Board of Regents.

The CPAB is comprised of members representing all three branches of government and has a responsibility under KRS Chapter 7A to biennially develop a comprehensive state capital improvements plan and to make funding recommendations for Postsecondary Education to the Governor and the General Assembly for the 2006-2008 biennium.

In the development of the Six-Year Capital Plan, the priorities contained in our Strategic Plan were incorporated, and input was solicited from units across the campus. The University's priorities were integrated with the capital priorities for higher education as outlined by the CPE. This plan places a focus on restoring the architectural integrity of our campus and emphasizes capital renewal, renovation of existing facilities, and upgrading our campus infrastructure. We believe that our priorities are reflective of and consistent with the direction of postsecondary education in Kentucky.

APPROVED: Executive Committee, April 8, 2005

RECOMMENDATION: The President requests that the Board approve the University's 2006-2012 Six-Year Capital Plan. (**Attached to the Minutes as Exhibit IV - [pp. 63-64].**)

Motion to approve the 2006-2012 Six-Year Capital Plan for Western Kentucky University was made by Dr. Dietle, seconded by Ms. Bale, and carried unanimously.

5.2.3 Approval: Authorization to fulfill the terms and provisions of the Contract for the Transfer of Real Estate, and purchase property located at 1354 Center Street, 1362 Center Street, 1366 Center Street, 326 East 14th Street, 1370 Center Street and 310 East 14th Street in Bowling Green, Warren County, Kentucky (also referred to as the "James D. Skaggs Property.")

BACKGROUND: The WKU REAL ESTATE CORPORATION is a party to the James D. Skaggs Charitable Remainder Annuity Trust Agreement dated September 26, 2001, (the "Skaggs Trust") under which Dr. Skaggs transferred to the Corporation real property located on Center Street and 14th Street in Bowling Green, Kentucky. Under the terms of the Skaggs Trust, the Corporation is obligated to pay \$24,000.00 per year in equal monthly installments of \$2,000.00 each to Dr. Skaggs during his lifetime.

The University desires to obtain title to the property for the purpose of assisting the City of Bowling Green in the reconfiguration and redesign of 14th Street, which will benefit the University and its transportation master plan, and also aid in the development of the Greek Village. The Corporation and the Foundation deem it prudent, in the best interests of the trust beneficiaries, and in furtherance of the expressed intention of the Skaggs Trust to transfer title to the property to the University in exchange for the University's commitment to make payments as set out in the attached Purchase Contract. [pp. 65-67]

The Corporation will transfer the property to the University by special warranty deed, free and clear of the claims and interests of the Corporation and the Skaggs Trust. In consideration, therefore, the University would agree that so long as James D. Skaggs is living, it will make regular payments totaling \$24,000.00 per year to the Corporation so that the Corporation can make payment as required under the Skaggs Trust to Skaggs.

This consummation of the transaction will be contingent upon approval by the Board of Regents of WKU, the Board of Directors of the WKU Real Estate Corporation, and the Board of Directors of the WKU Foundation of the Contract and the transaction contemplated by the Contract.

Approved: Executive Committee, April 8, 2005

RECOMMENDATION: That the Board of Regents authorize the President to fulfill the terms and provisions of the Contract for the Transfer of Real Estate, and purchase property located at 1354 Center Street, 1362 Center Street, 1366 Center Street, 326 East 14th Street, 1370 Center Street, and 310 East 14th Street in Bowling Green, Warren County, Kentucky (also referred to as the "James D. Skaggs Property").

MOTION: To authorize the President to fulfill the terms and provisions of the Contract for the Transfer of Real Estate, and purchase property located at 1354 Center Street, 1362 Center Street, 1366 Center Street, 326 East 14th Street, 1370 Center Street, and 310 East 14th Street in Bowling Green, Warren County, Kentucky (also referred to as the "James D. Skaggs Property.") was made by Mr. Zielke, seconded by Ms. Roberts, and carried unanimously.

5.2.4 Approval: Naming of the Integrated Applications Lab in the Complex for Engineering and Biological Sciences the *McConnell Integrated Applications Laboratory* for U.S. Senator Mitch McConnell

BACKGROUND: United States Senator Mitch McConnell secured a total of \$2,365,000 in fiscal years 2003 and 2004 to fund state-of-the-art equipment for the Engineering and Biology laboratories in the Complex for Engineering and Biological Sciences. This equipment will not only improve laboratory instruction for our students, but will help our faculty and students become engaged in hands-on research and technical projects that will help our constituents. These applied research projects should have a positive impact on the educational program in Ogden College of Science and Engineering as well as the economy of the region. Since 1997, Senator McConnell has directed more than \$40 million for WKU programs and projects, much of that to the life science programs. In recognition of his support, the Engineering faculty has requested to name the Integrated Applications Laboratory for Senator McConnell.

APPROVED: Executive Committee, April 8, 2005

RECOMMENDATION: Approval to name the Integrated Applications Lab in the Complex for Engineering and Biological Sciences the *McConnell Integrated Applications Laboratory* for U.S. Senator Mitch McConnell.

Motion to approve naming the Integrated Applications Lab in the Complex for Engineering and Biological Sciences the *McConnell Integrated Applications Laboratory* for

U.S. Senator Mitch McConnell was made by Ms. Hughes, seconded by Ms. Gray, and carried unanimously.

5.2.5 Approval: President's Annual Evaluation/Salary Recommendation

At the January 26, 2005, meeting, Chair Martin appointed a three-person committee consisting of Regents Gray, Rogers, and Bale to coordinate and facilitate the President's evaluation for the past fiscal year with Ms. Bale serving as Chair. Ms. Bale provided the following report.

"Each Regent of this Board evaluated President Ransdell and sent the completed forms to me whereupon I compiled all the responses and then consulted with Regents Gray and Rogers by phone. On March 29, Chair Martin and I met with President Ransdell to deliver and review his completed evaluation. Historically, President Ransdell's evaluations have been excellent; and once again, I am pleased to report that this Board continues to believe that President Ransdell is maintaining that caliber of excellence as President at Western Kentucky University. This Board has the utmost confidence in the leadership President Ransdell provides as he manages and guides this University in good or bad budgets toward, at times, seemingly unreachable goals. The transformation Western Kentucky University has experienced, is going through, and will continue on during President Ransdell's tenure is establishing Western as the University of choice as we saw today with the presentation of our Journalism programs who are now achieving national ranking. Again, we are the only public university system in Kentucky that has a nationally-ranked program."

"We learned today at lunch from Dr. Rahim about emotional quotient; and even though emotional quotient was not a category on the evaluation form, I know that he would have ranked extremely high in the emotional quotient picture. I do want to specifically mention one category, and that's in the leadership skills section, and that category is listed as integrity—one of the evaluation's highest rankings from this Board, we ranked him highest in the category of integrity, so this Board strongly believes in your integrity."

"The Western Kentucky University Board of Regents, again, not only has the utmost confidence in your leadership but also has the highest regard for your integrity."

"So, as Chair of the President's Evaluation Committee and with extreme pleasure, I move that President Ransdell receive a five percent raise for the fiscal year 2005-06." The

motion was seconded by Mr. Fischer and carried unanimously.

5.2.6 Appointment of a Nominating Committee for 2005-06 Officers of the Board

Chair Martin asked Lois Gray to Chair the committee consisting of LaDonna Rogers and Forrest Roberts.

5.3 Finance and Budget Committee, Ms. Kristen Bale, Chair

Ms. Bale reported the Committee met on April 8 and reviewed and approved Agenda Items 5.3.1; 5.3.2; 5.3.3; and 5.3.5. Motion by Ms. Bale and seconded by Mr. Zielke for approval of these items as recommended.

Ms. Jordan commented on 5.3.5 as follows, "There was a Talisman fee of \$9 per semester tacked on which hasn't been discussed here yet. I think that the Talisman is an important issue for this University and for students who participate in that. It is, however, my understanding that funding that Talisman fee, among other things, knocked the staff computer replacement funding out of the budget, and I'd like to know, I guess, how the decision was made to make those changes to the budget and request that it be considered to be put back into the budget. I know that can't be a very big sum of money, but it is important to not having everybody running on Windows 98 as is on my desk."

Dr. Ransdell indicated there would be no direct correlation between a computer replacement fee fund and the Talisman fee noting, "The reason the Talisman fee is embedded in this budget is because Student Government did act this spring to implement a fee for provision of the Talisman. What we did, first of all, we had a spending plan that came to the Budget Council after considerable discussion that included a very ambitious budget that was met by the tuition and fee schedule adopted by this Board on April 30, 2004. However, following an exceedingly encouraging legislative session in the spring of 2005, with a favorable State budget that provided some \$9 million for Western, it was incumbent upon us to look at that spending plan and reduce the rate of tuition increase that the Board had acted upon nearly a year ago. We are the only University in the State that had Board action on tuition for the fall of '05 as a part of the four-year tuition plan that you approved through the '07-08 academic year. Therefore, in an attempt to make a good faith effort in respect to the General Assembly and with discussion with the Council on Postsecondary Education, we made the recommendation to you through the Finance Committee a few weeks ago that we reduce the tuition rate for next fall, and we removed

approximately \$2 million from that spending plan. What we chose to do once we had gone through the exercise of reducing approximately \$2 million from our spending plan, we then got word of the Student Government action of the Talisman variable that they had approved; and rather than bringing to you another fee that would, in effect, increase the total of tuition and fees for the fall, we chose to embed that in the budget and reduce the spending plan further to offset. To correlate it with any particular reduction in the spending plan would be inaccurate because we reduced \$2 million from the spending plan without any correlation of a revenue stream for an additional fee that Student Government or anybody else may have recommended to us. We just had to make some tough decisions to reduce the spending plan not of any approved budget by this body. You will get a spending plan that will not include that particular item, but that will be high on the priority list for next year.”

The motion made by Ms. Bale, seconded by Mr. Zielke to approve 5.3.1, 5.3.2, 5.3.3, and 5.3.5, carried unanimously.

5.3.1 Approval to set the tuition rates for Distance Learning, credit-bearing courses, offered through the Division of Extended Learning and Outreach (DELO), at 20 percent above the undergraduate and graduate resident tuition and fees rates per credit hour.

FACTS: With the establishment of DELO, Western indicated a commitment to outreach and, among other things, to expanded course offerings to non-residential and/or non-traditional student populations. One result was increased emphasis on Distance Learning course offerings. In order to fund the development and expansion of such courses, the University adopted a tuition rate for this year of the base per credit hour rate (resident undergraduate or graduate rate), plus 20 percent. This added revenue has been instrumental in providing start-up costs and the establishment of a supportive infrastructure in the Distance Learning branch of DELO.

This proposal is to now set the Distance Learning tuition rate on a more permanent basis at the base per credit hour rate, plus 20 percent. We decided to wait until the new DELO dean was in place before we established this more permanent rate structure. Revenues from this special tuition rate will be needed on a continuing basis to support the technology required and to provide for the maintenance and improvement of the quality of Distance Learning instruction. In addition, experience during the past year has shown that this special tuition rate has not served to discourage enrollment in Distance Learning courses. To the contrary, enrollment in Distance Learning courses has increased by 35 percent over the past two years with course enrollments during the past year reaching 8,256. Demand for Distance Learning courses continues to be strong, and our programming continues to expand. There is every reason to believe that demand will continue to increase in the future, particularly if the University is able to make these opportunities widely known while assuring the commitment to quality programming and delivery.

APPROVED: Finance and Budget Committee, April 8, 2005

RECOMMENDATION: President Gary A. Ransdell recommends approval of setting the tuition rates for Distance Learning, credit-bearing courses, offered through the Division of Extended Learning and Outreach (DELO), at 20 percent above the undergraduate and graduate resident tuition and fees rates per credit hour.

5.3.2 Acceptance: Independent Accountant's Report on Application of Agreed-Upon Procedures (NCAA Compliance)

FACTS: Annually, as part of the University's audit contract with BKD, LLP, an independent accountants' report on the Application of Agreed-Upon Procedures is performed to assist the University according to NCAA Bylaw 6.2.3.1. BKD, LLP reviews revenues and expenditures on the Athletics Department, reviews the internal control structure of, and performs other accounting tests on the financial information of the area.

BKD, LLP's review does not constitute an audit, rather provides information intended for the use by the Board of Regents, management of Western Kentucky University, and any authorized representative of the National Collegiate Athletic Association solely for reporting with respect to procedures described within the report.

APPROVED: Finance and Budget Committee, April 8, 2005

RECOMMENDATION: President Gary A. Ransdell recommends that the Board of Regents accept the "Independent Accountants' Report on Application of Agreed-Upon Procedures," as required by NCAA Bylaw 6.2.3.1 for the year ended June 30, 2004.

Secretary's Note: Report is filed in the Board's official files.

5.3.3 Approval: Revisions to 2004-05 Operating Budget

FACTS: The proposed revisions to the Western Kentucky University 2004-05 Operating Budget in the amount of \$3,549,000 are as follows: The Academic Quality, Phase II, budget is the result of the January 2005 tuition increase which was not budgeted for spring 2006 or summer 2006. The increase in Graduation Fee revenue will be allocated to the Commencement budget. The increase in course-specific fees will be allocated to the academic departments generating the fees. The Change Fee, Application Fees, and Transcripts revenue will be allocated to the Department of Enrollment Management. Miscellaneous fees will be allocated to the Department of International Programs to offset costs associated with testing international students. Agricultural Exposition Center and Technical Training and Services are revenue dependent programs that will receive their self-generated revenue. A reimbursement was received from the WKU Foundation for the Pinnacle Video Editing System in Men's Basketball. Additional revenue from WKU license plates will be allocated to the institutional scholarships budget.

<u>SOURCE</u>	<u>Proposed Revision</u>
Tuition and Fees	
Spring	\$2,415,000
Summer	350,000
Graduation Fee	31,000
Course-specific Fees	30,000
Change Fee	150,000
Miscellaneous	5,000
Sales and Services	
Application Fees	45,000
Agricultural Exposition Center	20,000
Other Sources	
Transcripts	35,000
Reimbursements	11,000
License Plates (DOT)	7,000
Technical and Training Services	450,000
Total	3,549,000

USE	
Academic Quality, Phase II	\$2,765,000
Commencement	31,000
Course Specific Fees	30,000
Enrollment Management	185,000
Admissions Office	45,000
Scholarships	7,000
International Programs	5,000
Agricultural Exposition Center	20,000
Athletics	11,000
Technical and Training Services	450,000
Total	3,549,000

APPROVED: Finance and Budget Committee, April 8, 2005

RECOMMENDATION: President Gary A. Ransdell recommends that the revisions to the Western Kentucky University 2004-05 Combined Budget be approved in order to increase the budget by \$3,549,000.

Ms. Bale's motion for approval of the revisions to the 2004-05 Operating Budget

carried unanimously.

5.3.4 Acceptance for filing of the Third Quarter FY 2005 Statement of Revenues and Expenditures

FACTS: Revenues and expenditures have been reviewed in terms of percent of budget as well as in comparison to the previous fiscal year. There are no concerns to date regarding neither revenues nor expenditures. Although the statement reflects three-fourths of the fiscal year, there are revenues that do not equal 75 percent of the budget for good reasons. For example, student tuition and fees, excluding summer terms, have been billed and accrued as of March 31, 2005. Additionally, state appropriations are distributed on a quarterly basis, but each quarter is not 25 percent of the total due to the State's allocation process. Other revenue includes primarily revenue generated by individual programs such as Athletics, University Farm, and revenue dependant programs. The amount of revenue and the timing of receipts do vary. Program administrators are aware that they must manage expenditures to not exceed revenue for their specific program. Restricted Grants and Contracts Revenue and Expenditures are below expectation for the quarter ended March 31, 2005. However, recognition of the restricted grants and contracts revenue is solely dependent on the timing of the recognition of expenditures incurred under the respective grant or contract. Thus, there is no effect on the financial viability of the University as the expenditures and revenues to date are equal.

