

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

**April 21, 1995**

**AGENDA ITEM 1 - Call to Order**

Required statutory notice having been given, the second 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 9:07 a.m. CDT, following a meeting of the Finance Committee.

**AGENDA ITEM 2 - Invocation**

The meeting opened with an invocation by Mr. Donald Smith, Coordinator of the Annual Fund.

**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. Mudge was being inducted into the Academy of Distinguished Alumni of Mechanical Engineering and Mechanics at his alma mater, West Virginia University. In addition, 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 4 - Disposition of minutes of the regular meeting of January 20, 1995 and the special meeting of March 22, 1995**

The minutes of the first quarterly meeting, January 20, 1995, and the special meeting of March 22, 1995, were presented by Chairman Fischer. A correction to page 10 of the minutes for the March 22, 1995, meeting was presented by Mr. Fischer. Motion was made by Mrs. Bale and seconded by Mr. Martin to approve the minutes as submitted with the correction inasmuch as copies had been mailed to Board members prior to the meeting. The motion carried.

The following student groups were recognized by President Meredith and the Board of Regents for their outstanding achievements:

- **Photojournalism students**, four of whom are semi-finalists in the Hearst Photojournalism Competition. Six of 12 semifinalists will compete in the finals in May. They are Craig Fritz, who placed first in the portrait/personality and feature photography; Joe Howell, who was third in portrait/personality and feature competition; Elisa Maple, who placed third in the picture story competition; and Joe Stefanchik, who placed third in news and sports photography.
- **Journalism students**, Dawn Ballard, who was selected in national competition to be one of 16 students who attended the Direct Marketing Association seminar in Chicago and the Yellow Pages Publishers Workshop in Nashville.

Karen Brown who was named 1995-96 "Chips Quinn Scholar" by the Freedom Forum and will take part in a special training program this summer in Arlington, Virginia, and will serve an internship at *The Courier-Journal*.

Matt Tungate won the William Randolph Hearst Intercollegiate Editorial Writing Competition and will compete in the national writing finals in San Francisco in May.

Christopher Obenchain who placed sixth in news and sports photography in the Hearst Photojournalism Competition.

Kurt Vinion who placed 17th in the picture story competition.

- **Forensic students** who were named the *1995 National Champions in Lincoln Douglas Debate*. President Meredith read a resolution

honoring the William E. Bivin Society passed by the Kentucky Legislative Research Committee at its meeting on March 1.

- Mr. Joe Daly, for winning the first-ever (for WKU) **Sun Belt Conference Individual Golf Championship**
- **Men's Basketball** - Coach Kilcullen and members of his staff and team were recognized. The 1994-95 team won their 3rd Sun Belt Conference regular season championship, the second in a row winning 17 straight league games this year; they won the school's second Sun Belt Tournament championship in the past three years; their record of 27-4 overall ranks as the second-best in the nation this year, behind the national champ, UCLA. Their 27-4 record is the best for Western in a quarter of a century. This was Western's 31st 20-win season, a feat better by only five schools--University of Kentucky, North Carolina, UCLA, Louisville, St. John's, and Western is tied with Duke.

Coach Kilcullen made basketball history by becoming the first coach to ever win a conference "Coach of the Year" award in consecutive seasons at two different schools.

Four-year seniors, Derek Flowers, Darius Hall, Darrin Horn, became the first Hilltopper basketball athletes in the school's history to take part in three consecutive NCAA tournaments and the first-ever at Western to participate in a national post-season tournament in all four years; they were all three in the NIT their freshman year.

The team finished the season in the top 25; had five players who averaged in double figures. Chris Robinson was named "*Player of the Year in the Conference*" and "All American-Region Three." Darrin Horn was "*Academic All American.*"

- **The Lady Topper Basketball Team** was 28-4, participated in their 11th consecutive NCAA Tournament, only 4 schools in the nation--Louisiana Tech (14) Tennessee (14), Virginia (12) and WKU. Head Coach Paul Sanderford improved his career record (all at Western) to 324-98 in 13 seasons--an average of 25 wins a season (ranking him 5th nationally in average wins per season), against only 7.5 losses. Coach Sanderford and members of his staff were recognized.

## **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 except Mr. Mudge and Mr. Preston. Mr. Mercer reported that the Committee reviewed the following items:

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

**Background:**

As a matter of information, the University provides to the Finance Committee and the Board of Regents a quarterly report of revenues and expenditures. The current reporting format has been identified by the Finance Committee over time.

The quarterly report for March 31, 1995, shows total operation revenues are 87.44% of the revised budget. Total expenditures are 79.99% of the revised budget. \*Departmental accounts are currently being reviewed to determine any areas that appear to be significantly out of budget with regard to revenues or expenditures.

\*Dr. Garmon noted that, in reviewing departmental accounts, none appeared to be significantly out of budget. These accounts will continue to be monitored during the fourth quarter. The First Quarter Financial Report for FY 1994-95 was reviewed by the Committee and involved no action.

With the approval of the Finance Committee, Mr. Mercer moved approval of the three above recommendations. The motion was seconded by Mrs. Bale and carried unanimously.

**5.1.2 President Thomas C. Meredith recommends the Board of Regents approve the revised budget as presented for the Quarter ending March 31, 1995.**

**Background:**

As discussed at previous meetings of the Finance Committee and the Board of Regents, ongoing revisions are made to the budget, primarily to reflect the impact of grants received by the University during the quarter. Attached is the revised budget for the period March 31, 1995.

**5.1.3 President Thomas C. Meredith recommends that the Board of Regents approve an additional revision to the 1994-95 operating budget in the amount of \$1,200,000, distributed as follows:**

- **\$1,000,000 in external resources for public service and \$200,000 in external resources for research.**

**Background:**

External funding during 1994-95 has surpassed expectations and it is again necessary to increase the budgets for outside funding in the areas of public service and research. No institutional resources are involved in this action; the entire amount reflects externally funded projects.

