

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

AGENDA ITEM 1 - Call to Order

Required statutory notice having been given, a regular meeting of the Board of Regents of Western Kentucky University was held in the Regents Conference Room of the Wetherby Administration Building. The meeting was called to order by Mr. Burns Mercer, Chair, at approximately 10:25 a.m., CDT.

AGENDA ITEM 2 - Invocation

The meeting opened with an invocation by Mrs. Dixie Mahurin, Coordinator for Athletic-Academic Support Services.

AGENDA ITEM 3 - Oath of office - Mr. Donald Smith

Having been elected by the students to a one-year term, Mr. Donald Smith, an Elizabethtown senior, qualified as student regent for the 1993-94 school year by taking the Constitutional Oath administered by Mrs. Liz Esters, Secretary to the Board of Regents and Notary Public.

Former student regent Joe Rains was presented with a framed color photo of himself that hung in the Regents Room during his tenure. Best wishes were extended to Mr. Rains for the future.

AGENDA ITEM 5 - Roll call

The following members were present:

Mrs. Kristen Bale
Mr. Robert Earl Fischer
Mr. C.C. Howard Gray
Mr. Monnie Hankins
Mrs. Peggy Loafman
Mr. Burns Mercer
Mr. Donald Smith

Dr. Ray M. Mendel, Mr. Fred Mudge, and Mr. Raymond B. Preston were absent.

Also present were Dr. Thomas C. Meredith, President; Dr. Jim Ramsey, Vice President for Finance and Administration; Dr. Robert Haynes, Vice President for Academic Affairs; Dr. Jerry Wilder, Vice President for Student Affairs; Dr. Jim Heck, Executive Assistant to the President; Mrs. Liz Esters, Staff Assistant for Special Projects and Secretary to the Board of Regents; Dr. Randell Capps, Parliamentarian and Mr. Fred Hensley, Director of University Relations.

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 5 - Reorganization of the Board applying to the offices of Chair, Vice Chair, Secretary, and Treasurer.

In compliance with the Bylaws of the Board of Regents, Mr. Gray made a motion calling for the continuation of service of the Chair and Vice Chair for an additional term. Mr. Gray moved that Mr. Burns Mercer continue as Chair, Mr. Monnie Hankins continue as Vice Chair, and Mrs. Liz Esters continue as Secretary to the Board. The motion was seconded by Mrs. Loafman. There were no other nominations, and the motion carried unanimously.

Dr. James Ramsey was reappointed Treasurer.

AGENDA ITEM 6 - Election of three members to serve with the Chair and Vice Chair as the Executive Committee

In accordance with the new Bylaws, Mrs. Bale made a motion placing in nomination the names of Mr. Earl Fischer, Mr. C.C. Howard Gray, and Mrs. Peggy W. Loafman to serve on the Executive Committee with Chairman Mercer and Vice Chairman Hankins. The motion was seconded by Mr. Smith. There were no other nominations, and the motion carried unanimously.

AGENDA ITEM 7 - Disposition of minutes of the meetings of May 4, 1993, and June 29, 1993, and the July 7 Executive Committee

The minutes of the above meetings were presented by Chairman Mercer. Motion was made by Mr. Fischer and seconded by Mr. Hankins to approve the minutes as submitted inasmuch as copies had been mailed to Board members prior to the meeting. The motion carried.

AGENDA ITEM 8 - Committee Reports:

8.1 - **Academics Committee, Mr. Fred Mudge, Chair;** Mrs. Kristen Bale; Mr. Monnie Hankins; Dr. Raymond Mendel, and Mr. Joe Rains

Mr. Hankins filled in as Chair of the meeting held earlier in the morning. Mr. Hankins and Mrs. Bale were the only committee members present with Mr. Mudge, Dr. Mendel, and the student regent absent. There was not a quorum available for the meeting; however, the Committee reviewed the following items:

8.1.1 - Recommendation for approval of the Quality Assurance Plan

RECOMMENDATION:

President Thomas C. Meredith recommends approval of the Quality Assurance Program. This program will guarantee the competencies of graduates of the Teacher Education Program during their internship year. The

University will provide the necessary resources to correct any deficiencies that are discovered that should have been handled during the preparation of the student.

