

MINUTES
OF THE BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY

October 28, 1994

AGENDA ITEM 1 - Call to Order

Required statutory notice having been given, the fourth 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. Earl Fischer, Chair, at approximately 10:45 a.m. CDT, following a meeting of the Finance Committee.

AGENDA ITEM 2 - Invocation

The meeting opened with an invocation by Mrs. Freida Eggleton, University Registrar.

AGENDA ITEM 3 - Roll call

The following members were present:

Mrs. Kristen Bale
Mr. Robert D. Evans, Jr.
Mr. Robert Earl Fischer
Ms. N. Joy Gramling
Mr. C.C. Howard Gray
Mrs. Peggy Loafman
Mr. Cornelius A. Martin
Dr. Raymond M. Mendel
Mr. Burns Mercer
Mr. Fred N. Mudge
Mr. Raymond B. Preston

Also present were Dr. Thomas C. Meredith, President; Mrs. Liz Esters, Staff Assistant for Special Projects and Secretary to the Board of Regents; Dr. Robert Haynes, Vice President for Academic Affairs; Dr. James R. Ramsey, Vice President for Finance and Administration; Mr. Robert M. Rutledge, Vice President for Institutional Advancement; Dr. Jerry Wilder, Vice President for Student Affairs; 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 August 15, 1994

The minutes of the August 15, 1994, Board meeting were presented by Chairman Fischer. Motion was made by Mrs. Bale and seconded by Mr. Martin 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

5.1 - Finance Committee, Mr. Mercer, Chair

; Mr. Gray; Ms. Loafman; Mr. Martin; Mr. Preston

[Note: Finance Committee Minutes are attached as EXHIBIT I]

The Finance Committee met prior to the Board meeting with all members of the Board present. The Committee reviewed the following:

- **President Thomas C. Meredith presents the First Quarter Financial Report for 1994-95 for review.**

The First Quarter Financial Report for FY 1994-95 was reviewed by the Committee and involved no action. The format for presenting this information to the Board was altered from previous reports to:

- add a final column which lists the percent realized for the same period of time in 1993-94 as appears in the preceding column for 1994-95. This information was requested in order to make comparisons from year to year.
- add in the Revised Budget column a line "Prior Year Carry Forward Grants and Contracts" which explains the increase in the Revised Budget for that area. This information was previously merged into the total for Grants and Contracts with-out specific identification.

- **President Thomas C. Meredith recommends approval of the Revised Budget for the First Quarter Financial Report for 1994-95.**

Mr. Mercer moved approval of the revised budget for the First Quarter Report for 1994-95. The motion was seconded by Mrs. Loafman and carried.

(Note:

A copy of the revised budget for the First Quarter 1994-95 is included in the Board's official files.)

- **President Thomas C. Meredith recommends acceptance of the audited Annual Financial Report for the 1993-94 fiscal year.**

Background:

Representatives of Baird, Kurtz & Dobson (BKD) were present at the meeting of the Finance Committee of the Board of Regents to discuss the Annual Financial Report. The staff prepared a response to the recommendations made by BKD in the management letter to the Board of Regents. Staff also analyzed the findings of BKD that pertain to the audit of federal programs as required by US Office of Management and Budget Circular A-133. Staff responses to federal programs were distributed prior to the meeting for review by Board members. [See Exhibit I for Finance Committee Minutes.]

Secretary's Note: Copies of the Annual Financial Report and the BKD Audit Report are filed in the Board's official files.

With the approval of the Finance Committee, Mr. Mercer moved approval of the Annual Financial Report. The motion was seconded by Mr. Gray and carried

unanimously.

● **President Thomas C. Meredith recommends the following fund balance allocations:**

Academic

Instructional equipment	\$ 300,000
Ivan Wilson Auditoria seats	40,000
President's Special Grant Fund	75,000
Journalism remodeling	75,000
Consumer and Family Sciences (disposals)	4,275
Teacher Education (testing materials)	2,600
Psychology (laser jet color printer)	5,320
Education Technology (projection panels)	15,200
Graduate Studies (Faculty Research Fund)	40,000
Academic Advising (Advisers' Handbook)	4,200
Debt service on faculty computers	94,000
Upgrade faculty computers	40,000
Interactive Television (matching funds)	100,000

Student Affairs

Admissions (printer)	800
Financial Assistance (computer)	5,300

Institutional Advancement

Major Gift Campaign and Marketing Plan	350,000
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Institutional

Potter landscaping	25,000
Vans (3) (faculty, staff, and student travel)	60,000
Tennis courts (renovation and redirection)	40,000
Restroom and concession facility (ADA)	50,000
WAB (relocation to WAB)	100,000
Former President's Home (prepare for new tenants)	40,000
Facilities Management (equipment)	<u>150,000</u>

Total * **\$1,616,695**

***Note:**

The total of \$1,616,695 does not represent the total fund balance available. There is approximately one million dollars still available. A recommendation will be presented to you on that amount at the January meeting. More information is needed on a few additional items before a recommendation can be made. More definitive information has been requested regarding the need to replace fume hoods in Ogden and to reconstruct the replacement air system. This situation will be very expensive to correct, and the balance of the fund balance should be reserved until these unknown costs are received.

In addition to all of the above, a four million dollar institutional reserve will be maintained. [See Exhibit I for Finance Committee Minutes]

With the approval of the Finance Committee, Mr. Mercer moved approval of the recommended fund balance allocations. The motion was seconded by Mr. Preston and carried unanimously.

● **The Special Budget Committee of the Board of Regents, chaired by Ms. Peggy Loafman, in a meeting on October 5, 1994, passed and recommends to the Board of Regents for approval the following resolution:**

WHEREAS, over the past five years some increase has

occurred in instructional spending; and

WHEREAS, we would expect that amount to be higher inasmuch as the institution is now on a sounder fiscal footing than it was prior to 1988; and

WHEREAS, the Special Budget Committee of the Board of Regents, after reviewing information supplied by President Meredith and

information supplied by Regent Mendel, believes that additional funds need to be directed into instruction, research, and libraries.

NOW THEREFORE BE IT RESOLVED, that specific and measurable goals and timetables need to be established within PCS categories in order that we can measure the benefits of spending dollars in those categories, all in keeping with *Western XXI* and "*Moving to a New Level While Keeping Old Traditions*," as finally adopted; and

BE IT FURTHER RESOLVED, that President Meredith

develop an Operational Plan which coordinates Western's move toward quality, *Western XXI*, and "*Moving to a New Level While Keeping Old Traditions*" and that while priorities established by the Board will guide the budget development process for 1995-96, the Operational Plan will be incorporated into the budget development process for 1996-97 and beyond.

