

MINUTES
OF THE BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY

January 20, 1995

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. Earl Fischer, Chair, at approximately 10:55 a.m. CDT, following meetings of the Academics Committee and the Finance Committee.

AGENDA ITEM 2 - Invocation

The meeting opened with an invocation by Mrs. Lou Anne Beckham, Director of Special Events.

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. Martin attended a meeting of the Finance Committee; however, left for another commitment prior to the Board meeting. Mr. Preston was 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. 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; Mr. Fred Hensley, Director of University Relations, and Ms. Deborah Wilkins, University

Counsel.

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 3 - Recommendation to name the Garrett

Conference Center Auditorium the "*Theresa W. Gerard Auditorium*"

Mrs. Gerard serves as hostess of the Garrett Conference Center and has had a relationship with the University since 1924. A motion for approval was made by Mr. Evans, seconded by Mrs. Bale. The motion carried.

AGENDA ITEM 4 - Disposition of minutes of the regular meeting of

October 28, 1994

The minutes of the October 28, 1994, Board meeting were presented by Chairman Fischer.

Dr. Mendel made a motion to add the following paragraph to the minutes to clarify the intent of the Budget resolution on page 4.

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, re-search, and libraries where practical and in keeping with the total budget.

The motion was seconded by Ms. Gramling. The motion for clarification carried with the following vote:

Aye: Gramling, Gray, Loafman, Mendel, Mudge

Nay: Bale, Evans, Fischer, Mercer

Motion for approval of the minutes as clarified was made by Mr. Evans and seconded by Mrs. Bale. The motion carried.

AGENDA ITEM 5 - Committee Reports

5.1.1 - Academics Committee, Mr. Fred Mudge, Chair; Mrs. Bale; Ms.

Gramling; Dr. Mendel, and Mr. Evans

Mr. Mudge reported that the Academics Committee met earlier in the day with all members present to consider the following recommendation:

RECOMMENDATION

President Thomas C. Meredith recommends approval of a proposal to amend the existing course repetition policy which will allow undergraduate students to repeat a maximum of 18 hours or 6 courses, whichever comes first. Only 6 of the hours or 2 courses, whichever comes first, in which a grade of "C" or above has been earned, may be repeated. It is the student's responsibility to notify the Office of the Registrar when a course has been repeated. The grade received for each attempt will continue to appear on the student's academic record.

BACKGROUND

The Academic Council at its November 17, 1994, meeting approved the amendment of the existing policy of repeating two courses.

The existing policy:

"An undergraduate student is permitted to repeat a maximum of 24 hours or 8 courses, whichever comes first, in which a grade of "D" or "F" is earned. It is the student's responsibility to notify the Office of the Registrar when a course has been repeated."

The amended policy:

"An undergraduate student is permitted to repeat a maximum of 18 hours or 6 courses, whichever comes first. Only 6 of the hours or 2 courses, whichever comes first, in which a grade of "C" or above has been earned may be repeated. It is the student's responsibility to notify the Office of the Registrar when a course has been repeated."

The following clarifying language was also approved:

If a course is repeated, only the second grade will be counted in computing the grade point average; if the course is repeated a second time, both the second and the third grades will be used in computing the grade point average. The grade received for each attempt will continue to appear on the student's academic record. A student may attempt a single course no more than three times.

BUDGET IMPLICATIONS

There will be no budget implications.

The recommendation was approved by the Academics Committee, and Mr. Mudge moved approval by the Board. The motion was seconded by Mr. Gray, and carried.

5.2 - Finance Committee, Mr. Burns E. Mercer, Chair; Mr. Gray; Mrs. Loafman; Mr. Martin, Mr. Preston

Mr. Mercer reported that the Committee met earlier in the day with all members except Mr. Preston present. With approval of the Finance Committee, Mr. Mercer moved approval by the Board of the following items on the agenda 5.2.2; 5.2.3; 5.2.4; 5.2.5; 5.2.6; 5.2.7; 5.2.8; 5.2.9; 5.2.10; 5.2.12. The motion was seconded by Mrs. Loafman and carried.