Background:

The Quality Assurance Program for first-year teachers is designed to express University-wide confidence and pride in the graduates of our teacher preparation programs and to communicate to the school districts of Kentucky the belief that our graduates will contribute significantly to the schools and children of the Commonwealth. Further details are provided in Exhibit A that is attached to the minutes.

Dr. Meredith stated, "We want to say to the public that we have confidence in what we are producing at Western Kentucky University, and that we want to be accountable for our products. This is a University-wide commitment. It is not just for the College of Education, because the preparation of teachers involves the entire University over a four-year period. The entire University is on the line regarding these graduates, and we are guaranteeing them during the first year of their internship. We are the only University in the state that is doing this, and we are only aware of five or six institutions in the country that is doing this."

RECOMMENDATION:

8.1.2 - Recommendation for approval of a proposed new Associate of Arts Degree Program in Paralegal Studies in the Community College of Western Kentucky University

Background:

The proposal to establish in the Community College an Associate of Arts Degree program in Paralegal Studies comes in response to requests by local and regional public and private law firms, corporations, and government agencies for well-trained paralegal personnel. Students enrolled in the program would receive training in selected areas of criminal, domestic, civil, and corporate law. They would enroll in coursework which enables them as well to develop such practical skills as typing, word processing, accounting, and public speaking.

The Associate of Arts Degree Program in Paralegal Studies will require a minimum of 64 semester credit hours. Twenty-five of the required credit hours would be general education hours, while thirty-six would consist of paralegal technical and skill courses. Three hours would be elective.

The paralegal technical and skill courses and a one credit hour internship course are listed below:

PLS 190C - Introduction to the Paralegal Profession
PLS 195C - Legal Research and Writing
PLS 291C - Criminal Law for Paralegals
PLS 292C - Corporate Law
PLS 293C - Civil Procedure
PLS 294C - Administrative Practice and Procedure
PLS 295C - Estate Planning and Administration
PLS 296C - Family Law
PLS 297C - Litigation Practice and Procedure
OST 220C - Word Processing
RE 273C - Real Estate Law
BUS 110C - Basic Accounting
PLS 299C - Internship in Paralegal Studies

BUDGET IMPLICATIONS

One full-time faculty member will be required immediately to establish and direct the program, teach, advise students, and interface with an advisory committee for the Paralegal Studies program. The minimum qualifications for a person in this position would be a baccalaureate degree in Paralegal Studies. (Resources needed: approximately \$25,000 and an additional amount to cover fringe benefits).

8.1.3 - Recommendation for approval to establish a Certificate Program in Paralegal Studies in the Community College of Western Kentucky University

Background:

Several government and business entities in the region approached the Community College to inquire about prospects for development of a paralegal certification program. The inquiries were followed quickly by the formation of an advisory committee of legal professionals who conducted a survey of area law firms to assess the need for organized curricula in Paralegal Studies. The results of the survey revealed an enormous demand for a certification program in Paralegal Studies.

Developed largely in response to the documented need, the proposed certificate program would provide the necessary technical instruction and training for those seeking a career in the paralegal field. The courses which comprise the recommended program were selected in conjunction with the Community College Paralegal Studies Advisory Committee. The Accreditation Guidelines of the American Bar Association also influenced the selection of the courses. The courses are as follows:

PLS 190C - Introduction to the Paralegal Profession
PLS 195C - Legal Research and Writing
PLS 291C - Criminal Law for Paralegals
PLS 292C - Corporate Law
PLS 293C - Civil Procedure
PLS 294C - Administrative Practice and Procedure
PLS 295C - Estate Planning and Administration
PLS 296C - Family Law
PLS 297C - Litigation Practice and Procedure

BUDGET IMPLICATIONS

The courses required for certification are the same as those required in the Associate of Arts Degree program. Thus, approval of the Associate of Arts Degree program (and requisite resources) would assure that the certification program can also be offered.