Mrs. Loafman moved adoption of the above resolution which was produced by the Special Budget Committee. The motion was seconded by Mr. Mercer, and carried.

[Note: The following paragraph was approved by the Board of Regents 1/20/95 as a clarification.]

A discussion surrounding the intended interpretation of the Special Budget Committee's resolution was held. At issue was whether the resolution's call for increased spending in instruction, research, and libraries was intended to mean solely an increase in absolute dollars or an increase in the percentage of E&G expenditures allocated to these three areas. The discussion clarified that it is the Board's intent that the resolution be interpreted as a policy to increase the percentage of E&G devoted to instruction, research, and libraries where practical and in keeping with the total budget.

Mr. Mercer noted that the last item on the agenda was discussed by the Finance Committee at length and referred to the Board as a whole.

- **President Thomas C. Meredith recommends the following items as budget priorities for 1995-96:**
 1. Resolution from the Special Budget Committee calls for an increase in funds directed into instruction, research, and libraries;
 2. Enhance faculty and staff salaries;
 3. Enhance student retention;
 4. Enhance minority student recruitment;
 5. Fund "Moving to a New Level..."
 6. Operational Maintenance

Chairman Fischer presented the recommended budget priorities for discussion.. It was noted by President Meredith that the items recommended are submitted in priority order. Discussion followed regarding items 3, 4, and 5 on the list and whether or not they were items that should be considered as priorities. In addition, the need for the ongoing operational maintenance of the University to be assigned as a budget priority was discussed at length.

Mr. Preston made a motion to add maintenance to the budget priorities as the sixth item. The motion was seconded by Mr. Martin.

Discussion followed. The question was called, and the motion carried unanimously.

AGENDA ITEM 6 - Recommendation for approval of the conceptual plan for a major gift fund-raising campaign

Prior to the meeting, Board members were provided with a working document, *"Strategic Major Gift Fund-Raising Plan for Western Kentucky University."*

Secretary's Note: A copy of this document is filed in the Board's official files.

Mr. Robert Rutledge, Vice President for Institutional Advancement, discussed the recommendation noting, "The concept behind any major gift campaign is to significantly increase gifts from private resources for academic and educational programs. The process requires a partnership--a partnership that starts right here on the "Hill." It is a partnership of faculty, staff, administrators, this Board and the Foundation Board with our business people, our alumni, and corporations and foundations that are interested in investing in higher education. It's a program that requires that this institution identify, prioritize, and market its academic and educational programs. It's a program that requires building a strong relationship between all segments of Western and our alumni and friends. It is a program that requires the enlistment of volunteers and their time, energy, and private resources in support of the academic and educational programs. It likewise enlists the faculty, staff, and administrators for a commitment of their time and private resources to achieve a significant increase in private funding. It takes time to execute the plan. Western finds itself in a stage where it has a healthy annual fund-raising program--funds raised on an annual basis through our alumni phonathon, telemarketing, through the Hilltopper Athletic Foundation; and through Public Broadcasting. What we are addressing through this concept, through this proposed plan is challenging our alumni and our friends to invest from their accumulated resources.

This is a plan that will significantly increase private support over the next five to ten years as Western moves into the twenty-first century. It is a plan that requires resources. It is a plan that will show, in its execution, the cost of fund-raising per dollar raised will go down. That doesn't mean you'll invest less in fund raising, but the cost of raising the dollar will go down as this program matures because of the efficiencies that a campaign such as this produces."

An opportunity followed for Board members to ask questions and to discuss the conceptual plan and address any concerns.

Mr. Mercer moved approval of the conceptual plan for a major gift fund-raising campaign with the request that the President submit a detailed budget at the next quarterly

meeting. The motion was seconded by Mr. Gray and carried unanimously.

AGENDA ITEM 7 - Recommendation for approval of a resolution authorizing the transfer of certain funds, properties, and other assets to the Western Kentucky University Foundation

RECOMMENDATION:

President Thomas C. Meredith recommends that the Board of Regents approve the following resolution.

RESOLUTION

RESOLVED, by the Board of Regents of Western Kentucky University, at a meeting duly held and conducted on October 28, 1994, with a quorum of the members of the Board present and voting, as follows:

1. That legal and equitable title to all private gift funds, properties and all other gift assets including but not limited to those currently held in or by the Athletic Scholarship

Endowment Fund, Academic Excellence Endowment Fund, Ogden College Foundation Fund, Lessenberry Endowment Fund, HCA Visiting Professorship Endowment Fund, Glasgow Library Endowment Fund, Kodak Photo-Journalism Endowment Fund, Leeco Professorship/Scholarship Endowment Fund, WKU Scholarship Endowment Fund shall be transferred, set over, and confirmed by appropriate instruments, to the Western Kentucky University Foundation. In addition to the foregoing, legal and equitable title to all funds, properties and other assets of the aforementioned funds which presently exist and which are from time to time acquired by Western Kentucky University shall be and are hereby authorized to be transferred and set over to the Western Kentucky University Foundation; authority shall be and is hereby delegated to the President and the Vice President for Finance and Administration of Western Kentucky University to transfer and set over such funds, in their discretion, as shall be appropriate for transfer under the provisions of this Resolution.

2. That the transfer of funds, property, and assets as provided for above in this Resolution shall be subject to any conditions, limitations, or other restrictions placed upon said funds, property, and assets by any donor, grantor or any other person contributing such funds, property and assets, unless permission is obtained from the donor, grantor, or any other person contributing said funds, property and assets.
3. Funds, properties and other assets to be transferred under this Resolution shall occur only upon the University being advised by Baird, Kurtz, & Dobson, the external auditors of the university, that sufficient accounting systems are in place to maintain proper accountability and that sufficient personnel and internal controls are available to manage such funds, properties and assets.

Mr. Rutledge addressed questions and concerns from Board members regarding the recommendation.

Regent Mendel presented the Board members with a discussion paper which listed policy issues. **(Note: A copy is filed in the Board's official files.)** He suggested that the Board discuss and fine tune the policy recommendations he listed in the paper; discuss the rationale to see if they make sense and if they don't, reject them; if they do make sense, work with the Foundation to come to some mutual understanding prior to the time the assets are transferred.