APPROVED: Finance and Budget Committee, April 8, 2005

RECOMMENDATION: President Gary A. Ransdell recommends that the Board of Regents accept for filing the Third Quarter FY 2005 Statement of Revenues and Expenditures.

Motion to accept for filing the Third Quarter FY 2005 Statement of Revenues and

Expenditure was made by Ms. Bale, seconded by Ms. Jordan, and carried unanimously.

5.3.5 Approval: Amended Tuition Rates for 2005-06

FACTS: Tuition for FY 2006 for Western Kentucky University was set at the April 30, 2004, Board of Regents meeting. Tuition rates set at that time would allow WKU to continue its pursuit of high quality academic programs and the campus transformation mandated by the Board of Regents and outlined in the campus Strategic Plan. The 2005 Session of the Kentucky General Assembly and the enactment of the Budget of the Commonwealth for FY

2005-06 proved to be beneficial for postsecondary education. As a result of the increase in state funding, the tuition and fees schedule is being revised. For a Kentucky resident undergraduate student, this represents a reduction of \$62 or a 1.8 percent reduction over the previously approved tuition and fees. The attached Revised Tuition and Fees Schedule includes the rates for Distance Learning. Setting of the tuition rates for Distance Learning, credit-bearing courses, offered through the Division of Extended Learning and Outreach (DELO), is based on 20 percent above the undergraduate and graduate resident tuition and fees rates per credit hour.

The revised tuition and the increased funding from the State will allow the University to continue with high quality academic programs and physical plant upgrades that were planned in the original tuition projections. The spring increase represents the Campus Rebuilding Fee necessary for major physical plant upgrades.

APPROVED: Finance and Budget Committee, April 8, 2005

RECOMMENDATION: President Gary A. Ransdell recommends approval of the revised Tuition and Fees Schedule for FY 2005-06.

**REVISED 2005-06
Tuition and Mandatory Student Fees Schedule**

	<u>Fall 2005</u>	<u>Spring 2006</u>
Undergraduate (Per Semester)		
Resident	2,580	2,736
Nonresident	6,288	6,884*
Incentive	3,204	3,396
Graduate (Per Semester)		
Resident	2,830	3,000
Nonresident International	6,910	7,340
Nonresident Domestic	3,100	3,290
DELO (Rate per Credit Hour)		
Undergraduate	\$258	\$274
Graduate	\$340	\$360

* See clarification in the June 17, 2005, minutes of the budget adoption.

5.3.6 Approval of selection of external auditor

FACTS: In November 2004, a Request for Proposal (RFP) was sent to seven accounting firms inviting them to submit a proposal for Western Kentucky University's annual independent CPA audit contract. Proposals were to be received by February 11, 2005. Two firms responded and each had the opportunity to make a one-hour presentation to the Selection Committee. The Selection Committee evaluated each proposal and has recommended Crowe Chizek and Company LLC to Ms. Ann Mead, Chief Financial Officer, and, in turn, to President Ransdell.

The contract for external auditor services is for an initial four-year period with the option for a maximum of four one-year renewals unless the University provides written notice of non-renewal to the firm prior to April 1 of each year. The audit contract will include: WKU's financial statements, WKYU-FM, WKYU-TV, House Bill 622 Compliance Report, compliance report (report on compliance and internal controls), federal awards programs, agreed upon procedures report (NCAA), Commonwealth of Kentucky closing package, subsequent events letters, IRS returns, management report, and other audit or compliance reports as required by federal or governmental agencies.

The contract will be effective May 1, 2005 in order to allow Crowe Chizek staff the opportunity to complete pre-audit meetings with Western's accounting staff.

As set forth in Kentucky statutes, proposal shall not be opened and read publicly, and the proposal and subsequent negotiations shall be held confidential. After the final contract agreement is awarded, the file shall be made a matter of public record and may be reviewed by any interested party.

RECOMMENDATION: Approval of selection of external auditor.

Motion for approval of the selection of Crowe, Chizek and Company LLC as external auditor, effective May 1, 2005, was made by Ms. Bale, seconded by Ms. Hughes.

Ms. Mead, Chief Financial Officer, described for the Board the process for this recommendation. She indicated, "The contract was expiring for the external auditor; the State process requires a Request for Proposals; the Committee reviewed the proposals and allowed for the selection Committee to have presentations.

Mr. Zielke asked for the names of the other bidders. Ms. Mead responded that only two firms—BKD, the current external auditor and Crowe, Chizek and Company LLC submitted bids although RFP forms were mailed to seven firms. Mr. Zielke also asked for the basis for the selection of Crowe, Chizek over BKD. Ms. Mead indicated that the selection process had a series of criteria regarding the years of service of the principal who would be responsible for the external audit; how many individuals will be participating in the audit; evaluations and feedback from other universities that are, in fact, their clients. There was a 100-point scale to evaluate the proposals, with the cost factor being one. Mr. Zielke expressed other concerns with the process for making this recommendation.

The motion by Ms. Bale to approve the recommendation for external auditor passed with Mr. Zielke abstaining.

6.4 Student Affairs Committee, Ms. LaDonna Rogers, Chair

The following recommendation was summarized by John Osborne, Associate Vice President for Campus Services.

REQUEST: Approve award of a Management Services Contract to Sodexo Campus Services for the leadership and direction of the Facilities Management (DFM) and the Planning, Design and Construction Departments.

The contract will be for a term of five (5) years (July 1, 2005 – June 30, 2010), with one option to be renewed for one additional five (5) year period with the concurrence of both parties.

FACTS: The Board of Regents approved the award of a contract for management services for the Department of Facilities Management in May 1995 to Marriott (now Sodexo). The contract was later amended to include Planning, Design and Construction management services and extended by Board of Regents approval in May 2000 for the remaining five-year term of July 1, 2000 to June 30, 2005, when the contract term will expire. Since the contract had no additional renewal options, Dr. Gary Ransdell appointed a Contract Review Committee in October 2004 and charged the committee with the responsibility of RFP

development, evaluation of subsequent proposals, and formalizing a recommendation for the future direction of the departments. Committee members were selected to ensure a broad representation of the campus community, and included:

- Ken Baushke.....Director of Purchasing
- Craig Biggs.....Athletics Assistant Director
- Robert Choate.....Engineering Assistant Professor
- Neal Downing.....Architect & Manufacturing Sciences Assistant Professor
- Lindsey Lilly.....Student Government Association/Student
- John Osborne (Chairman)..... Associate Vice President Campus Services & Facilities
- Elizabeth Paris.....Information Technology Business Coordinator
- Charlotte Reeder.....Environmental Health & Safety Director
- Pam Reno.....Associate Director for Facilities, Housing & Residence Life
- Tina Sneed.....Building Services Attendant
- Brad Wheeler.....Manager, Budgets & Resources
- Jeff Younglove.....Event Planning Director/Campus & Community Events
- Ann Mead (Ex Officio).....Chief Financial Officer
- Deborah Wilkins (Ex Officio).....General Counsel

The committee produced a Request for Proposal (RFP), which was issued on Jan 31, 2005. Three companies responded with written proposals by the due date of March 1, 2005, and presented oral presentations to the committee on March 14 – 15, 2005. The three responding companies that submitted proposals were Aramark Education Services, GSA Services Group, and Sodexo Campus Services.

The companies were advised in the RFP document that WKU was seeking to enter into a management services agreement with a contractor for the purpose of improving the Physical Plant Operations, Capital Construction and efficiency within existing budgetary limitations. The scope of responsibility was defined and organized into four core competencies that encompass the broad range of facilities management oversight:

1. General Administration and Management
2. Maintenance and Operations
3. Energy and Utility Systems
4. Planning, Design and Construction

Following a thorough review of the submitted materials and consideration of the information provided in the presentations, the committee evaluated each proposal and awarded points in accordance with the following criteria:

1.	Management Plan-DFM.....	10
2.	Implementation Plan.....	5
3.	Staff Recommendations.....	20
4.	Training and Development.....	5
5.	References/Program Experience.....	10
6.	Cost Savings & Operating Budget.....	5
7.	Management Plan-PDC and Director PDC.....	20
8.	Energy Management Component.....	15
9.	Housing Services.....	10
	Total Possible	100

The committee's evaluation resulted in Sodexho Campus Services receiving the highest overall composite score, and, therefore, the recommendation of the committee for award of contract.

The Sodexho proposal provided a five-year management plan (2005 – 2010) that builds on the accomplishments of the past and is focused on “continuous improvement” of both departments for the future. A summary of the highlights contained in their Management Plan includes:

- A highly qualified and experienced on site management team of professionals;
- A diverse and talented contingent of corporate support staff for technical assistance;
- Access to a National Purchasing Program;
- Funding for the development of a Utility Master Plan;
- Funding for a revised Facilities Capital Action Plan (Deferred Maintenance);
- Preventive Maintenance Plan;
- A study of the campus to review the campus compliance with current ADA requirements;
- A significantly improved computerized Maintenance Management Software System;
- A training and development program for all departmental staff.

RECOMMENDATION: President Gary A. Ransdell recommends that the Board of Regents approve the award of a Management Services Contract to Sodexho Campus Services for the leadership and direction of the Facilities Management (DFM) and Planning, Design and Construction (PDC) departments.

The contract will be for a term of five (5) years (July 1, 2005 - June 30, 2010), with one option to be renewed for one additional five (5) year period with the concurrence of both parties.

In a discussion that followed, Mr. Zielke asked if there should be a requirement of some type of affirmative action—equal employment opportunity of Sodexho? Mr. Osborne affirmed that this issue had been satisfactorily addressed with Sodexho in their proposal. Dr. Ransdell assured Mr. Zielke that he would get to the Board a copy of Sodexho's Affirmative Action Plan.

Mr. Zielke also suggested that in the future, an evaluated bid process include some points for minorities and women participation.

Dr. Ransdell requested Ms. Mead to prepare a presentation for the Board on the contract review process for either the July or October Board meeting.

Motion for approval to award a Management Services Contract to Sodexho Campus Services for leadership and direction of the Facilities Management (DFM) and Planning, Design and Construction (PDC) departments for a five-year term of July 1, 2005- June 30, 2010 *with the requirement that at the end of the first five-year period if the contract is considered for renewal, the renewal is subject to Board approval* was made by Mr. Zielke, seconded by Dr. Dietle, and carried unanimously.

AGENDA ITEM 7 - Presentation of personnel actions since January 26, 2005

RECOMMENDATION: President Gary A. Ransdell recommends approval of the personnel actions, contained in the next ten pages, that have transpired since the January 26, 2005, Board meeting.

FACTS: *Personnel actions in the Department of Housing and Residence Life are the result of salary and classification changes made in compliance with the Fair Pay Act. The salary adjustments are retroactive to August 23, 2004, the date the law became effective. The delay in processing the actions is the result of the extended time necessary for performing an analysis of these and other positions.

PERSONNEL CHANGES – FACULTY

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Accounting	Yining Chen	Professor w/Tenure	08/15/2005			102,000.00	Appointment
Architect & Manufacturing Sciences	Gregory Arbuckle	Assistant Professor	01/01/2005			56,004.00	Appointment
Biology	Michael Smith	Assistant Professor	08/15/2005			46,572.00	Appointment
Chemistry	Buchang Shi	Instructor	01/01/2005	06/30/2005		17,502.00	Appointment
Communication	Kumi Ishii	Assistant Professor	08/15/2005			43,308.00	Appointment
Communication	Jenifer Lewis	Instructor	08/15/2005			41,808.00	Appointment
	w/Doctorate	Assistant Professor				43,308.00	
Communication	Patric Spence	Instructor	08/15/2005			41,808.00	Appointment
	w/Doctorate	Assistant Professor				44,004.00	
Community College	Ronald Mitchell	Instructor	01/01/2005			39,000.00	Appointment
Community College	Amy Seymour	Instructor	01/24/2005	12/31/2005		30,000.00	Appointment
Counseling & Student Affairs	Tammy Shaffer	Assistant Professor	08/15/2005			45,000.00	Appointment
English	Kenneth Wesley Berry	Assistant Professor	08/15/2005			44,004.00	Appointment
English	Angela Jones	Assistant Professor	08/15/2005			44,004.00	Appointment
English	Elizabeth Weston	Assistant Professor	08/15/2005			43,500.00	Appointment
Music/Continuing Education	Angela Rex	Professional-in-Residence	08/15/2005			33,000.00	Appointment
Physical Education & Recreation	Bruce Larson	Assistant Professor	08/15/2005			46,500.00	Appointment
Physical Education & Recreation	Ronald Ramsing	Assistant Professor	08/15/2005			45,504.00	Appointment
Political Science	Victoria Gordon	Assistant Professor	08/15/2005			45,000.00	Appointment
Political Science	Jonathan Winburn	Instructor	08/15/2005			41,808.00	Appointment
	w/Doctorate	Assistant Professor				43,008.00	
Psychology	Carrie Pritchard	Assistant Professor	08/15/2005			47,004.00	Appointment
Sociology	Kumiko Nemoto	Assistant Professor	08/15/2005			43,008.00	Appointment
Special Instructional Programs	Sylvia Dietrich	Assistant Professor	08/15/2005			48,504.00	Appointment
Special Instructional Programs	Tadayuki Suzuki	Assistant Professor	08/15/2005			45,000.00	Appointment
Theatre & Dance	Elena Shura Pollatsek	Assistant Professor	08/15/2005			43,008.00	Appointment
Folk Studies & Anthropology	Barry Kaufkins	Instructor	08/15/2005			33,000.00	Rehire
Architect & Manufacturing Sciences	Travis Wilson	Visiting Assistant Professor	01/01/2005	06/30/2005	13,500.00	16,008.00	Status Change
Mathematics	Jean-Claude Evard	Instructor	01/01/2005	06/30/2005	5,004.00	18,504.00	Status Change
Mathematics	Paul Hill	Professor	02/01/2005		85,344.00	69,828.00	Status Change
Mathematics	Marc Lengfield	Assistant Professor	01/01/2005		33,000.00	43,008.00	Status Change
Physics & Astronomy	Serguei Martchenko	Visiting Research Professor	01/01/2005	12/31/2005	37,632.00	38,760.00	Reappointment
Architect & Manufacturing Sciences	Bryan Reaka	Assistant Professor	01/01/2005		50,460.00	52,464.00	Salary Increase

PERSONNEL CHANGES – FACULTY
(continued)

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Accounting	Yining Chen	Mary Nixon Professorship	08/15/2005			1,333.33/mo	Stipend
Allied Health - Dental Hygiene	Lynn Austin	Interim Department Head	01/01/2005	06/30/2006		500.00/mo	Stipend
Marketing	J. Richard Shannon	Interim Chair	08/01/2004	06/30/2005		698.00/mo	Stipend
Agriculture	David Coffey	Professor	07/01/2005				Optional Retirement
Allied Health - Dental Hygiene	William Howard	Associate Professor	07/01/2005				Optional Retirement
Associate Degree Nursing Program	Nancy Rascoe	Assistant Professor	07/01/2005				Optional Retirement
Computer Information Systems	Robert Bretz	Associate Professor	07/01/2005				Optional Retirement
Journalism & Broadcasting	James Highland	Professor	07/01/2005				Optional Retirement
Nursing	Patricia Bailey	Associate Professor	07/01/2005				Optional Retirement
Engineering	John Russell	Optional Retiree	06/30/2005				Optional Ret, End
Agriculture	Orville Dotson	Instructor	06/30/2005				Retirement
English	John Spurlock	Professor	12/31/2004				Retirement
Allied Health - Dental Hygiene	Douglas Schutte	Department Head	01/28/2005				Death
Community College	Paris Zeibak	Instructor	01/17/2005				Death
Mathematics	James Porter	Optional Retiree	01/25/2005				Death
Consumer & Family Sciences	Linda Gardner	Assistant Professor	12/31/2004				Termination
Chemistry	Colin Abernethy	Assistant Professor	06/30/2005				Termination
Curriculum & Instruction	Karen Drage	Assistant Professor	06/30/2005				Termination
Political Science	John Kang	Instructor	06/30/2005				Termination
Theatre & Dance	Leslie Walden	Assistant Professor	06/30/2005				Termination
Theatre & Dance	David Wlodarski	Instructor	06/30/2005				Termination
Agriculture	Nevil Speer	Professor	08/16/2005				Promotion
Art	Brent Oglesbee	Professor	08/16/2005				Promotion
Biology	Lawrence Alice	Associate Professor	08/16/2005				Promotion
Biology	Scott Grubbs	Associate Professor	08/16/2005				Promotion
Biology	Shivendra Sahi	Professor	08/16/2005				Promotion
Chemistry	Mary Thandi Buthelezi	Associate Professor	08/16/2005				Promotion
Community College	Carol Evans	Assistant Professor	08/16/2005				Promotion
Community College	Deborah Lively	Associate Professor	08/16/2005				Promotion
Community College	Freda Mays	Associate Professor	08/16/2005				Promotion
Community College	Karen Powell	Associate Professor	08/16/2005				Promotion
Community College	Linda Todd	Associate Professor	08/16/2005				Promotion