The referred-to items are listed below:

5.2.1 - Review of Second Quarter Financial Statement for 1994-95

[Note: Discussed in the Finance Committee meeting - no action.]
Finance Committee Minutes are attached as EXHIBIT I]

5.2.2 - President Thomas C. Meredith recommends approval of the Revised Budget for the Second Quarter Fiscal Report for 1994-95.

[Note: A copy of the revised budget for the Second Quarter 1994-95 is included in the minutes of the Finance Committee.]

5.2.3 - RECOMMENDATION:

President Thomas C. Meredith recommends that the Board of Regents increase the 1994-95 budgets for Sponsored Programs Research by \$700,000 for Sponsored Programs-Public Service by \$800,000. This action would require a corresponding increase in budgeted federal revenue of \$1,170,000 and state revenue of \$330,000.

Background:

Every year the approved budget includes projected revenue and expenditures for externally funded grant and contract activity. For the last few years, actual sponsored program activity has surpassed original projections. The approved 1994-95 budget includes \$800,000 for Sponsored Programs Research. This recommended addition would bring the total to \$1,500,000. Sponsored Programs-Public Services is currently budgeted at \$4,730,000. This recommended addition would bring the total to \$5,530,800.

This recommendation relates only to restricted revenue and expenditure. It has no impact on unrestricted or discretionary resources.

5.2.4 - RECOMMENDATION:

President Thomas C. Meredith recommends approval of the Institutional Reserve. It is recommended that the Board increase the institutional reserve from \$4,000,000 to \$4,100,000

BACKGROUND:

At the meeting of the Finance Committee of the Board of Regents held on October 28, 1994, Chairman Burns Mercer noted that the recommended allocation of the Fund Balance presented to the Board did not provide for an increase percentage in the institutional reserve. Chairman Mercer expressed an interest in having the University increase the reserve by the same percentage as the percentage of revenue increases for the next year so that the same percentage level of the Fund Balance is maintained from year to year. The committee indicated that the possibility of increasing the reserve beyond the level discussed at the October 28 meeting should be further explored at the January meeting of the Board.

Analysis

The reserve level of the University may be analyzed from several perspectives:

1. The Reserve as a percentage of the total E&G and auxiliary budgets;
2. The Reserve as a percentage of the E&G budget; or,
3. The Reserve as a percentage of the E&G budget minus grant and external funding sources.

Since the auxiliary enterprises of the University are "stand alone" operations and since a separate auxiliary reserve is maintained, it is recommended that the appropriate percentage of reserve to be maintained be based on either the total E&G revenues or the total E&G revenues minus grant and external funding sources. It can further be argued that since grant and external funding sources are restricted and that since the University does not assume any liabilities with regard to the expenditure of these funds which would require then a reserve, that the appropriate analysis should focus on the reserve as a percentage of the E&G budget minus grant and external funding sources.

For the fiscal year ended June 30, 1994, the reserve of the institution was approximately \$4 million. The E&G budget minus grant funding was approximately \$85 million. Therefore, the reserve as a percentage of revenue was approximately 4.7 percent. (It should be noted that in prior discussions reference has been made to the reserve as a percentage of revenues being at a 4.1 percent level. The 4.1 percent was calculated using method two above; i.e., total E&G revenues.) The projected E&G revenues minus grant and external funding sources for the current fiscal year, FY 94-95, is approximately \$86,700,000. Therefore, 4.7 percent of this amount would equal \$4,074,900 an increase of \$74,900. Given that the revenues are a projection and that the final fund balance for the year is also a function of expenditures and budget management decisions, it is recommended that the Board increase the institutional reserve from \$4,000,000 to \$4,100,000.

5.2.5 - RECOMMENDATION:

Information concerning the fume hood project in Ogden College is not yet available. A recommendation concerning this project will be made at later date.

President Thomas C. Meredith recommends approval of the following allocations from the remaining 1993-94 fund balance:

- \$100,000 for the Institutional Reserve [Agenda Item 5.2.4]
- \$ 34,000 for Public Safety (communication equipment and a new patrol car)
- \$ 60,000 for Purchasing (new computer and software system to revamp purchasing procedures on campus.