Mr. Steve Catron, Chair of the Western Kentucky University Foundation Board, addressed the Board regarding the financial accountability of the Foundation stating "Our Board, the Board of Trustees of the Foundation, and the Foundation itself are accountable in all respects for the funds it receives and the funds it expends. The books and accounts will be audited on an annual basis, and that audit will be public and published. The compelling reason for transferring the funds is to allow these funds to be invested in the most aggressive, yet conservative manner, that we have deemed appropriate to try to earn and maximize the income. . . "

Mr. Mercer asked Ms. Wilkins, Attorney, if she had reviewed the recommended transfer and if, in her opinion, it satisfied all legal requirements of

the Board. Ms. Wilkins responded "Yes, it does; the Board is empowered to take this action. I have issued an opinion to that effect to the President and to Dr. Rutledge."

Mr. Martin made a motion for approval of a resolution authorizing the transfer of certain funds, properties, and other assets to the Western Kentucky University Foundation. The motion was seconded by Mr. Gray.

Dr. Dero Downing, President of the College Heights Foundation, addressed the Board as follows, "At the risk of prolonging what has already been a lengthy meeting, I would like to take this opportunity to share with those present, and particularly those in the media. Let me reflect back to the meeting of the Board of Regents on September 15, when it was inaccurately reported that funds over which the College Heights Foundation has, since it was chartered in 1924, had the responsibility for the administering would be transferred to the Western Kentucky University Foundation.

"Let me tell you that the College Heights Foundation, since the time it was chartered, has received gifts from supportive alumni and friends for which we have the responsibility to administer in accordance with established guidelines for each fund."

"On September 24, two years ago, the College Heights Foundation and Western Kentucky University entered into an agreement for the College Heights Foundation to administer specific funds, some five, six, or seven, that are identified in that agreement. It was with the understanding at that time that the College Heights Foundation would, on a temporary basis, administer those funds as a service to the University. We hope that we have done it in a responsible manner, and I think that we have. These are among those funds upon which you are taking a vote, and I want you to know that it does not in any way adversely affect the College Heights Foundation. "

"It should be clearly understood that the Western Kentucky University Foundation and the College Heights Foundation are separate entities. I'm here today representing a twelve-member Board of Directors who have over the years established the bylaws and the policies under which we operate the College Heights Foundation. We are going to remain committed to the preservation and to the protection of every penny that has ever been contributed to the College Heights Foundation and will do so for gifts that will come to the Foundation, and I hope that they are many, in the years ahead. I wanted to clarify first of all the distinction of the College Heights Foundation that is in an important role where

we are attempting to complement the Western Kentucky University Foundation because I hope that both entities flourish. They have their mission, their purpose, their Board of Directors, their Bylaws, and we have the same. "

"Those funds which we agreed to administer are among those which will be transferred, as I have indicated to Dr. Ramsey as the Treasurer of the Western Kentucky University Foundation, to Mr. Rutledge, and to the President, on a basis that will not in any way adversely affect the investments which we have in place. It will be determined, Mr. Chairman, by the cash flow which we can muster over the period of time until these funds can be transferred. We certainly hope that the success of this newly-formed Foundation will be dramatic and will have a very positive and constructive influence on the whole University. I think it does have the potential to enrich the University community in so many ways. I do want to make very clear that it does not in any way affect the program, the purpose, and the mission of which we have been charged since the time we were chartered in 1924."

President Meredith noted, "We're in the early stages here of doing something very new. Regent Martin, the other day, very wisely made some suggestions to us as we were going over some of this. We are following up on his suggestions today with memos going out to all members of the faculty and staff as we set up a series of forums across campus to get all the questions about the Foundation addressed. We've been running so fast that, I think, the time to inform and educate probably hasn't taken place like it should have, so we're going to really try to do an education process and get all the questions answered."

Dr. Mendel made a motion to amend the motion by Mr. Martin to include the policy statement which he distributed. The motion was seconded by Ms. Gramling but failed to pass.

The motion by Mr. Martin for approval of the resolution authorizing the transfer of certain funds, properties, and other assets to the Western Kentucky University Foundation carried with Dr. Mendel and Ms. Gramling voting nay.

AGENDA ITEM 8 - Presentation of personnel actions since August 15, 1994, including the addendum:

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 August 15, 1994, including the addendum to the original list.

PERSONNEL CHANGES

Part I. Faculty Personnel Changes

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
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FACULTY - ADDITIONAL RESPONSIBILITIESCollege of Education
and Behavioral Sciences

Psychology:

Dr. Sam McFarland

225
per monthJuly 1, 1994; Professor; stipend for serving as
Director of the Honors Program

Teacher Education:

Dr. Vicki Stayton

100
per monthJuly 1, 1994, thru June 30, 1995; Associate
Professor; stipend for responsibilities with the
First Steps Regional Resource Assistance
Center grantAcademic Services

Community College:

Ms. Jennie Brown

300
per monthAugust 1, 1994; Instructor; stipend for serving
as Interim Head of Academic Support Division**FACULTY APPOINTMENTS**Bowling Green College of
Business Administration

Accounting:

Mr. Mark Ross

57,000
60,000 w/dAugust 16, 1994; Instructor;
Assistant Professor; replaces Dr. Robert HansenCollege of Education
and Behavioral Sciences

Consumer and Family Sciences:

Ms. Nikki Feilner

25,008

August 16, 1994; Instructor; temporary, one-
year appointment; replaces Dr. Betty Fulwood

Dr. Treva Mitchell

39,000

August 16, 1994; Associate Professor; replaces
Dr. Violet Moore

Educational Leadership:

Dr. Donald DeMoulin

45,000

August 16, 1994; Associate Professor; new
position

Dr. Nancy Loposer

45,000

August 16, 1994; Associate Professor; replaces
Dr. Robert Prickett

Psychology:

Mr. David Brieske

31,608
32,808 w/dAugust 16, 1994; Instructor;
Assistant Professor; replaces Dr. Robert
Simpson

Teacher Education:

Dr. Janet Benton

30,528

August 16, 1994; Assistant Professor; replaces
Ms. Mary Crisp

Ms. Suzanne Bowling

30,552

August 16, 1994; Instructor; temporary, one-
year appointment; replaces Ms. Cassandra Little

Dr. Donald Collins

33,408

August 16, 1994; Assistant Professor; replaces
Mr. Stan Hartzler

Ms. Elizabeth Cooksey

31,308

August 16, 1994; Instructor; replaces Dr. Reta
Hicks

Dr. Patricia Daniel

32,304

August 16, 1994; Assistant Professor; replaces
Dr. Carolyn EichenbergerOgden College of Science,
Technology, and Health

Allied Health and Human Services:

Ms. Paula Wilkerson

11,439

September 6, 1994, thru May 31, 1995;
Clinical Instructor; part-time, temporary
position; replaces Ms. Deborah Sears

Chemistry:			
Dr. Wei-Ming Lee	30,000	August 16, 1994; Visiting Professor; temporary, one-year appointment; replaces Dr. Norman Hunter	
Dr. David Schilke	24,000	August 16, 1994; Visiting Assistant Professor; temporary, one-year appointment	
Computer Science:			
Mr. Howard Blauser	20,004	August 16, 1994; Instructor; temporary, one-year position	
Mathematics:			
Ms. Karen Gramling	23,004	August 16, 1994; Instructor; temporary, one-year appointment; funded by salary savings	
Mr. Preston Gramling	23,004	August 16, 1994; Instructor; temporary, one-year appointment; funded by salary savings	
Ms. Twyla Harris	23,004	August 16, 1994; Instructor; temporary, one-year appointment; funded by salary savings	
Dr. Joyce L. Miller	31,500	August 16, 1994; Assistant Professor; replaces Dr. Pauline Lowman	
Dr. Gary Wolske	24,000	August 16, 1994; Instructor; temporary, one-year appointment; replaces Mr. Bruce Kessler	
Nursing:			
Ms. Margherita Nahrup	27,000	August 16, 1994; Instructor; temporary, one-year appointment; funded by salary savings	
Physics and Astronomy:			
Dr. Charles Animalu	32,004	August 16, 1994; Visiting Assistant Professor; temporary, one-year appointment	
Dr. Sun-Yung Simon Chen	28,008	August 16, 1994; Visiting Assistant Professor; temporary, one-year appointment; replaces Dr. Robert Hall	
<u>Potter College of Arts, Humanities and Social Sciences</u>			
Communication and Broadcasting:			
Ms. Janice Altenburger	28,800	August 16, 1994; Instructor; temporary, one-year appointment	
Journalism:			
Mr. Robert Bridges	30,000	August 16, 1994; Visiting Assistant Professor; temporary, one-year appointment; replaces Dr. Robert Blann	
Music:			
Mr. Tod Kerstetter	28,008	August 16, 1994; Instructor; temporary, one-year appointment; replaces Mr. Joe Brooks	
Dr. Mary Wolinski	32,508	August 16, 1994; Assistant Professor; replaces Dr. Colleen Reardon	
<u>Academic Services</u>			
Community College:			
Ms. Linda Todd	28,008	August 16, 1994; Instructor; replaces Ms. Cheryl Holland	
Ms. Melissa Williams	28,008	August 16, 1994; Instructor; new position	

FACULTY - CHANGE OF STATUS

College of Education
and Behavioral Sciences

Teacher Education: Dr. Stan Cooke	46,584	August 16, 1994; appointed Professor; withdrew from Optional Retirement Program
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FACULTY - LEAVES OF ABSENCE

Ogden College of Science,
Technology, and Health

Mathematics: Mr. Bruce Kessler		July 1, 1994; Instructor; Unpaid Leave of Absence for the 1994-95 Academic Year
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FACULTY REASSIGNMENTS

Ogden College of Science,
Technology, and Health

Allied Health and Human Services: Dr. Douglas Schutte	47,004	July 1, 1994; transferred from nine-months teaching position to twelve-months position as Director of the Dental Hygiene Program; holds rank of Assistant Professor; new Program Director position; salary adjusted upward \$9,612 from \$37,392
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FACULTY RESIGNATIONS

Bowling Green College of
Business Administration

Marketing: Dr. Roy Cabaniss		June 30, 1995; Assistant Professor
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College of Education
and Behavioral Sciences

Teacher Education: Dr. Stan Hartzler		June 30, 1994; Assistant Professor
Dr. Cassandra Little		June 30, 1994; Assistant Professor

Ogden College of Science,
Technology, and Health

Allied Health and Human Services: Ms. Deborah Sears		June 30, 1994; Part-time Instructor
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SABBATICAL LEAVE

Potter College of Arts,
Humanities and Social Sciences

Government: Dr. John Petersen		Professor; Sabbatical previously approved for 1994 Fall Semester; requests change to 1995 Fall Semester
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FACULTY SALARY ADJUSTMENTS

Bowling Green College of
Business Administration

Finance and Computer Information Systems: Dr. John Stallard	4,308	July 1, 1994; Professor; salary supplement for the 1994-95 Academic Year for serving as Lessenberry Professor; paid from the Lessenberry Endowment Fund
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College of Education

Center for Teaching and Learning: Ms. Vonda Davis	1,157 per month	July 1 thru September 30, 1994; reappointed Senior Administrative Secretary; salary increased \$46 from \$1,111
Ms. Janise M. Phillips	28,678	July 1 thru September 30, 1994; reappointed Instructional Technologist; salary increased \$1,366 from \$27,312
<u>College of Education and Behavioral Sciences</u>		
Center for Gifted Studies: Ms. Linda Bandy	1,150 per month	October 1, 1994, thru September 30, 1995; reappointed Senior Administrative Secretary; no change in salary
Ms. Mary Evans	1,442 per month	July 1, 1994; Program Coordinator; half of salary paid by Javits Gifted and Talented grant increased \$68.50 from \$1,373.50
Ms. Mary Evans	17,304	October 1, 1994, thru September 30, 1995; reappointed Program Coordinator; position changed from full time to part time
Ms. Laura Freese	37,140	October 1, 1994, thru September 30, 1995; reappointed Staff Development Coordinator; salary increased \$1,080 from \$36,060
Ms. Susan Porter	1,090 per month	July 1, 1994; reappointed Administrative Secretary; salary increased \$52 from \$1,038
Educational Leadership: Ms. Janet C. Allen	1,226 per month	August 25, 1993, thru August 31, 1994; Senior Administrative Secretary; salary adjusted from \$1,108 to \$1,167 based on previous work experience at Western; reappointed September 1, 1994, thru August 31, 1995; funded by Training Project grants; salary increased \$59 from \$1,167
Ms. Charlene Manco	31,008	September 1, 1994, thru August 31, 1995; reappointed Director; funded by Training Project grants; salary increased \$1,476 from \$29,532
Educational Talent Search: Ms. Nancy Carwell	24,516	September 1, 1994, thru August 31, 1995; reappointed Counselor; no change in salary
Ms. Vicki Gregory	22,956	September 1, 1994, thru August 31, 1995; reappointed Counselor; no change in salary
Mr. Michael Kenney	22,728	September 1, 1994, thru August 31, 1995; reappointed Counselor; no change in salary
Ms. Vandalee Roppel	1,182 per month	September 1, 1994, thru August 31, 1995; reappointed Senior Administrative Secretary; no change in salary
Ms. Teresa Ward	30,960	September 1, 1994, thru August 31, 1995; reappointed Director; no change in salary
Psychology: Mr. Mark Graves	24,000	September 1, 1994, thru March 31, 1995; Data Analyst/Data Entry Supervisor; new position funded by Improvement of Visual Processing in Older Adults grant
Ms. Jeane Robertson	2,400 per month	July 1, 1994; reappointment; title changed from Director to Coordinator of Adult Day Health Care Center; salary increased \$316 from \$2,084
Student Support Services: Ms. Diane R. Amos	1,172 per month	September 1, 1994, thru August 31, 1995; reappointed Senior Administrative Secretary; no change in salary
Mr. Kenneth A. Dyrssen	31,500	September 1, 1994, thru August 31, 1995;