8.1.4 - Recommendation for approval to develop an Interdisciplinary Master of Arts Degree Program in Administration

Background:

The development of the Interdisciplinary Master of Arts Degree Program in Administration was prompted by the appeals of clientele in Western's service region for graduate level programs that satisfy their immediate job-related needs and improve their chances for career advancement. These clientele, largely professionals in business and industry, contend that the climates in their professions have changed dramatically and, as a result, competencies and skills are required which cannot be developed from existing university curricula. As examples of the changing climates, these individuals cite the increased applications of Total Quality Management (TQM) Approaches and Taguchi Design methodologies. When adopted as ways to increase productivity and administer resources more

efficiently, these strategies require new behaviors on the part of every manager, supervisor, and employee. Further, when such workplace changes are implemented, every constituent is expected to develop new modes of communicating even as production or commercial activity continue. The general consensus among those in business and industry is that failure on the part of managers, supervisors, and employees to adjust appropriately to the new demands of the workplace will lead invariably to such adverse effects as: mediocre to poor job performance, low productivity, and inefficiency. The proposed interdisciplinary program of study in Administration, which encompasses the key areas of business, communication, psychology, geography (focus on environmental issues), and industrial technology, would enable individuals to communicate more effectively across job lines. Further, those who complete the program would be empowered to contribute more meaningfully to decision making about the broad range of issues and problems that impact a commercial or industrial enterprise.

The Interdisciplinary Master of Arts Degree Program in Administration will require 21 hours of coursework in Economics, Management, Communication, Geography, and Psychology. Students will also be required to complete 6 hours of related restricted electives and 6 hours of general electives:

A. Required Courses (21 hours)

- ECON 504 Survey of Economic Theory3.0 hours
- MGT 513 Management Dynamics3.0 hours
- MGT 570 Business, Government, and Law3.0 hours
- COM 461G Organizational Communication3.0 hours
- GEOG 571 Quality of Life, Environmental Problems,
and Ecological Solutions3.0 hours
- PSY 551 Social Psychology of Organizations3.0 hours
- PSY 507 Statistical Design of Experiments3.0 hours
- OR**
- SOC 513 Methods of Social Research3.0 hours

All of the courses listed above are required, except for the choice of either PSY 507 or SOC 513, either of which may serve as a research tool. None may be taken in the undergraduate curricula.

B. Related Restricted Electives (6 hours)

- COM 563 Issues Management3.0 hours
- OR**
- COM 564 Crisis Communication3.0 hours
- COM 560-5 Seminar in Organizational Communication -
Multinational Business Communication
(Special Topic).....3.0 hours
- OR**
- COM 586 Processes of Group Communication3.0 hours
- OR**
- COM 560-6 Seminar in Organizational Communication -
Employee Communication (Special Topic) ..3.0 hours

C. Related General Electives (6 hours)

- GEOG 487G Environmental Law3.0 hours
- PSY 473G Training in Business and Industry3.0 hours
- PSY 570 Introduction to Industrial/Organizational
Psychology3.0 hours
- IT 430G Supervision of Industrial and Corporate
Resources3.0 hours

BUDGET IMPLICATIONS

The existing faculty in each of the disciplines represented in the proposed program are adequate to initiate and sustain the proposed program.

Part-time faculty funds will be necessary, however, for some departments to replace full-time ranked faculty assigned to teach courses in the proposed program.

8.1.5 - Recommendation for approval of changes in the Department of Nursing Student Handbook

Background:

All students admitted to a program of study in Nursing receive a copy of the Western Kentucky University Department of Nursing Student Handbook, Revised Fall 1992. The purpose of the handbook is to acquaint the nursing student with the curriculum, policies, and guidelines of the Department of Nursing. Students are referred to other university publications for more general information about university policies and guidelines.

The document that accompanies this recommendation **[Exhibit B]** would replace pages 60, 61, and 62 of the 1992 edition of the Department of Nursing Student Handbook. The most salient change being proposed is modification of the standard for admitting students into the programs. Applicants seeking admission to a program of study in Nursing would have to present a grade point average of 2.5 or above (currently the standard is 2.3 or above).

BUDGET IMPLICATIONS

There would be no costs associated with the changes.

Having reviewed the recommendations as outlined in the Academics Committee, Mr.

Hankins made a motion for approval. The motion was seconded by Mrs. Bale and carried unanimously.

8.2 - Finance Committee, Mr. Earl Fischer, Chair; Mr. C.C. Howard Gray; Mrs. Peggy

Loafman; Mr. Fred Mudge, and Mr. Raymond Preston

Mr. Fischer reported that the Finance Committee met earlier in the day to review the items listed below. The following members of the committee were in attendance: Mr. Fischer, Mr. Gray, and Mrs. Loafman. Mr. Mudge and Mr. Preston were absent.