PERSONNEL CHANGES – FACULTY
(continued)

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Computer Science	James Gary	Associate Professor	08/16/2005				Promotion
Economics	Michelle Trawick	Associate Professor	08/16/2005				Promotion
Engineering	Kevin Schmaltz	Associate Professor	08/16/2005				Promotion
Folk Studies & Anthropology	Timothy Evans	Associate Professor	08/16/2005				Promotion
Geography & Geology	Catherine Algeo	Associate Professor	08/16/2005				Promotion
History	Malia Formes	Associate Professor	08/16/2005				Promotion
Mathematics	Ferhan Atici	Associate Professor	08/16/2005				Promotion
Mathematics	Jens Harlander	Associate Professor	08/16/2005				Promotion
Modern Languages	Laura McGee	Associate Professor	08/16/2005				Promotion
Music	Wayne Pope	Associate Professor	08/16/2005				Promotion
Nursing	Susan Jones	Professor	08/16/2005				Promotion
Physical Education & Recreation	John McLester	Associate Professor	08/16/2005				Promotion
Psychology	Steven Winger	Associate Professor	08/16/2005				Promotion
Social Work	Sandra Starks	Associate Professor	08/16/2005				Promotion
Theatre & Dance	David Young	Associate Professor	08/16/2005				Promotion
Accounting	Harold Little	Assistant Professor	08/16/2005				Tenure
Agriculture	Byron Sleugh	Associate Professor	08/16/2005				Tenure
Biology	Lawrence Alice	Assistant Professor	08/16/2005				Tenure
Biology	Scott Grubbs	Assistant Professor	08/16/2005				Tenure
Chemistry	Mary Thandi Buthelezi	Assistant Professor	08/16/2005				Tenure
Community College	Michelle Hollis	Assistant Professor	08/16/2005				Tenure
Community College	Karen Powell	Assistant Professor	08/16/2005				Tenure
Community College	Mark Staynings	Assistant Professor	08/16/2005				Tenure
Economics	Michelle Trawick	Assistant Professor	08/16/2005				Tenure
Educational Admin, Leadership & Research	James Stone	Associate Professor	08/16/2005				Tenure
Engineering	Kevin Schmaltz	Assistant Professor	08/16/2005				Tenure
Folk Studies & Anthropology	Timothy Evans	Assistant Professor	08/16/2005				Tenure
History	Malia Formes	Assistant Professor	08/16/2005				Tenure
Modern Languages	Laura McGee	Assistant Professor	08/16/2005				Tenure
Music	Wayne Pope	Assistant Professor	08/16/2005				Tenure
Physics & Astronomy	Phillip Womble	Associate Professor	08/16/2005				Tenure
Social Work	Sandra Starks	Assistant Professor	08/16/2005				Tenure
Theatre & Dance	David Young	Assistant Professor	08/16/2005				Tenure

PERSONNEL CHANGES – GRANTS

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Biotechnology Center	Naomi Smith	Research Assistant	04/18/2005	06/30/2005		31,008.00	Appointment
Educational Television Services	Nicholas Grace	BW PT Tech 00	01/05/2005	09/30/2006		5.75	Appointment
Educational Television Services	Rapheal Heltsley	BW PT Tech 00	02/07/2005	09/30/2006		7.00	Appointment
Inst Combustion Sci & Env Tech- POD	Jian-Zhong Zhu	BW PT Temp Tech 00	01/25/2005	01/24/2006		20.77	Appointment
Institute for Rural Health	Sandra Conroy	BW PT Temp Tech 00	03/01/2005	06/30/2005		45.00	Appointment
Institute for Rural Health	Kristina Harvey	Office Associate	01/18/2005	06/30/2005		23,016.00	Appointment
Institute for Rural Health	Kent Koostra	BW PT Maint 00	03/01/2005	06/30/2005		11.00	Appointment
Health & Human Services	Celia Lopez	Coordinator, Alliance Project	01/03/2005	07/31/2005		30,000.00	Rehire
Training & Technical Assistance Services	Jennifer Pecot	Training Specialist	04/01/2005	06/30/2006		57,072.00	Rehire
Combustion Lab Center Prof Services	Zhongxian Cheng	Research Associate	07/01/2005	06/30/2006	25.00	36,000.00	Status Change
Center for Math, Science, & Env Ed	Patricia Sowell	BW PT Clerical 00	04/04/2005	05/06/2005	10.00	10.00	Reappointment
Combustion Lab Center Prof Services	Chunli Han	BW PT Temp Tech 00	11/17/2004	05/16/2005	17.50	23.07	Reappointment
Combustion Lab Center Prof Services	Boshu He	BW PT Temp Tech 00	04/03/2005	10/03/2005	23.09	23.09	Reappointment
Combustion Lab Center Prof Services	John Smith	BW PT Temp Tech 00	02/02/2005	08/01/2005	35.00	35.00	Reappointment
Combustion Lab Center Prof Services	Hongmin Yang	BW PT Temp Tech 00	02/26/2005	03/31/2005	30.00	30.00	Reappointment
Combustion Lab Center Prof Services	Zhigen Zhao	BW PT Temp Tech 00	02/02/2005	08/01/2005	19.39	19.39	Reappointment
Libraries	Carol Pike	BW Lib PT Temp Clerical 00	01/02/2005	07/02/2005	8.00	8.00	Reappointment
Materials Characterization - POD	Chien-Wei Chen	BW PT Temp Tech 00	03/02/2005	09/01/2005	24.04	24.04	Reappointment
Materials Characterization - POD	Stan Herren	BW PT Temp Tech 00	03/02/2005	09/01/2005	20.00	20.00	Reappointment
Materials Characterization - POD	Matthew King	BW PT Temp Tech 00	02/24/2005	08/23/2005	21.75	21.75	Reappointment
Materials Characterization - POD	Songgeng Li	BW PT Temp Tech 00	04/18/2005	10/17/2005	29.00	23.08	Reappointment
Psychology	Patricia Roenker	BW PT Tech 00	02/01/2005	08/31/2005	18.00	18.00	Reappointment
Biology	Nilesh Sharma	Research Scientist	04/01/2005	06/30/2005	33,504.00	33,504.00	Reappt/NoSalInc
Chemistry	Sreedevi Dawadi	MN Temp PNF 00	01/01/2005	03/31/2005	20,808.00	20,808.00	Reappt/NoSalInc
College of Health & Human Services	Lucy Juett	AHEC Project Director	01/01/2005	06/30/2005	61,680.00	61,680.00	Reappt/NoSalInc
Geography & Geology	Patricia Kambesis	SM Temp Tech 00	04/01/2005	05/15/2005	30,816.00	30,816.00	Reappt/NoSalInc
Physics & Astronomy	Lindsay Hopper	Research Assistant	04/01/2005	07/31/2005	28,008.00	28,008.00	Reappt/NoSalInc
Physics & Astronomy	Jonathan Paschal	Computer Specialist	04/01/2005	07/31/2005	35,004.00	35,004.00	Reappt/NoSalInc
Institute for Rural Health	William Basham	Coord/Env & Occup Health	01/18/2005	07/31/2005	33,111.00	38,004.00	Promotion
Child Care	Candice Johnson	BW PT Tech 00	02/21/2005	09/30/2005	8.00	12.00	Salary Increase
Educational Television Services	Johnathan Lile	BW PT Tech 00	02/21/2005	09/30/2006	5.75	6.25	Salary Increase
Materials Characterization - POD	Songgeng Li	BW PT Temp Tech 00	02/07/2005	04/17/2005	21.43	29.00	Salary Increase

PERSONNEL CHANGES – GRANTS
(continued)

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Social Work	Janie Perdue	Office Associate	01/01/2005	06/30/2005	24,696.00	25,200.00	Degree/Certif
Upward Bound	Carol Lee	Office Associate	01/01/2005	07/31/2005	20,568.00	20,880.00	Degree/Certif
Waters Laboratory	Donna Haswell	Office Associate	03/31/2005			300.00/Lump Sum	Degree/Certif
Training/Technical Assistance Svcs	Michelle Duke	Teacher	02/01/2005	10/31/2005	27,696.00	24,816.00	Salary Decrease
Biology	Michele Webber	FT Temp PNF		12/06/2004			Termination
Child Care	Glenda Young	BW PT Temp Maint 00		01/01/2005			Termination
College of Ed & Behavioral Science	Kyle Russell	SM Tech 00		01/28/2005			Termination
Educational Enhancement Programs	Melissa Hawks	BW PT Temp Tech 00		01/14/2005			Termination
Institute for Rural Health	Roger Cropper	Program Specialist		02/28/2005			Termination
Institute for Rural Health	Deborah Eaton	Office Associate		01/31/2005			Termination

PERSONNEL CHANGES – STAFF

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Agriculture	Joseph Reynolds	Agriculture Technician	03/01/2005			31,008.00	Initial Appointment
Biology	Jessica Harazin	Office Coordinator	03/07/2005			28,008.00	Initial Appointment
Biology	Xinnan Niu	Lab Tech & Coordinator	03/01/2005			36,504.00	Initial Appointment
Campus Services	Cristin Lanham	Landscape Gardener/Recy Ldr	02/07/2005			10.26	Initial Appointment
Communication	Laura Wagoner	Office Assistant	02/07/2005			21,000.00	Initial Appointment
Computer Information Systems	Jennifer Melear	Office Assistant	03/09/2005			21,024.00	Initial Appointment
Consumer & Family Sciences	Lisa Murphy	Director, Early Childhood Ctr	03/01/2005			44,004.00	Initial Appointment
Dean's Office, CHHS	Lynn Hazlett Sherry	Office Associate	02/28/2005			22,008.00	Initial Appointment
Distance Learning Program	Stephanie Keeler	BW PT Tech 00	01/10/2005			7.00	Initial Appointment
Distance Learning Program	Carole Runyon	BW PT Tech 00	01/10/2005			7.00	Initial Appointment
Distributed Learning	Elizabeth Romero Fuerte	FT Temp PNF	02/15/2005	08/31/2005		3,000.00/mo	Initial Appointment
Extended Learning & Outreach (DELO)	Christopher Rhynerson	Business Manager	02/10/2005			44,004.00	Initial Appointment
Health & Fitness Lab	Lindsay Collins	BW PT Tech 00	01/03/2005			20.00	Initial Appointment
Human Resources	Racheal Rigsby	Benefit Accounts Associate	03/21/2005			29,520.00	Initial Appointment
Journalism & Broadcasting	Sarah Nagy	Office Associate	03/14/2005			23,016.00	Initial Appointment
Mathematics	Patricia Wiesbrook	Office Assistant	02/03/2005			21,504.00	Initial Appointment
Men's Football	Cary Marquell	Assistant Coach	02/22/2005			35,004.00	Initial Appointment
Men's Football	Eric Mathies	Assistant Coach	02/28/2005			35,004.00	Initial Appointment
Purchasing and Accounts Payable	Jacqueline Alford	Accounts Payable Associate	03/28/2005			20,088.00	Initial Appointment
Purchasing and Accounts Payable	William Ogles	Office Associate	01/13/2005			19,992.00	Initial Appointment
Student Financial Assistance	Kenyetta Martin	Finan Aid Minority Counselor	03/07/2005			27,000.00	Initial Appointment
Allied Health - Dental Hygiene	Tammy Liscomb	Office Assistant	02/18/2005			21,000.00	Rehire
Annual Fund	Brandon Gaines	BW PT Temp Clerical 00	01/18/2005	05/06/2005		5.85	Rehire
Annual Fund	Terry Woodall	BW PT Temp Clerical 00	01/18/2005	05/06/2005		8.50	Rehire
Equal Opportunity/504/ADA Comp	Sharon Windham	Office Assistant	01/10/2005	01/09/2006		18,936.00	Rehire
HVAC Services	Mending Travillian	Boiler Operator	03/02/2005			13.00	Rehire
Libraries	Carubie Rodgers	BW Lib PT Clerical 00	03/28/2005			9.10	Rehire
Men's Football	Eric Ravellette	MP PT PNF	03/07/2005	03/06/2006		15,000.00	Rehire
Registrar's Office	Cheryl Hills	Office Associate	03/14/2005			21,552.00	Rehire
WATERS Lab	Gretchen Berryman	Laboratory Analyst	02/14/2005			26,004.00	Rehire
Admissions Office	Jo Ashley	SM Temp Clerical 00	03/01/2005	04/15/2005		19,104.00	Reappointment
Biology	Wesley Smith	MP Temp PNF	02/01/2005	02/28/2005		1,960.32	Reappointment
Bookstore	Jason Hargis	BW PT Temp Clerical 00	01/24/2005	08/31/2005		7.00	Reappointment
Community College	Julie Gee	BW PT Temp Tech 00	01/01/2005	02/28/2005		15.00	Reappointment
Community College	Amy Thomas	SM Temp Clerical 00	01/16/2005	02/28/2005		25,008.00	Reappointment
Global Business	William Parsons	Director	01/01/2005	06/30/2005		21,012.00	Reappointment
Health & Fitness Lab	Matt Thoma	BW PT Tech 00	12/19/2004	05/08/2005		7.89	Reappointment
Men's Football	Mike Chism	MP PT PNF	03/09/2005	03/08/2006		24,000.00	Reappointment

**PERSONNEL CHANGES – STAFF
(continued)**

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Building Services	Janice McDonald	Building Services Attendant	01/24/2005			6.82	Status Change
Building Services	Jeanette Nowak	Building Services Attendant	01/24/2005			6.82	Status Change
Building Services	Wendy Pillow	Building Services Attendant	01/24/2005			6.82	Status Change
Community College	Julie Gee	BW PT Tech 00	03/01/2005	06/30/2005		15.00	Status Change
Community College	Amy Thomas	Educational Assistant	03/01/2005			25,008.00	Status Change
Dean's Office, Gordon Ford College Business English	Raja Bhattacharya	MP Temp PT Exec 00	01/01/2005	06/30/2005	42,456.00	1,000.00/mo	Status Change
Undistributed Housing Expense	Tomitha Blair	Office Associate	04/04/2005		20.00	22,008.00	Status Change
Undistributed Housing Expense	Jan Bond	Building Services Attendant	03/14/2005		6.50	6.82	Status Change
Undistributed Housing Expense	Perry Burns	Building Services Attendant	03/14/2005		6.50	6.82	Status Change
Undistributed Housing Expense	Christine Johnson	Building Services Attendant	03/14/2005		6.50	6.82	Status Change
Hilltopper Athletic Foundation	Paula Davids	BW PT Temp Clerical	12/18/2004	09/10/2005		6.00	Secondary Appt
Facilities Management	David Blankenship	Maintenance Technician	01/19/2005			13.52	Reassignment
Academic Affairs & Provost's Office	Teresa Jackson	Administrative Assistant	04/01/2005		30,672.00	42,000.00	Promotion
Admissions Office	April Gaskey	Telecounseling Supervisor	01/24/2005		20,712.00	27,648.00	Promotion
Chemistry	Kaneia Cummings	Operations Specialist	01/24/2005	06/30/2005	28,008.00	35,016.00	Promotion
Housing & Residence Life	V. Lynne Holland	Associate Director	03/17/2005		49,440.00	54,000.00	Promotion
HVAC Services	Paul Barbour	Sr Boiler Operator	02/07/2005		13.05	15.00	Promotion
HVAC Services	Michael Boehmer	Boiler Operator	03/14/2005		10.50	11.55	Promotion
HVAC Services	David Williams	Sr Boiler Operator	02/07/2005		14.92	16.41	Promotion
Library Public Services	Kenneth Gary Whittle	Supv, Circulation Desk	04/01/2005		23,760.00	26,256.00	Promotion
Student Financial Assistance	Kristie Hughes	Coord, FinanAid Info Systems	03/16/2005		22,320.00	30,192.00	Promotion
Building Services	Cheryl Jackson	Building Services Attendant	01/24/2005			6.82	Transfer
Building Services	Jerry Reeves	Building Services Attendant	02/14/2005			6.82	Transfer
Event Planning	James McCoy	Asst. Supv, Special Events	02/28/2005		13.39	13.50	Transfer
Libraries	Phillip Edwards	BW Lib PT Clerical 00	02/28/2005			9.10	Transfer
Extended Campus-Elizabethtown	Beatrice Cobb	Office Associate	01/01/2005		19,800.00	21,792.00	Reclassification
Extended Campus-Elizabethtown	Gail Smallwood	Office Associate	01/01/2005		21,144.00	23,280.00	Reclassification
University Centers	David Emerson	Assoc Director, University Ctr	01/01/2005		35,460.00	38,004.00	Reclassification