		reappointed Director; no change in salary
Ms. Carolyn Hagaman	22,800	September 1, 1994, thru August 31, 1995; reappointed Counselor; ten and one-half months employment paid over twelve months; no change in salary
Mr. Michael E. Johnson	26,052	September 1, 1994, thru August 31, 1995; reappointed Counselor; no change in salary
Teacher Education: Ms. Janet Fugate	31,500	September 1, 1994, thru June 30, 1995; reappointed Program Consultant; funded by University Based Regional Technical Assistance Teams grant; no change in salary
Ms. Holly Oglesbee	1,061 per month	October 1, 1994, thru September 30, 1995; reappointed Administrative Secretary; funded by IECE Assessment Task Project grant; salary increased \$51 from \$1,010
Ms. Dagmar Perez	1,050 per month	September 1, 1994, thru June 30, 1995; reappointed Administrative Secretary; funded by University Based Regional Technical Assistance Teams grant; no change in salary
Ms. Juanita Richardson	1,090 per month	August 15, 1994, thru August 31, 1995; reappointed Administrative Secretary; salary increased \$52 from \$1,038
Training and Technical Assistance Services: Mr. Dennis Angle	32,664	September 2, 1994, thru September 29, 1995; reappointed Graphics Publisher/Resource Specialist; no change in salary
Ms. Janet M. Buckley	40,428	September 2, 1994, thru September 1, 1995; reappointed Component Specialist; no change in salary
Ms. Robin Gadsden-Dupree	40,428	September 2, 1994, thru September 1, 1995; reappointed Component Specialist; no change in salary
Mr. Michael Gramling	29,364	September 30, 1994, thru September 29, 1995; reappointed Teaching Center Coordinator; no change in salary
Ms. Janine Keirnan	32,664	September 2, 1994, thru September 1, 1995; reappointed Project Fiscal Coordinator; no change in salary
Ms. Donna Kaye Mason	32,352	September 2, 1994, thru September 29, 1995; reappointed Logistics/Consultant Manager; no change in salary
Mr. Robert Glenn Mason	40,428	September 2, 1994, thru September 1, 1995; reappointed Component Specialist; no change in salary
Ms. Jennifer H. McCulley	1,440 per month	August 15, 1994; appointed Classroom Teacher; replaces Mr. Pat Zande
Ms. Colleen B. Mendel	57,756	September 2, 1994, thru September 1, 1995; reappointed Director; no change in salary
Ms. Sherri R. Meyer	1,440 per month	August 15 thru October 31, 1994; appointed Classroom Teacher; replaces Ms. Amy Brown
Ms. Leigh Ann Miller	1,448 per month	September 1, 1994; reappointed Classroom Teacher; no change in salary
Ms. Betty Robertson	23,100	September 2, 1994, thru September 1, 1995; reappointed Administrative Manager; no change in salary

Ms. Connie Jo Smith	43,152	September 2, 1994, thru September 1, 1995; reappointed Component Specialist; no change in salary
Mr. Michael J. Woosley	1,120 per month	September 19 thru October 31, 1994; Facilities Associate; position changed from part time to full time; salary adjusted from \$7 per hour to \$1,120 per month
Mr. Pat Zande	9.05 per hour	September 16 thru October 31, 1994; Teacher; employment status changed from full time to part time; salary adjusted from \$1,327 per month to \$9.05 per hour
Upward Bound: Mr. Daniel Botula	27,180	August 1, 1994, thru July 31, 1995; reappointed Assistant Director/Coordinator; no change in salary
Ms. Linda Gaines	31,032	August 1, 1994, thru July 31, 1995; reappointed Director; no change in salary
Ms. Michelle Jones	22,728	August 1, 1994, thru July 31, 1995; reappointed Counselor/Learning Specialist; no change in salary
Veterans Upward Bound: Ms. Debra Cooper	1,149 per month	October 1, 1994, thru September 30, 1995; reappointed Administrative Secretary; no change in salary
Mr. Gary E. Gray	30,936	October 1, 1994, thru September 30, 1995; reappointed Director; no change in salary
Ms. Susan E. Johnstad	21,312	October 1, 1994, thru September 30, 1995; reappointed Adult Education Specialist; no change in salary
Ms. Martha R. Kenney	25,308	October 1, 1994, thru September 30, 1995; reappointed Coordinator/Counselor; no change in salary
Ms. Sharon D. Koomler	500 per month	October 1, 1994, thru September 30, 1995; reappointed Academic Coordinator; no change in salary
Ms. Jeanette M. Prerost	500 per month	October 1, 1994, thru September 30, 1995; reappointed Academic Coordinator; no change in salary
Mr. Howard Davis Stone Jr.	20,124	October 1, 1994, thru September 30, 1995; appointed Adult Education Specialist; new position
<u>Ogden College of Science, Technology, and Health</u>		
Allied Health and Human Services: Mr. Kenneth Whitley	20,928	July 1, 1994, thru June 30, 1995; reappointed Faculty Coordinator; funded by Perkins Vocational Education Dental Hygiene grant; employment increased from 50 percent to 65 percent; salary increased \$5,472 from \$15,456
Nursing: Ms. Rebecca Foster	15,000	August 16, 1994; Instructor; temporary, one-year, half-time position; funded by Glasgow Rural Health grant
Ms. Rhonda Helm	27,108	August 1, 1994, thru June 30, 1995; reappointed Special Project Coordinator; funded by Perkins Vocational Education Nursing grant; salary increased \$1,308 from \$25,800
Ms. Carrie Morgan	30,000	August 16, 1994; Instructor; temporary, one-year appointment; funded by Glasgow Rural Health grant