**5.1.4\* President Thomas C. Meredith recommends approval of the proposal to provide graduate fellowships for out-of-state registration fee waivers to qualified non-resident graduate assistants in graduate programs designated as "Prominent" by Western XXI**

**Background:**

Budget limitations have not allowed the university to provide additional support to graduate programs designated as Prominent by Western XXI. Graduate assistants are vital to graduate programs and contribute to the institution's teaching, research, and service missions. For several years, Western has been unable to be competitive for high quality graduate assistants. Due to the large differential between resident and non-resident fees (\$1,030.50 vs. \$2,870.50

per semester for Western) few students can afford to cross state boundaries for graduate study without a waiver of the out-of-state portion of registration fees.

Raising non-resident graduate assistant requirements from the previous 2.8 undergraduate GPA or 1350 on the GRE general test to the recently approved 4500 points based upon the GPA X GRE will ensure higher quality graduate assistants for the Prominent programs.

#### **Budget Implications:**

By restricting the number of graduate assistants qualifying for this waiver, there is no appreciable cost to the university.

\* The Finance Committee requested the inclusion of the Master of Public Accountancy in the list of "Prominent" programs.

#### **5.1.5 Update on budget preparation for 1995-96**

President Meredith told the Board that the University is in a position where the State, for 1995-96, will provide the University with \$1.8 million in new money,\*\* which is **approximately \$1.3 million less than was provided by the State in 1991-92.** Fixed costs on the campus used to run close to \$3 million; this cost has been trimmed and held down in a very difficult process. The new money from the State is only \$200,000 above basic fixed costs of approximately \$1.6 million. Efforts are being made to provide a 5% salary pool which would cost approximately \$2.8 million, and there is only \$200,000 additional dollars from the State to address any kind of salary increases at all. President Meredith stated, "We are trying to do something about operating budgets on this campus. They have not been increased for a number of years, now. We have put our money into people instead of operating budgets. We are trying to hold on to that 5% salary pool and a \$200,000 increase in operating budgets across campus. I don't know if we are going to be able to hold on to either or both of those things totally. I would bring to your attention once again that we are dealing with a potential increase in health insurance costs for this next year of between \$700,000 and 800,000 for one-half of a year, under the new state health care plan. We are very distraught over that. We don't think that was the intention of the legislation to impact us to that degree. We have been unable to get any answers on exactly what the coverage is and the costs involved."

Dr. Cecile Garmon, Assistant Vice President for Finance and Administration, reviewed the process and timetable for preparing and submitting the 1995-96 Operating Budget to the Board for approval.

President Meredith reported that the unknown health insurance costs make it impossible to complete a proposed operating budget for 1995-96 for submittal to the Board. Dr. Meredith stated, "When we came here in 1988, a big bone of contention

**\*\* New information since the Board meeting indicates that this figure is now \$1.4 million.**

of this campus was health insurance. We expanded the University Benefits Committee-- added new people from all across the campus with expertise. What they have done over the years is work extraordinarily hard to make sure that we have a competitive health insurance package, both in terms of what is offered and in terms of price. As a result, we have a good single, basic health insurance program that we offer to all employees; and we pay \$117.70 per person per month to provide that. We feel pretty good about what we've been able to accomplish. We're competitive with benefits, and we've been able to get an excellent price with that. Now with this alliance, we're going to be pulled into a pool; and the price, the best handle we can get is \$178.00 per person, per month. We haven't gotten any evidence that the coverage will be any better--it could be worse. So, we are distressed."

Exceptions to the unfunded, statutorily mandated inclusion in the state health care plan would have to be done legislatively. Options are being explored.

Following other discussion regarding the unknowns of the insurance costs, **Mrs. Bale made a motion that the Board direct the administration to prepare a resolution from the Board of Regents for submittal to the Governor and the legislative leadership expressing shock that this statutorily mandated inclusion in the State Health Care Plan would cause undue and unfair increases in health insurance for Western Kentucky University and its employees, noting that the University will receive approximately \$1.3 million less from the State in 1995-96 than was received 1991-92. This mandate would place additional unnecessary financial burdens on Western Kentucky University. Finally, the resolution should request that this item be placed on the agenda for the Special Session of the General Assembly. The motion was seconded by Mr. Mercer and carried unanimously.**

The following resolution was prepared:

***RESOLUTION***

*WHEREAS, higher education and Western Kentucky University have been subjected to several budget cuts in the last 11 years, and*

*WHEREAS, Western Kentucky University will receive approximately \$1.3 million less in 1995-96 than it received in state funds in 1991-92, and*

*WHEREAS, recent general fund surpluses have not been allocated to higher education to restore these cuts in operating budgets, and*

*WHEREAS, state officials have indicated to higher education and to Western Kentucky University that an increase in its health care costs may be anticipated as a result of the implementation of the state's health care reform act, and*

*WHEREAS, Western Kentucky University is unable to finalize its operating budget for 1995-96 and submit such operating budget to its Board of Regents for approval since the actual cost to the university associated with health insurance has not been determined, and*

*WHEREAS, any increase in health care cost that may result will represent unfunded mandate to Western Kentucky University and impact the university as in the same manner as have previous budget cuts, and*

*WHEREAS, the Western Kentucky University Board of Regents is gravely concerned about the unknown but potential cost implications of Western Kentucky University's mandated requirement into the health care alliance, now*

***THEREFORE, BE IT RESOLVED*** by the Western Kentucky University Board of Regents that this grave concern is communicated to the members of the Health Care Planning Board and to the Health Care Alliance.

*Ordered at Bowling Green, Kentucky, this twenty-first day of April in the year of our Lord, one thousand nine hundred and ninety-five.*

*Robert Earl Fischer, Chair  
Board of Regents*

## **5.2 Student Disciplinary Appeal Subcommittee, Mr. Kristen Bale**

### **5.2.1 Approval of minutes of the meetings of December 8, 1994, and March 10, 1995**

In the absence of Mr. Mudge, Mrs. Bale reported that the Student Disciplinary Appeal Subcommittee met on two occasions to consider two disciplinary appeals. In those meetings, the Subcommittee found no errors in the decisions of the University Disciplinary Committee. Both actions were in accordance with the procedural safeguards specified in Hilltopics, and the Subcommittee voted unanimously to sustain the decisions of the University Disciplinary Committee.