5.2.6 - RECOMMENDATION:

President Thomas C. Meredith recommends the acceptance of the audit of the financial statements of WKYU-FM Radio and WKYU-TV for the year ended June 30, 1994, as presented to the Board of Regents by Baird, Kurtz & Dobson.

BACKGROUND:

WKYU-FM Radio and WKYU-TV both receive significant funding from the Corporation for Public Broadcasting (CPB). As a result, a separate audit of the financial statement and the internal controls of WKYU-FM and WKYU-TV is required to satisfy the requirements of the CPB. The audit of these financial statements and the internal control structure is performed by Baird, Kurtz & Dobson independently of the audit of the financial statements and internal control structure of Western Kentucky University.

As part of the audit, BKD observed certain matters that they deemed appropriate to bring to the attention of the Board of Regents. Further, BKD offered several comments and suggestions; some similar to observations made as a result of the 1993 audit. These comments and observations pertain to fixed asset records. In general terms, property records of WKYU-FM Radio and WKYU-TV are not reconciled to the assets recorded as property and equipment on the financial statements. BKD has recommended that a reconciliation be completed to satisfy the University capitalization requirements. In addition, BKD has observed that donated equipment had not been added to the inventory control list. They suggest that donated items be properly identified and tagged in the same manner as purchased equipment. The final comment made in the management letter by BKD pertained to discounts received on equipment purchases. It was noted that these discounts were treated as in-kind contributions and should be recognized in the same year equipment is capitalized.

University management is developing a corrective action program to address each of the three suggestions offered by BKD to management. This corrective action plan has been submitted to the Board of Regents.

It should be noted that both audits presented by BKD are "clean" audits--the financial statements fairly represent the financial position of WKYU-FM Radio and WKYU-TV and the financial statements have been presented in accordance with generally accepted accounting principles.

5.2.7 - RECOMMENDATION:

President Thomas C. Meredith recommends that the Board of Regents accept the Accountant's Report on Agreed-Upon Procedures dated June 30, 1994, which constitutes a review of selected accounting

records and the internal control structure of the University to ensure compliance with NCAA Bylaw 6.2.3.1.

Background:

Pursuant to NCAA Bylaws, the external auditor for a member of the NCAA must review selected accounting records and the internal control structure of the University. This review does not constitute an audit of the financial statements of the University or of the inter-collegiate athletics department of Western Kentucky University but rather assists the University in ensuring its compliance with NCAA Bylaw 6.2.3.1.

In the section of the Accountants' Report dealing with internal control and operating procedures, it was noted by Baird, Kurtz & Dobson that a lack of segregation of duties exists over ticket sales. Due to the lack of staff in the Ticket Office, this has been an ongoing concern of the external auditor. A response from the Athletics Office will be prepared and submitted to Board members prior to the Board meeting. Also, representatives of the Athletics Department will be present at the Board meeting to discuss this and other information contained in the Accountant's Report.

Note: The Accountants' Report on Agreed-Upon Procedures dated June 30, 1994, and a letter from Baird, Kurtz & Dobson summarizing their review for the period from September 16, 1994, to December 15, 1994, are filed in the Board's official records.

5.2.8 - RECOMMENDATION:

President Thomas C. Meredith recommends the approval of the attached six-year capital plan and the priorities assigned to the projects listed in the plan.

BACKGROUND:

On a biennial basis, each agency of state government, including the universities, is required to prepare a six-year capital plan. Western Kentucky University's six-year capital plan is submitted to the Council on Higher Education. After a review of the plan by the Council, it is submitted to the Capital Planning Advisory Committee. This committee is made up of representatives from the Executive, Legislative, and Judicial branches of state government. A priority list for state government and recommendations is submitted by the Capital Planning Advisory Committee to the Governor and the General Assembly for consideration in the preparation and enactment of the biennial budget of the Commonwealth.

Western Kentucky University's six-year capital plan is the product of input from each area of the university. The plan is an update of the six-year capital plan from last year with the inclusion of new projects that have been identified as critical to the teaching and learning mission of Western Kentucky University.