Ms. Janice Williams	1,750 per month	September 1, 1994, thru August 31, 1995; reappointed Senior Administrative Secretary; funded by Kentucky Partnership for Farm Family Health and Safety grant; salary increased \$84 from \$1,666
Public Health: Mr. Robert Fulton	25,188	October 1, 1994, thru September 30, 1995; reappointed Assistant Director; funded by Health Education Training Center grant; salary increased \$972 from \$24,216
Ms. Carlotta Halcomb		October 31, 1994; Health Programs Specialist; contract not renewed with Health Education Training Center grant
Ms. Donita Lashley	22,380	October 1, 1994, thru September 30, 1995; reappointed Health Programs Specialist; funded by Health Education Training Center grant; salary increased \$864 from \$21,516
Public Health: Ms. Glenda White	1,051 per month	October 1, 1994, thru September 30, 1995; reappointed Administrative Secretary; funded by Health Education Training Center grant; salary increased \$41 from \$1,010
<u>Academic Services</u>		
Community College: Ms. Susan Morris	1,444 per month	July 1, 1994, thru June 30, 1995; reappointed Special Populations Assistant; funded by Perkins Vocational Education grant; salary increased \$69 from \$1,375
<u>Student Affairs</u>		
Minority Student Support Services: Ms. Susan K. Livesay	1,335 per month	August 1, 1994, thru June 30, 1995; transferred from position of Senior Departmental Secretary (grade 9) in the Social Work Program to the position of Senior Administrative Secretary (grade 9) in Minority Student Support Services; replaces Ms. Betty Stone; no change in salary

EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF

STAFF APPOINTMENTS

Office of the President

Athletics: Mr. Allen Craig Biggs	15,000	July 1, 1994; Concessions and Facilities Manager; replaces Mr. Randy Hildebrant
Mr. Thomas Patrick Lyons	5,000	August 1, 1994, thru May 1, 1995; part-time Assistant Football Coach
Mr. Phillip S. Montgomery	5,000	August 1, 1994, thru May 1, 1995; part-time Assistant Football Coach
Mr. Lee Murray	8,400	August thru November 1994; Assistant Football Coach
Mr. Albert Seibert	12,000	August 22, 1994; Restricted Earnings Assistant Men's Basketball Coach; replaces Mr. William Pope
Mr. Mike Settles	12,000	July 11, 1994, thru January 22, 1995; part-time Assistant Football Coach
Mr. Jeff True	6,000	August 16, 1994; part-time Men's Tennis Coach; replaces Mr. Jody Bingham
Mr. Marc Ziegler	7,500	August 22, 1994, thru May 28, 1995; part-time

		Restricted Earnings Baseball Coach
<u>Academic Affairs</u>		
International Programs: Ms. Kimberly Diehl	25,488	September 19, 1994; International Student Advisor; replaces Ms. Ann Stathos
<u>Finance and Administration</u>		
Business Services: Mr. Marshall Gray Jr.	24,000	August 22, 1994; Manager of Postal Services; replaces Mr. Greg Gesell
Human Resources: Mr. Tony Glisson	52,008	October 10, 1994; Director; replaces Mr. Mike Dale
Institutional Research: Ms. Ann Mead	56,004	August 19, 1994; Director; replaces Mr. John Foe
<u>Finance and Administration</u>		
Telephone Communications: Ms. Rae Stevens	44,400	September 2, 1994; Director; replaces Mr. Robert Wiltshire
<u>Student Affairs</u>		
Counseling Services Center: Ms. Patty Collins	26,916	August 23, 1994; Staff Psychologist; nine-months position paid over twelve months; replaces Ms. Gina Frieden
<u>Ogden College of Science, Technology, and Health</u>		
Allied Health and Human Services: Dr. Betty G. Dawson	54,000	August 16, 1994; Director of Social Work Program and Associate Professor with tenure; replaces Dr. Joe Schriver
<u>University Libraries</u>		
Library Special Collections: Ms. Laura Harper Lee	24,002	September 1, 1994, thru July 31, 1995; Interim Education Curator and Instructor; replaces Ms. Dianne Watkins
<u>Academic Services</u>		
Academic Advising and Retention: Ms. Judith Grimm	15,564	August 1, 1994; Coordinator of Tutoring Services for Student Athletes; ten-months position paid over twelve months
Mr. Kent A. Preston	17,000	September 1, 1994, thru June 30, 1995; Academic Advisor; temporary position; replaces Ms. Freda Mays

ADDITIONAL RESPONSIBILITIES

<u>Student Affairs</u>		
Student Health Service: Ms. Lucy C. Ritter	300 per month	August 1, 1994; Assistant Director; stipend for serving as Interim Director
<u>College of Education and Behavioral Sciences</u>		
Teacher Education: Mr. Bobby Rascoe	39,240	July 1, 1994; College Coordinator of Undergraduate Degree Programs; assuming additional duties as Director of Teacher Certification; salary increased \$1,008 from \$38,232

CHANGE OF STATUS

Office of the President

Athletics:
Mr. David Graves 12,000 July 1, 1994; Women's Basketball Restricted Earnings Coach; position changed from part time to full time

College of Education and Behavioral Sciences

Teacher Education:
Ms. Mary Ann Stone 25,392 September 1, 1994; Certification Assistant; position changed from nonexempt to professional nonfaculty status; salary increased \$1,200 and adjusted from \$2,016 per month to \$25,392 on an annual basis

LEAVE OF ABSENCE

University Libraries

Library Special Collections:
Ms. Dianne Watkins August 1, 1994, thru July 31, 1995; Education Curator and Associate Professor; Unpaid Leave

STAFF PROMOTIONS

Finance and Administration

Purchasing:
Mr. Mark A. Harris 25,080 September 1, 1994; transferred from position of Shipping and Receiving Supervisor and promoted to the position of Shipping and Receiving Manager; replaces Mr. Terrell Woosley; salary increased \$3,600 from \$21,480

Student Affairs

Admissions:
Mr. James Anderson Wagoner 28,416 September 12, 1994; promoted from Admissions Counselor to Assistant Director; salary increased \$6,960 from \$21,456

STAFF SALARY ADJUSTMENTS

Student Affairs

Admissions:
Ms. Finley Baird 28,968 September 12, 1994; Assistant Director; salary increased \$2,340 from \$26,628