PERSONNEL CHANGES – STAFF
(continued)

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Housing & Residence Life	Tracey Anderkin	Assistant Hall Director	08/23/2004	12/18/2004	11,304.00	13,008.00	Salary Increase
Housing & Residence Life	Jesse Atteberry	Residence Hall Director	08/23/2004		17,004.00	21,504.00	Salary Increase
Housing & Residence Life	Sarah Barnes	Residence Hall Director	08/23/2004		15,000.00	19,728.00	Salary Increase
Housing & Residence Life	Rachel Barrett	Assistant Hall Director	08/23/2004		11,340.00	13,080.00	Salary Increase
Housing & Residence Life	Chavela Dean	Assistant Hall Director	08/23/2004		11,304.00	13,008.00	Salary Increase
Housing & Residence Life	Adrien DeLoach	Residence Hall Director	08/23/2004	08/19/2005	21,000.00	25,800.00	Salary Increase
Housing & Residence Life	Benjamin Ellis	Residence Hall Director	08/23/2004		15,888.00	20,892.00	Salary Increase
Housing & Residence Life	Jaiya Gonsalves	Residence Hall Director	08/23/2004		15,552.00	20,448.00	Salary Increase
Housing & Residence Life	Christina Johnson	Residence Hall Director	08/23/2004		15,000.00	19,728.00	Salary Increase
Housing & Residence Life	Shawnboda Johnson	Assistant Hall Director	08/23/2004		11,304.00	13,008.00	Salary Increase
Housing & Residence Life	Brian Powell	Assistant Hall Director	08/23/2004		11,340.00	13,080.00	Salary Increase
Housing & Residence Life	Tara Redmon	Assistant Hall Director	08/23/2004		15,600.00	17,568.00	Salary Increase
Housing & Residence Life	Michael Shuck	Residence Hall Director	08/23/2004		15,552.00	20,448.00	Salary Increase
Housing & Residence Life	Elizabeth Silliman	Assistant Hall Director	08/23/2004		11,304.00	13,008.00	Salary Increase
Housing & Residence Life	Robert Unseld	Residence Hall Director	08/23/2004		15,552.00	20,448.00	Salary Increase
Housing & Residence Life	Bobbi-Jo Wathen	Assistant Hall Director	08/23/2004		11,340.00	13,080.00	Salary Increase
Housing & Residence Life	Jeremy Ynclan	Residence Hall Director	08/23/2004		15,000.00	19,728.00	Salary Increase
Women's Track & Field	Erik Jenkins	Assistant Coach	04/01/2005		20,004.00	32,004.00	Salary Increase
Admissions Office	LaBrisha Williams	Coord, Admission Services	01/01/2005		33,156.00	33,864.00	Degree/Certificatn
Alumni Relations/Annual Giving	Amanda Trabue	Coordinator II	01/01/2005		27,792.00	28,488.00	Degree/Certificatn
Bookstore	Sherry Blanton	Bookstore Associate	01/01/2005		10.25	10.61	Degree/Certificatn
Bookstore	Heather Tyree	Accounting Associate	01/01/2005		11.28	11.54	Degree/Certificatn
Controller	Wanda Johnson	Accounts Specialist	01/01/2005		20,616.00	20,928.00	Degree/Certificatn
Student Financial Assistance	Jennifer Burchell	Financial Aid Counselor	01/01/2005		27,612.00	28,320.00	Degree/Certificatn
Academic Advising	Tammy Rastoder	Stipend	03/14/2005			200.00/mo	Stipend
Academic Advising	Ingrid Woods	Interim Director	03/01/2005	04/12/2005		500.00/mo	Stipend
Housing & Residence Life	Benjamin Ellis	Stipend	02/01/2005	05/31/2005		119.00/mo	Stipend
Housing & Residence Life	Jeremy Ynclan	Stipend	03/01/2005	05/12/2005		250.00/mo	Stipend
Libraries	Jayne Pelaski	Stipend, Centennial	03/01/2005	02/28/2007		500.00/mo	Stipend
Men's Football	Cary Marquell	Stipend	02/22/2005			275.00/mo	Stipend
Men's Football	Eric Mathies	Stipend	02/28/2005			275.00/mo	Stipend
Student Technology	James Kennedy	Stipend	04/01/2005	06/30/2005		250.00/mo	Stipend

PERSONNEL CHANGES – STAFF
(continued)

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Administrative Computing Services	Charles Wimpee	Systems Adm Manager		03/31/2005			Stipend, End
Extended Learning & Outreach (DELO)	Barbara Johnston	Coordinator		12/31/2004			Stipend, End
Housing & Residence Life	Benjamin Ellis	Stipend		01/31/2005			Stipend, End
Housing & Residence Life	V. Lynne Holland	Assistant Director		03/16/2005			Stipend, End
Men's Football	Craig Aukerman	Assistant Coach		01/31/2005			Stipend, End
Men's Football	Mike Fanoga	Assistant Coach		12/31/2004			Stipend, End
Network Computing & Communications	Lori Douglas	Coordinator		03/31/2005			Stipend, End
Network Computing & Communications	Jeptha Sumpter	Network Svcs Engineer		03/31/2005			Stipend, End
Student Technology	Justin Rexing	Info Tech Consultant		03/31/2005			Stipend, End
Registrar's Office	Cheryl Whitfield	Degree Certification Officer	03/28/2005	06/20/2005	29,160.00	32,784.00	Temporary Rate Inc
Ogden College of Science & Engineering	Michael Young	College Engineer	02/01/2005				Title Change
Academic Advising	Cheryl Chambliss	Director		02/28/2005			Retirement
Building Services	Euell Fields	Building Services Attendant		01/31/2005			Retirement
Building Services	Jessie Marie Hooten	Group Leader, Building Svcs		01/31/2005			Retirement
Environmental Health & Safety	Joy Gramling	Environmental Health & Safety Technician		12/31/2004			Retirement
Facilities Management	Philip Zibart	Stockroom Associate		03/31/2005			Retirement
Library Public Services	Lucy Daniels	Supv, Circulation Desk		01/31/2005			Retirement
Library Special Collections	Laura Harper Lee	Curator, Education		02/28/2005			Retirement
Office of the President	Cynthia Kimbler	Administrative Assistant		05/31/2005			Retirement
Special Events	James Cox	Material Handler		01/31/2005			Retirement
Facilities Management	William T. Reeder	Building Services Attendant		03/18/2005			Death
HVAC Services	Fredrick Wisdom	Sr Boiler Operator		01/08/2005			Death
Academic Advising	Mary Wood	Coordinator II		03/11/2005			Termination
Admissions Office	Emily Keith	Admissions Counselor		02/28/2005			Termination
Advancement Services	Robbin Rhoton	Office Assistant		03/09/2005			Termination
Allied Health - Dental Hygiene	Charlotte Vertrees	Office Assistant		01/10/2005			Termination

PERSONNEL CHANGES – STAFF
(continued)

Organization	Employee	Title	Effective Date	End Date	Salary	Proposed Salary	Type Action
Building Services	Dorinda Basham	Building Services Attendant		03/01/2005			Termination
Building Services	Jimmy Cline	Building Services Attendant		01/04/2005			Termination
Building Services	Karen Cone	Building Services Attendant		01/16/2005			Termination
Building Services	Debbie Gross	Building Services Attendant		02/03/2005			Termination
Building Services	Diane Lewis	Building Services Attendant		03/31/2005			Termination
Building Services	Tonya Loafman	Building Services Attendant		01/27/2005			Termination
Building Services	Jeanette Nowak	Building Services Attendant		03/09/2005			Termination
Building Services	Helena Short	Building Services Attendant		01/04/2005			Termination
Building Services	Jacqueline Thompson	Building Services Attendant		03/04/2005			Termination
Campus Services	Chris Blankenship	Groundskeeper		03/09/2005			Termination
Campus Services	Eric Breakfield	Groundskeeper		03/23/2005			Termination
College of Health & Human Services	Diane Chrisler	Office Associate		01/18/2005			Termination
Controller	John Haynes	Assistant Manager, Acct		02/11/2005			Termination
Correspondence Studies Office	Amy Smith	BW PT Clerical 00		02/28/2005			Termination
English	Juanita Abbott	Office Associate		02/25/2005			Termination
Equal Opportunity/504/ADA Comp	Beau Jarfi	BW PT Temp Tech 00		02/28/2005			Termination
Equal Opportunity/504/ADA Comp	Blake Layne	BW PT Temp Tech 00		02/25/2005			Termination
Facilities Management	David Forshee	Building Services Attendant		02/03/2005			Termination
Facilities Management	Adriane Purtlebaugh	Carpenter		01/24/2005			Termination
Facilities Management	Amy Tighe	Building Services Attendant		03/12/2005			Termination
Health Services	Joseph Moran	Health Educator		03/15/2005			Termination
Housing & Residence Life	Heather Crawford	Coordinator, HRL		03/04/2005			Termination
Housing & Residence Life	Tracey Anderkin	Assistant Hall Director		12/18/2004			Termination
Human Resources	Harvey West	Benefit Accounts Associate		03/25/2005			Termination
Intramural/Recreational Sports	Tiffany Wilson	Office Associate		03/31/2005			Termination
Kentucky Library & Museum	Mark Traugher	BW Lib PT Tech 00		03/24/2005			Termination
Men's Football	Craig Aukerman	Assistant Coach		01/28/2005			Termination
Men's Football	Mike Fanoga	Assistant Coach		12/31/2004			Termination
Men's Football	Josh Gehring	PT PNF		03/03/2005			Termination
Registrar's Office	Tonya Beck	Office Associate		01/27/2005			Termination
Social Work	Richard Frazier	BW PT Clerical 00		01/19/2005			Termination
Undistributed Housing Expense	Christian Adams	Building Services Attendant		02/15/2005			Termination
University Centers	Erin Davis	Program Coordinator		04/04/2005			Termination
University Centers	Misty Holt	BW PT Maint 00		12/18/2004			Termination
University Centers	Vincent Willingham	BW PT Maint 00		01/31/2005			Termination
Women's Track & Field	LaShana Poole	Assistant Track Coach PT		03/31/2005			Termination

Motion to approve the personnel actions since January 26, 2005, as outlined, was made by

Ms. Jordan, seconded by Ms. Bale, and carried unanimously.

AGENDA ITEM 8 - Other Business

8.1 Approval of and authorization to enter into a Real Estate Sale and Purchase Agreement with the Southern Kentucky Performing Arts Center for the purchase of property located in Bowling Green, Warren County, Kentucky, more particularly described in the attachment to the Agreement.

RECOMMENDATION: The President requests authorization and approval to enter into a Real Estate Sale and Purchase Agreement with the Southern Kentucky Performing Arts Center ("SKyPAC") for the purchase of property located in Bowling Green, Warren County, Kentucky, more particularly described in the attachment to the Agreement.

FACTS: The subject property was acquired over the past several years by SKyPAC as the potential site for a performing arts center. Since the acquisitions, SKyPAC has determined that it would be in its best interests to explore relocating the proposed site for the center to the downtown redevelopment area. This change has been supported and endorsed by the Downtown Redevelopment District, which will recommend that the City of Bowling Green acquire appropriate property in the Downtown Redevelopment District and convey same to the SKyPAC.

The University wishes to acquire the property currently owned by SKyPAC, given its location adjacent to campus, and its present use as campus parking. The University and SKyPAC have agreed that if the City is unable to procure a suitable location for the center in the downtown redevelopment area, the University and SKyPAC will enter into a lease of other property owned by the University and in the vicinity of the north side of the University's main campus and Center Street, Big Red Way (College Heights Boulevard), Kentucky Street and Adams Street for use by SKyPAC as a venue for a Performing Arts Center, in accordance with the terms of the Agreement.

Planned use of the property proposed to be acquired under the contract will be parking.

The fair market value of the property has been appraised at an amount exceeding the purchase price. Acquisition of the property is in keeping with the University's Master Plan and would improve access to and utilization of other property already owned by the University in that area.

It is the University's intention to draw upon the University Reserve for payment of the \$1,000,000. It is the University's intention to replenish the reserve fund in a reasonable period of time.

Motion to authorize and approve the President to enter into a Real Estate Sale and Purchase Agreement with the Southern Kentucky Performing Arts Center ("SKyPAC") for the purchase of property located in Bowling Green, Warren County, Kentucky, more particularly described in the attachment to the Agreement was made by Mr. Zielke, seconded by Mr. Fischer, and carried unanimously.

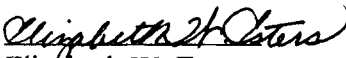
Dr. Ransdell explained this purchase would come from the University Reserve Fund--the current balance of the Reserve Fund is \$1,685,200; there will be \$600,000 coming in to the Reserve Fund at the end of the current fiscal year from Auxiliary Services; therefore on June 30, the


Reserve Fund balance will be \$2,285,200. The transaction just approved by the Board will be drawn from the University Reserve after July 1. He noted, "There will be other property purchases in the months ahead, and " We sustain our commitment to maintain a balance in the Reserve Fund of \$2 million, but from time to time, it does fall below that and then rebuilds."

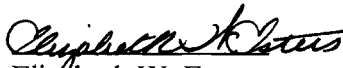
Motion to adjourn by Mr. Fischer, seconded by Ms. Bale; meeting adjourned at 3:15 p.m.

CERTIFICATION OF SECRETARY

I hereby certify that the minutes herein above set forth an accurate record of votes and actions taken by the Board of Regents of Western Kentucky University in the second quarterly meeting held April 29, 2005, in the Cornelius A. Martin Regents Room in the Mass Media and Technology Hall on the Western campus, and further certify that the meeting was held in compliance with KRS 61.810, 61.815, 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
Secretary


Cornelius A. Martin
Chair
July 22, 2005


Elizabeth W. Esters
Secretary
July 22, 2005

ACTION ITEM

AGENDA ITEM 5.1.1

REQUEST: Approval of changes in the University Faculty Promotion and Tenure Policy.

FACTS: The University Senate, through the Faculty Welfare and Professional Responsibilities Committee, has reviewed the University's Promotion and Tenure Policy and has recommended changes to improve that policy. The proposed changes have also been recommended by the University Provost and President Ransdell. The changes are primarily intended to clarify the process for reviewing faculty promotion, continuance and tenure cases, including appeals of decisions in those cases. The specific recommended changes are identified in the attached document. If adopted, the changes will go into effect with the 2005-2006 academic year.