Motion for approval of the minutes of the meeting of December 8, 1994, and the meeting of March 10, 1995, was made by Mrs. Bale, seconded by Mr. Martin and

passed unanimously.

### **5.2.2. Recommendation for approval of revisions to the student handbook, "Hilltopics"**

#### **Background:**

The Student Disciplinary Subcommittee of the Board of Regents at its meeting on March 10, 1995, recommended that the University administration bring forth a recommendation to the full Board that would revise and upgrade the policy outlined in "Hilltopics" to provide for (at the discretion of the University Disciplinary Committee) immediate removal from all campus activities including classes pending appeal and decision of the Board committee.

Other proposed revisions in the Student Life Policies Statement on Student Rights and Responsibilities are also included.

## **STUDENT LIFE POLICIES STATEMENT ON STUDENT RIGHTS AND RESPONSIBILITIES**

### **General Philosophy and Guidelines**

Students are citizens and members of the University academic community. All citizens enjoy the rights and liberties assured by the Constitution of the Commonwealth of Kentucky and the United States of America. Likewise, they are subject to the responsibility and obligation to accord respect to the rights of others.

Constitutional rights and liberties are not abstract absolute concepts. A citizen's rights and liberties under the Constitution must always be applied in light of the special characteristics of the environment in which the rights are to be exercised.

Central to the special characteristics of the environment of a state-supported university campus is the special authority of university officials designated by the Board of Regents to control, preserve and manage university property and affairs and to maintain order and discipline.

The individual student of Western Kentucky University, as a part of the university society, is encouraged to help develop a responsible, intelligent community. The University demands high standards of personal conduct from each student.

The student is encouraged to maintain integrity through self-discipline. The University adopts only such reasonable rules and regulations applicable to a student as are necessary for the orderly, harmonious and beneficial functioning of the whole community. Accordingly, each student must respect the rights of others and should abide by the spirit as well as the letter of regulations of the University and laws of the community, state, and nation.

Academic freedom, constructive criticism and due process of law depend upon civility of behavior by all members of the University community towards all other persons in all circumstances. The University will not tolerate the use or threat of force, violence, coercion, intimidation, obstruction, duress or disruption by any individual or group. Members of the University community found to be participants in such activities will be subject to immediate disciplinary action. Likewise, appropriate

measures will be taken to stop and correct such activities by any non-member of the University community, whatever may be the claimed basis for his/her presence on the campus.

**The three paragraphs that were previously located here have been moved (in their entirety) to page five of the Hilltopics under the title "Policies and Procedures for Dealing with Students Displaying Disruptive Emotional Behavior."**

Although a student accused of misconduct will be given every consideration, if actions and behavior of the student are duly found to be detrimental to the University mission, process or functions, the University will take appropriate disciplinary action.

The following statements express the University's basic position toward the rights and responsibilities of a student.

### **Rights**

1. Every person is considered for admission to and for available academic scholarships from Western Kentucky University without regard to race, sex, religious or political creed, or ethnic origin. Specific admission criteria change from time to time and are published in the University catalog.
2. A student, individually or in association with others, is free to engage in off-campus activities, exercising rights as a citizen. When so engaged, in a context in which the participant is identified as a student, there exists a responsibility to make clear that the student does not represent the University.
3. Students associating into organizations may secure registration of the organizations provided they comply with the regulations for registration as stipulated in the regulations for student organizations.
4. Registered student organizations may use campus facilities, provided the facilities are used for the purpose contracted, subject to regulations of the University.
5. Registered student organizations may invite and hear speakers of their choice subject to the University's speakers policy.
6. Each student has the right to a campus environment characterized by safety and order.
7. Each student has the right to the services of the faculty, administrative offices and counseling agencies of the University without regard to race, color, sex, political or religious creed, or ethnic origin.
8. Each student has the right to a campus environment free of discrimination and/or harassment. Federal guidelines protect students against these practices and are covered by Title IX, Title VI, and Section 504. Any student who feels he/she is being discriminated against and/or harassed on the basis of race, sex, religion, national origin, or a handicap should contact the Office of the Dean of Student Life to file a complaint. This office is located in Room 119, Potter Hall, and the phone number is 745-2792.
9. Each student has the right to fair and impartial academic evaluation.

10. State and federal law confer upon each student the right to have the University maintain and protect the confidential status of certain records.
11. Each student has the right to speak on university property provided that his/her behavior does not infringe on the rights of others as further defined in the University policy on time, place and manner of meetings, assemblies and demonstrations.

**Responsibilities:**

A student enrolling in the University assumes the obligation for conduct in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline includes the categories numbered one through nineteen below. Further, while the institution does not desire to act as a policing authority for the activities of the student off of University property, and while it cannot serve as a sentencing authority for a student's violation of federal, state or local law, the University may take appropriate action in situations involving misconduct demonstrating flagrant disregard for the rights of others. An attempt or conspiracy to commit prohibited activities also constitutes grounds for disciplinary action. Many of the items of misconduct referred to may constitute violation of the Kentucky Penal Code and carry the possibility of criminal prosecution.

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University.

**CURRENT**

2. Forgery, alteration or misuse of university documents, records or identification, including student identification cards. Students are expected to carry their ID at all times and to present upon request by university officials.

**PROPOSED**

2. Forgery, alteration or misuse of University documents or records **including but not limited to electronic records, transactions and/or communications, or identification, including student identification cards.**

**PROPOSED -- NEW #3**

3. **Refusal to provide proper identification upon request. Students are expected to carry their ID at all times and to present it upon request by University officials.**
4. Knowingly passing a worthless check, money order or fraudulent use of credit cards to the University or a member of the University community acting in an official capacity.
5. Interference or disruption which impedes, impairs or obstructs teaching, research, administration, disciplinary procedures or other University missions, processes, functions or other authorized activities including its public service function or other authorized activities on University premises or which inhibits full exercise of rights by others.