Note: The six-year capital plan is included in the minutes of the Finance Committee that are attached as Exhibit I.

5.2.9 - RECOMMENDATION:

President Thomas C. Meredith recommends approval of the Investment Policy and Guidelines which follow:

INVESTMENT POLICY AND GUIDELINES

INTRODUCTION:

Western Kentucky University is a publicly assisted University. The staff of Western Kentucky University has a fiduciary responsibility to manage the assets and resources of the University in the most prudent manner possible. This includes the management of the cash and investment assets of the institution. Western Kentucky University cannot, nor does not, delegate its fiduciary responsibility to a third party. Contracts entered into by the University with a third party requires that the third party responsible for the management of assets be as sensitive to the fiduciary responsibilities of the institution.

Western Kentucky University currently has contractual arrangements for the management of two different types of funds: 1) the short-term cash resources of the institution, and 2) the trust accounts governed by the bond trust indentures of the University. The short-term cash resources of the institution consist of the funds that are collected on a daily basis and which are spent to meet the budgetary obligations of the institution on a day-to-day basis. The short run will normally be defined to be from one day to two years (some funds earmarked for construction projects may not be needed for expenditure for up to a two year period-- other funds of the University may be needed on a day-to-day basis). The trust funds of the University have a longer life; in theory these funds will not be needed during the life of the bond issue. Still, Reserved Funds may be needed prior to the final maturity on the bonds due to refundings, etc. As a result, the normal maturity of bond trust funds would not exceed a ten-year time horizon.

GOALS

Given the nature of the funds being invested, the goals of these two types of funds shall be different.

Short-term Cash Management Funds

The highest priority goal of these funds is safety of principal. These funds should be invested in assets as defined by KRS 42.500. Further, these funds should not be invested in assets which might experience significant price fluctuations which would result in a market loss if the assets were required to be liquidated prior to the need for expenditure. Therefore, the safety goal addresses not only safety from a credit risk perspective but also a market risk perspective.

The second highest goal for the investment of these funds is liquidity. The University has historical data on its day-to-day cash needs; however, given the creation of the Western Kentucky University Foundation and the transfer of certain assets to the Foundation, the liquidity of the short-term cash management funds becomes even more critical and the investment of these funds should ensure that the liquidity needs of the University can be met without market risks.

Finally, given the safety and liquidity goals defined above, the third goal for the management of the short-term cash funds is yield. The University recognizes that the total yield or return on assets may be derived from coupon income as well as capital gains that may accrue over time.

Bond Trust Accounts

Given the longer term nature of the bond trust accounts, the goals for the management of these funds shall be safety, yield, and liquidity in this respective order. Again, safety of principal pertains to both avoidance of credit risk and market risk. Due to the long-term nature of this portfolio, liquidity is not as important as with the short-term cash management portfolio of the institution; hence, the bond trust portfolio should be managed to result in a higher yield than the short-term cash portfolio.

Portfolio Strategy

It is anticipated that different portfolio management strategies will be pursued for the short-term cash management portfolio and the bond trustee portfolio.

Short-term Cash Management Portfolio

It is anticipated that this fund will be managed utilizing a passive management style. There are numerous passive managed techniques such as laddering, asset-liability matches, etc. However, a passive approach is based upon the concept of minimizing risks and pursuing a buy and hold approach to investment management.

Bond Trustee Accounts

Given the long-term nature of these funds, it may be appropriate for these funds to be managed utilizing an active management strategy. Again, numerous active management strategies exist including, "Bill rolls, duration management, quality and maturity swaps, etc." The underlining premise of an active strategy is that market inefficiencies can and do occur. The active portfolio manager can take advantage of these market inefficiencies to create capital gain income to enhance coupon income. It is also recognized that the specific active portfolio management strategy utilized will be a function of market conditions over time.

The utilization of an active portfolio management strategy must be documented and justified by the portfolio manager and any such change in strategy over time must be documented as to the reasons for the change in strategy. Further, for a particular strategy that involves the buying and selling of securities for capital gains, documentation must be provided detailing the reasons for the buy and sell and specifying the prices for which the securities were bought and sold and the results of each specific transaction.