The Recommendation supports the **Strategic Goal 3: Assuring High Quality Faculty and Staff** from the University's **Strategic Plan: Challenging the Spirit**.

COST IMPLICATIONS: No additional costs are anticipated from these changes.

RECOMMENDATION: President Ransdell recommends adoption of the following changes in the University Faculty Promotion and Tenure Policy (found on pages 29-38 of the 16th Edition of the Faculty Handbook):

- C. The department's Rank and Promotion Committee reviews ~~relevant factors and~~ **all evaluation materials**, votes on the candidate, **and provides a written recommendation to the department head. This recommendation must include the actual vote count and may also provide additional information deemed relevant to the committee's decision.** The department head also reviews all relevant ~~factors and forwards~~ **evaluation materials and produces an individual written recommendation. The department head's recommendation, the Rank and Promotion Committee's recommendation, and** all evaluation materials ~~and a written report of the committee's vote to the college dean~~ **are forwarded to the college dean** who, in turn, **forwards an individual written recommendation, the recommendations of the department head, and Rank and Promotion Committee, and all relevant evaluation materials a recommendation of all evaluation materials** to the Provost and Vice President for Academic Affairs. ~~Upon receiving all written materials and a recommendation from~~ The Provost and Vice President for Academic Affairs ~~the President~~ **reviews these items and completes a written recommendation, which is forwarded along with all other written recommendations to the President. The President reviews these** recommendations and forwards to the Board of Regents his or her recommendations for promotion. The decision of the Board of Regents is final.
- D. If a recommendation to promote is disapproved at any level, this fact must be reported back to the preceding levels. The department head must inform the faculty member in writing that disapproval has occurred. Any related appeal must be initiated in writing by the faculty member to the department head within thirty days after receiving notification from the department head. The purpose of the Advisory Committee on Faculty Grievance is to review the file to insure that established procedures were followed in considering the faculty member for promotion. The grievance committee does not attempt to judge the academic qualifications or achievements of the candidate.
- V. Administrative Regulations for Implementing Board of Regents Policy on Promotion

- A. Faculty are given the opportunity to apply for promotion in September with a deadline of **October 1** for application.
- B. Departments are to make their recommendations to their respective deans by **November 1**. In case of a negative vote by the departmental rank and promotion committee, the faculty member has the option of withdrawing the application or requesting that it be forwarded to the department head. If the department head concurs with the negative committee recommendation, faculty members may withdraw the application or appeal the negative recommendation to the college level.
- C. Deans will make their recommendations to the Provost and Vice President for Academic Affairs by **December 1**. In case of a negative recommendation by the college dean, the faculty member may withdraw the application or appeal to the Provost and Vice President for Academic Affairs.
- D. The Provost and Vice President for Academic Affairs will notify deans of any disagreement with their recommendations by **January 2**.
- E. The Provost and Vice President for Academic Affairs will make recommendations to the President by **January 15**. In case of a negative recommendation, faculty members may withdraw the application or request a review of their credentials. Faculty members also have the option to file a formal grievance, after all reviews and appeals have been exhausted, in accordance with the procedures outlined in the Faculty Handbook. The President will send recommendations for approval to the Board of Regents, typically at the April meeting.

Tenure Policy -

I. Introduction

- A. Tenure is a means to achieve such goals as:
 1. Freedom of teaching and research (for the university's statement on academic freedom, see page 12).
 2. A sufficient degree of economic security to make the profession attractive to men and women of ability.
 3. Institutional continuity and stability through a substantial contingent of faculty with long-range commitment to Western Kentucky University.
- B. The development and retention of an increasingly competent faculty is an objective of Western Kentucky University to which tenure makes a significant contribution. While length of service determines one's eligibility to be recommended for tenure, tenure will be granted only to those faculty members with the rank of assistant professor or above at Western who have attained the educational qualifications specified for the positions they hold and who demonstrate outstanding performance in carrying out their professional responsibilities during the probationary period.

II. Faculty Tenure Appointment Policy

- A. Decisions concerning tenure will be based on performance in the following categories: instructional activities, other scholarly activities, and service to and for the University. It is understood that the faculty member should cooperate in working with colleagues in carrying out

the University's educational mission. The following general statements will serve as guidelines for evaluating the faculty member's performance in assigned responsibilities.

The evaluation of instructional performance considers factors including knowledge of subject matter, teaching effectiveness, academic advisement, and curriculum development.

The evaluation of other scholarly activities considers factors including the individual's activities and achievements in areas such as research, publications, program participation at professional meetings, creative activity, and work toward a terminal degree (if the degree is a requirement for the position).

The evaluation of service to and for the University considers factors including committee work, student-related activities, and public and community service. Public and community service should be related to the special competencies of the individual and be an extension of the faculty member's role as a scholar-teacher.

New faculty members will be informed about the tenure review process and the grievance appeal process at the beginning of the first year. These processes are described at the university level in the Faculty Handbook, and in the guidelines for tenure and promotion issued by the faculty member's department.

B. Policies and Procedures for Evaluation of Non-Tenured Faculty and for Tenure Recommendations

The procedures to be followed in continuance and non-continuance recommendations are:

Full-time faculty members holding the rank of assistant professor, associate professor, or professor and eligible for tenure are appointed with the understanding that there will be a probationary period. Faculty members appointed at the rank of instructor are employed on an annual or multi-year contract and are not eligible for tenure.

In addition to the regular annual evaluations of all faculty, untenured faculty will be evaluated in the second through fifth year of their probationary period on their progress toward tenure.

At the beginning of each fall semester department heads will submit to the dean of the college a cumulative evaluation of faculty in their second to fifth year of probation. The purpose of this evaluation is to determine whether there has been sufficient progress toward tenure to justify continuation of the faculty member. In making the evaluations on progress toward tenure, department heads shall consult with the tenured faculty in the department and shall evaluate the faculty member specifically in the areas of teaching, research/creative activity, and university/public service. Any deficiency in performance will be clearly stated, and the faculty member under review will be given a copy of the evaluation with an opportunity to respond.

The department head's evaluation and recommendation will be submitted to the college dean no later than **September 10**. In case of a negative recommendation,

the department head will inform the faculty member in writing. The dean's response and recommendation shall be submitted to the Provost and Vice President for Academic Affairs no later than **September 20**. In case of a negative recommendation, the dean will notify the faculty member. The Provost and Vice President for Academic Affairs will submit any negative recommendation to President and to the faculty member by **September 25**. The President will notify the faculty member of any decision for non-continuation on or before **October 1**.

The probationary requirement may be satisfied through full-time faculty service for six years as an assistant professor or above at Western Kentucky University. Under exceptional circumstances, the university may consider tenure in less than the usual probationary time. Authorized leaves of absence will not be credited toward eligibility for tenure unless otherwise specified at the time they are taken.

The procedures to be followed in tenure recommendations are:

1. ~~The department head will be responsible for notifying probationary faculty of the date for consideration of mandatory tenure. A faculty member who has applied for tenure before the sixth year of service at Western may withdraw from the process at any time without prejudice; however, in the sixth year a tenure decision must be made.~~ **The department head will be responsible for notifying probationary faculty of the date for consideration of mandatory tenure. A faculty member who has applied for tenure before the sixth year of service at Western may withdraw from the process at any time without prejudice. However, a tenure review must occur in the sixth year. A faculty member may withdraw a tenure application at any stage of the review during the review process prior to final action by the Board of Regents, but withdrawal of the application at any point during the sixth-year review constitutes a *de facto* resignation from Western, effective at the end of the academic year.**
2. Faculty members being considered will be responsible for providing the tenured faculty by **October 1** with all materials that they wish to be considered in the tenure decision.
3. Before **November 1** the department head will convene all tenured faculty and preside at the election of a chair of the tenure committee. The tenured faculty in executive session will discuss the credentials of all faculty eligible for tenure and make appropriate recommendation(s) based upon the department, college, and university standards to the department head. The tenured faculty will vote by secret ballot to tenure or not to tenure. The department head may attend the meeting but is not eligible to vote. Faculty members who are unable to be present at the meeting must notify the department head in advance and with the consent of the department head may submit a sealed envelope with a secret ballot enclosed for each person under review. ~~This vote will constitute the recommendation of the tenured faculty to the department head, and the chair of the tenure committee will confidentially apprise the tenured faculty of the results at the meeting. The department head will notify the faculty candidate for tenure of the vote of the tenure committee.~~ **The chair of the tenure committee will confidentially apprise the members of the Tenure Committee of the results at the meeting. The written recommendation of the Tenure Committee to the department head must include the actual vote count and may include any additional information deemed relevant to this**

outcome. The department head will then notify the faculty candidate for tenure of the recommendation of the Tenure Committee. In the case of a negative recommendation by the Tenure Committee, the faculty member will have the option of withdrawing the application.

4. ~~The department head will make a written recommendation on each faculty member eligible for tenure to the dean by **November 1**, and forward to the dean the results of the vote of the tenured faculty. The department head will advise the candidate in writing of the department head's recommendation **November 15**.~~ **By November 1, the department head will forward to the dean a written recommendation on each faculty member eligible for tenure as well as the written recommendation of the Tenure Committee. The department head will advise the candidate in writing of the department head's recommendation by November 15.**
5. The dean will make a written recommendation to the Provost and Vice President for Academic Affairs and forward the recommendations of the department's tenure committee and the department head by **December 1**. The dean will notify the candidate in writing of the dean's recommendation by **December 15**.
6. The Provost and Vice President for Academic Affairs will make a written recommendation to the President by **February 1** and will forward the recommendations of the department's tenure committee, the department head, and the dean. The Provost and Vice President will inform the candidate in writing of the Provost and Vice President for Academic Affairs' recommendation by **February 15**. **In the case of a negative recommendation by the Provost and Vice President for Academic Affairs, the faculty member has the option to file a complaint in accordance with the procedures outlined in the Faculty Handbook, Section IV.**
7. The President will make recommendations to the Board at the April meeting. Faculty members will be notified of the final tenure decision by **May 15** and, in case of a negative one, will be allowed an extension of one year only.

III. Advisory Committee on Faculty Continuance and Tenure

~~The President is authorized to establish an Advisory Committee on Faculty Continuance. Its functions and duties shall be those outlined in the Procedure for Review of Non-Reappointment Recommendations and the Procedures for Termination (see sections IV and V).~~ **The President is authorized to establish an Advisory Committee on Faculty Continuance and Tenure. Its functions and duties shall be those outlined in the Procedure for Review of Non-Reappointment and Negative Tenure Recommendations and the Procedure for Termination (see sections IV and V).**

A list of eligible tenured faculty members assigned to full-time teaching, research, and/or academic service duties, other than the faculty regent, shall be selected as follows:

- Every two years, each academic department shall elect one eligible faculty member.
- Nominees shall be elected by secret ballot by all members of the faculty unit holding academic rank as defined in the Faculty Handbook.
- The election of nominees shall be conducted under rules and procedures developed by the University Senate.

- Persons elected as nominees eligible for appointment shall remain on the eligible list for a period of two academic years, and may be re-elected.

The committee shall be a standing committee consisting of five (5) tenured faculty members. Membership on the committee shall be selected annually from the list by lot. Faculty members shall not participate in a case involving a faculty member from the same department; and members chosen shall remove themselves on their own initiative, if they deem themselves disqualified because of bias or interest. In addition, each party shall have a maximum of two (2) challenges without stated cause. Supplementary selections and lists shall proceed in the same manner until an accepted committee is constituted.

The committee shall designate one (1) member as chair.

IV. ~~Procedure for Review of Non-Reappointment Recommendations~~ **Procedure for Review of Non-Reappointment and Negative Tenure Recommendations**

Each appointment of a faculty member during the probationary period continues only for the limited term specified in the appointment document. There is no obligation to appoint for another such term. Each such appointment terminates without further action on the expiration date specified in the appropriate document, unless renewed.

A. **Non-Reappointment or Negative Tenure Decisions.**

If a decision is made not to reappoint a probationary faculty member or not to recommend tenure for a faculty member upon completion of the probationary period, the Provost and Vice President shall provide the affected faculty member official written notice of the recommendation: ~~If a decision is made not to recommend reappointment of a faculty member upon expiration of any appointment during the probationary period, the President shall provide the affected faculty member official written notice as follows:~~

- **By February 15 of the faculty member's tenure review year**
- **By March 1 of the first appointment;**
- **By October 1 of the second appointment; and thereafter.**

~~The University is not obligated to furnish a statement of reasons for the decision not to recommend reappointment of a faculty member for another term during the probationary period, and it is the policy of the University not to furnish a written statement of reasons for such a decision. However, it is the policy of the University that, upon request of the faculty member, the department head and dean of the college and Academic Vice President will arrange a conference with the faculty member to discuss informally the circumstances surrounding the non-reappointment. If this conference fails to satisfy the faculty member, the President will have a related conference with the faculty member upon request. The University is not obligated to furnish a written statement of reasons for the decision not to recommend reappointment of a faculty member for another term during the probationary period, and it is the policy of the University not to furnish a written statement of reasons for such a decision. It is the policy of the University that, upon request of the faculty member, the department head and dean of the college and Academic Vice President will arrange a conference with the faculty member to discuss informally the circumstance surrounding the non-reappointment. If this conference fails to satisfy the faculty member, the President will have a related conference with the faculty member upon request. However, written reasons for a negative tenure decision will be furnished if the faculty member requests them in writing.~~

B. Complaint Filed by Faculty Member.

~~If a faculty member on non-tenured appointment has received official notice of a decision not to recommend reappointment and the faculty member has factual information as grounds upon which it is claimed that the decision not to recommend reappointment was arbitrary or capricious or was based on considerations that violate constitutionally protected rights or interests (e.g., consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed with the department head or office to which the faculty member is assigned. Copies of the complaint are to be sent to the college dean, the Provost and Vice President for Academic Affairs and the President.~~ **If a non-tenured faculty member has received official notice of a decision not to recommend reappointment or a recommendation not to grant tenure and the faculty member has factual information as grounds upon which it is claimed that the decision not to recommend reappointment or tenure was arbitrary or capricious, violated standards of academic freedom, or was based on considerations that violate constitutionally protected rights or interests (e.g. consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed with the department head or office to which the faculty member is assigned. Copies of the complaint are to be sent to the college dean, Provost and Vice President for Academic Affairs and the President.**

~~The complaint shall be in writing and be filed within thirty (30) days after receipt of official notice. It shall be accompanied by a written, signed statement that the faculty member agrees that the university representatives who made the decision not to recommend reappointment may present information in support of the decision for the purpose of confidential consideration by members of the Advisory Committee on Faculty Continuance in the event the complaint is referred to it.~~ **The complaint shall be in writing and be filed within thirty (30) days after receipt of official notice. It shall be accompanied by a written, signed statement that the faculty member agrees that the university representatives who made the decision not to recommend reappointment or tenure may present information in support of the decision for the purpose of confidential consideration by members of the Advisory Committee on Faculty Continuance and Tenure in the event the complaint is referred to it. The university appeals process must continue even if outside legal action is undertaken by the faculty member appealing the tenure decision.**

C. Advisory Committee on Faculty Continuance

The President may cause the complaint to be set for formal evidentiary hearing. As an alternative, the President may refer the complaint to the Advisory Committee on Faculty Continuance for preliminary inquiry, consultation, and its reasoned advice and recommendation. The committee will seek to settle the matter by preliminary inquiry, consultation, discussion, and confidential mediation.

If the difficulty is unresolved informally within three weeks from the receipt of the complaint, the committee shall furnish the President with a written report containing its advice and recommendations as to whether or not the President should cause the matter to be set for formal evidentiary hearing. The report shall include a statement of the committee's specific reasons in support of its advice and recommendation.

D. Ad Hoc Committee on Continuance and Tenure

Upon the recommendation of the committee, the President shall cause the matter to be heard by an ad hoc committee. The faculty member making the complaint herein is responsible for stating the specific grounds upon which the allegation is based and the burden of proof shall rest upon the complainant.