**CURRENT**

6. Physical abuse of any person on University owned or controlled property or at University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any member.

#### **PROPOSED**

6. Physical abuse of any person on University owned or controlled property or at University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any member **of the University community or any other person or persons.**
7. Non-consensual sexual contact, including but not limited to sexual misconduct or abuse, rape, acquaintance rape, or sodomy.
8. Theft or damage to property of the University or a member of the University community or campus visitor.

#### **CURRENT**

9. Disorderly conduct or lewd, indecent or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions.

#### **PROPOSED**

9. Disorderly conduct or lewd, indecent or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions **including events sponsored and supervised by recognized student organizations.**
10. Obstruction or disruption which interferes with the freedom of movement, either pedestrian or vehicular, on institutionally owned or controlled property.

#### **CURRENT**

11. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on institutionally owned or controlled property.

#### **PROPOSED**

11. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons **or the brandishing of any weapon or any other object in a menacing or threatening manner on institutionally owned or controlled property.**
12. Refusal by any person while on institutional property or an event sponsored by the institution to comply with an order of an institutional executive or appropriate authorized official or officials to leave such premises.
13. Unauthorized entry or use of institutional facilities, including buildings and grounds.
14. Use, possession, production, manufacture, sale, possession with intent to sell, trafficking or distribution of narcotics, dangerous drugs or

controlled substances, as defined in KRS Chapter 218A, including marijuana, or other drug related activities, including those involving anabolic steroids, except as expressly permitted by law.

15. In addition to federal, state and local laws governing the use and possession of alcoholic beverages, the University prohibits the possession, furnishing or use of alcoholic beverages (including wine and beer) by all persons while on University property.
16. Hazing refers to practices which are part of initiation into or affiliation with any organization. It includes:
  - a. Any action or creation of a situation which recklessly or intentionally endangers the mental or physical health of a participant;
  - b. Forced or coerced use or consumption of liquor, drugs, or any other substance;
  - c. Harassment by exacting degrading and disagreeable work, ridicule or abusive and humiliating conduct which tends to bring the reputation of the organization or University into disrepute.
17. Violation of any University policy, guideline, campus rule or regulation of conduct which adversely affects the student's suitability as a member of the University community.
18. Actions involving insubordination, immoral conduct or other contumacy.

#### **CURRENT**

19. Enticing others to engage in any conduct or to perform any acts prohibited herein.

#### **PROPOSED**

19. Enticing or **inciting others to engage in any conduct or to perform any acts prohibited herein. Also Conspiring to engage in any conduct or to perform any acts prohibited herein.**
20. The commission of acts which constitute a violation of local, state and federal law upon University property.

#### **Disciplinary Actions**

The following sanctions comprise the range of official University actions which may be taken as the result of any disciplinary problem. Sanctions may be imposed only after a conference or hearing at which the student has had the opportunity to be heard.

#### **CURRENT**

Disciplinary actions are listed below which may be taken against students whose behavior or acts violate University regulations.

#### **PROPOSED**

Disciplinary actions are listed below which may be taken against students whose behavior or acts violate University regulations. **Sanctions**

**may be used independently or in combination depending on the particular circumstance of the violation. Chronic and/or multiple violations during the course of an individual student's college career may increase the severity of sanctions applied.**

1. Warning and/or Reprimand - Official notice to a student that conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.
2. Creative Discipline - A sanction which may be used in lieu of, or in combination with, sanctions numbered three through six below. Creative discipline will be consistent with the offense committed. In some cases, at the discretion of the hearing officer, a student found in violation may attend special educational seminars, classes, or workshops offered in the subject area of the violation or be sanctioned in another way which is directly related to the violation. In these cases, the student must always submit written proof of completion of the sanction to the hearing officer.
3. Disciplinary Agreement - Behavior contract between the University and the student whereby the student agrees, in writing, to correct inappropriate behaviors.
4. Restricted Use of Facilities - Denial of on-campus use of an automobile for a specified period of time, removal from a living group or other privilege including the use of specific University facilities consistent with the offense committed. Restricted use of facilities may be accompanied by other sanctions.
5. Restitution-Reimbursement by transfer of property or service to the University or a member of the University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other sanction(s).

**PROPOSED -- NEW #6**

6. Restricted University Participation - Exclusion for a period of time from participating in extra-curricular activities including recognized student organizations, varsity sports, intramurals, or any other activity, and/or from representing the University in any manner.
7. Disciplinary Probation - A period of observation and review of conduct in which the student demonstrates compliance with the provisions of University regulations. Students placed on disciplinary probation are considered "not in good standing" with the University.
8. Suspension-Exclusion for a period of time, generally from one term to one year.
9. Deferred Suspension - Exclusion for a period of time, generally from one term to one year, but a term beyond the current term in which the incident occurs.
10. Probated Suspension - Exclusion for a period of time but exclusion being set aside due to mitigating circumstances.
11. Expulsion-Dismissal from the University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the University except upon application to the Board of Regents through the President.

## Sanction Determination

The Office of the Dean of Student Life will make the determination as to whether or not allegations of misconduct involve matters sufficiently serious to raise issues of suspension or expulsion. The following shall be considered:

1. The degree of willfulness or inadvertence;
2. The degree of injury or risk of injury to the accused or to another person, if any;
3. The extent of damage to property, if any;
4. The danger or risk of danger to the University community, if any; and
5. Any other factor or circumstance bearing reasonably upon mitigation or aggravation or the seriousness of the alleged offenses should it be established as a violation.

### **CURRENT**

Cases involving sanctions one through six (warning, creative discipline, disciplinary agreement, restricted use of facilities, restitution, and disciplinary probation) are usually not serious enough to warrant expulsion or suspension. Cases of this nature which involve incidents occurring within a residence hall will be heard by the Director of Residence Life; those which involve incidents occurring outside a residence hall will be heard by the Assistant to the Dean of Student Life. These cases will be heard through informal discussion, conferences, and hearings with the accused student. Any such decision is subject to final review by the Dean of Student Life. A request for final review by the Dean of Student Life must be made within three business days after initial sanctioning.