It is recognized that given the longer term nature of this portfolio, it is the long-term performance of the portfolio that is important. That is, in the short run, gains and losses will be experienced; however, the critical policy variable from the University's perspective is the long-term return and performance on its portfolio.

Reports

The portfolio manager will provide a monthly performance report to Western Kentucky University. The performance report will provide information on the portfolio yield (both coupon and capital appreciation or loss) for the prior months. The performance report will also provide a summary statement of securities held for each of the funds

as of the end of the monthly reporting period.

Review

The Office of Accounts and Fiscal Services will review the performance report provided monthly by the portfolio manager. The Office of Accounts and Fiscal Services will provide an Executive Summary of the performance report to be submitted to both the Vice President for Finance and Administration and the Internal Auditor. The Executive Summary will provide a summary of the portfolio yields for the prior month and a comparison with appropriately defined benchmarks.

5.2.10 - RECOMMENDATION:

President Thomas C. Meredith recommends a modification in the Western Kentucky University refund policy, effective with the Fall 1995 semester, to ensure that the University is in full compliance with the new requirements on refunds as forth by the United States Department of Education.

BACKGROUND:

Western Kentucky University's current policy for granting tuition refunds to students is more flexible than the newly mandated requirements of the United States Department of Education with one exception. The new Department of Education regulations state that the institution must refund 100 percent of the tuition charges less an administrative fee that does not exceed the lesser of \$100 or five percent of the tuition. In the case of in-state students, frequently the five percent of tuition is less than \$100; Western's policy, however, has been that we would retain an administrative fee of the total of \$100. Therefore, we must modify our policy by changing the administrative fee retainage from the total of \$100 to the lesser of 5% or \$100 through the first week of classes to be in compliance with and consistent with the United States Department of Education requirements. The personnel in the Department of Accounts and Fiscal Services have recommended that we change our refund policy to be in strict compliance with DOE policies. The change would in some instances be less lenient for the student than the University's current refund policy. This will dictate one other significant change from current policy. This item relates to the refund of tuition after the eighth week of classes. Currently a student can receive a partial refund for tuition if they withdraw after the eighth week of classes. However, a student cannot withdraw with a "W" after the eighth week of classes except in the case of extenuating circumstances. That means that most students who withdraw after the eighth week of classes receive a "F." This has caused some level of discomfort between students and faculty and the Registrar's Office since students are eligible to receive a partial refund but cannot withdraw without a grade after the eighth week of classes. By changing our policy to be in compliance with DOE's new regulation, this problem is alleviated because students would no longer receive a refund after the eighth week of classes.

5.2.12 - RECOMMENDATION:

President Thomas C. Meredith recommends approval of the Institutional Employee Compensation Policy which follows:

WESTERN KENTUCKY UNIVERSITY INSTITUTIONAL EMPLOYEE COMPENSATION POLICY

Western Kentucky University primarily follows a performance-based compensation policy and seeks to reward its faculty and staff competitively, consistently, and equitably within the limits of available resources. This policy applies to all personnel, regardless of the source of funding.

Procedures Related to Grants:

The University will not supplement grant-funded positions with state appropriations in the unlikely case where there are inadequate funds in the grant-funded budget to meet unexpected salary increases.

The Office of Sponsored Programs will be responsible for implementing and monitoring this policy as it pertains to positions that are funded by grants.

Project Directors must meet with Office of Sponsored Programs' staff early in the grant development phase to ensure that the project budget complies with this institutional employee compensation policy. Institutional compensation standards must be followed unless there are extenuating circumstances which can be justified by the Project Director. In projecting annual increments for grant proposals, consideration will be given to such factors as general University salary increases and merit considerations.

Mr. Mercer moved approval of the sublease agreement with the WKU Foundation, Trustee for the Margaret Madison Charitable Remainder Trust. The motion was seconded by Mrs. Loafman. The recommendation follows:

5.2.11 - RECOMMENDATION:

President Thomas recommends approval of the proposal to enter into a sublease agreement with the WKU Foundation, Trustee for the Margaret Madison Charitable Remainder Trust, for the lease of certain real property and improvements at 522 and 526 University Blvd., Bowling Green, Kentucky."

