

**MINUTES**  
**OF THE BOARD OF REGENTS**  
**WESTERN KENTUCKY UNIVERSITY**

February 25, 1994

**AGENDA ITEM 1 - Call to Order**

Required statutory notice having been given, the first quarterly 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 1:10 p.m. CST.

**AGENDA ITEM 2 - Invocation**

The meeting opened with an invocation by Dr. Luther Hughes, Head, Department of Agriculture.

**AGENDA ITEM 3 - Roll call**

The following members were present:

Mrs. Kristen Bale  
Mr. Robert Earl Fischer

Mrs. Peggy Loafman  
Dr. Raymond M. Mendel  
Mr. Fred N. Mudge  
Mr. Burns Mercer

Mr. Donald Smith

Mr. Gray, Mr. Hankins, and Mr. Preston were absent.

Also present were Dr. Thomas C. Meredith, President; Mrs. Liz Esters, Staff Assistant for Special Projects and Secretary to the Board of Regents; Dr. Jim Ramsey, Vice President for Finance and Administration; Dr. Robert Haynes, Vice President for Academic Affairs; Mr. Robert M. Rutledge, Vice President for Institutional Advancement; Dr. Jerry Wilder, Vice President for Student Affairs; Dr. Jim Heck, Executive Assistant to the President; Dr. Randall Capps, Parliamentarian and Mr. Fred Hensley, Director of University Relations. Ms. Deborah Wilkins, Attorney-at-law, from Campbell, Kerrick & Grise was also present.

**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 October 23, 1993, the special meeting of December 3, 1993, and the Executive Committee meeting of December 16, 1993

The minutes were presented by Chairman Mercer. Motion was made by Mrs. Bale and seconded by Mr. Mudge to approve the minutes as submitted inasmuch as copies had been mailed to Board members prior to the meeting. The motion carried.

**AGENDA ITEM 5 - Committee Reports:**

**Secretary's Note: Items on the agendas for the Academics Committee and the Finance Committee were considered by the Board as a whole.**

**5.1 - Academics Committee, Mr. Fred Mudge, Chair**

**RECOMMENDATION:**

**A request for One-Year Waiver of Requirement to Comply with Established Standards of Kentucky Plan for Equal Opportunities in Higher Education.**

**Background:**

In November 1987, the Council on Higher Education established a goal to provide equal educational opportunities for all Kentuckians, without regard to race, through higher education enrollments, employment, and policies. The goal was endorsed in 1991 in the Council's *"Strategic Plan for Higher Education in Kentucky: 1991-1996."* The goal was further defined by institutional commitments and objectives regarding students, faculty, and staff as specified in *"The Kentucky Plan for Equal Opportunities in Higher Education"* approved by the Council on Higher Education in May 1990.

Eight commitments in *"The Kentucky Plan for Equal Opportunities in Higher Education"* related directly to the enrollment of Kentucky resident African American students and employment of African Americans as faculty and staff. For each higher education institution, the commitments are accompanied by institutionally specific initial starting points and objectives which the institution agreed to attain within a given time frame. The commitments, objectives, and a series of activities proposed by the institution constitute the institution's action plan.

In the enclosed resolution, entitled *"Request for One-Year Waiver of Requirement to Comply with Established Standards of Kentucky Plan for Equal Opportunities in Higher Education,"* Western's progress in

meeting the institution-specific objectives is summarized. Also described in this document are new initiatives to assure that the institution makes significant progress in achieving its objectives during the remaining years of the five-year cycle of the commitment (1991-1996).

**Budget Implications:**

Western Kentucky University has allocated \$130,000 to support initiatives recommended in the Minority Recruitment and Retention Goals Implementation Plan. This allocation was considered and approved by the Board of Regents during the July, 1993 meeting.

**REQUEST FOR ONE-YEAR WAIVER OF REQUIREMENT TO COMPLY  
WITH ESTABLISHED STANDARDS OF KENTUCKY PLAN FOR  
EQUAL OPPORTUNITIES IN HIGHER EDUCATION**

**Western Kentucky University**

**RESOLUTION**

**WHEREAS**, after nearly a decade of effort to meet the objectives incorporated in the *Kentucky Plan for Equal Opportunities in Higher Education*, Western Kentucky University has demonstrated progress in several areas. The University has achieved success in the employment of black faculty and administrators; and, for the period 1990-1992, it has met the retention objective for first-year Kentucky resident African-American students. Although the University has made some progress it has not yet fully reached its goals in the: (1) enrollment of Kentucky resident African-American undergraduates; (2) graduation of Kentucky resident African American undergraduate students; (3) enrollment of Kentucky resident graduate students; and (4) employment of professional non-faculty personnel.

The University is committed to diversity in its student population and equal access to all of its programs and fully supports the goals of the Kentucky Plan for Equal Opportunities in Higher Education. The spirit of that commitment is reflected in the following focal point from the Western XXI Strategic Plan:

**The University strives to ensure that its community of students, faculty and staff reflects a healthy human diversity. Proactive strategies in recruitment and retention of minority students and affirmative action in employment practices are primary vehicles for ensuring diversity.** (Western XXI Strategic Plan, p. 2)

**NOW THEREFORE**, in concert with that commitment, The Board of Regents of Western Kentucky University and the President, Thomas C. Meredith, have resolved that the University will make significant progress in each of the remaining years of the five-year cycle of the *Kentucky Plan for Equal Opportunities in Higher Education*.

**BE IT FURTHER RESOLVED**, with an abiding confidence in its ability to make such significant progress, Western Kentucky University formally requests that it be granted a one-year waiver of the requirement that it comply in full measure with standards of the *Kentucky Plan for Equal Opportunities in Higher Education*. This waiver is requested based on the following elements: (1) documentation of outstanding efforts that have not yet proven successful but hold promise of future success; (2) explanations of how the institution's revised plans for recruitment and retention of African American students or employees show promise of future success; and (3) discussion of the commitment of funds to equal opportunity related activities.

**Outstanding Efforts That Have Not Yet Proven Successful But Hold Promise for Future Success**

During the period from 1987 to 1993, Western Kentucky University conceptualized and implemented a variety of strategies to increase the probability that it would achieve the equal opportunity goals to which it is committed. Among these efforts was establishing a minority vita bank from which qualified candidates could be identified as positions became vacant. Some of the strategies have already been productive and others are still being refined in the hope that they will produce the desired results.

Among the efforts that hold promise for future success are:

- The institution in 1987 of the Junior Black Faculty Development Program;
- The adoption of a policy in 1989 that if there is at least one African American in an applicant pool who meets the qualifications for a vacant position, then that person would be invited for an interview;
- The establishment of the Office of Minority Student Support Services and dedication of two full-time positions to the recruitment and retention of African American Students; and
- The appointment of a full-time Minority Recruitment Administrator in the office of Admissions.