### **PROPOSED**

**Anytime a student is sanctioned by the university for inappropriate behavior, it is considered serious. Behaviors that elicit sanctions one through seven will allow students to continue as a member of the University community with certain restrictions. Cases of this nature which involve incidents occurring within a residence hall will be heard by the Director of Residence Life or is/her designee; those which involve incidents occurring outside a residence hall will be heard by the Assistant to the Dean of Student Life. These cases will be heard through informal discussion, conferences, and hearings with the accused student. Any such decision is subject to final review by the Dean of Student Life. A request for final review by the Dean of Student Life must be made within three business days after initial sanctioning. Behaviors of a more serious nature will result in removal, through suspension or expulsion, from the University community. Cases of this nature will be heard by the University Disciplinary Committee. Any such decision is subject to final review by the President or Board of Regents. A request for final review must be made within five business days.**

The standards of individual conduct required by the penal statutes are the minimum expected and required of every student attending the University. Further, while the institution does not desire to act as a policing authority for the activities of the student off of University property, and while it cannot serve as a sentencing authority for a student's violation of

federal, state or local law, the University may take appropriate action in situations involving misconduct demonstrating flagrant disregard for the rights of others. Such conduct may call into question the student's continued membership in the educational community either because the student grossly violated elementary standards of behavior required for the maintenance of the educational community or because the student's continued presence would adversely affect the pursuit of educational goals by others.

### CURRENT

It is the position of the Office of the Dean of Student Life that among the violations of misconduct considered to be of an especially serious nature is the involvement with narcotics, dangerous drugs and/or controlled substances. In each case of the following kind, the Office of the Dean of Student Life will give consideration to the appropriateness of initiating procedures that may lead to suspension or expulsion:

- (a) manufacture, production, sale or possession with intent to sell narcotics, dangerous drugs or controlled substances;
- (b) repetition of the same or different violation of misconduct relating to narcotics, dangerous drugs or controlled substances after having been previously sanctioned by the University for any involvement with narcotics, dangerous drugs or controlled substances.

### PROPOSED

It is the position of the Office of the Dean of Student Life that among the violations of misconduct considered to be of an especially serious nature **are those that represent a threat to the safety and health of members of the University Community. These include involvement with narcotics, dangerous drugs and/or controlled substances, violence or threat of violence, non-consensual sexual contact, and the possession of firearms or brandishing of any object in threatening manner. A student found in possession of a firearm or any other weapon or the brandishing of any object in a menacing or threatening manner will be referred to the Disciplinary Committee for the sole purpose of determining either suspension or expulsion.** In each case of the following kind, the Office of the Dean of Student Life will give consideration to the appropriateness of initiating procedures that may lead to suspension or expulsion:

- (a) manufacture, production, sale or possession with intent to sell narcotics, dangerous drugs or controlled substances;
- (b) repetition of the same or different violation of misconduct relating to narcotics, dangerous drugs or controlled substances after having been previously sanctioned by the University for any involvement with narcotics, dangerous drugs or controlled substances;
- (c) **physical abuse, disorderly conduct, or obstruction or disruption which interferes with the freedom of movement;**
- (d) **non-consensual sexual contact;** or (e) **possession of firearms or brandishing of objects.**

### CURRENT

Notwithstanding the above, the President of the University is authorized and empowered to summarily suspend any student if it is indicated that under the circumstances the accused student's continued

presence on campus during the five day interim period awaiting a hearing before the University Disciplinary Committee is inimical to the best interests of the University.

### **PROPOSED**

Notwithstanding the above, the President of the University **has** authorized and empowered **the Dean of Student Life** to summarily suspend any student if it is indicated that under the circumstances the accused student's continued presence on campus during the five day interim period awaiting a hearing before the University Disciplinary Committee is inimical to the best interests of the University.

### **CURRENT**

Any such summary suspension shall be for an interim period of not more than three days. The student shall be furnished written notice of the actions and the reasons therefore. The notice shall also advise the student that the accusation of misconduct shall be referred to the University Disciplinary Committee.

### **PROPOSED**

Any such summary suspension shall be for an interim period of not more than **five** days. The student shall be furnished written notice of the actions and the reasons therefore. The notice shall also advise the student that the accusation of misconduct shall be referred to the University Disciplinary Committee.

### **CURRENT**

#### **Procedures Followed in Disciplinary Cases**

In enforcing student conduct regulations, the University follows fair procedures in keeping with democratic practices and due process requirements. Disciplinary action will not be taken without providing the student with notice of the charges in advance to allow a reasonable period of time to prepare for the conference or hearing. Preliminary conferences with the student on any alleged violation or misconduct may occur immediately for the purpose of ascertaining the nature and extent of the problem. Because the focus is on the education of students, disciplinary hearings are conducted as informal inquires and do not follow formalized courtroom procedures. Decisions at such hearings will be based solely upon the information produced therein. The burden of proof of guilt rests with the institution. In any case where the violation of university policy involves conduct that would constitute a public criminal offense upon prosecution and conviction, the burden will be satisfied by either

- (a) the accused student's admission of guilt to the committee, or
- (b) information in the record, if the student denies guilt, that clearly and convincingly shows guilt.