Residence Life:
Dr. David W. Parrott 41,220 July 1, 1994; Director; salary increased \$1,200 from \$40,020 in recognition of completion of doctorate

Student Financial Assistance:
Ms. Dina Bessette 20,700 July 1, 1994; Financial Aid Counselor; salary increased \$696 from \$20,004

Ms. Cynthia Burnette 22,548 July 1, 1994; Student Employment Officer; salary increased \$840 from \$21,708

EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF

STAFF REASSIGNMENTS

Office of the President

Athletics:
Mr. James S. Richards 68,256 July 1, 1994, thru June 30, 1995; Director; replaces Dr. Louis Marciani; no change in salary

Academic Affairs

Center for Teaching and Learning:
Ms. Janise M. Phillips 28,678 October 1, 1994; Educational Technologist;

transferred from grant-funded position to regular position; salary increased \$1,366 from \$27,312

Graduate Studies and Research:
Dr. Elmer Gray 77,700

August 1, 1994; Dean; transferred from full-time teaching position in the Department of Agriculture; employment status changed from nine months to twelve months; placed in vacant position of Dr. Livingston Alexander; salary adjusted upward \$10,836 from \$66,864

University Libraries

Extended Campus Library:
Ms. Adolfinia Simpson 26,388

December 1, 1994; transfer from position of Periodicals/Microfilm Supervisor in Library Public Services to the position of Glasgow Campus Librarian; holds rank of Assistant Professor; replaces Ms. Barbara Bishop; no change in salary

STAFF RESIGNATIONS AND TERMINATIONS

Office of the President

Athletics:
Mr. William J. Pope

July 14, 1994; Men's Basketball Restricted Earnings Coach

Academic Affairs

Office of the Vice President:
Dr. Livingston Alexander

August 23, 1994; Associate Vice President

Academic Services

Community College:
Ms. Carolyn Kay Alexander

August 11, 1994; Coordinator of Counseling Services

Finance and Administration

Media Services:
Mr. Ronald G. Schildknecht

September 12, 1994; Media Production Specialist

Student Affairs

Counseling Services Center:
Ms. Gina L. Frieden

August 15, 1994; Staff Psychologist

Residence Life:
Ms. Stephanie Tiblier

September 30, 1994; Assistant Residence Hall Director

STAFF TRANSFERS

Academic Services

Community College:
Mr. Dennis Smith 28,008

August 16, 1994; Instructor; transferred from position of Assistant Director of Admissions; employment status changed from twelve months to nine months; new position

Ms. Freda Mays 28,008

August 16, 1994; Instructor; transferred from position of Associate Director of Academic Advising and Retention Center; employment status changed from twelve months to nine months; new position

CLASSIFIED PERSONNEL

Business Services: Ms. Patricia Turner	1,276 per month	September 12, 1994; transferred from position of Senior Departmental Secretary (grade 9) in the Department of Finance and Computer Information Services and promoted to the position of Senior Secretary (grade 10) in Business Services; replaces Ms. Michele Muir; salary increased \$95 from \$1,181
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Student Affairs

Career Services Center: Mr. Michael Hanner	1,135 per month	July 26, 1994; transferred from position of Administrative Secretary (grade 8) and promoted to position of Senior Administrative Secretary (grade 9) in Career Services Center; replaces Ms. Karen Beth Schreiner; salary increased \$84 from \$1,051
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Academic Affairs

Center for Teaching and Learning: Ms. Vonda M. Davis	1,157 per month	October 1, 1994; Senior Administrative Secretary; transferred from grant-funded position to regular position; no change in salary
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University Libraries

Library Special Collections: Ms. Sandra Horn	7.06 per hour \$7.06 per hour	October 1, 1994; Museum Store Clerk; position changed from full-time to part-time status; salary adjusted from \$1,147 per month to
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Academic Services

Community College: Ms. Robin Lovell	1,177 per month	September 1, 1994; Senior Administrative Secretary; one-year reappointment; salary increased \$56 from \$1,121
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CLASSIFIED PERSONNEL

RESIGNATIONS

Finance and Administration

Business Services: Ms. Michele Muir	September 15, 1994; Senior Secretary
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Purchasing: Mr. James Woodbury	August 31, 1994; Senior Printer
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Ogden College of Science,
Technology, and Health

Allied Health and Human Services: Ms. Kathy Simpson	September 22, 1994; Senior Departmental Secretary
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University Libraries

Library Special Collections: Mr. Todd Duren	August 31, 1994; Exhibits Preparator/Designer
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RETIREMENT

University Libraries

Library Public Services: Ms. Bettye Nichols	September 30, 1994; Library Assistant IV
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**ADDENDUM
PERSONNEL CHANGES**

Part II. Other Personnel Changes

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF		
STAFF APPOINTMENTS		
<u>Office of the President</u> Ms. Deborah T. Wilkins	\$68,004	November 10, 1994; Counsel; replaces Dr. James C. Heck

The recommended personnel actions were presented by Chairman Fischer. President Meredith noted that the recommendation includes an addendum to the original listing of personnel items. The recommendation contained in the addendum is to employ Ms. Deborah Tomes Wilkins as University Counsel, effective November 10, 1994.

Motion for approval of the recommendation was made by Mrs. Loafman, seconded by Mr. Martin and carried with Joy Gramling abstaining.

AGENDA ITEM 9 - Recommendation for approval of new positions as follows:

- **Staff Assistant, Office of International Programs**
Salary: Approximately \$20,000

This is a three-quarter-time position providing general staff support for the development of international programs at the University. Specific responsibilities include assistance with the expansion of study abroad opportunities for WKU students and the active recruitment of students to take advantage of these opportunities. A particular goal will be increasing the participation of under-represented minority student groups in study abroad and other international/intercultural programs and strengthening educational linkages with the developing countries of Africa and Asia.

These objectives will support international education goals outlined in *Western XXI* and the "Moving to a New Level" proposal.

- **Trust Accountant, Institutional Advancement**
Salary Range: \$35,000- \$40,000

This position has responsibility for maintaining accounting and trust records for the Western Kentucky University Foundation and its individual trusts and estates; preparing all state and federal returns and information required of various regulatory agencies; reconciling all trust and estate activity from outside sources (custodian and investment managers).

- **Fire Safety Coordinator - Facilities Management**
Salary Range: \$22,500 - \$27,500

Western Kentucky University has had at one time two fire safety related positions. Due to numerous budget cut reductions, these positions were eliminated. Some of the duties of these individuals were contracted to private vendors; some of the duties were reassigned to existing staff; and some of the duties were unperformed.