Since 1987, four African Americans have completed their doctoral degrees through the Junior Black Faculty Development Program. Unfortunately, only one of the four remains on the faculty at Western. More promising for future prospects for a critical mass of black faculty at Western are the five African Americans who are currently involved in the Junior Black Faculty Development Program. Each of these faculty members has expressed the desire to remain at Western once they have completed the doctoral program of study. The University entered an agreement with the faculty members that would obligate each to serve the University for two years as a full-time tenure track faculty member for each single year of support received.

The adoption of the policy to interview qualified African Americans in applicant pools to fill a vacant position has resulted in many more African Americans being interviewed for administrative, faculty, and professional nonfaculty positions. During the last four years that the policy has been in place searches were undertaken to fill the following administrative positions:

Vice President for Finance and Administration  
Vice President for Institutional Advancement  
Associate Vice President for Academic Affairs  
Ogden College Dean (Science, Technology, and Health)  
Glasgow Campus Director  
Glasgow Campus Director (second search)  
Physics and Astronomy Department Head  
Modern Languages and Intercultural Studies Department Head  
Department of Mathematics Department Head  
Athletics Director  
Hilltopper Athletic Foundation Assistant Director.

In eight (8) of the eleven administrative searches, African American finalists were interviewed on campus. Two of those interviews resulted in offers eventually accepted by the African American applicants. Those applicants filled the positions of Associate Vice President for Academic Affairs and Department Head of Physics and Astronomy.

During the same four year period, when an applicant known to be an African American entered a search to fill a vacant faculty position, that person was invariably invited to campus for an interview and, if qualified, offered the position. As a result of enhanced recruitment efforts and the new policy on campus interviews, the number of African American faculty increased from 8 in 1988 to 22 in 1994.

The establishment of the Office of Minority Student Support Services in 1987 was instrumental to the improved retention of African American students. With the assistance of the staff of this office, the University was able to meet its equal opportunity goal related to the retention of first-year Kentucky resident African American undergraduate students.

### **Explanations of how the institution's revised plans for recruitment and retention of African American students or employees show promise of future success**

#### **Appointment of a Full Time Minority Recruitment Administrator**

During Spring, 1993 the University approved a plan to transfer the responsibility for recruitment of minority students from the Minority Student Support Service area to the Office of Admissions. At the same time, the University allocated \$25,000 and additional fringe benefits costs to fund a new position entitled Assistant Director of Admissions for Minority Recruitment. This new full-time position would replace the half-time effort which had been previously devoted to minority recruitment. In establishing this new position, the specialized minority recruitment function will be coordinated with the overall recruitment efforts of the University. Dedicating a full-time professional who can utilize the resources of the Office of Admissions in the recruitment of African American students will result in a notable increase in the number of African American students enrolling at Western. The Assistant Director of Admissions for Minority Recruitment will be evaluated annually by the Director of Admissions. The evaluation will entail a quantitative analysis of data related to percentage of increase in number of enrolled African American students.

Even before the new recruitment professional has had the opportunity to produce results, enrollment data for Fall, 1993 show an increase in the number of full-time and part-time Kentucky resident African American students. The increase reflects a pattern of increased enrollments since 1990 when the number of Kentucky resident African Americans was at 573. During fall 1993, the total undergraduate

enrollment of Kentucky resident African American students was 704 or 6.4% of the total in-state undergraduate enrollment.

### **Enhanced Academic Scholarships for African American Students**

During Fall, 1993 Western Kentucky University endeavored to become more competitive in the awarding of scholarships to African American students. To that end, the traditional Regents Scholarships were upgraded to include room scholarships and were offered as inducements to African American students considering the possibility of enrolling at Western. The approximately \$9,600 which were allocated to this initiative will enable the University to double the number (to 16) of African American Regents Scholarship recipients in Fall, 1993.

The University also created a new scholarship program, entitled "*Minority Leadership Grant Program*," for selected minority students who have demonstrated high leadership ability in high school. The allocation of \$12,000 per year to this initiative will enable the University to award an additional 12 room scholarships per year or 48 over the four-year life of the commitment.

### **A Project to Improve Retention By Providing Tutoring Via Computer-Assisted Instruction**

A total of \$20,880 has been allocated to support the appointments of two African American graduate assistants and four work study students to serve in a tutorial support project using state-of-the-art interactive computer software. The tutorial support project will target African American students enrolled at Western who need tutorial assistance in a full range of general education courses. The project will not only advance the retention efforts of the University, but also create

new graduate assistantship and work study opportunities for African American students.

### **The Minority Assistantship Program**

The University has allocated an additional \$50,000 (to supplement the \$50,000 currently provided through EEO funds) to support the recruitment of 10 additional full-time Kentucky resident African American graduate students. The additional funding has already increased the number of full-time Kentucky resident African American graduate students to 35 for Fall, 1993. There were 19 full-time students in Fall, 1992.

### **Renewed Efforts to Recruit African American Faculty**

Western Kentucky University has increased the number of Black faculty members each year since 1988. By the 1992-93 academic year the total number of African American faculty had increased to 15 (and during that academic year two more were added to bring the total to 17). By appointing five additional faculty members in 1993-94, the total number of Black faculty members now stands at 22. One of the recently appointed faculty members is the Department Head of Physics and Astronomy.

The fact that five currently employed black faculty members are participants in the Junior Faculty Development Program is evidence of that program's importance in the University's recruitment efforts. Since the program was established in 1987, four faculty members have completed their doctoral degrees as participants in the program.

### **Discussion of the Commitment of Funds to Equal Opportunity Related Activities**

The funds that are earmarked to support the initiatives described above represent new allocations carved out of the institutional budget. These funds are separate and distinct from Council on Higher Education allocations to facilitate achievement of the EEO objectives. The beneficial outcomes of these new initiatives will be: (1) increased educational opportunities for Kentucky resident African American students and (2) steady progress toward achieving the objectives of "*The Kentucky Plan for Equal Opportunities in Higher Education*."

Western Kentucky University intends to achieve the goals of "*The Kentucky Plan in Equal Opportunities in Higher Education*" and is making substantial efforts to that end. As noted above, these efforts have resulted in real progress in Kentucky resident African-American student enrollment and employment of African-American faculty. The Council on Higher Education should grant a one-year waiver

on Plan compliance to permit the university to submit vitally-needed new academic program proposals for consideration. Such a waiver would provide encouragement and support for the institutional commitment which has been made to the goal of equal opportunity and recognition of the progress that is being made. These new programs, if implemented, will serve the educational needs of African-American as well as other students who are enrolled or will enroll at Western.

Ordered at Bowling Green, Kentucky, this 25th day of February in the year of our Lord, one thousand nine hundred and ninety-four.

Following a thorough discussion of the recommendation, motion for approval of the request for a one-year waiver of requirement to comply with established standards of *Kentucky Plan for Equal Opportunities in Higher Education* was made by Dr. Mendel, seconded by Mr. Smith and carried.

