

MINUTES  
FINANCE COMMITTEE  
OF THE BOARD OF REGENTS  
WESTERN KENTUCKY UNIVERSITY  
July 23, 1993

Required statutory notice having been given, the Finance Committee of the Western Kentucky University Board of Regents met at    a.m. in the Regents Conference Room of the Wetherby Administration Building. The meeting was called to order at    a.m. by Chairman Earl Fischer. Other committee members present were Mr. Gray, and Mrs. Loafman. Mr. Mudge and Mr. Preston were absent.

**8.2.1 -    Review of Fourth Quarterly Financial Statement  
for 1992-93**

The Finance Committee reviewed the Fourth Quarterly Financial Statement for 1992-93 and found it to be in good order. It was noted that the audit is not complete, and the quarterly financial statement does not reflect the final figures but will be very close. He felt it was a monumental accomplishment by the University that it came in at a 91% level of the budgeted expenditures.

Dr. James Ramsey, Vice President for Finance and Administration, summarized the financial statements for committee members, noting that it was premature at the present time to make any statements as to how the final audited numbers will come out. Dr. Ramsey felt the final audited financial statements will indicate the fund balance of the University will, in fact, increase.

Mr. Fischer commented that the Finance Committee sees that the departments across campus are doing responsibility accounting with a good reaction to that with a lot of footnotes throughout the budget. At the same time, the Finance Committee sees the Administration doing a tremendous job of making the format and summary readable so that individuals and budget units can see where they fit

into the budget picture, and so that the Finance Committee of the Board of Regents can pick up the document and it's not such an infertile document that they can track and follow it.

Note: A copy of the quarterly report for the period ending June 30, 1993 is filed in the Board's official records.

The second item to be reviewed by the Finance Committee follows:

**8.2.2 - Recommendation for adoption of a resolution  
authorizing application for a Rural Electrification Administration  
Distance  
Learning grant to establish a second inter-  
active classroom at the Glasgow campus and  
a second associated originating classroom on  
the Bowling Green campus**

**RECOMMENDATION:**

President Meredith recommends the adoption of a resolution authorizing application for a Rural Electrification Distance Learning Grant to establish a second interactive classroom at the Glasgow Campus and a second associated originating class-room on the Bowling Green campus.

Background:

The Rural Electrification Administration has initiated a Distance Learning and Medical Link grant program which will support up to 80% of the cost of establishing interactive television facilities. The next application deadline is July

14th.

The program assigns high priority to a number of factors including the degree of rurality, delivery of medical training (e.g. Western's Nursing program in Glasgow) and experience in distance learning. The need for an additional originating classroom on the main campus is anticipated in the near future. Furthermore, establishment of an additional classroom at Glasgow would facilitate the expansion of course offerings there as well as the Nursing program. The facilities proposed in the grant application are congruent with existing plans for development of the communications network to the extended campus locations (video, data and voice). It is estimated that the total grant budget will be \$180-200,000 with up to \$40,000 in matching funds.

President Meredith stated that with the approval of the Finance Committee, Mr. Fischer moved adoption of the above resolution. The motion was seconded by Mr. Gray and carried unanimously.

**8.2.3 - Recommendation for approval of the consolidation of travel services and to award a contract for travel services**

Recommendation:

President Thomas C. Meredith recommends that the Board of Regents approve the consolidation of all university travel activities under one organizational unit to be located in the Department of Accounts and Fiscal Services and that a contract be awarded to Quality Travel for all university airline tickets, hotel reservations, and other travel related business.

Background:

Travel functions and responsibilities have been segregated among three different organizational units on campus. It has been determined that efficiencies can be realized by consolidating these functions in Accounts and Fiscal Services. In addition, it has been determined through analysis of the travel functions at other universities, University of Alabama at Birmingham and Samford University, that significant travel savings can be realized and revenues generated from the award of a travel contract to one vendor and that a travel coordinator can provide valuable services to units across campus. In addition, agencies are willing to pay a commission to the university for these services.

The university developed a Request for Proposal. Based upon the professional evaluation of the staff, Quality Travel has been determined to have submitted the best bid. Quality has agreed to a commission payment to the university of 65 percent of commission they receive for all airline reservations. Quality will install a computer system in the Wetherby Administration Building which will allow the coordinator on-line access to their reservation system. Quality will also provide training to the coordinator so that the travel coordinator will be able to schedule travel reservations and provide other travel services to departments on campus.

The Finance reviewed and approved the recommendation related to University travel services.

On a motion by Mr. Fischer, and seconded by

Mrs. Loafman the recommendation was unanimously approved.