

12-3-1971

UA3/4 Informational Notes

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Recommended Citation

WKU President's Office, "UA3/4 Informational Notes" (1971). *WKU Archives Records*. Paper 1592.
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INFORMATIONAL NOTES

from

Vol. 3, No. 4

Office of the President

December 3, 1971

STATUS REPORT ON CAMPUS DEVELOPMENT

We are fortunate at Western in having excellent physical facilities which may at times be taken for granted. Too much may be taken for granted, also, in assuming everyone is reasonably knowledgeable regarding the manner in which these facilities come into existence. Therefore, the following report may be helpful, particularly for those who are relatively new, in learning more about this facet of the University.

The successful achievement of educational objectives and the effective fulfillment of stated purposes are dependent upon certain factors which are recognized as basic and essential. Among these elements that are so vital to a quality program is a physical plant that has been planned, designed, and developed in a manner that supports, complements, and facilitates the educational processes to the maximum.

It is a tribute to the founders and to those who have served in positions of responsibility at Western that continued importance has been placed on careful planning in the physical development of the University. The natural beauty of the hilltop campus has been preserved and nurtured. In addition to physical facilities which are designed to meet the needs of the expanding educational programs of a rapidly growing university, much planning, time, energy, and money have gone into improvement of grounds, driveways, sidewalks, parking areas, and expansion of utilities. This is a source of pride to all who are interested in Western and who recognize that it has been achieved not by accident but within the framework of long-range planning.

On October 30, 1964, the Board of Regents accepted and approved the President's recommendation that a Master Plan for the future development of the Western campus be given high priority by the President and his staff. Dr. Thompson visited many college and university campuses where he consulted with knowledgeable persons in the field of campus planning. He and his staff consulted intensively with planning professionals before choosing the firm of Johnson, Johnson & Roy, Inc., Landscape Architects, Ann Arbor, Michigan, for the development of a Master Plan. This outstanding firm of campus planners incorporated their experience, imagination, and superior talents into a Master Campus Plan for Western Kentucky University that embodied the ideas, desires, and best thinking of the large number of faculty and staff members who made excellent contributions to the development of the Plan. This Master Plan, officially adopted on January 22, 1966, provided the

guidelines that continue to serve as a valuable road map for the physical expansion of Western. It is especially important to the future development of the physical facilities that the Master Plan has been designed with sufficient flexibility to allow adjustments. Changing programs and shifting requirements may necessitate certain changes that can be made without disturbing the basic concepts upon which the Plan is built. The ratio of inside to outside spaces; the relations of academic facilities to housing, dining, service, and other areas; the academic street; and other basic fundamentals are to remain unaffected.

The implementation of the Master Plan should not be considered an easy task, as each structure and each physical improvement requires considerable time and effort of many individuals and agencies. Human and financial resources must be coordinated and given direction so that needs are defined and priorities are established.

Even though the need is evident, a facility cannot be brought into existence until the University has devised an acceptable plan for financing, construction, and operation. For example, it has been necessary to withhold further planning on the Environmental Sciences and Technology Building, pending the satisfactory resolution of some of the problems which have arisen in the development of an appropriate plan for financing the project. There are two primary sources for the financing of capital construction at Western, each of which is designed to meet a specific need in the educational structure.

The source of financing for educational buildings, commonly referred to as classroom or instructional facilities, was established by authority of the Kentucky Revised Statutes and by Resolution of the Board of Regents creating the Consolidated Educational Buildings Revenue Bonds. Under this program bonds have been issued on the pledge of revenues derived from student registration fees collected from all students attending the University.

Completed in 1960, the North Wing of the Kelly Thompson Complex for Science was the first building constructed at Western as a part of the Consolidated Educational Buildings Revenue Bond program. The University has relied upon this source of financing to construct other academic and service facilities brought into existence since that time, the most recent of which are the Raymond Cravens Graduate Center and Library, occupied this fall, and the Ivan Wilson Center for Fine Arts, now under construction. Also under way at the present time is the renovation and reconstruction of the former Training School Building which is scheduled for completion in late spring. The Board of Regents has authorized the reconstruction and renovation of Cherry Hall and given approval to the recommendation for the air conditioning of Van Meter Hall. Planning for these two projects is now under way.

The other primary source of funds for capital construction is known as the Western Kentucky University Housing and Dining System Revenue Bonds. This program provides the authority for Western to create housing, dining,

and certain other facilities designed to support the educational operations of the University. Dormitories, dining facilities, and student union facilities have been constructed at Western through the sale of Housing and Dining System Revenue Bonds. The program is self-supporting in that rental fees and other revenue derived from such facilities are pledged to the payment of these bonds.

Supplementing these primary sources of financing are funds which may become available through federal grants and/or federal loans under the Higher Education Facilities Act. When such resources are made available to Western, it greatly enhances the project to which it applies. In fact, a project may move up on the priority list if it is found that funds can be secured in the form of a grant or low interest loan.

The Board of Regents approves a recommended plan for financing and building and authorizes the planning and construction in accordance with procedures and policies of various state and federal agencies involved. The Commissioner of Finance authorizes the planning and construction of all state agency projects, as does the State Property and Buildings Commission. Such action is ordinarily the result of numerous conferences and planning sessions between University officials and representatives from the Department of Finance.

Upon the approval and concurrence of the individuals and the agencies previously noted, architects and engineers are assigned to a project to commence planning. Oftentimes the University has already engaged in months of preliminary planning, research, and study. This procedure is based upon Western's commitment to the "program concept." The University feels that physical facilities should be created in the manner which will best facilitate the educational programs for which they are designed. With this in mind, Western involves the persons who are to use the facility. A large building committee is selected with a small steering committee chosen from the larger group. The combined thinking of the most capable people goes into the planning of each building, resulting in the completion of attractive facilities which are highly functional.