**RECOMMENDATION:**

**President Thomas C. Meredith recommends approval to delete from the institution's program inventory the thirty academic degree programs shown below. It is also recommended that no new students be admitted to these programs effective with the fall semester of 1994; and that students currently enrolled in these programs have three years to finish their associate degree programs, six years to finish their baccalaureate degree programs and four years to finish their master's degree programs.**

**ACADEMIC PROGRAMS TO BE ELIMINATED**

	CIP #	WKU <u>REFERENCE #</u>
<u>Certificate</u>		
Agricultural Equipment Tech.	01.0204	190
<u>Associate Degrees</u>		
Agricultural Equipment Mgmt.	01.0204	201 and 202
Electrical Engineering Tech.	15.0303	231 and 232
Occupational Safety and Health	15.0701	274 and 275
Power Mechanics Technology	15.0899.01	278
Coal Technology	41.0301.02	221 and 222
<u>Baccalaureate Degrees</u>		
Industrial Arts Education	13.1309	701
Allied Health Education	13.1327	511
Engineering Physics	14.1201	659
Speech and Theatre	23.1001.02	794
Philosophy and Religion	38.9999.01	748
Earth Science	40.0703	635
History and Government	45.0801.02	698
Production/Operations/Management	52.0205	765
<u>Master's Degrees</u>		
City and Regional Planning-MPS	04.0301	062
School Business Administration	13.0499.01	099
Health Education/Health & Safety Education	13.1307	076 and 138
Home Economics Education	13.1308	079
Industrial Education	13.1309	081
Science Area (Education)	13.1316	102
Social Science Area (Education)	13.1317	104
Math/Science Teacher Education	13.1399.02	087
Communications Education	13.1399.06	066
Psychology Education	13.1399.07	116
Home Economics	19.0101	127
Philosophy	38.0101	N/A
Religion/Religious Studies	38.0201	N/A
Counseling - MPS	42.0401	063
Government - MAEd	45.1001	074
Music Performance - MM	50.0903	088

## **INTERIM REPORT ON THE MBA PROGRAM**

Board members were provided a written interim report on the Business Degrees that was provided by Dr. J. Michael Brown, Dean, Bowling Green College of Business Administration. (Copy attached to the minutes as Exhibit I.) Dr. Robert Haynes, Vice President for Academic Affairs led a discussion on the report. Mr. Mudge made a motion which requested that a future report include information on the possibility of a cooperative program. The motion was seconded by Mr. Fischer and carried.

### **5.2 - Finance Committee, Mr. Earl Fischer, Chair**

#### **RECOMMENDATION:**

**President Thomas C. Meredith recommends the acceptance of the Accountants' Report and Financial Statements dated June 30, 1993, for WKYU-TV and WKYU-FM Radio.**

Note: Board members were provided with copies of the audit referred to in the minutes, and copies are filed in the Board's official files.

#### **Background:**

As a requirement for the receipt of federal funding from the Corporation for Public Broadcasting, Western Kentucky University is required to perform a separate audit of both WKYU-TV and WKYU-FM Radio. These audits were completed by Baird, Kurtz & Dobson (BKD) after the last regularly scheduled meeting of the Board of Regents and are submitted to the Board of Regents for acceptance at this time.

Both audits are "clean." In the management letter two recommendations are made. It is recommended that management prepare a reconciliation or a list of items that meets the university's capitalization requirements that are still in use by the radio and television stations. It is further recommended that donated equipment be properly identified and tagged in the same manner as purchased equipment. The university's chief financial officer is meeting with representatives of management of WKYU-TV, WKYU-FM, Purchasing, and BKD are to follow-through on each of these two recommendations.

A representative of BKD was in attendance at the meeting to discuss any specific issues relative to audits and financial reports.

Dr. James Ramsey, Vice President for Finance and Administration, reviewed the audits noting that both the audits are subsets of the University's audit and are required because of the federal funding. Both were "clean audits" with two management recommendations which are being addressed. Both deal with fixed asset records; the first observation made by BKD indicated that detailed property records are not reconciled to assets recorded as property in equipment on the financial statements of the radio and television stations. This item is being addressed as recommended by Baird, Kurtz and Dobson. The second management recommendation is that donated equipment is not being added to the university's inventory control

listing in the same way that purchased equipment is added to inventory control lists. This item, also, is being addressed. The financial audit for radio from last year showed a slight operating deficit in 1992; in 1993, an operating profit is shown which increases the fund balance to \$220,241 from \$161,497. The increase in fund balance is attributable to increases in underwriting and memberships. Part of the fund balance is also attributable to the difference in the federal fiscal year and the university's fiscal year. The goal for the radio operation would be to maintain an unrestricted fund balance of around \$150,000. The same two management recommendations apply to both television and radio. In financial reports for the previous year, the television audit showed a small operating deficit; that is an operating profit in 1993, which also resulted in an increased fund balance for the television over the prior year.

Mr. Fischer commended those responsible for the bottom lines and for the healthy situations that these two entities enjoy. Mrs. Loafman moved and Mr. Mudge seconded the acceptance of these two audits. The motion carried.

**RECOMMENDATION:**

**President Thomas C. Meredith recommends the acceptance of the Accountants' Report on Agreed-Upon Procedures prepared by Baird, Kurtz & Dobson (BKD) to assist Western Kentucky University in complying with NCAA Bylaw 6.2.3.1.**

**Background:**

Western Kentucky University requested Baird, Kurtz & Dobson to review procedures related to selected accounting records and the internal control structure of the university to assist the university in compiling with NCAA Bylaw 6.2.3.1. The procedures

performed and the findings of the work of BKD are summarized in a report entitled Accountants' Report on Agreed Upon Procedures, June 30, 1993. The procedures performed by BKD do not constitute an audit made in accordance with generally accepted accounting standards rather relate only to accounts and items specified in the scope of the engagement.

BKD has provided comments on internal control and operating procedures as part of their report, and they have provided one observation and recommendation in their comments. BKD noted a lack of segregation of duties over ticket sales. One individual in the ticket sales department usually has access to cash and also initiates recording of cash transactions. It is the recommendation of BKD that the cash be counted and transmitted by a person having no other ticket sales duties.

BKD has raised this concern before. The university has attempted to enhance the integrity of its ticket sales department by implementing a computerized ticket program. Final implementation of this computerized ticket management program was after the period covered by the BKD audit. In addition, one position in the Ticket Office was eliminated during last state mandated budget cutback. The elimination of this position effectively prohibited a segregation of duties in the Ticket Office due to lack of personnel. For the current fiscal year, a professional position has been restored to the Ticket Office and the university's chief financial officer, internal auditor, and athletics director are meeting to ensure that the recommendation made by BKD is adequately addressed.