The ad hoc committee shall consist of five (5) members chosen by lot from the list of eligible individuals provided for in Part III. **In addition, two alternates will be selected by lot to substitute for any Ad Hoc committee members who remove themselves if they deem themselves disqualified because of bias or interest. The alternates may not be from the same department as any of the five Ad Hoc committee members. None of the members will have served on the Advisory Committee that had earlier heard the case. In addition, each party shall have a maximum of two challenges with or without stated cause. If the list shall be exhausted before an acceptable committee has been obtained, supplementary list selections will be made following the initial procedure. The committee shall select its own chair. The committee will adhere to the following procedures:** ~~Members chosen shall remove themselves from the case on their own initiative if they deem themselves disqualified because of bias or interest. In addition, each party shall have a maximum of two challenges with or without stated cause. If the list shall be exhausted before an acceptable committee has been obtained, supplementary list selections will be made following the initial procedure. The committee shall select its own chair.~~

- The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence; and the university will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

- The faculty member and the university will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the committee determines that the interests of justice require admission of his/her statement, the committee will identify the witness, disclose his/her statement and if possible provide for written interrogatories.
- The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- Although both parties may seek outside advice as needed, neither will be formally represented by legal counsel in these hearings.
- The hearing committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
- The findings of fact and the decision will be based solely on the hearing record, **which will include documentary evidence submitted by the faculty member and the university as well as testimony by witnesses during the Committee's proceedings.**
- Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or the university representatives will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Regents.

Upon conclusion of the hearing, the committee **must accept or reject the complaint by the faculty member. The Ad Hoc Committee must make a written recommendation to the President.** ~~shall report its findings, conclusions, and recommendations to the President for transmittal to the Board of Regents. The Board of Regents will consider the record and the report and may either sustain the recommendation of the committee or return the proceedings for reconsideration of specific objections made by the Board. The committee will then reconsider, taking into account the stated objection and receiving new evidence, if necessary. The Board of Regents will make the final decision after a study of the committee's reconsideration.~~

E. The President.

The President must accept, reject or revise the recommendations of the Ad Hoc Committee.

F. The Board of Regents

FACULTY MEMBER	ADVISORY COMMITTEE	AD-HOC COMMITTEE	PRESIDENT ACCEPTS RECOMMENDATION	PRESIDENT REJECTS RECOMMENDATION	BOARD OF REGENTS
Faculty member files a complaint concerning a non-continuance or negative tenure decision.	President refers the complaint to the Advisory Committee on Faculty Continuance	President appoints Ad Hoc Committee.	(1) Ad Hoc Committee recommendation was to accept the faculty member's complaint. The faculty member's complaint is <u>accepted</u> and the case is closed.	(1) Ad Hoc Committee recommendation was to reject the faculty member's complaint. The faculty member's complaint is <u>accepted</u> and the case is closed.	(1) Board of Regents accepts the President's decision. The faculty member's complaint is <u>rejected</u> and the case is closed.
	(1) The complaint is resolved.	Ad Hoc Committee makes recommendation to the President to accept faculty member's complaint or reject faculty member's complaint.	(2) Ad Hoc Committee recommendation was to reject the faculty member's complaint.	(2) Ad Hoc Committee recommendation was to accept the faculty member's complaint.	(2) The Board of Regents rejects the President's decision. The faculty member's complaint is <u>accepted</u> and the case is closed.
	(2) The complaint is unresolved. The committee makes recommendation to the President on whether or not a formal evidentiary hearing should be set.		The faculty member <u>does not request</u> an appeal of the President's decision. The faculty member's complaint is <u>rejected</u> and the case is closed.	The faculty member <u>does not request</u> an appeal of the President's decision. The faculty member's complaint is <u>rejected</u> and the case is closed.	
			The faculty member <u>does request</u> an appeal of the President's decision. The case is reviewed by the Board of Regents.	The faculty member <u>does request</u> an appeal of the President's decision. The case is reviewed by the Board of Regents.	

APPROVED: Academic Affairs Committee
April 8, 2005

MOTION: Approve changes in the University Faculty Promotion and Tenure Policy, as described above (deletions are crossed out, additions are in bold type except for most dates which were bolded in the original text).

ACTION ITEM

AGENDA ITEM 5.1.2

REQUEST: Approval of changes in the Faculty Grievance Procedure.

FACTS: The University's Faculty Grievance Procedure outlines a process through which faculty members can present a grievance and receive an appropriate hearing. The Faculty Welfare and Professional Responsibilities Committee of the University Senate, the full University Senate, and the Provost/Vice President for Academic Affairs have recommended certain changes in the Faculty Grievance Procedure that primarily will broaden the definition of eligible faculty. The changes are noted in the following policy statement through strikeovers of eliminated material and bold printing of added material.

COST IMPLICATIONS: No additional costs are anticipated from these changes.

RECOMMENDATION: President Ransdell recommends approval of the following changes in the Faculty Grievance Procedure, effective immediately.

Faculty Grievance Procedure -

- A. **Purpose** - To provide an individual faculty member with a procedure for presenting a grievance, without fear of reprisal, and having it considered in an expeditious, **unbiased**, and orderly process. The procedure is advisory and not adjudicatory.
- B. **Definition of Grievance** - An allegation that there has been a violation ~~misinterpretation~~, **misrepresentation**, or improper application of existing policies, rules, regulations, practices, and/or procedures or a complaint that a faculty member has been treated unfairly or inequitably or has been unreasonably hindered in the performance of duties.
- C. **Eligibility of Faculty** – **Full- and Part- time faculty, current adjunct faculty, and retired faculty are eligible to file grievances using the Faculty Grievance Procedure. Eligible faculty include those associated with any University campus.**

D. Appeal Through Administrative Channels -

Informal Review - Every effort should first be made to resolve the matter informally by conversation with the department head, college dean, or Provost /Vice President for Academic Affairs.

Formal Grievance - If the matter cannot be resolved informally, the faculty member may file a formal grievance in writing with the department head within ninety days of the alleged violation. If the grievance cannot be resolved at the nearest administrative level, a faculty member may request

review at successively higher administrative levels - college dean and Provost and Vice President for Academic Affairs.

E. Appeal Through Advisory Committee on Faculty Grievance -

Establishment of Committee - The committee shall be drawn from the same pool chosen for the Advisory Committee on Faculty Continuance (see p.35). The committee shall consist of five (5) tenured faculty members selected by the University Senate by lot annually from a list of elected faculty members. A faculty member shall not participate in a case involving a faculty member from the same department. Faculty members chosen to serve on the committee shall remove themselves, either at the request of one of the parties, or on their own initiative, if they deem themselves disqualified because of bias or interest. Each party shall have a maximum of two (2) challenges with or without stated cause. The committee shall select its own chairperson.

Procedures - Faculty members who have been unable to achieve satisfactory resolution of a formal grievance through administrative channels may request a review by the Advisory Committee on Faculty Grievance through the President. The request for a review must be submitted in writing, together with a statement of the grievance. Upon receipt of the grievance, the President shall have the committee convene through the procedures described above. The committee will not review in this way matters for which other formal procedures have been specifically outlined in the Faculty Handbook. The committee after a preliminary investigation, and upon a vote of a majority of its members, may rule that a particular grievance does not merit review by the committee. If it determines that the grievance lies within the scope of the committee, the chair shall initiate a committee review by notifying all appropriate parties of the review procedure to be followed. The committee shall be empowered to request any and all parties to submit evidence related to the grievance. This review shall be completed within 45 days, excluding official holidays and vacations. At the conclusion of the review, the committee will forward a written report of its findings to the President and to the faculty member. The written decision of the President shall be forwarded to the chair of the committee and to the faculty member. If the President does not accept all or part of the findings and recommendations of the committee, the President will include in the decision the reasons for not doing so. The decision of the President is final.

F. Annual Report -

At the end of each academic year, the President shall provide a written report to the Board of Regents regarding the number and type of cases presented in the preceding year. The report shall include the committee's recommendations for each case and its final disposition.

**Approved: Academic Affairs Committee
April 8, 2005**

RECOMMENDATION: President Gary Ransdell recommends approval of the proposed changes noted above in the University Faculty Grievance Procedure.

MOTION: Approve changes in the University Faculty Grievance Procedure as described above, effective immediately.

ACTION ITEM

AGENDA ITEM 5.1.3

REQUEST: Approval of changes to the Charter and Bylaws of the University Senate.

FACTS: The new Charter of the University Senate was adopted in May 2001. Since then, the Senate has identified certain changes to the Charter and Bylaws that would be beneficial to the efficient and effective operation of the Senate. The proposed changes in the wording of the Charter and Bylaws are identified below.

COST IMPLICATIONS: No additional costs are anticipated from these changes.

RECOMMENDATION: President Ransdell recommends approval of the following changes in the Charter and Bylaws of the University Senate:

(The Western Kentucky University Senate submits for approval, the following changes to the Western Kentucky University Senate Charter and Bylaws. Original wording and approved changes are indicated in the table below, along with approval dates. Since some changes were later modified, two approval dates appear for some of the proposed changes. Changes are presented in the order they appear in the Charter, rather than by approval date.)

Section II The Membership of the University Senate.	
A. Composition.	
Current	3. Each college and the library shall select as many at-large alternates as required so that the total of departmental and at-large representatives is equal to ten (10) percent (rounded to the nearest whole number) of the unit's total faculty. An equal number of alternates shall be selected by each unit. An at-large alternate shall substitute for an at-large senator and shall have the full rights and privileges of an elected senator.
Approved Change March 18, 2004	3. Each college and the library shall select as many at-large representatives as required so that the total of departmental and at-large representatives is equal to ten (10) percent (rounded to the nearest whole number) of the unit's total faculty. At-large representatives shall select their own alternate to serve in their place if they are unable to attend a University Senate function. The designated alternate shall have the full rights and privileges of an elected senator.
Current	5. Student Membership: three students shall be members of the University Senate. They and their alternates shall be selected by the Student Government Association and shall serve one-year terms.
Approved Change March 18, 2004	5. Student Membership: students selected by the Student Government Association shall be members of the University

	Senate. The number of representatives selected by the Student Government Association shall equal the number of standing committees of the senate. The student representatives and their alternates shall serve one year terms.”
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Section II The Membership of the University Senate.	
C. Elections.	
Current	2. Election of at-large members shall be conducted by the Vice-Chair of the Senate, assisted by College representatives on the Executive Committee. The election shall proceed as follows: in the first week of March each department may nominate up to three faculty members to a pool from which its college’s at-large representatives shall be chosen. (The same procedure shall be used by the library.) The list of nominees for each college shall be published and voting by ballot shall be in the offices of the college deans and/or other designated place at a time determined by each college. Each eligible voter shall be permitted to vote for as many persons as positions being filled. Those with the highest number of votes shall be declared elected. In the event of a tie, a drawing to determine the winner shall be conducted by the Vice-Chair. The runners-up shall be placed in a pool from which replacements will be selected when vacancies occur. In each case the highest vote-getter in the pool shall be selected. Among the runners-up a number equal to those elected shall be declared alternates for at-large representatives.
Approved Change March 18, 2004	2. Election of at-large members shall be conducted by the Vice-Chair of the Senate, assisted by College representatives on the Executive Committee. The election shall proceed as follows: in the first week of March each department may nominate up to three faculty members to a pool from which its college’s at-large representatives shall be chosen. (The same procedure shall be used by the library.) The list of nominees for each college shall be published and voting by ballot shall be in the offices of the college deans and/or other designated place at a time determined by each college. Each eligible voter shall be permitted to vote for as many persons as positions being filled. Those with the highest number of votes shall be declared elected. In the event of a tie, a drawing to determine the winner shall be conducted by the Vice-Chair. The runners-up shall be placed in a pool from which replacements will be selected when vacancies occur. In each case, the person with the highest number of votes shall be selected.
Current	4. If a departmental senator resigns, then the department’s alternate shall become the department’s representative. If an at-large senator resigns, the first eligible alternate from that

	college/library shall replace that person.
Approved Change March 18, 2004	4. If a departmental senator resigns, then the department's alternate shall become the department's representative. If an at-large senator resigns, the first eligible runner-up from that unit's at-large pool shall replace the resigning senator.

Section IV The Organization of the University Senate.	
A. The Standing Committees of the University Senate	
Current	The standing committees of the Senate are the following: the Executive Committee, the University Curriculum Committee, the General Education Committee, and the Professional Responsibilities and Faculty Welfare Committee. The composition and duties of the standing committees are as follows:
Approved Change March 18, 2004 and September 16, 2004	The standing committees of the Senate are the following: the Executive Committee, the Undergraduate Curriculum Committee, the General Education Committee, the Faculty Welfare and Professional Responsibilities Committee, the Committee on Academic Quality, and the Graduate Council. The composition and duties of the standing committees are as follows:
Current	<p><i>The functions of the Executive Committee shall be:</i></p> <ol style="list-style-type: none"> a. to set the time and place of regular meetings and to prepare the agenda for each meeting b. to function as liaison between the Senate and the President and Provost/Vice President for Academic Affairs, meeting with each one at least twice a semester c. to respond to requests from the President and Provost for the formation of an ad hoc committee to study a particular issue or to recommend faculty members to serve on a university committee d. to assist the Chair of the Senate in assigning issues to the appropriate committee for study and possible action e. to make recommendations to the Senate concerning Senate rules and by-laws, proposed amendments, and procedural changes. f. to conduct elections for Faculty Regent
Approved Change March 18, 2004	<i>The functions of the Executive Committee shall be:</i>

- a. to set the time and place of regular meetings and to prepare the agenda for each meeting
- b. to function as liaison between the Senate and the President and Provost/Vice President for Academic Affairs, meeting with each one at least twice a semester
- c. to respond to requests from the President and Provost for the formation of an ad hoc committee to study a particular issue or to recommend faculty members to serve on a university committee
- d. to assist the Chair of the Senate in assigning issues to the appropriate committee for study and possible action
- e. to make recommendations to the Senate concerning Senate rules and by-laws, proposed amendments, and procedural changes.
- f. to conduct elections for Faculty Regent
- g. To serve as a liaison to the faculty in communicating the current issues under review by the senate and its committees and in describing the accomplishments of the senate.

The Vice-Chair and the college senators to the Executive Committee shall undertake as one of their duties on the Executive Committee the publication of a newsletter (in either paper or electronic format) to be distributed to the faculty. This Communications subcommittee may appoint additional faculty, who need not be a Senator, with appropriate expertise to aid them in this duty. The newsletter shall be published no less than once a semester.

Current	<p><u>2. The University Curriculum Committee</u></p> <p>The University Curriculum Committee shall consist of voting members and alternates as well as non-voting advisory members. Voting members shall be selected as follows: one senate representative and one alternate from each college and the Library shall be selected by Senate colleagues from the same college. One curriculum committee representative and one alternate shall be elected from each of the college undergraduate curriculum committees, the college graduate committees, and the Graduate Council. To ensure adequate representation three faculty members shall be appointed by the Executive Committee; the appointed members should normally be Senators, but non-Senators may be appointed. One student senator and one</p>
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	<p>student alternate shall be selected by the Student Government Association to serve on the committee. The Registrar and a representative of the Office of the Provost/Vice President for Academic Affairs, and the deans (or their representatives) of the undergraduate colleges, the Library and Graduate Studies and Research shall be ex-officio, non-voting members.</p>
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The functions of the University Curriculum Committee shall be:

- a. to review existing programs and new program proposals in light of the university's mission statement
- b. to review any academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations
- c. to review existing courses and new courses having significant consequences that cross college lines
- d. to study any curricular matter it chooses
- e. to study matters assigned to it by the Executive Committee

The University Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide academic policies, and 2) to review particular programs and courses to determine whether they meet established standards. The latter includes both action and information items received from college curriculum committees.

University-wide academic policies include such matters as admission requirements, undergraduate degree and graduation requirements, and all similar matters that have application or significance beyond a single college, except matters pertaining to General Education. The University Curriculum Committee shall make recommendations concerning these matters to the University Senate for its approval. Upon Senate approval such items shall be forwarded to the Office of the Provost/Vice President for Academic Affairs.