### **PROPOSED**

#### **Procedures Followed in Disciplinary Cases**

In enforcing student conduct regulations, the University follows fair procedures in keeping with democratic practices and due process requirements. Disciplinary action will not be taken without providing the student with notice of the charges in advance to allow a reasonable period of time to

prepare for the conference or hearing. Preliminary conferences with the student on any alleged violation or misconduct may occur immediately for the purpose of ascertaining the nature and extent of the problem. Because the focus is on the education of students, disciplinary hearings are conducted as informal inquiries and do not follow formalized court-room procedures. Decisions at such hearings will be based solely upon the information produced therein. The burden of proof of guilt rests with the institution. In any case where the violation of university policy involves conduct that would constitute a public criminal offense upon prosecution and conviction, the burden will be satisfied by either

- (a) the accused student's admission of guilt to the committee, or
- (b) information in the record, if the student denies guilt, **that a preponderance of evidence indicates guilt.**

#### **CURRENT**

A university committee for student disciplinary matters has been established by action of the Board of Regents of Western Kentucky University in accordance with the Kentucky Revised Statutes which authorize the Board of Regents to invest the faculty or a committee of the faculty with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination or immoral conduct. Therefore, this committee will consider all cases involving sanctions six through ten (deferred suspension, probated suspension, suspension and expulsion). In every case the person suspended or expelled may appeal through the President.

#### **PROPOSED**

A university committee for student disciplinary matters has been established by action of the Board of Regents of Western Kentucky University in accordance with the Kentucky Revised Statutes which authorize the Board of Regents to invest the **faculty/staff** or a committee of the **faculty/staff** with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination or immoral conduct. Therefore, this committee will consider all cases involving sanctions **eight** through **eleven** (deferred suspension, probated suspension, suspension and expulsion). In every case the person suspended or expelled may appeal through the President.

#### **CURRENT**

The committee is comprised of nine members, six faculty and three students, who are appointed by the president of the University. Faculty terms are three years and are staggered so that the term of one-third of the membership expires each year.

#### **PROPOSED**

The committee is comprised of **eleven members, six faculty, two staff, and three students**, who are appointed by the president of the University. Faculty terms are three years and are staggered so that the term of one-third of the membership expires each year.

At least five members of the committee will be present before any official action is taken. Any decision will be made by a majority of those committee members present. The committee is to be notified of a meeting by the Dean of Student Life or members of his staff immediately upon determination of the necessity for such a meeting.

Committee hearings are conducted in two parts. In the first part, only information that bears on whether or not the student has engaged in specified violations or misconduct may be presented. If the committee finds no violation or misconduct, the finding is recorded and the proceeding is concluded.

If the finding is that the student has, in fact, engaged in a violation or misconduct, the committee shall, in the second part of the proceeding, hear and consider any information bearing upon circumstances of extenuation or mitigation. After this part is concluded, the committee shall determine the appropriate sanction. The committee will function in accordance with the following procedures:

### **Preliminary Procedures**

1. The dean of student life shall have notified the student or students in writing as to the time and place of the hearing to be held by the university committee for student disciplinary matters and of the nature of the problem or charge and the information against the student or students.
2. Notification to the student (s) shall be made at least three days before the hearing is to be held.
3. The Dean of Student Life and other persons on the staff shall provide the committee with a written report of the facts of the case.

### **CURRENT**

4. The student(s) may be accompanied at the hearing by a member of the faculty, staff, fellow student or any third party if so desired.

### **PROPOSED**

4. **If so desired, the student(s) may be accompanied at the hearing by a member of the faculty, staff, fellow student or any third party approved in writing by the University. Written approval must be secured two working days prior to the hearing.**

### **PROPOSED -- NEW #5 AND #6**

5. **Persons accompanying the student may advise but not represent and may not address the Committee in any fashion without permission from the chairperson.**
6. **Due to the delicate nature of the hearing, and because of the need to protect confidential records and the alleged victim, these meetings shall be otherwise closed.**

### **Hearing Procedures:**

1. The Chairman will begin the meeting by citing reasons for the call. Information bearing on whether or not a violation or misconduct has occurred will be given by the Dean of Student Life or an appointed representative of the Dean of Student Life.
2. The student will be given an opportunity to state **his or her** case and present pertinent information for defense.
3. The Chairman will call for discussion in a question and answer exchange on whether or not a violation or misconduct has occurred.

4. The committee will make a decision in an executive session on whether or not a violation or misconduct has occurred.
5. The decision of the Committee will be reported to the student and the student's representative in a private session. If the decision is that a violation or misconduct has occurred, the Committee will then hear and consider information bearing upon the circumstances of extenuation or mitigation. The Committee will then apply sanction in closed session. If the Committee finds that a violation or misconduct did not occur, the Committee meeting will conclude without application of sanction.
6. A record of the session proceedings will be retained by the University.

### **Procedures for Appeal through the President to the Board of Regents**

1. Any student desiring to appeal a decision of the University Disciplinary Committee for review by the Board of Regents shall do so by filing a written statement of notice of intent to appeal with the President of the University. No appeal will be considered unless such notice is received in the Office of the President within five days (**excluding holidays or weekends**) following notification of the committee's decision.
2. Ordinarily, the student suspended or expelled by the University Disciplinary Committee will be allowed to continue in status pending the results of the appeal.
3. **The student shall be provided with a copy of the transcript of the committee's proceedings. Within ten calendar days of receiving the transcript, the student shall provide for the Board's consideration on appeal a written statement of the reasons why the student thinks the decision is erroneous, unfair or too harsh. The Office of the Dean of Student Life will submit a brief statement of response.**

The student shall include for the Board's consideration on appeal a written statement of the reasons why the student thinks the decision is erroneous, unfair or too harsh. The Office of the Dean of Student Life will submit a brief written statement of response. The student's statement shall be submitted within ten calendar days from the date on which the student is furnished a copy of the transcript of the committee's proceedings.

4. Only information contained within the record of the proceedings of the University Disciplinary Committee will be reviewed on appeal. No information will be considered that was not furnished to the University Disciplinary Committee. The student may within the ten-day period (provided in number four below), for submitting a statement of appeal, instead submit any pertinent information, newly discovered or initially withheld for good cause, to the University Disciplinary Committee with a request for another hearing or reconsideration by that committee.
5. When an appeal is filed, the entire record of the University Disciplinary Committee's proceedings and its decision, the student's appeal statement, and the Office of the Dean of Student Life's response shall be forwarded to the Office of the President.
6. The President, at his discretion, may review the record before

transmitting it for Board consideration. The President is authorized to modify the decision of the University Disciplinary Committee in any manner found appropriate that serves the welfare of the student and the best interest of the University.