Dr. Ramsey stated that this is not a full blown financial audit but a review



of certain accounting records and procedures in our internal control structure for athletics program expenditures. There was one management recommendation made in this audit. It was noted that a lack of segregation of duties existed over ticket sales. One individual in the ticket sales department usually has access to cash and also initiates recording of cash transactions. This is a weakness in our internal control system. This issue is now being addressed with a computerized ticket system that will hopefully address the problem. Baird, Kurtz & Dobson will be asked to look at the structure that has been laid out and advise us if it will address the problem.

Motion for acceptance of the Accountant's Report on Agreed-Upon Procedures prepared by Baird, Kurtz & Dobson was made by Mrs. Loafman, seconded by Mr. Smith. The motion carried.

**RECOMMENDATION:**

**President Thomas C. Meredith recommends to the Board of Regents the acceptance of the second quarter report of revenues and expenditures.**

**Background:**

The university provides to the Finance Committee and the Board of Regents a quarterly report of revenues and expenditures as a matter of information. University staff members have worked with members of the Finance Committee and the Board of Regents to design a reporting format that provides the maximum useful information to the Board of Regents.

Copies of quarterly reports for the period ending December 31, 1993, and for a comparable period ending December 31, 1992 were provided to the Board. From these reports comparisons of revenue and expenditure can be made over a two-year period.

The quarterly report for December 31, 1993, shows that total operating revenues are 61.74 percent of the revised budget. The corresponding percent for 1992 was 56.01 percent. The large increase in the receipt of tuition from FY92 to FY93 is attributed to the timing of the posting of student financial aid against student's tuition bills. In FY93, student financial aid for the spring semester was posted from January 1 through January 8. In FY94, student financial aid for the spring semester was posted during December. It is also noteworthy that Grants and Contracts revenue and expenditures are more than 10.75 percent greater in 1993 than in 1992.

Total expenditures are at 52.34 percent of revised budget. Departmental accounts are currently being reviewed to determine any areas that appear to be significantly out of budget.

**Note: A copy of the quarterly report is attached to the minutes as**

**Exhibit II.**

Dr. Garmon reviewed the report and answered questions regarding the report for the second quarter.

**RECOMMENDATION:**

**President Thomas C. Meredith recommends the Board of Regents approve the Revised Budget as presented for the quarter ending December 31, 1993.**

**Background:**

As discussed at previous meetings of the Finance Committee and the Board of Regents, a determination has been made that the Board of Regents should formally adopt revisions in the university's budget throughout the year. Attached is a Revised Budget for the quarter ending December 31, 1993. As indicated, the significant difference in the second quarter revision is attributable to the increase in the Fund Balance allocations as approved by the Board of Regents at its October 22 meeting. At that meeting the Board approved various allocations from the university's Fund Balance as of June 30, 1993. These Fund Balance allocations are reflected in the increased operating budget as presented.

**Note: The revised budget for the quarter ending December 31, 1993, is attached to the minutes as Exhibit III.**

Dr. Garmon reported that the revised budget reflects very closely what was presented on the quarterly financial report. She pointed out that the fund balance allocation had increased nearly one million dollars during this period of time which relates to the fund balance allocations that the Board approved in October. Grants and contracts are up \$2.5 million over the original budget.

A motion for approval of the revised budget as presented was made by Mr. Mudge, seconded by Mrs. Bale and carried.

**RECOMMENDATION:**

**President Thomas C. Meredith recommends to the Board of Regents the adoption of the attached policy and procedure statement for laboratory and course fees and other student fees.**

**Background:**

Over the years, a number of laboratory and course related fees have been imposed upon those students participating in these labs and courses. Approximately a year ago President Meredith requested the compilation of a fee inventory. Upon the development of this inventory, it became obvious that both a policy and procedure needed to be adopted to provide for the approval of such student fees.

The attached document is a statement of both policy and procedure for laboratory and course fees and other student fees. This statement will apply to all student fees that are not approved by the Board of Regents as part of the tuition and fees section of the university's budget. Further, it is recommended that the approval of this policy and procedure statement for student fees does negate the necessity for the Board of Regents to approve future laboratory and course fees and other student fees.

The attached policy and procedure statement includes a recommended policy dealing with lab and course fees and other student fees; the procedure for establishing such fees; criteria for the approval of such fees; and a procedure for the collection of such fees.

**Western Kentucky University  
Policy and Procedure Statement  
For Lab and Course Fees  
and Other Student Fees**

**Proposed Policy For Lab and Course Fees and Other Student Fees**

**Policy:**

Lab and course fees assessed students may be appropriate to generate revenue necessary to support extraordinary or non-routine resources directly related to

a specific course or lab. Such fees should be charged only to those students that make use of expendable supplies or individualized services.

Certain other student fees may be assessed to all students in order to support extraordinary expenditures and services to be made available to all students.

#### **Procedure for Establishing Fees:**

Proposals for assessment of fees must be submitted to the appropriate Vice President and should include:

- (1) Justification of the fee including a description of how the revenue will be utilized;
- (2) Amount of the fee and the estimated revenue; and
- (3) Proposed implementation date.

The appropriate Vice President will review this information and provide a finding of fact either supporting the imposition of the fee or finding that such a fee is not justified. The appropriate Vice President will recommend to the President the imposition of the appropriate fees when a finding of fact supports its imposition.

The President may either concur or disagree with the recommendation for the imposition of the fee.

#### **Criteria for Lab and Course Fees:**

- (1) Supplies purchased with fee income should be "used-up" (consumed) directly by the students charged the fee.
- (2) Supplies purchased with fee income must be essential to effective learning.
- (3) Supplies and services to be supported with fees should not be those expenditures the university normally is expected to provide.
- (4) The fee imposed should be a more economical alternative to having - students purchase materials or services individually.

#### **Procedure for Fee Collection:**

(1) To the extent possible, all fees and charges will be collected during the student registration process. Payments will then be made directly from the student to the Cashier's Office/Billing & Receivables.

2) If the nature of the fee does not lend itself to assessment during the registration process, the fee could be charged to the student's account via remote entry by the assessing office or department. The student would not pay the assessing entity; payment would flow directly from the student to the Cashier's Office/Billing & Receivables.

(3) In some cases, it would be appropriate for the student to pay for an item before receiving the good or service. Again, the payment would flow directly from the student to the Cashier's Office/Billing & Receivables. The student would then take a proof of payment to the assessing office or department.

4) Finally, if none of the above would apply, the current method of fee collection could be used. The fee payment would flow from the student through the assessing office or department to the Cashier's Office/Billing & Receivables. There should not be very many fees that would have to be collected in this manner.

- Following for your information is the fee inventory for Western Kentucky University as of August 1, 1993.