The University Curriculum Committee shall review all *action items* submitted to it by college curriculum committees. (A definition of "action item" is found in Appendix A.) All action items which the Committee approves shall be forwarded to the University Senate for information and be forwarded as a recommendation to the Office of the Provost/Vice President for Academic Affairs. Any action item that the Curriculum Committee rejects shall be returned to the college curriculum committee which submitted it, accompanied by a rationale for the rejection.

The University Curriculum Committee shall place on its consent agenda all *information items* submitted to it by the college curriculum committees. (See Appendix A for a definition of "information item.") The University Curriculum Committee

	<p>shall have the option of removing an information item from its consent agenda and of placing it on its action agenda for regular review. A list of information items accepted without action by the University Curriculum Committee shall be provided to the University Senate and upon its consent be forwarded to the Office of the Provost/Vice President for Academic Affairs.</p>
<p>Approved Change September 16, 2004, May 5, 2004 and November 18, 2004</p>	<p><u>2. The Undergraduate Curriculum Committee</u></p> <p>The Undergraduate Curriculum Committee shall consist of voting members and alternates as well as non-voting advisory members. Voting members shall be selected as follows: one senate representative and one alternate from each college and the Library shall be selected by Senate colleagues from the same college. One curriculum committee representative and one alternate shall be elected from each of the college undergraduate curriculum committees. To ensure adequate representation three faculty members shall be appointed by the Executive Committee; the appointed members should normally be Senators, but non-Senators may be appointed. One student senator and one student alternate shall be selected by the Student Government Association to serve on the committee. The Registrar and a representative of the Office of the Provost/Vice President for Academic Affairs, and the deans (or their representatives) of the undergraduate colleges and the Library shall be ex-officio, non-voting members.</p> <p><i>The functions of the Undergraduate Curriculum Committee shall be:</i></p> <ol style="list-style-type: none"> a. to review existing undergraduate programs and new program proposals in light of the university's mission statement b. to review any undergraduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations c. to review existing undergraduate courses and new courses having significant consequences that cross college lines d. to study any undergraduate curricular matter it chooses e. to study undergraduate matters assigned to it by the Executive Committee <p>The Undergraduate Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide undergraduate academic policies, and 2) to review particular undergraduate programs and courses to</p>

determine whether they meet established standards. The latter includes both action and consent items received from college curriculum committees.

Undergraduate university-wide academic policies include such matters as admission requirements, degree and graduation requirements, and all similar matters that have application or significance beyond a single college, except matters pertaining to General Education. The Undergraduate Curriculum Committee shall make recommendations concerning these matters to the University Senate for its approval. Upon Senate approval, such items shall be forwarded to the Office of the Provost/Vice President for Academic Affairs.

The Undergraduate Curriculum Committee shall place on its agenda the following items. In his/her report to the Committee, the Chair shall inform the Committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of "information item.") All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of "consent item.") Any member of the Undergraduate Curriculum Committee shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on an action agenda. (See Appendix A for a definition of "action item.") Any action item that the Undergraduate Curriculum Committee rejects shall be returned to the college curriculum committee that submitted it, accompanied by a rationale for the rejection. All consent and action items that the Committee approves shall be placed on the University Senate consent agenda and upon its approval shall be forwarded as a recommendation to the Office of the Provost/Vice President for Academic Affairs.

It is not the role or responsibility of the Undergraduate Curriculum Committee to edit proposals for grammar and formatting rather than content during the UCC. The members and chairs of the college curriculum committees shall be responsible for ensuring that proposals are free from grammatical errors and follow the formats and guidelines established by the UCC. If further editing should be required, the chair of the UCC shall have authority to edit proposals and at the same time gather from UCC members grammatical and formatting corrections prior to the meeting and then advise proponents on how to fix their proposals. Proposals that require substantial editing may be

	returned to the proponent at the discretion of the UCC chair.
Current	<p><u>3. The General Education Committee</u></p> <p>The General Education Committee shall consist of the following voting members: senators, one from each undergraduate college, shall be selected by Senate colleagues from the same college; members, one from each undergraduate college, shall be elected by the curriculum committees of the respective colleges; to ensure adequate representation three faculty members shall be appointed by the Executive Committee. (The appointed members should normally be Senators, but non-Senators may be appointed.) One student senator shall be selected by the Student Government Association to serve on the committee. A representative of the Office of the Provost/Vice President for Academic Affairs and the General Education Coordinator shall be non-voting advisory members.</p>
Approved Change March 18, 2004	<p><u>4. The General Education Committee</u></p> <p>The General Education Committee shall consist of senators, one from each undergraduate college, who shall be selected by Senate colleagues from the same college. The Executive Committee shall appoint three faculty members to this committee. (The appointed members should normally be Senators, but non-Senators may be appointed.) In addition, one student senator shall be selected by the Student Government Association to serve on the committee. The selected senators, appointed members and selected student representative are all voting members of the General Education Committee. A representative of the Office of the Provost/Vice President for Academic Affairs and the General Education Coordinator shall be non-voting advisory members.”</p>
Current	<p><u>5. The Faculty Welfare and Professional Responsibilities Committee</u></p> <p>The Faculty Welfare and Professional Responsibilities Committee shall consist of fifteen voting members. The Gordon Ford College of Business, the library, and the Bowling Green Community College shall each have one voting member. The College of Education and Behavioral Sciences, Ogden College of Science, Technology and Health, and Potter College of Arts, Humanities, and Social Sciences shall each have two voting members. All members are to be selected by Senate colleagues from his/her unit. To ensure adequate representation three faculty members shall be appointed by the Executive Committee. (The appointed members should normally be Senators, but non-Senators may be appointed.) A faculty member from extended campus and a part-time faculty member shall also serve as voting</p>

	<p>members of this committee. (These members shall be selected by rotation among the off-campus centers in the case of the extended campus member and rotated among the colleges for the part-time faculty member.) One student senator shall be selected by the Student Government Association to serve on the committee. A representative from the Office of the Provost/Vice-President for Academic Affairs shall be an ex officio, non-voting member of this committee.</p>
<p>Approved Change March 18, 2004</p>	<p><u>6. The Faculty Welfare and Professional Responsibilities Committee</u></p> <p>The Faculty Welfare and Professional Responsibilities Committee shall consist of voting members and alternates as well as non-voting advisory members. Each college and the library shall select enough senators to serve on the Faculty Welfare and Professional Responsibilities committee so that their unit's representation is equal to ten (10) percent (rounded upward to the nearest whole number) of the unit's senate delegation. All members are to be selected by Senate colleagues from his/her unit. A faculty member from extended campus and a part-time faculty member shall also serve as voting members of this committee. (These members shall be selected by rotation among the off-campus centers in the case of the extended campus member and rotated among the colleges for the part-time member.) One student senator shall be selected by the Student Government Association to serve on the committee. A representative from the Office of the Provost/Vice-President for Academic Affairs shall be a non-voting advisory member of this committee.</p>
<p>Current</p>	<p>none</p>
<p>Approved Change March 18, 2004</p>	<p><u>5. Committee on Academic Quality</u></p> <p>The Committee on Academic Quality shall consist of voting members as well as non-voting advisory members. Voting members will be selected as follows: one senate representative from each college and the Library shall be selected by Senate colleagues from the same college. Two student representatives from the Student Government Association senate delegation to serve on the committee. One representative from the Undergraduate Curriculum Committee and the Graduate Council shall be appointed as voting members. In addition, a representative from the Registrar's Office, a representative from the Academic Advising and Retention Center, and a representative of the Office of the Provost/Vice President for Academic Affairs shall be advisory members.</p>

	<p><i>The functions of the Committee on Academic Quality shall be:</i></p> <ol style="list-style-type: none"> a. to study and monitor the changes to the grading system b. to study and monitor changes in the Drop/Add Policy c. to study and monitor changes in advising policies d. to explore additional ways to strengthen the academic culture at WKU e. to study matters assigned to it by the Executive Committee
Current	none
<p>Approved Change September 16, 2004 and December 16, 2004</p>	<p>6. <u>The Graduate Council</u></p> <p>The Graduate Council has general supervision and control over all matters of graduate instruction, including admission and degree requirements, curricula, Graduate Faculty membership, and general academic regulations. The Graduate Council submits recommendations concerning initiation or revision of graduate courses and programs through the University Senate to the Office of the Provost/Vice President for Academic Affairs. The Council is composed of the Dean of Graduate Studies and Research, three faculty members elected by and from the Graduate Faculty of each of the academic colleges offering graduate courses, and five students - one graduate student member elected by and from the graduate students of each of the academic colleges offering graduate courses.</p> <p><i>The functions of the Graduate Council shall be:</i></p> <ol style="list-style-type: none"> 1. To make proposals to the University Senate concerning university-wide graduate academic policies. <ol style="list-style-type: none"> a. To receive, review, and act upon academic course and program proposals being submitted through the approval process; b. To review existing graduate programs and new program proposals in light of the university's mission statement; c. To review any graduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations; d. To review existing graduate courses and new courses having significant consequences that cross college lines; e. To study any graduate curricular matter it chooses;

- f. To study graduate matters assigned to it by the Executive Committee.
- 2. To make proposals directly to the Provost/Vice President for Academic Affairs concerning university-wide administrative and personnel policies.
 - a. Recommendations on stipends and benefits for graduate assistantships;
 - b. Recommendations on graduate student research grants;
 - c. Requirements and recommendations for appointment and continuation of Graduate Faculty status;
 - d. Hearing and acting upon student appeals of Graduate Studies and Research requirements;
 - e. Establishment of standing and ad hoc committees;
 - f. Responding to requests about graduate matters from the Provost/Vice President for Academic Affairs and from Council of Academic Deans.

The Graduate Council shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide graduate academic policies, and 2) to review particular graduate programs and courses to determine whether they meet established standards. The latter includes both action and consent items received from college curriculum committees.

Graduate university-wide academic policies include such matters as admission requirements, degree and graduation requirements, and all similar matters that have application or significance beyond a single college. The Graduate Council shall make recommendations concerning these matters to the University Senate for its approval. Upon Senate approval such items shall be forwarded to the Office of the Provost/Vice President for Academic Affairs.

The Graduate Council shall place on its agenda the following items. In his/her report to the Executive Committee, the Chair shall inform the Committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of "information item.") All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of "consent item.") Any member of the Graduate Council shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on an action agenda. (See Appendix A for a definition of "action item.") Any action item that the Graduate Council rejects shall be

	returned to the college curriculum committee that submitted it, accompanied by a rationale for the rejection. All consent and action items that the Committee approves shall be placed on the University Senate's consent agenda and upon its approval shall be forwarded as a recommendation to the Office of the Provost/Vice President for Academic Affairs.
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Section IV The Organization of the University Senate.

B. Rules of Standing Committees.

Current	5. Each committee, except the Executive Committee, shall elect its own chair. The chairs of all standing committees shall be members of the Senate.
Approved Change November 18, 2004	5. Each committee, except the Executive Committee and Graduate Council, shall elect its own chair. The chairs of all standing committees shall be members of the Senate, with the exception of the Graduate council.

Appendix: Functions of the College Curriculum Committees

Current	<p>Each college shall have undergraduate and graduate curriculum committees to review all curriculum-related matters, including the determination of degree requirements and standards of scholastic achievement. Departments shall submit to their college curriculum committees all proposals for changes in their academic programs.</p> <p>If a proposal is approved by a college curriculum committee and it has significant implications for departments in other colleges, then it shall be forwarded to the University Curriculum Committee as an action item. Proposals with significant implications include the following: proposals for new programs (majors, minors, certificate programs), significant changes in programs, new courses, multiple changes to existing courses, changes in course credit hours, changes in course numbers with changes in level (e.g. PSY 342 becomes PSY 453), multiple offerings of "one-time only" courses, and academic policies and regulations.</p> <p>If a proposal does not have significant implications beyond the college, then it shall be forwarded to the University Curriculum Committee as a consent item. Proposals that do not have significant implications for programs in other colleges typically include the following: proposals to change program (major, minor, certificate) titles, replace one intradepartmental course in a program with another, delete programs, suspend programs, delete courses, suspend courses, change course titles, change course catalog descriptions (as long as course content is not changed), change course numbers without changing level (e.g.</p>
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	<p>PSY 342 becomes PSY 353), change course prerequisites, or create community college equivalent courses. Any member of the University Curriculum Committee shall have the right to remove a proposal from a college curriculum committee's list of consent items and to treat it as an action item. If a member of the University Curriculum Committee does so, the Committee may postpone review of the item until the next meeting of the University Curriculum Committee.</p> <p>One-time only course offerings and proposals to change course prefixes shall be forwarded to the University Curriculum Committee as information items.</p> <p>If a new course is also being recommended for inclusion in general education, then the proposal shall first be forwarded to the University Curriculum Committee for approval. If approved, the proposal shall be forwarded simultaneously to the University Senate for consent and to the General Education Committee for review.</p> <p>If the University Curriculum Committee or the General Education Committee rejects a proposal from a college curriculum committee, the college curriculum committee shall have the opportunity to revise its proposal and to resubmit it to the same committee. If the proposal is rejected a second time, the college curriculum committee shall have the right to appeal its case to the University Senate. It shall submit the proposal to the Chair of the Senate to be placed as an action item on the Senate agenda. If the University Senate rules in favor of the college curriculum committee's proposal, the proposal shall be forwarded as a recommendation to the Office of the Provost/Vice President for Academic Affairs.</p>
<p>Approved Change September 16, 2004</p>	<p>Each college shall have undergraduate and graduate curriculum committees to review all curriculum-related matters, including the determination of degree requirements and standards of scholastic achievement. Departments shall submit to their college curriculum committees all proposals for changes in their academic programs. If a college curriculum committee approves a proposal and it has significant implications for departments in other colleges, then it shall be forwarded to the Undergraduate Curriculum Committee or the Graduate Council as an action item. Proposals with significant implications include the following: proposals for new programs (majors, minors, certificate programs), significant changes in programs, new courses, multiple changes to existing courses, changes in course credit hours, changes in course numbers with changes in level (e.g. PSY 342 becomes PSY 453), multiple offerings of "one-</p>

time only” courses, and academic policies and regulations.

If a proposal does not have significant implications beyond the college, then it shall be forwarded to the Undergraduate Curriculum Committee or the Graduate Council as a consent item. Proposals that do not have significant implications for programs in other colleges typically include the following: proposals to change program (major, minor, certificate) titles, replace one intradepartmental course in a program with another, delete programs, suspend programs, delete courses, suspend courses, change course titles, change course catalog descriptions (as long as course content is not changed), change course numbers without changing level (e.g. PSY 342 becomes PSY 353), change course prerequisites, or create community college equivalent courses. Any member of the Undergraduate Curriculum Committee or the Graduate Council shall have the right to remove a proposal from a college-curriculum committee’s list of consent items and to treat it as an action item. If a member of the Undergraduate Curriculum Committee or the Graduate Council does so, the committee may postpone review of the item until their next meeting.

One-time only course offerings and proposals to change course prefixes shall be forwarded to the Undergraduate Curriculum Committee or the Graduate Council as information items.

If a new course is also being recommended for inclusion in general education, then the proposal shall first be forwarded to the Undergraduate Curriculum Committee for approval. If approved, the proposal shall be forwarded simultaneously to the University Senate for consent and to the General Education Committee for review.

If the Undergraduate Curriculum Committee, the Graduate Council, or the General Education Committee rejects a proposal from a college curriculum committee, the college curriculum committee shall have the opportunity to revise its proposal and to resubmit it to the same committee. If the proposal is rejected a second time, the college curriculum committee shall have the right to appeal its case to the University Senate. It shall submit the proposal to the Chair of the Senate to be placed as an action item on the Senate agenda. If the University Senate rules in favor of the college curriculum committee’s proposal, the proposal shall be forwarded as a recommendation to the Office of the Provost/Vice President for Academic Affairs.