7. If the President does not review the decision, or after review does not modify it, the President shall transmit a copy of the record to each member of the Board of Regents for consideration as herein provided.
8. A subcommittee of the Board of Regents will serve as the official body to consider the appeal and render a decision on behalf of the Board of Regents.
9. The Committee may meet at times and places deemed by it to be necessary to provide a timely and expeditious consideration of appeals.
10. The Committee is authorized on behalf of the full Board to review the University Disciplinary Committee's record, the student's written appeal, and the Office of the Dean of Student Life's response. The committee shall determine:
  - (1) whether the decision was made in accordance with the provisions of and the procedural safeguards specified in the Statement of Student Rights and Responsibilities; or
  - (2) whether, in its view of the entire information before it, the decision is erroneous; or
  - (3) whether, in its view of the entire case, the welfare of the student or the best interest of the University will be served by applying no sanction or a lesser sanction or providing that the sanction shall commence on a date different from that specified by the University Disciplinary Committee.

In addition to its consideration of the student's written statement, the Committee may upon its own motion arrange for a personal appearance in conference with the student for the purpose of inquiring into circumstances of extenuation or mitigation. Otherwise, the review will be upon the written record.

Upon concluding its review, the Committee may sustain, reverse, modify or return for further consideration the decision of the University Disciplinary Committee. The decision of the Disciplinary Appeals Committee shall be filed with the Secretary of the Board, and the Secretary of the Board will furnish a copy of the decision to each member of the Board of Regents. The full Board may, at its sole discretion and upon its own initiative, decide to consider the appeal en banc at its next meeting. Applications from the student for full Board en banc review are not entertained. Appropriate written notice to that effect shall be furnished the student at the time the student receives a copy of the Committee's determination, which shall constitute the final decision unless the full Board takes the action provided above.

**PROPOSED -- NEW  
INCLUDED IN GENERAL INFORMATION SECTION OF THE  
HILLTOPICS**

**The use of recreational equipment such as rollerblades, skates, skateboards, or bicycles is prohibited indoors. This equipment may be used in areas that are designated and built for this equipment use. A bicycle is a generally accepted**

**mode of outdoor transportation when ridden safely and while yielding to pedestrian traffic.**

Following a review of the proposed revisions by Mr. Howard Bailey, Dean of Student Life, and Ms. Deborah Wilkins, University Attorney, Mrs. Bale moved adoption of the proposed revisions. The motion was seconded by Mr. Evans and carried unanimously.

**AGENDA ITEM 6 - Presentation of Personnel actions since January 20, 1995.**

## PERSONNEL CHANGES

(Subsequent to Meeting of Board of Regents on January 20, 1995)

### Part I. Faculty Personnel Changes

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
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#### ADJUNCT FACULTY APPOINTMENTS

Ogden College of Science,  
Technology, and Health

Engineering Technology: Mr. Roy J. Covert	n/a	1995 Spring Semester; Adjunct Professor
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Physics and Astronomy: Dr. Sandor Sudar	n/a Professor	1995 Spring and Fall Semesters; Adjunct
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#### FACULTY - ADDITIONAL RESPONSIBILITIES

Dr. Murat Tiryakioglu	34,000	March 22, 1995; Assistant Professor; replaces Dr. Don Wendt
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### Part I. Faculty Personnel Changes (continued)

<u>Name</u>	<u>Salary</u>	<u>Effecn**BAD**</u>
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and salary adjusted

Teacher Education:

Dr. James Koper

July 1, 1995; Professor; Entering Optional Retirement Program; salary to be determined as part of the 1995-96 budget

<u>Ms. Mary Evelyn Thurman</u> <u>and</u> <u>salary adjusted</u>	<u>10,320</u>	
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January 1, 1995; Professor; Teaching load

Ogden College of Science,  
Technology, and Health

Biology:

Dr. Frank Toman

July 1, 1995; Professor; Entering Optional Retirement Program; salary to be determined as part of the 1995-96 budget

Physics and Astronomy:

Dr. Robert Hall

8,250

January 1, 1995; Associate Professor; Teaching load and salary adjusted

Public Health:

Mr. George Niva

July 1, 1995; Associate Professor; Entering Optional Retirement Program; salary to be determined as part of the 1995-96 budget





**Part I. Faculty Personnel Changes (continued)**

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
<b>FACULTY PROMOTIONS IN RANK</b>		
<u>Academic Services</u>		
Community College: Dr. Richard Ayres		August 16, 1995; Professor
<u>Bowling Green College of Business Administration</u>		
Accounting: Mr. Keith Gabehart		August 16, 1995; Associate Professor
Dr. Nace Magner		August 16, 1995; Associate Professor
Finance and Computer Information Systems: Dr. Indudeep Chhachhi		August 16, 1995; Associate Professor
Dr. Linda Johnson		August 16, 1995; Associate Professor
Management: Dr. Zubair Mohamed		August 16, 1995; Associate Professor
<u>College of Education and Behavioral Sciences</u>		
Educational Leadership: Dr. Susan DeVaney		August 16, 1995; Associate Professor
Physical Education and Recreation: Dr. Steve Spencer		August 16, 1995; Associate Professor
Psychology: Dr. Joseph Bilotta		August 16, 1995; Associate Professor
Dr. Elizabeth Jones		August 16, 1995; Associate Professor
Dr. Elizabeth Lemerise		August 16, 1995; Associate Professor
Teacher Education: Dr. Tabitha Daniel		August 16, 1995; Associate Professor
Dr. Sam Evans		August 16, 1995; Professor
Dr. Barbara Kacer		August 16, 1995; Associate Professor
Dr. Vicki Stayton		August 16, 1995; Professor
Dr. Mildred Wallace		August 16, 1995; Professor
Dr. Terry Wilson		August 16, 1995; Associate Professor
<u>Ogden College of Science, Technology, and Health</u>		
Agriculture: Dr. James Martin		August 16, 1995; Professor
Computer Science: Dr. Sylvia Pulliam		August 16, 1995; Associate Professor
Engineering Technology:		