#### **FEE INVENTORY**

## August, 1993

### MANDATORY FEES (These fees are in addition to tuition changes.)

25.00	Downing University Center
5.00	Garrett Conference Center
15.00*	Athletics
5.00	Unallotted
10.00	Computers-Student Labs
15.00*	Health and Activity Center (Instituted 1990/91 for four years)
26.50*	Student Health Service
1.50	Student Government Associated Programming
<u>1.00</u>	Lecture Program
<b>\$104.00</b>	<b>Total Mandatory Fees (an increase of \$32 over 1991-92)</b>

\*Mandatory for full-time students; part-time students may pay the full fee if they want the service. The remaining fees are charged to full-time students and prorated to part-time students.

### COURSE AND LAB FEES

#### ACADEMIC AFFAIRS

##### Kentucky Museum

###### Admission Fees:

Adults	\$2.00
Children	\$1.00
Family	\$5.00

##### Industrial Technology

AT 360	Res. Arch. Drafting	\$2.00 *
AT 372	Com. Arch. Floor Pln.	\$2.00 *
AT 373	Com. Arch. Detailing	\$2.00 *
AT 374	Mech. Arch. Persp. Dwg.	\$2.00 *
AT 375	Special Arch. Prob.	\$2.00 *
AT 378	Arch. Model Making	\$2.00 *1+
GC 105	Survey of Drafting	\$2.00 *
GC 114	Technical Graphics	\$2.00 *
GC 115	Airbrush Rendering	\$4.00 *
GC 150	Graphic Layout and Repro.	\$2.00 *
GC 202	Engineering Drafting	\$3.00 *
GC 204	Computer Aided Draft	\$2.00 *
GC 307	Process Photography	\$15.00 2+
GC 342	Furniture Design	\$3.00
GC 387	Indus. Photography	\$8.50 3+
MT 103	Intro. to Wood Proc.	\$10.00 4+
MT 230	Intro. to Plastics Proc.	\$2.00
MT 301	Industrial Finishing	\$3.00
MT 317	Metal Process I	\$2.00
MT 341	Furniture Construction	\$10.00 5+
MT 452	Ind. Wood Processing	\$10.00 6+
MT 452G	Ind. Wood Processing	\$10.00 6+
MT 495	Acoustic Guitar Const.	\$10.00 7+
MT 495G	Acoustic Guitar Const.	\$10.00 7+

\*Fine of 3.00 for lost key to drawer assigned in lab.

1+ AT 378	Added cost for materials used ranges from 1.00 to 30.00
2+ GC 307	Final project fee depends on project and who gets the benefit 6.00 to 15.00
3+ GC 387	Added fees depend on options chosen by students. If materials are taken away as projects, a fee is assessed 1.00 to 15.00.
4+ MT 103	Added fees depend on materials used range from 30.00 to 40.00.
5+ MT 341	Added fees depend on materials used range from 30.00 to 100.00
6+ MT 452	Added fees depend on materials used range from 35.00 to 45.00.
7+ MT 495	Added fees depend on materials used--range from 100.00 to 125.00.
& MT 495G	

## AutoCad Seminar

Participants in these seminars pay \$180.00 for a 10 hour session and \$250.00 for a 15 hour session.

## Coal Characterization Laboratory

	Minimum		grams of Sample Needed
	Per Sample**	Classical Instrumental	
Proximate Analysis (moisture, ash volatile matter, and fixed carbon by difference)	32.00	22.00	2
Ultimate Analysis (carbon, hydrogen, nitrogen sulfur, moisture, ash, and oxygen by difference)	83.00	70.00	3
Proximate and Ultimate Analysis	98.00	75.00	3
"Short Prox" (moisture, ash, sulfur, and Btu/lb)	48.00	45.00	5
Moisture	11.00		2
Ash	11.00		2
Volatile Matter	15.00		2
Carbon, Hydrogen, and Nitrogen	48.00	40.00	.5
Carbon and Hydrogen	28.00		.5
Nitrogen	22.00		2
Total Chlorine	20.00		2
Forms of Sulfur (sulfate, pyritic and organic)	53.00		4-10
Total Sulfur	22.00	15.00*	.75
Pyritic Sulfur	20.00		4-10
Mineral Analysis (ASTM D-3682 procedure)	175.00		.3 (ash)
Free-Swelling Index	10.00		2
Heating Value	22.00	22.00	*2
Ash Fusion Temperatures	40.00	35.00*	2 (ash)
Gieseler Plastometry	85.00	70.00*	20
Hardgrove Grindability Index	40.00		1000
Flash Point (Closed Cup or Open Cup)	30.00*		100 ml

\*ASTM standard methods

\*\*Per sample charges are for duplicate analysis of each sample.

Analytical charges to other agencies of the Commonwealth of Kentucky and to academic institutions will be 80 percent of the above rates. Prices effective January 1987.

An additional 10 percent discount will be allowed for groups or four more samples.

## Nursing

CPR Training Center: Fees for rental of equipment, cost of supplies, and class fees (Cost recovery operation.)

Established in line with the Ky. Affiliate agreement.

Nursing Continuing Education (see attachment)

Workshop fees based on number of hours of course and expenses involved. (Cost recovery operation.)

Diagnostic testing of the diploma RN to establish validation of prior course work. Approx. \$50 per test.

Depends on the test used and the cost from the agency.

Students purchase a pack with material needed for on campus laboratory experiences. This has been done for the past one year. Pack sold by the bookstore.

## Home Economics and Family Living

-HEFL 441 Laboratory in Home Management prior to Spring 1992 paid a charge of \$187.50 each four-week period. In addition, each student paid a \$75 refundable breakage and maintenance fee. During the spring semester 1992 students enrolled in HEFL 441 are being charged only a \$20 refundable breakage and maintenance fee.

## Library Public Services

### Circulation Services

- Overdue materials - There are no fines imposed on faculty and staff for overdue library materials.
- Charges to students for regular materials are \$.05 per day per item. However, payment of fines is not required until a total of \$5.00 or more has been reached.
- Overdue charges for reserve materials are \$.75 per item per day. The maximum fine per item is \$6.00.
- Lost materials - For lost items, patrons are charged a \$15 processing fee plus replacement costs for the item.

### Charges to Lawyers

- \$.20 per page for copying
- \$.50 per page for fax
- \$5.00 per each fax transaction

### Periodicals and Microforms

- \$.15 per page for copies from microforms

### Reference Services

- Online searching is free to faculty. Students are charged on a cost recovery basis for Dialog, BRS and MEDLINE searches.
- DATATIMES searches of the full text Louisville COURIER JOURNAL are free to all.

### Correspondence Study (high school)

Fee for enrollment in one-half unit	\$40
Transfer fee (from one correspondence course to another)	\$5
Extension fee (completion of a course beyond the expiration date)	\$15

For college correspondence study, the same fee structures applies as applies to students in regular college classes.