[Note: A copy of the sublease is filed with the Board's official records.]

Following a period of discussion to clarify the recommendation, the motion carried.

AGENDA ITEM 6 - Recommendation for approval of the Major Gift

Campaign Strategic Plan and Maximum Operating Budget

RECOMMENDATION:

President Thomas C. Meredith recommends approval of the Major Gift Campaign Strategic Plan and Maximum Operating Budget. The Strategic Plan was provided to the Board of Regents at the October, 1994, meeting and was conceptually approved. The proposed Maximum Operating Budget is shown, as requested by the Board, with assumptions.

[The proposed Estimated Major Gift Campaign Budget (Maximum Cost) is attached to the Minutes as EXHIBIT II.]

**Operating Budget Assumptions
Strategic Plan
Major Gift Campaign**

1. Operational budget goal is to execute the major gift effort and campaign at a financial level equal to or less than the national average associated with a similar effort at a similar institution (\$.25/dollar raised).
2. Academic Affairs has committed resources in excess of \$100,000 toward the staffing of new professional development positions and secretarial support.
3. Assumed colleges and units will provide secretarial support.
4. Assumed 4% annual salary increase.
5. \$350,000 in new resources has been allocated from FY 94 fund balance and designated for the major gift campaign and marketing.

Mr. Robert Rutledge, Vice President for Institutional Advancement, explained the recommendation and answered questions from Board members regarding the proposal, which was a follow-up to the concept of Strategic Major Gift Funding Raising Plan for Western Kentucky University that was approved at the October 28, 1994, meeting.

Motion for approval of the Major Gift Campaign Strategic Plan and Maximum Operating Budget was made by Mr. Mercer, seconded by Mrs. Bale, and carried.

AGENDA ITEM 7 - Recommendation to amend the Alumni Grant Policy

RECOMMENDATION:

President Thomas C. Meredith recommends that the Board of Regents amend the *Alumni Grant Policy* to exclude legal guardians from the list of people to whom the Alumni Grant is offered. Listed below is the applicable portion of the policy with the recommended deletion noted and the rationale for the recommendation.

Western Kentucky University will offer an alumni grant to any qualified nonresident student whose parent, stepparent, ~~legal guardian~~ or grandparent holds an associate, baccalaureate, master's or specialist degree or has completed a certified program from the University.

Rationale:

A court may appoint a legal guardian for persons up to the age of 18 without the "parent" waiving his/her rights and without assigning the legal guardian all parental responsibilities. By approving this recommendation, the Board of Regents will eliminate the possibility of an alumnus seeking legal guardianship for the sole purpose of obtaining the alumni grant.

Motion for approval of the recommendation to amend the Alumni Grant Policy was made by Mrs. Loafman, seconded by Mr. Gray, and carried.

AGENDA ITEM 8 - Recommendation for approval of new positions as follows:

RECOMMENDATION:

President Thomas C. Meredith recommends approval of the following new positions:

- **Administrative Secretary, Office of Sponsored Programs**
Salary: \$12,120

The position is to be funded by Academic Affairs through June 30, 1995, and thereafter by indirect cost recovery dollars generated by Sponsored Programs.

- **Shuttle Bus Operator, Facilities Management**
\$7.25 per hour

The Shuttle Bus Operator position had been previously established as a part-time position that resulted in no applicants. This is a full-time, nine-months position. This position should allow Facilities Management to provide shuttle services without using outside sources or temporary drivers.

- **Elevator Services Supervisor, Facilities Management**
\$11.52 per hour*
- **Elevator Mechanic, Facilities Management**
\$8.46 per hour*

The two elevator services positions are to bring in-house the University's elevator maintenance program. The positions are requested in response to the rising cost and decreasing quality of contracted elevator maintenance services on campus. Funding for these positions will be transferred from contract elevator maintenance funds.

* Market forces may command a higher beginning pay rate.

- **Senior Administrative Secretary, University Relations**
Salary: \$13,092

The position is to be funded through self-generated revenue. This position is requested as part of the reorganization efforts in Special Events; it is considered essential in order to maintain the current level of service in this area.