As the student body continues to grow and as the educational demands continue to be more diversified, it is essential that Western unify and coordinate every possible resource in bringing into existence additional physical facilities necessary for a quality program. It should be noted that preliminary planning is a continuous process as members of the faculty and staff lay the foundation for other important physical tools that are needed if Western is to adequately meet the challenges and the demands in the years ahead.

THE 1972-74 BIENNIAL BUDGET REQUEST

There are four documents which relate to the fiscal affairs of the University as they combine to represent the official records of the financial statements, accounts, and activities of the institution.

The Biennial Budget Request
The University Operating Budget for Fiscal Year
The Annual Financial Report
The Annual Audit

At a meeting of the Board of Regents on November 10, 1971, approval was given to the 1972-74 Budget Request, which was prepared in accordance with prescribed procedures adopted by the Council on Public Higher Education. The budget format was developed and adopted by the Council as a result of months of intensive study and careful planning. It serves as the guideline and the basis for the Biennial Budget Request.

The 1972-74 Biennial Budget Request for Western Kentucky University was submitted to the Council on Public Higher Education on Monday, November 15, 1971. Expenditure estimates for all university programs total \$27,176,642 for 1972-73 and \$28,883,835 for 1973-74. The state appropriation request for the first year of the biennium is \$17,278,820, and the request for the second year is \$18,689,382. Student fees, gifts, grants, federal funds, and income from auxiliary services are expected to provide the balance of the budget.

REPORT ON MEETING OF THE BOARD OF REGENTS

The Board of Regents met in regular session on Wednesday, November 10, 1971. As indicated above, the Board received a status report on the 1972-74 Biennial Budget Request and authorized the President to submit the Request to the Council on Public Higher Education.

The Board gave approval to an undergraduate area of concentration in Community Health (Public Health) and to the general education guidelines approved by the Academic Council. A Center for Career and Vocational Teacher Education was established, and Dr. Norman Ehresman was named Director. The Center will be responsible for coordinating vocational teacher education programs across the University, for the development of career education content as a part of existing education curricula within the College of Education, and for the extension of career education services to elementary and secondary schools.

Approval was also given for a University Health Programs Committee, which will coordinate all University health programs. Dr. William R. Hourigan was named chairman of the committee and designated coordinator of the University health programs.

Resolutions were approved authorizing the renovation and reconstruction of Cherry Hall and the air conditioning of Van Meter Hall.

INTERIM BETWEEN FALL AND SPRING SEMESTERS

Since Christmas and New Year's Day are on Saturday, all University offices will be closed on Friday, December 24, and Friday, December 31.

Office personnel employed on a twelve months' basis will also be given a vacation of four working days during the holiday period. Department heads will be responsible for scheduling the time off for personnel who observe an eleven months' work schedule.

Office Hours

When school is not in session, office hours will be from 8 a. m. to 4 p. m. Office heads are requested to make the necessary arrangements so that offices will be open and staffed in a manner that will assure the transaction of all necessary University business.

Post Office Schedule

Campus mail delivery will be suspended on December 17, and the College Heights Post Office will observe the following schedule:

December 20-23	8 - 10 a. m. 2 - 4 p. m.
December 24	8 - 10 a. m.
December 27-30	8 - 10 a. m. 2 - 4 p. m.
December 31	8 - 10 a. m.
January 3-7	8 - 10 a. m. 2 - 4 p. m.
January 8	8 - 10 a. m.

Normal operation will be resumed on Monday, January 10, 1972.

DISTRIBUTION OF CHRISTMAS CARDS THROUGH CAMPUS MAIL

For the convenience of members of the faculty and staff, Christmas cards may be distributed on campus through the campus mail.

OPENING OF THE SPRING SEMESTER

In accordance with the announced schedule and to facilitate the opening of the spring semester, all offices are to be open and staffed from 8 a. m. until 12 noon on the following Saturdays:

January 8
January 15

Your attention is called to the revised registration schedule for the spring semester:

January 10	4-6 p. m.	Registration for evening classes
January 11	4-6 p. m.	Registration for evening classes
January 11	12 noon - 3 p. m.	Registration for seniors and graduate students
January 12	8 a. m. - 4 p. m.	Registration for freshmen, sophomores, and juniors
January 13	8 a. m. - 12 noon	Continuation of registration for freshmen, sophomores, and juniors

ATTITUDES AND SCHOOL CITIZENSHIP

The major responsibility of each person employed at Western can be defined and identified in some specific area relating to instruction, administration, or school services. If the University is to excel, no individual can restrict his influence to the teaching of a class, making or interpreting school policy, or providing a service. These are basic, and continued progress is dependent upon effective performance; however, each person must strive equally hard to relate these functions to the importance of good citizenship and the value of ethical character. Western solicits the help of every faculty member and all other employees in the placing of strong emphasis on proper conduct and citizenship. The student body will respond in an admirable way if every member of the faculty and staff will accept this responsibility.

A SPECIAL GREETING

I want to take this opportunity to extend the warmest best wishes from Mrs. Downing and me for you and yours to enjoy the happiest of Holiday Seasons. In addition, I want to express the appreciation of the University, as well as my personal gratitude, for the excellent work being accomplished and the outstanding leadership being given by the faculty and staff at Western. With a continuation of such effort, all of us can look to the New Year with confidence and anticipation of continued success.

Dero G. Downing