### Extended Campus

Extended Campus fee (per class)	\$25
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### Registrar's Office

Drop/Add fee	\$2 per transaction
Graduation Fee	\$25/undergraduate \$35/graduate
Departmental Exam Fee	\$10/per course
Transcript Fee	\$2/regular service \$4/immediate service
Replacement Diploma	\$5

### Dental Hygiene

	Usual	student	faculty, staff	family member
Radiographs/full mouth series	\$24	\$6	\$6	
Bitewing x-ray series (four films)	\$12	\$4	\$4	
Single x-ray film	\$3	\$2	\$2	
Prophylaxis and flouride treatment	\$12	\$6	\$9	
Dental Sealants				
per tooth	\$3	\$3		
per quadrant	\$7	\$7		
Instrument rental and expendable supplies		\$250/year		

### Journalism

Photo lab fee for students using facility \$10/per sem.

Computer lab fee for students using facility \$10/per sem.

### **PE & Recreation**

PE 300 Determined by cost of food and current camp space rental.  
RECR 482

### **Teacher Education**

Student Teaching Fee \$1.50  
Fee for taking CTBS  
(California Test of Basic Skills);  
non-refundable \$5  
\*Computer Literacy Test Fee \$15  
Clinic Fees-collected from clients requesting service varies  
Summer workshop fees-participants not enrolled in class varies

\*This test is optional for students choosing to demonstrate computer literacy in lieu of course required.

### **FINANCE AND ADMINISTRATION**

#### **Food Services**

Non members pricing as of 7/1/93

Breakfast	\$2.95
Lunch	\$3.95
Dinner	\$4.95

Members Pricing as of 7/1/93

Nineteen Meals	\$695
Fifteen Meals	\$615
Ten Meals	\$535
Two Hundred Meals	\$770
One Hundred Fifty Meals	\$625
One Hundred Meals	\$460

#### **Accounts and Fiscal Services**

Returned check service fee	\$10
Late payment fee	\$50
Late payment fee on deferments	\$25
Service fee on credit cards	2% of amount charged

#### **Academic Computing and Research Services**

Student Computing Use Fee \$10/per semester

#### **ID Center**

Lost ID's (full-time and part-time students, faculty/staff) \$10

#### **Housing**

Residence Hall Rates

1992/93 1993/94

Non air-conditioned residence halls	\$555	\$600
Air-conditioned residence halls	\$580	\$625
McLean Hall	\$605	\$650
Schneider Hall	\$630	\$675
New Halls	\$680	\$745

#### **WKYU-TV**

Editing \$225/hr.  
1" edit bay with 2 BVH-2000

\$225/hr.

BVW-40 (Beta) and or BVU-800 (3/4  
Audio, switching, and crew  
Chyron Scribe

\$25/hr.

Ampex ADO

\$50/hr.

Graphics Camera				
	\$50/hr.			
3/4" Cuts Only				
	\$50/hr.			
Altered motion transfer (1 hr. minimum)				
	\$75/hr.			
3/4" or 1/2" to 1" (1 hr. minimum)				\$50/hr.
VHS editing (cuts only)				
	\$25/hr.			
Location: With camera, recorder, lights, sound, and camera operator				
Beta recording				
	\$125/hr.			
	\$1,000/day			
3/4" recording				
	\$75/hr			
Studio: With 3 cameras, director, crew, and 1" or Beta record				\$300/hr.
Additional camera				
	\$50/hr.			
Additional tape machine				
	\$50/hr.			
Chyron Scribe				
	\$25/hr.			
Ampex ADO				
	\$50/hr.			
Studio set-up time				
	\$75/hr.			
Remote Unit: With 3 cameras, 1" record, crew and engineering				\$2,500/day
Additional camera				
	\$400/day			
Transit time				
	\$750/day			
Additional:				
Producer/director				
	\$25/hr.			
Music (First Com Library per needledrop)				
	\$100			
Sets/Talent				
	TBD			
Taledyne Monarch (File)				
Training Tapes				
Shooting				
Cincinnati 1 day				
	\$800			
Travel 1/2 day				
	\$400			
Glasgow 1/2 day				
	\$400			
Editing				
Dubs				
	10 hours @ 275			\$2,750
	3 1" to VHS @ 25			
Producer-Director				
	22 hours @ \$25			
Narration				\$200
Music				\$200
Worktape				
	6-Beta 30s @ 114.42			
	2-1" 60s @ 53.00			
Planning				
	5 hrs. @ 25			\$125
Tape Prices				
SP	3/4"	10 min.	new	9.25
SP	3/4"	30 min.	new	11.93
SP	3/4"	60 min.	new	15.92
MBR UCA	3/4"	20 min.	new	9.20
UCA	3/4"	30 min.	new	8.02
UCA	3/4"	60 min.	new	12.00
BETA	1/2"	20 min.	new	6.99



BETA	1/2"	30 min.	new	9.58
VHS	1/2"	30 min.	new	4.90
VHS	1/2"	60 min.	new	4.79
VHS	1/2"	120 min.	new	5.72
	1"	30 min.	new	36.51
	1"	60 min.	new	53.71

#### Dubbing Costs

		w/o tape		with tape	
0-30 min.	31-60 min.	0-30 min.	31-60 min.		
1/2" to 1/2"	10.00		15.00	17.63	22.63
1/2" to 3/4"	10.00		15.00	25.30	36.81
3/4" to 1/2"	10.00		15.00	17.63	22.63
*3/4" to 1/2	5.00	8.00	12.63	15.63	
(Students class projects and faculty)					
3/4" to 3/4"	15.00		25.00	30.30	46.81
3/4" to 1"	50.00		70.00	103.82	151.05
3/4" to 2"	50.00		70.00	Upon request	
1" to 1/2"	50.00		70.00	57.63	77.63
1" to 3/4"	50.00		70.00	65.30	91.81
1" to 1"	50.00		90.00	103.82	171.05
1" to 2"	50.00		90.00	Upon request	
2" to 1/2"	50.00		70.00	57.63	77.63
2" to 3/4"	50.00		70.00	65.30	91.81
2" to 1"	50.00		90.00	103.82	171.05
1"to2"Spot Dubs	25.00		25.00	Upon request	

### STUDENT AFFAIRS

#### Public Safety

Student Parking Permit	\$35 if purchased July 1-December 31
	\$23 if purchased January 1-April 30
	\$10 if purchased May 1-June 30
F/S parking permit (transferable)	\$35 if purchased July 1-December 31
	\$23 if purchased January 1-April 30
	\$10 if purchased May 1-June 30
F/S parking permit (permanent)	\$20 if purchased July 1-December 31
	\$13 if purchased January 1-April 30
	\$3 if purchased May 1-June 30
Motor Cycle	\$20 if purchased July 1-December 31
Faculty/Staff/Students	\$13 if purchased January 1-April 30
	\$5 if purchased May 1-June 30
Weekly parking permit	\$2 per week
N/C for visitor permit.	
Copy of report - offense or traffic accident	\$2
Finger print card	\$2
Parking violations	
No permit	\$10
Yellow Zone	\$10
Improper Zone	\$5
Reserved Space	\$10
Time Limit Parking	\$5
Facing Wrong Direction	\$5
Expired Meter	\$5
Improper Display Decal/Permit	\$5

Possession of Lost or Stolen Decal	\$30
Parked in Handicap Space	\$20

If citation is not paid by closing of the 5th business day, an assessment of \$2.00 will be added to the original fine.