- **Administrative Secretary, Human Resources**
Salary: \$12,120

Departmental funds available for funding through the '95 fiscal year; additional funds of approximately \$5,600 are required for fiscal year '96.

- **Senior Administrative Secretary, Student Life/ADA Area**
Salary: \$13,092

This has been a part-time position. A full-time position is considered critical to the support of Western's ADA Coordinator.

Following a period of discussion of the recommendation, a motion for approval was made by Mrs. Loafman, seconded by Mr. Evans, and carried.

AGENDA ITEM 9 - Presentation of personnel actions since October 28, 1994

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 28, 1994. The personnel actions follow:

Motion for approval of the recommended personnel actions was made by Mr. Mercer, seconded by Mrs. Bale, and carried.

AGENDA ITEM 10 - Recommendation to approve participation in the William D. Ford Federal Direct Loan Program

RECOMMENDATION:

President Meredith recommends that Western Kentucky University participate in the *William D. Ford Federal Direct Loan Program*.

Background:

The United States Department of Education has initiated a direct student lending program that will enter its second year in 1995-96. The University has evaluated the opportunities offered to students by this program as well as the implications for change and shifts in staffing responsibilities. Some advantages are: more efficient and timely delivery of loan proceeds to students; elimination of handling approximately 5,000 checks each semester, elimination of 12,000 manual data entries, and a more timely cash flow to the University. While some concerns exist about management of a new program, it appears that participation would provide the best service to students and thus, this recommendation is that Western participate in the FDLP starting July 1, 1995.

Following a presentation by Ms. Marilyn Clark, Director, Student Financial Aid, motion for approval was made by Mrs. Bale, seconded by Mr. Evans, and carried.

AGENDA ITEM 12 - Funding for the Corporation for Public Broadcasting.

As a follow-up to a suggestion made by Mr. Martin in the Finance Committee meeting, a motion was made by Dr. Mendel and seconded by Mrs. Bale that the Board adopt a resolution urging the United States Congress to continue funding at its current level funding for public radio and television. The motion carried unanimously, and the following resolution was forwarded to the Kentucky Congressional delegation:

RESOLUTION

WHEREAS, Western Kentucky University is the licensee of public radio stations WKYU-FM (Bowling Green), WDCL-FM (Somerset), WKPB-FM (Henderson), and WKUE-FM (Elizabethtown), and public television station WKYU-TV; and

WHEREAS, the future of our society depends on our ability to have an informed and involved citizenry. Like no other medium available, our public radio and television stations inform, educate, and provide culturally enriching programs to all Kentucky citizens, regardless of their means or their place of residence; and

WHEREAS, the Western Kentucky University public radio service provides news and public information programs second to none.

WKYU-FM news was recognized nationally this year with the Oscar in Agriculture. The station has won the Kentucky Education Association's "School Bell" in seven of the last eight years and is regularly the leader in news awards from the Kentucky Associated Press. The internship opportunities for broadcast journalism students has led to two students winning fellowships from the Radio-Television News Directors Association in national competition, and another student winning a major scholarship from the Kentucky Broadcasters Association; and

WHEREAS, WKYU-TV offers seven hours of telecourses each class day. These courses come from the PBS Adult Learning Service. Students taking telecourses may earn an Associate of Arts degree through the telecourses offered by WKYU-TV without having to come to campus thereby allowing working parents, single parents, handicapped persons, etc. -- to take courses at home on their own time; and

WHEREAS, the United States Congress will soon determine funding for the Corporation for Public Broadcasting and the future of public broadcasting; and

WHEREAS, the current level of funding for public broadcasting is essential to enable public radio and public television to continue to provide all citizens of Kentucky and the United States with informative, educational, and culturally enriching noncommercial programs at a cost of less than \$1.00 per person per year; and

WHEREAS, funding for public broadcasting is essential to the continuation of daily in-class program services to our schools; the continuation of educational services, Ready to Learn, and Ready to Earn; and

WHEREAS, the development and expansion of distance learning facilities and operations to rural and underserved populations are dependent upon a viable and properly funded public broadcasting system.