The Vice President for Student Affairs, the Vice President for Finance and Administration, and the Assistant Vice President for Finance and Administration have completed a comprehensive review of the various fire safety related tasks that the University should perform. This group has met with the State Fire Marshal, and it was the strong recommendation of the State Fire Marshal that a Fire Safety Coordinator position be created to help correct existing deficiencies in Western's fire safety program and to ensure that future fire safety related functions be performed in a timely fashion.

Staff is currently working on a budget that will define the expenditure

needs for this position. In addition, a professional engineer is currently inspecting all fire alarm systems on campus. Upon receipt of that report, more specific duties and responsibilities of the Fire Safety Coordinator will be defined. It is mandatory at this time, however, that the position be created and that an individual be recruited to coordinate the numerous fire safety related activities on campus and that this individual be prepared to maintain the fire alarm system improvements that are currently being undertaken.

Motion for approval of the recommended new positions was made by Mrs.

Bale, seconded by Mrs. Loafman and carried.

AGENDA ITEM 10 - Report by the President

The President's report included:

- **Enrollment** - is down a little over 3% for the fall semester. Only two institutions in the state are up in enrollment. Kentucky State is up, and University of Kentucky is up .3%. The percentage of full-time, first-time freshmen is up. The losses were more in the part-time arena than in the full-time arena. The enrollment is currently 14,758.
- **Faculty Recognition** - Introduced Dr. Janet L. Colbert, PhD, CPA, CIA who is the Meany-Holland Professor of Accounting. Dr. Colbert has her PhD from University of Georgia in Accounting, 1984; her MBA with Accounting Concentration from Auburn University, 1980 and a BS from University of Illinois, Accountancy, 1974. Her areas of expertise include Auditing and Financial Accounting

Dr. Colbert has published 40 articles in academic, practitioner, and international journals, including Accounting Horizons, Managerial Auditing Journal, Internal Auditing, IS Audit & Control Journal, Journal of Applied Business Research, and The CPA Journal. She has presented 32 presentations of papers and seminars. Served on editorial board of four journals. Dr. Colbert served as associate editor in charge of manuscripts for one journal.

Dr. Colbert has been the recipient of six research grants. Her research interests include risks in auditing, internal auditing, internal control. She taught auditing and accounting at graduate and undergraduate levels; has received two teaching awards; served on 42 masters committees, ten as chair, and helped implement Masters of Professional Accountancy program at WKU 1993-94.

She has served as reviewer for national and regional accounting meetings; is a member of Data Analysis Committee of Kentucky Society of CPAs; the American Accounting Association; American Institute of CPAs; the Institute of Internal Auditors; Kentucky Society of CPAs an numerous professional, university, college, and departmental committees.

- **1994 FY Annual Report, Office of Sponsored Programs** - Board members were provided a copy of the annual report of non-gift outside dollars that come from grants and contracts. We are now around the \$10 million mark--an increase from 1988 when it was around \$3 million. The average grant is approximately \$52,000. There were 193 award from 220 proposals submitted. The Office of Sponsored Programs is now directed by Dr. Phil Myers.
- **NCAA Self-Study Report** - A copy of the report was given to each Board member. The team will be on campus November 6-9 to, in essence, accredit the Athletics Department.
- **International Education Annual Report** - Dr. John Petersen reviewed the highlights of the report which each Board members received earlier. This past year there were 369 international students from 42 different countries studying on campus. A number of study-abroad opportunities are offered for the Western students in countries ranging from Western European countries, Spain, Italy, France, England, Ireland, to Asian counties such as Japan and China, and also Canada and Mexico. Western XXI mandates expansion of the study abroad opportunities.

- **Kentucky Telelinking Network** - Dr. Charles Anderson has headed an effort on a major grant for the State working with several other universities, the Star Schools Network. This has enabled Western to add another classroom on campus.
- **Toppers on Tour Program** - Gene Crume, Director of Alumni Affairs, discussed the "*Out the Door and On the Road*" brochure which describes a lot of the programs that the Alumni Association will sponsor over the course of the next year. *Toppers on Tour* is a program that takes the best of the Institution, the Admissions Office, University Relations, Academic Affairs, and Alumni Affairs and infiltrates certain communities on particular days. Programs will be offered to civic groups during the day, meetings will be scheduled with small alumni constituencies, and development contacts for lunch and with school personnel, and elected officials during the afternoon timeframe. A "*Business After Hours*" reception will be held during the evening whereby all of the alumni and friends of Western in the particular area will be invited, and they will be trained in all of the good things happening at Western so that when the session ends, they can go into an Admissions Open House, which is the main student recruiting effort in the individual communities, and they will be a well-prepared, well-trained group of persons to sell the message of Western Kentucky University and try to recruit new students.
- **Student Phonation** - This year's Phonation was directed by Donald Smith; there were more than 700 volunteers; they spent 23 nights calling; and \$257,000 was pledged. That is a new record--an increase of 12.5%--last year was \$227,000; there were more than 7200 pledges--up more than 10% from last year; 2,093 new pledges this year, averaging 91 new pledges per night.
- **Hilltoppers on Television** - Board members were provided a list of all of the men's and women's games that will be televised this year.
- **School Leadership and the Laws** - is one of a major series of seminars that will be conducted at the Institute for Economic Development. Approximately 130 participants (superintendents and principals) from around the state are currently in attendance and the School Leadership and the Law Conference.
- **Minority Teacher Education** - approximately 600 potential students will be on campus next weekend to explore opportunities available in Teacher Education.

AGENDA ITEM 11 - Approval of meeting schedule for 1995

President Thomas C. Meredith recommends adoption of the quarterly meeting schedule for 1995.

- **First Quarterly Meeting** January 20, 1995
- **Second Quarterly Meeting** April 21, 1995
- **Third Quarterly Meeting** July 28, 1995
- **Fourth Quarterly Meeting** October 27, 1995

The above tentative schedule was established for the 1995 meetings.

Chairman Fischer paused to recognize Mr. Ray Preston for having recently been inducted in the Hall of Distinguished Alumni.

With no other business to come before the Board, motion for adjournment was made by Mr. Gray and seconded by Mr. Martin. The meeting adjourned at approximately 12:55 p.m.

CERTIFICATION OF SECRETARY

I hereby certify that the minutes herein above set forth an accurate record of votes and actions taken by the Board of Regents of Western Kentucky University in a regular meeting held on October 28, 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

Robert Earl Fischer
Chairman
January 20, 1995

Elizabeth W. Esters
Secretary
January 20, 1995