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

Mr. Fischer stated that the Finance Committee reviewed the Fourth Quarterly Financial Statement for 1992-93 and found it to be in good order. He felt it was a monumental accomplishment by the University that it came in at a 91% level of the budgeted expenditures.

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

President Meredith commented as follows: "We have a continuing philosophy on this campus of moving toward shifting the responsibility for budget management closer to the point of action.

We have made good progress on that. I would compliment the people on this campus who are budget managers for accepting this responsibility forthright and straight up. They have become very efficient managers for their budget. This institution at one time was not running within budget; and the budget managers across this campus, as they have been given this responsibility, have moved us to operate strictly within the budget with which we have to operate. I compliment them for that also compliment the financial arena under Dr. Ramsey with Dr. Garmon, Tom Harmon and others who have done such a good job monitoring all of this. We are now on line fully with every budget manager being able to get instantaneous response on the current status of their budget which helps them be good budget managers. In addition, given the conversations we have had around this table over the years, I would like to say that athletics are within budget--that is a monumental statement."

Mr. Gray made the following comments: "When Chairman Mercer and I came on the Board there was controversy going around; there was an audit going on. I guess I was reminded of that this morning when I picked up the newspaper about the lottery being audited. It just reminded me, and I think sometimes it's understood, but in settings like this, it needs to be said again that we can't, as Board members, micro-manage this University. That is why we feel like the best people have been employed to manage this University. We expect you to administer this University in accordance with the laws and revised statutes of the Commonwealth, and we think that you are. We don't want to wake up some morning and find out that the Governor is after our resignation. We depend on you and the administration to see that that doesn't happen." President Meredith gave his assurance that the University is and will continue to be administered in accordance with the laws of the Commonwealth.

8.2.2 - Recommendation for adoption of a resolution authorizing application for a Rural Electrification Administration Distance Learning grant to establish a second interactive 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

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.

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 Committee 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.

AGENDA ITEM 9 - Presentation of personnel actions since May 4, 1993.

RECOMMENDATION:

President Thomas C. Meredith recommends that the Board of Regents approve the recommended personnel changes which have transpired since the meeting of the Board on May 4, 1993.

[The recommended personnel changes are contained in the next 29 pages.] Motion for approval of the recommended personnel changes was made by

Mrs. Bale, seconded by Mrs. Loafman and approved unanimously.

AGENDA ITEM 10 - Report by the President

- President Meredith congratulated Regent Smith for his success at the National Leadership Conference of Phi Beta Lambda, which is a business education national organization. He and his colleagues traveled to Washington, D.C. to do battle with the rest of the world in national competition. Donald placed first in the country in the "Battle of the States." He was honored in the category of parliamentary procedure. Lori Spears, from Paducah finished second in the nation in the category of job interview. The Western Chapter received a designation as a Gold Seal Chapter for being in the top 15% of the chapters in the United States. Dr. Steven White is the faculty advisor and accompanied them on their trip.

- Finley Baird was introduced as the new Assistant Director of Admissions for Minority Recruitment.

- Noted that the search for a Vice President for Institutional Advancement is drawing to a close with the last candidate on campus today for interviews.

- Reported that the State revenue shortfall is now anticipated to be \$264 million, and universities have been asked to prepare a contingency plan for a 2, 4, and 6% cut. Two percent has already been set aside; so in essence, for Western it means either a 4, 6 or 8% cut. Dr. Meredith stated that, "It will be quite impactful on the services we can provide outside the classroom. It will be impactful for the first time on what we are actually providing in the classroom and the number of classes that can be provided. It will be impactful on what we can do off campus in terms providing classes and services. We've tried to be good stewards of the cuts up to this point in time and protect the classroom and deal with what have been massive cuts so far. If this comes, it will be dramatic. As students are not able to get classes that they need on a timely basis, they will have to go to college longer. Their debt will grow, and it will be very burdensome on an awful lot of people. I think that is unfortunate given the importance of higher education in the state."

Mr. Mercer added, "A lot of parents need to realize that we're talking about a fifth year now to get through college for a lot of people. That costs a lot of money--it costs this state a lot of money in lost time out in the workforce. There are a lot of ramifications to this latest budget cut. I hope the word can get out and that we can avoid, certainly, the 8%."

AGENDA ITEM 11 - Other Business

There was no other business to come before the Board.

AGENDA ITEM 12 - Adjournment

The meeting adjourned at approximately 10.50 a.m.