### **Counseling Services Center**

Strong Campbell Interest Inventory	\$10.00
Miller's Analogy Test	\$35.00
ABLE Test	\$10.00
GED Test	\$15.00
Residual Test/ACT	\$20.00

### **Downing University Center**

Billiards	\$1.30 per hour
Nite Class (non-students)	\$5
Bowling	\$1 game
Shoe rental	.25/person
Locker rental	\$1/semester \$2/two semesters \$3/year
Key deposit	\$5
Ping Pong	.25
Video games and foosball	.50
Broken paddles	\$2.50
Broken cue sticks	\$10
Theatre	\$2 person
Copy Machine	.05/copy

NOTE: Groups can be fined for damage to equipment or building.

NOTE: Rooms fees (non university) subject to University Relations Office.

### **Career Services Center**

Credentials fee	\$2
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### **Preston Center**

Full-time faculty/staff with salary levels of:

Less than \$17,499 per year	\$45 per year
\$17,500 - \$44,999 per year	\$90 per year
Greater than \$45,000 per year	\$120 per year

Full-time faculty/staff spouse and children. The fee for a spouse will be the same as that paid by the faculty/staff member. Children(s)' will be \$45 per child.

Part-time faculty/staff membership is \$60 per semester. This fee must be paid in full at the time of purchase. No family memberships are available.

Retired faculty/staff membership is \$90 per year.

Members of the Cherry Society are eligible for a year's membership for \$300 single/\$600 family.

Guest passes are available for \$5 per guest, per day.

### **President's Office**

### **Schneider Hall Continuing Education Center**

Guest Room Charges	
Single Room	\$15/person/night
Double Room	\$9/person/night
Monthly rates quoted on an individual basis, based on normal WKU housing fees	

### **Continuing Education Programs**

Tuition Fees  
Rates based on recovering the costs of the program for a minimum enrollment

Kentucky Sheriff's Academy	\$1250/person/seven week session
American Law Network Teleconferences	\$150/person/event
Social Services Seminars	No charge/grant funded

### **University Relations**

Event space at Western Kentucky University

Campus room - general use for one day (capacity varies)	\$50
Campus room - general use/extended days	priced per event
Van Meter Auditorium (capacity 975)	\$175/basic rate
(others priced per event)	
Garrett Conference Center Ballroom (capacity 1160)	
349 chairs or less	\$125
350 chairs or more	\$175
Dance arrangements	\$175
(add \$50 for each hour after midnight plus security costs)	
Garrett Conference Center Room 103 (capacity 342)	\$100
Downing University Center Theatre (capacity 750)	\$125
Tate Page Auditorium (capacity 475)	\$100
Leonard D. Brown Agricultural Exposition Center	
Arena (capacity 2,350)	priced per event
Sales Room (capacity 315)	priced per event
Stall Rental (capacity 100)	\$5 per night
Faculty House (capacity 125)	\$50
E. A. Diddle Arena (capacity 11,252)	priced per event
L. T. Smith Stadium (capacity 17,500)	priced per event
Camp Fees	
First 400 participants	\$5
After 400 participants	\$2

An item of concern for a couple of years has been whether or not fees imposed upon students were being adequately controlled. Upon exploration by the Internal Auditor, it was revealed that fees were being charged for which the administration was not aware. The collection of those fees did not have a uniform procedure in place. The Internal Auditor was asked to develop a uniform procedure for collecting the fees; Dr. Ramsey, Dr. Haynes, and a group of others were asked to look at how to deal with fees on this campus. The submitted policy is to bring fees under control. It reflects the procedure for establishing fees; the criteria for lab and course fees; and the procedure for collection of fees. Established fees will be printed and distributed, and no one will be asked to pay anything outside the schedule other than the university-wide mandatory fees which are approved as a part of the budget process.

Motion for adoption of the policy and procedures statement for lab and course fees and other student fees was made by Mr. Mudge, seconded by Mrs. Loafman and carried.

### **UTILIZATION OF THE AGRICULTURAL EXPOSITION CENTER**

At the last meeting of the Board of Regents, a review was requested of the impact air conditioning might have on utilization of the Agricultural Exposition

Center. Board members were mailed a report prepared by Dr. Luther Hughes and transmitted by Dr. Ramsey to President Meredith on December 17. **Note: A copy of the report is filed with the Board's official files.** Dr. Luther Hughes reported that eleven years ago, approximately 7,000 people were annually attending events in the facility; today over 100,000 people annually attend events at the Center. For many of these 100,000 people, the Center presents a snapshot view of Western Kentucky University, and often it's the only snapshot view of the University. Currently, there is no air conditioning in the main arena. Dr. Hughes feels that a substantial increased usage would result from the addition of air conditioning to the facility. Additional groups would come if air conditioning were available; those groups are currently going to the Kentucky Fair and Exposition Center, some are going to Middle Tennessee's facility, which is not comparable to our facility except for the air conditioning. The economic impact on the community is significant. Assistance was sought from the Tourism Bureau in Frankfort to assess the economic impact on the community. Based on the numbers of current attendance at the facility, their study indicates that, easily, the two-day and longer events held there generate more than \$10 million annually on Bowling Green-Warren County. From an economic development aspect, that is quite significant. With air conditioning, many other events could come in the summer that are not now coming. Following the review of the written report, Dr. Hughes responded to questions from Board members.

President Meredith noted that the impact budget-wise will be restricted to the utilities for the following reasons: 1) it is not a dead issue in Frankfort in terms of capital improvements, and 2) the request to the Board would not be a budget payout on the cost of installing the air conditioning, but rather a one-time cost from the reserve.

This review is the result of a request that came from the Board in October when allocations were made from the fund balance. Assistance is being sought from the General Assembly to address the funding for air conditioning, and final word on those efforts should come by the end of March or early April.

The Board requested the administration to proceed with studying and preparation for the air conditioning that would position the administration to make a recommendation depending on the funding source. Dr. Mendel requested that the recommendation **include a proposed fee structure** at the same time. In addition, it was suggested that the plan include a marketing plan that would reflect what could be accomplished with the air conditioning. At the suggestion of Mr. Mudge, discussions will be initiated with TRANE in Clarksville to explore the possibility of a donation in

exchange for donor recognition.

Chairman Mercer commended Dr. Hughes for his written report.