Bylaws

current	none
Approved Change March 18, 2004	Bylaw 2 Non-senators appointed to the University Committees shall be subject to the same term-of-service regulations as Senate members. That is, a non-senator can serve a maximum of four years on Senate committees and then will be ineligible for serving on the Senate or any Senate Committee until one year has elapsed
Current none	none
Approved Change September 16, 2004	Bylaw 3. Representatives serving in the Senate, and on Senate subcommittees in any capacity may not serve in more than one slot in a subcommittee at the same time.

APPROVED: Academic Affairs Committee
April 8, 2005

RECOMMENDATION: President Gary Ransdell recommends approval of the changes noted above in the Charter and Bylaws of the University Senate.

MOTION: Approve changes to the Charter and Bylaws of the University Senate as described above.

WESTERN KENTUCKY 6-YEAR UNIVERSITY CAPITAL PLAN

Current 2004-2006 HB267

PROJECT TITLE	AMOUNT	STATE BOND	AGENCY BOND	RESTRICTED FUND	FEDERAL/ OTHER
Repair Mold/Moisture Damage	\$ 1,612,000			X	
Renovate Electrical Distribution - Phase IV	\$ 3,747,000			X	
Renovate Central Heat Plant-Phase I	\$ 1,273,000			X	
Life Safety,Center for Research and Development	\$ 500,000			X	
Guaranteed Energy Savings Project	TBD				X
Construct Radio/TV Transmission Tower	\$ 615,000			X	
Purchase Digital TV Transmission	\$ 3,321,000			X	X
Purchase Property for Campus Expansion	\$ 3,000,000			X	
Replace Server	\$ 660,000			X	
Construct Student Health Services Building	\$ 5,000,000		X	X	
Renovate Grise Hall-Design	\$ 1,398,000			X	
IT Infrastructure	\$ 5,800,000		X	X	
Renovate Garrett Conference Center - Design	\$ 858,000			X	
Renovate Academic Athletic #2, Phase I	\$ 9,500,000		X		
Renovate Preston Center-Design	\$ 1,000,000			X	
Construct Student Publications Facility	\$ 1,000,000			X	
Renovate Van Meter Hall-Design	\$ 1,800,000			X	
Renovate Science Campus, Phase II	\$ 33,000,000	X			
Math and Science Academy Renovation	\$ 12,250,000	X	X	X	
South Campus Addition	\$ 7,000,000		X		
Construct Pedestrian Mall	\$ 2,000,000			X	
Parking and Street Improvements	\$ 4,000,000			X	

Biennium 2006-2008 in Priority Order

Replacement Building/College of Education and Tate Page	\$ 34,000,000	X			
Replacement Building Ford College of Business and Grise Hall	\$ 36,000,000	X			
Renovate Ivan Wilson Fine Arts Center	\$ 7,000,000		X		
Renovate Electrical Distribution, Phase V	\$ 3,500,000			X	X
Const Owensboro Advanced Technology Center	\$ 13,500,000	X			
Renovate Academic/Athletic PH II	\$ 27,500,000		X		X
Renovation of Van Meter Hall	\$ 16,000,000		X		
Expansion of Preston Center	\$ 10,000,000		X		
Construct Materials Characterization Center Phase II	\$ 4,500,000		X		
Parking and Street Improvements	\$ 4,000,000		X		
Construct Agriculture Research Services Laboratory	\$ 23,000,000				X
IT Infrastructure	\$ 2,000,000		X		

WESTERN KENTUCKY 6-YEAR UNIVERSITY CAPITAL PLAN

PROJECT TITLE	AMOUNT	STATE BOND	AGENCY BOND	RESTRICTED FUND	FEDERAL/ OTHER
Renovate Garrett Center/ Alumni Center	\$ 7,500,000		X		X
Const Central Reg Postsecondary Ed Ctr, PH II	\$ 17,782,000	X			
Renovate Academic Complex	\$ 1,323,000	X			
Replace Steam Line	\$ 3,000,000	X			
Renovate Kentucky Museum	\$ 6,000,000			X	
Renovation of ES&T HVAC	\$ 2,000,000			X	
Convert WKYU-NPR and WKYU-PS to Digital	\$ 500,000	X			
Construct Nucleus Breeding Center	\$ 2,125,000	X			X
Energy Saving Perform Contract	TBD				X
Property Acquisition for Campus Expansion	\$ 3,000,000			X	
Pool Projects:					
Life Safety/Fire Alarm	\$ 533,000			X	
Elevator Repair/Upgrade	\$ 525,000			X	
Electrical RPRS	\$ 728,000			X	
HVAC RPRS	\$ 1,573,000			X	
Sidewalk/Step RPRS	\$ 400,000			X	
Roof Repairs	\$ 2,335,000			X	
Bldg Exterior/Windows	\$ 1,325,000			X	
Infrastructure (Water/Sewer)	\$ 455,000			X	
Infrastructure (Electric)	\$ 1,900,000			X	
Bldg Interior/Flooring	\$ 421,000			X	
Biennium 2008-2010 in Priority Order					
Construct South Reg Post Sec Ed Center, PH II-Glasgow	\$ 11,500,000	X			
Construct DUC Phase III	\$ 20,000,000		X		
Life Safety Center for Research and Development	\$ 500,000	X			
Purchase Property to Build Parking	\$ 1,000,000	X			
Purchase Property for International Village	\$ 2,000,000			X	
Renovate Central Heat Plant-Phase II	\$ 2,985,000			X	
Renovate Ag Expo Center HVAC System	\$ 930,000	X			
Renovate Electrical Distribution - Phase VI	\$ 5,254,000	X			
Renovate Helm/Cravens-Design	\$ 1,972,000	X			
Energy Saving Perform Contract	TBD				X
Biennium 2010-2012 in Priority Order					
Renovate Academic Complex	\$ 16,772,000	X			
Renovate Electrical Distribution - Phase VII	\$ 5,803,000	X			
Renovate Gordon-Wilson	\$ 6,846,000	X			
Renovate Helm/Cravens	\$ 24,890,000	X			
Renovate/Expand KY Bldg-PH II	\$ 11,995,000	X			
Energy Saving Perform Contract	TBD				X
Purchase Property for Campus Expansion	\$ 3,000,000		X		

EXHIBIT V

3/23/05

CONTRACT FOR TRANSFER OF REAL ESTATE

THIS CONTRACT FOR TRANSFER OF REAL ESTATE (the "Contract"), made and entered into on this _____, 2005, by and between **WKU REAL ESTATE CORPORATION** (the "Corporation"), **WESTERN KENTUCKY UNIVERSITY FOUNDATION, INC.** (the "Foundation"), and **WESTERN KENTUCKY UNIVERSITY ("WKU")**;

WITNESSETH:

WHEREAS, the Corporation is a party to that certain James D. Skaggs Charitable Remainder Annuity Trust Agreement dated September 26, 2001, (the "Skaggs Trust") under which James D. Skaggs ("Skaggs") has heretofore transferred to the Corporation real property located on Center Street and 14th Street in Bowling Green, Kentucky, described on Exhibit "A" (the "Property");

WHEREAS, it is the obligation of the Corporation under the Skaggs Trust to pay \$24,000.00 per year in equal monthly installments of \$2,000.00 each to Skaggs;

WHEREAS, the Corporation and the Foundation have determined that the Property has not and will not generate sufficient income to make the payments required by the Skaggs Trust;

WHEREAS, WKU desires to obtain title to the Property and the Corporation and the Foundation deem it to be prudent, in the best interests of the trust beneficiaries, and in furtherance of the expressed intention of the Skaggs Trust to transfer title to the Property to WKU in exchange for WKU's commitment to make payments as set out in this Contract.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants, and conditions contained herein and the mutual benefits to be derived herefrom, and intending to be legally bound, the parties hereto agree as follows:

1. The Corporation agrees to transfer the Property to WKU by special warranty deed, free and clear of the claims and interests of the Corporation and the Skaggs Trust.

2. WKU agrees that so long as James D. Skaggs is living, it will make regular payments totaling \$24,000.00 per year to the Corporation so that the Corporation can make payment as required under the Skaggs Trust to Skaggs. WKU acknowledges that the Corporation is required to make monthly payments in the amount of \$2,000.00 on the first day of each calendar month and that, therefore, payments hereunder by WKU to the Corporation must be made prior to the date on which the Corporation must make payments to Skaggs. Upon the death of Skaggs, payment from WKU to the Corporation shall be prorated as of the date of death.

3. The closing of the transaction contemplated by this Contract shall occur on or before May 1, 2005. At closing, each party shall be responsible for its attorney's fees and other expenses incurred in connection with this transaction. WKU shall be

responsible for the cost of any title examination and/or title insurance it may require together with the cost of recording the deed. The Corporation shall be responsible for transfer tax, if any, and deed preparation. In the event the closing takes place on a date other than the 1st day of a month, the payment due from WKU to the Corporation for such month shall be prorated.

4. It is a condition precedent to the obligations of the parties to perform under this Contract that the Board of Regents of WKU, the Board of Directors of the Corporation, and the Board of Directors of the Foundation shall have approved and authorized this Contract and the transaction contemplated by this Contract.

5. The obligation of WKU to make payments to the Corporation pursuant to this Contract shall survive closing.

6. This Contract shall be binding upon and inure to the benefit of the parties hereto, their agents, employees, successors, and assigns.

7. This is the entire agreement between the parties hereto with respect to the subject matter hereof and may not be amended except by a writing signed by the parties.

IN TESTIMONY WHEREOF, witness the hands of the parties hereto on this the date first above written.

CORPORATION:

WKU REAL ESTATE CORPORATION

BY: _____
NAME: _____
TITLE: _____

WKU:

WESTERN KENTUCKY UNIVERSITY

BY: _____
NAME: _____
TITLE: _____



CONCEPT PLAN

The village concept shown on this plan provides housing for five Green, arranged with respect to the sloping topography of the site, and focus on a central pedestrian plaza. This plaza provides vehicular access during "moving in days" or emergencies by using collapsible bollards, as are found in the main pedestrian plaza. The fifth house is visually focused on the same plaza but sits on a lot surrounded by lots of other sizes. All parking for residents and visitors to the five-family house is off site, as shown, but with easy pedestrian access.

The primary pedestrian plaza that provides access from the parking lot is wide and accessible to all pedestrians by using collapsible bollards at each end. Best walls surround three green spaces within the plaza. A sill call box is located near these areas. The alignment of the plaza directs our view to Van Meter Auditorium at the top of the Hill.

Center Street will share the plaza fringe on Van Meter. Access to 15th Avenue from this point becomes pedestrian only. A bus stop or passenger drop off area near the intersection will be useful in this village concept where direct access by personal vehicle is not allowed.

Other amenities of this plan include the shared use path which is meant for bicycles and as an alternate pedestrian way.

UTILITY CONCEPTS

- 1. Water
- 2. Sewer
- 3. Gas
- 4. Electric
- 5. Telephone
- 6. Cable TV
- 7. Fiber Optic
- 8. Storm Drainage
- 9. Fire Hydrant
- 10. Street Lighting
- 11. Pedestrian Path
- 12. Bicycle Path
- 13. Landscaping
- 14. Site Security
- 15. Access Control
- 16. Signage
- 17. Wayfinding
- 18. Public Art
- 19. Community Amenities
- 20. Maintenance

UTILITIES

1. Water

2. Sewer

3. Gas

4. Electric

5. Telephone

6. Cable TV

7. Fiber Optic

8. Storm Drainage

9. Fire Hydrant

10. Street Lighting

11. Pedestrian Path

12. Bicycle Path

13. Landscaping

14. Site Security

15. Access Control

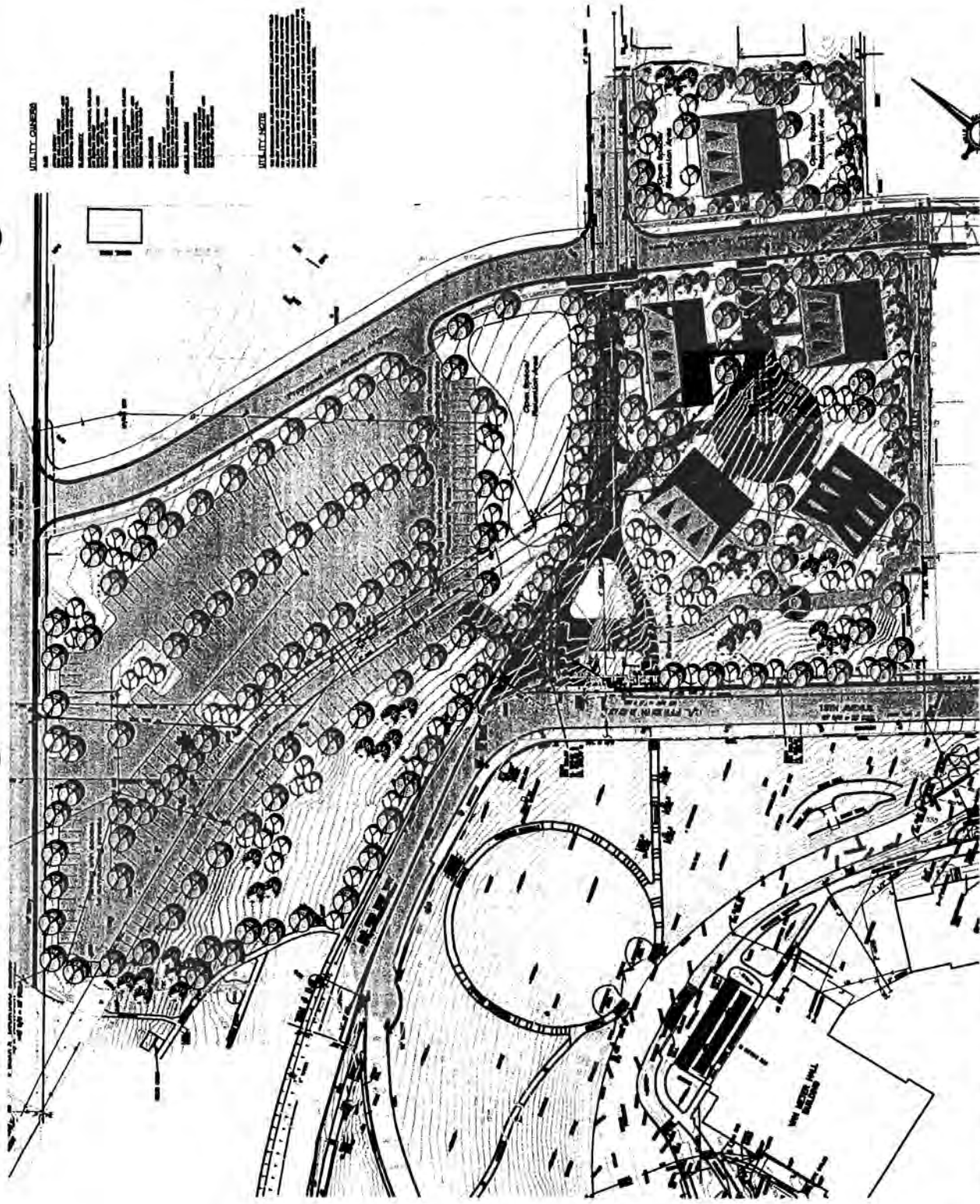
16. Signage

17. Wayfinding

18. Public Art

19. Community Amenities

20. Maintenance



CONCEPT PLAN
 FOR PROPOSED GREEN VILLAGE AREA
 15TH AVENUE
 BOWLING GREEN, KENTUCKY

WESTERN KENTUCKY UNIVERSITY
 ONE BAG BOB MAY
 BOWLING GREEN, KENTUCKY 40304
 PHONE 606/338-3100
 FAX 606/338-3101

MARKET DATA SUPPORT
 MARKET DATA SUPPORT
 1000 MARKET STREET
 BOWLING GREEN, KY 40304
 606/338-3100

ENGINEERING CONSULTING
 ENGINEERING CONSULTING
 1000 MARKET STREET
 BOWLING GREEN, KY 40304
 606/338-3100