NOW THEREFORE, BE IT RESOLVED that the Board of Regents of Western Kentucky University in its meeting on January 20, 1995, unanimously adopted this resolution **urging the Congressmen from Kentucky to go on record in support of funding for the Corporation for Public Broadcasting.**

Ordered at Bowling Green, Kentucky, this twentieth day of January in the year of our Lord, one thousand nine hundred and ninety-five.

Robert Earl Fischer, Chair

Board of Regents
Western Kentucky University

AGENDA ITEM 12 - Report by the President

The President's report included:

- **Faculty Recognition** - Introduced Dr. Don C. Dickmeyer, Jr., Ph.D. Dr. Dickmeyer joined the faculty at Western in 1989 as Associate Professor of Counseling in the College of Education and Behavioral Sciences. He has distinguished himself as a teacher at Western by receiving four consecutive

nominations for the Teacher of the Year award in the College of Education, consistently high evaluations from students in their annual evaluations, and frequently filled-to-capacity classes. Dr. Dinkmeyer is presently serving on a statewide committee charged with creating new Standards for School Counselors and is serving as the chairman of the national Professionalization Committee of the ACA, American Counseling Association. He was elected President of the North American Society for Adlerian Psychology, a professional counseling organization, for two consecutive terms. He has been inducted into Chi Sigma Iota, the national counseling honor society.

Dr. Dinkmeyer has created materials for every level of education, from daycare and preschool programs to graduate text books.

He is the coauthor of the most widely used guidance materials in our nation's elementary school classrooms, the DUSO program. He has written books for parents and professionals across several educational disciplines, including "The Effective Parent", "Teaching and Leading Children", and the widely recognized "Systematic Training for Effective Teaching". He has authored or co-authored eighteen articles found in the leading journals of the counseling profession.

Dr. Dinkmeyer is in demand throughout Kentucky and the nation. He is frequently invited to work with teachers and parents in Warren and the surrounding counties. He has been invited to keynote both the Colorado and Oregon counselor's conventions next fall and has been selected to present for the fifth consecutive year at the annual American Counseling Association Convention. He served on the national parent education taskforce for the Office of Substance Abuse Prevention and was recently asked to conduct training at the first and second national parent educator's conference. He is a member of the International Roundtable for the Advancement of Counseling. Dr. Dinkmeyer now calls Bowling Green home for his family - his wife Deb, stepsons Luke and Joshua, and daughter Stephanie.

- A teleconference on retention will be held February 9 at noon. Board members were invited to attend.
- Health Insurance - The State Healthcare Plan now calls for universities to be drawn into the State Healthcare Plan in January, 1996. The cost for health care on Western's campus will increase, on preliminary calculations, over \$1 million per year.
- Enrollment - for the spring of 1995 is down a little. The encouraging news is that the first-time, full-time freshman numbers are up, and the percentage increase is up in that area. Three large graduating classes have impacted us dramatically.
- "Moving to a New Level" - Quite a bit of time has been spent on receiving input on this document. Dr. Meredith will now meet with the Administrative Council and take them through a number of proposals on the admissions standards portion of "Moving to a New Level." That is the only part in which there is still some "wiggle room" about which way to go. In a week or so, Dr. Meredith plans to call a general faculty meeting and lay out the same kinds of proposals before the general faculty and ask for their feedback. After all the feedback is received, Dr. Meredith will forward a recommendation to the Board and ask for a special Board meeting, probably sometime later in February to reach a final conclusion.

After the document is approved, a process will begin to incorporate it into Western XXI to make it a part of the overall strategic plan. The next step will be to pull from the Strategic Plan action plans--all of the things that the full document will call to be accomplished; price tags will then be placed on all of those; priorities will be offered for the group, and the priorities will be set forth in

budgeting segments. That is the essence of the Operational Plan.

With no other business to come before the Board, motion for adjournment was made by Ms. Loafman and seconded by Mr. Gray. 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 January 20, 1995, 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
April 21, 1995

Elizabeth W. Esters
Secretary
April 21, 1995