**AGENDA ITEM 6 - Presentation of personnel actions since October 22,  
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 October 22, 1993.

[The recommended personnel changes are contained in the next sixteen pages.]

Dr. Mendel distributed copies of resolutions passed by the Faculty Senate addressing an issue raised regarding the football program. Rationale behind the resolutions was explained by Dr. Robert Dietle, Chair of the Faculty Senate.

**Secretary's Note:** A copy of the resolution approved by the Faculty Senate is filed in the Board's official files.

Following a discussion on the recommended four-year extension of the contract for Head Football Coach Jack Harbaugh, motion for approval of the recommended personnel changes was made by Mrs. Loafman, seconded by Mr. Fischer, and carried. President Meredith stated, "By issuing this recommendation to the Board of Regents, I am saying that this Board has adopted a position to have football at Western Kentucky University at Level I-AA, and it is my responsibility to make sure we have a head football coach in place to accomplish that. I don't know of another person in the country that I want to head up the Football Program at Western Kentucky University other than Jack Harbaugh. He does the kind of things here that we need to have done at Western Kentucky University---he is the kind of person both on and off the field that, as President, I hope we'll have at Western Kentucky University. If we are going to have football, I want to make sure it is Jack Harbaugh."

#### **AGENDA ITEM 7 - Recommendation for approval of a Policy for Salary Guidelines**

President Meredith pulled the recommendation from the agenda from consideration.

#### **AGENDA ITEM 8 - Report by the President**

The President

- recognized Ms. Susan Jones, Associate Professor of Nursing. Professor Jones has an enviable record in teaching, research, and public service since becoming a faculty member at Western in 1970. Some of her more notable accomplishments include:
  - selected as "*Most Outstanding Clinical Instructor*" by WKU nursing students (1977);
  - voted "*Nurse Educator of the Year*" by Kentucky League for Nursing (1980);
  - Faculty Award in Teaching, Ogden College of Science, Technology and Health (1988);
  - Selected "*Medical-Surgical Educator of the Year*" by Kentucky Nurses Association (1990);
  - Appointed by Governor Jones to serve on the Kentucky Board of Nursing Advisory Board (1993-97);
  - Currently the Regional Coordinator of a two-year W.K. Kellogg Grant "*Empowering Farm Women to Reduce Hazards to Family Health and Safety on the Farm*" (1992-present);
  - Has been President and held other offices in the Kentucky Board

of Nursing;

- Has numerous scholarly presentations and publications including workshops, poster research presentations, conference presentations and peer-reviewed articles at the state, national and international level.

Western Kentucky University is very appreciative of Professor Jones' dedication to her students and to her profession and for her contributions to the University and the Commonwealth.

- asked Dr. John Petersen to update the Board on International Education Programs at Western. A written report was distributed to the Board, and a copy is filed in the Board's official records.
- reported on the first-ever finalist from Western Kentucky University for the national Harry S. Truman Scholarship Foundation. The competition each year is extraordinarily competitive, and the student selected to the 1994 final round of the competition, Samuel Sharbutt, from Franklin, Tennessee, was hospitalized and could not be present for the recognition. Dr. Meredith noted that is quite an honor just to be selected to go to the final round.

Dr. Sam McFarland, Director of the Honors Program, discussed \*Sam's health situation and the prognosis which was felt to be very promising. The practice interview had to be cancelled because of Sam's illness. The final interview has been postponed until May in Washington, or if he is not well enough the, Committee has agreed to postpone the final interview for one year.

**\*Secretary's Note:** With a deep senses of loss, it is noted that Sam Sharbutt passed away on March 24, 1994.

Dr. McFarland noted that the Honors Program is striving to identify the most promising students and make them competitive for the national awards.

- recognized the Interfraternity Council for receiving the *Fraternal Excellence Award* for the fifth straight year.
- reminded the Board of the Sun Belt Tournament schedule for March.

#### **AGENDA ITEM 8 - Other Business**

Chairman Mercer noted that the Board, at the December 3, 1993, meeting, on a motion by Regent Smith, seconded by Regent Fischer, unanimously voted to write a commendation to the 1993 football squad. The following resolution was read by Regent Smith and presented to Coach Jack Harbaugh by Chairman Mercer..

#### **RESOLUTION**

**WHEREAS**, the Western Kentucky University football squad has completed its 1993 season with an excellent record of eight victories against only three defeats; and

**WHEREAS**, two of the Hilltoppers' three losses came at the hands of highly ranked teams, (Troy State, number one in the nation in I-AA--in the final seconds of play) and (Kansas State, number 20 in the nation in I-A) both on the road; and

**WHEREAS**, the 1993 football team recorded the school's 47th winning season and won Western Kentucky University's 400th game; and

**WHEREAS**, the team led the nation's 115 Division I-AA teams in rushing with an average of 300.1 yards per game, a new school record, and finished the year ranked among the nation's top 25 teams in both total defense (18th--305.5 yards per game) and total offense (23rd--407.1 yards per game); and

**WHEREAS**, the 1993 Western Kentucky University Hilltopper Football Squad finished the season ranked **19th in the Nation** by the Sports Network, the only I-AA football polling organization.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Regents of Western Kentucky University desires that these facts be given official recognition and that this expression of gratitude be extended to Coach Jack Harbaugh, to the members of his entire staff, and to the student athletes who have brought distinction to themselves and honor to their University; and

**BE IT ALSO FURTHER RESOLVED**, that this resolution be spread upon the official minutes of the Board of Regents of Western Kentucky University and that printed copies be furnished to the Hilltopper coaching staff as a memento of the appreciation of the Board of Regents.

Ordered at Bowling Green, Kentucky, this 25th day of February, in the year of our Lord, one thousand nine hundred and ninety-four.

Burns E. Mercer  
Chairman

Thomas C. Meredith  
President

Mrs. Loafman made a motion that the Board go into closed session for the purpose of discussing pending or proposed litigation in which the University is a part. The motion was seconded by Mrs. Bale, and the motion carried. The Board, accompanied by President Meredith, Mrs. Esters, and attorneys Joe Bill Campbell and Debbie Wilkins entered executive session at approximately 3:20 p.m.

Upon returning from closed session at approximately 4:10 p.m., Chairman Mercer stated that "during the closed session, the Board discussed only matters within the scope of the motion, took no formal action and made no decisions."

Motion for adjournment was made by Mr. Fischer, seconded by Mrs. Bale and carried.

#### **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 a regular meeting held on February 25, 1994, in the Regents Conference Room of the Wetherby Administration Building on the Western campus, and further certify that the meeting was held in compliance with KRS 61.810, 61.815, 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

\_\_\_\_\_  
Burns E. Mercer  
Chairman  
May 10, 1994

\_\_\_\_\_  
Elizabeth W. Esters  
Secretary  
May 10, 1994