**Part II. Other Personnel Changes**

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
<b>TEMPORARY -- GRANT FUNDED</b>		
<u>Institutional Advancement</u>		
Center for Training and Development: Ms. Michelle Prochaska	20,004	January 17 thru December 31, 1995; transferred from position as Senior Level Training Aide in Continuing Education and promoted to the position of Program Coordinator in the Center for Training and Development; new position; salary increased from \$1,338 per month to an annual rate of \$20,004
Continuing Education: Ms. Pamela Toler	1,274 per month	February 10 thru June 30, 1995; appointed Senior Level Training Aide; replaces Ms. Michelle Prochaska; funded by Child Welfare Training Project
Institute for Economic Development: Ms. Kimberly Hoffman	18,000	April 5 thru September 30, 1995; reappointed Special Projects Coordinator; no change in salary
Ms. Susan E. Palmer	1,375	March 27 thru September 30, 1995; appointed
Smith	per month	Executive Secretary; replaces Ms. Patricia
Ms. Patricia Smith		February 20, 1995; resigned position as Principal Executive Secretary
Kentucky Bank Management Institute: Mr. James G. Nichols	23,004	January 1, 1995; reappointed Coordinator; employment status changed from part time to full time; salary adjusted \$14,004 from \$9,000
<u>College of Education and Behavioral Sciences</u>		
Kentucky Institute for Educational Research: Dr. Roger Pankratz	97,125	January 1 thru December 31, 1995; reappointed Executive Director; salary increased \$4,617 from \$92,508
Psychology: Mr. Mark Graves	24,000	January 1 thru August 31, 1995; Reappointed as Data Analyst/Data Entry Supervisor; funded by Enhancing Mobility in the Elderly grant; no change in salary
Training and Technical Assistance Services: Dr. Harry Bickel, Jr.	33,300	January 1 thru September 1, 1995; employment as Lead Staff Consultant changed from part-time to full-time, nine-months status; salary

		changed from daily rate of \$185 to annual rate of \$33,300
Mr. James C. Watkins	3,209 per month	January 17 thru September 1, 1995; appointed Program/Financial Management Specialist
Mr. Michael Woosley		November 14, 1994; resigned position as Facilities Associate

**Part II. Other Personnel Changes (continued)**

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
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**TEMPORARY -- GRANT FUNDED**  
(continued)

Ogden College of Science,  
Technology, and Health

Agriculture:

Mr. Michael Barbour	1,600 per month	January 9 thru June 30, 1995; appointed Special Populations Coordinator; funded by Perkins Vocational Education grant
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Physics and Astronomy:

Mr. Wewage H. L. Dep	34,008	February 22, 1995, thru June 30, 1996; appointed Research Associate; funded by Multiparameter On-Line Coal Bulk Analysis grant
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Mr. Daxin Tang	13,800	January 1, 1995; employment as Senior Research Scientist changed from full-time to part-time status; funded by Biofunctional Membranes grant; salary adjusted from \$27,000 to \$13,800
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Mr. Daxin Tang		February 28, 1995; Senior Research Scientist; employment ended with expiration of grant
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Public Health/South Central  
Area Health Education Center Grant:

Dr. Michael Collins	2,500 per month	April 1 thru September 29, 1995; Medical Director; part-time position
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Student Affairs

Counseling Services Center:

Mr. Kevin Burney	34,500	January 3 thru June 30, 1995; appointed Staff Counselor; replaces Dr. Dale Smith; funded by Case Management Vocational Rehabilitation and Vocational Evaluation Services grant programs
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Wellness Programs:

Ms. Elizabeth Longton	35,700	January 28, 1995, thru January 27, 1996; reappointed Wellness Programs Manager; funded by Logan Aluminum Wellness Program grant; no change in salary
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**Part II. Other Personnel Changes**

<b><u>Name</u></b>	<b><u>Salary</u></b>	<b><u>Effective Date and Remarks</u></b>
<b>EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF</b>		
<b>STAFF APPOINTMENTS</b>		
<u>Office of the President</u>		
Athletics:		
Mr. Curtis Sidney Bray	16,500	March 6, 1995; Assistant Football Coach; replaces Mr. Terry Price
Mr. Daniel T. Hudson	666 per month	March 21, 1995; Volleyball Coach; temporary position; replaces Mr. Mark Hardaway
Mr. Eric Raymond Oliver	21,756	January 1, 1995; Assistant Athletics Trainer; replaces Mr. Frank Neville
<u>Academic Affairs</u>		
International Programs:		
Ms. Chinyere McGruder	20,004	January 24, 1995; Staff Assistant; new, three-quarter time position
<u>Institutional Advancement</u>		
Office of the Vice President:		
Ms. Dawn Shirley	40,008	January 17, 1995; Trust Accountant; new position
<u>Student Affairs</u>		
Residence Life:		
Mr. Michael Crowe	1,750	February 1 thru May 15, 1995; Interim Assistant Residence Hall Director
Ms. Lesli Jarrett	1,750	February 1 thru May 15, 1995; Interim Assistant Residence Hall Director
Ms. Marci Wilson	2,400	February 13 thru May 15, 1995; Interim Residence Hall Director
<u>Ogden College of Science, Technology, and Health</u>		
Industrial Technology:		
Mr. Dale Decker	18,000	February 15, 1995; CAD/CIM Technician; nine-months position; replaces Mr. Tim Ross
<u>University Libraries</u>		
Library Public Services:		
Ms. Penelope Papangelis	28,008	January 3, 1995; Health Sciences Librarian; will hold rank of Assistant Professor; replaces Ms. Adolfina Simpson
Dr. Charles Smith	27,000	March 1, 1995; Science Librarian; will hold rank of Instructor; salary will be increased \$1,008 to \$28,008 and will be promoted to Assistant Professor based upon completion of MLS degree effective July 1, 1995; replaces Ms. Jean Almand







**Part II. Other Personnel Changes (continued)**

<u>Name</u>	<u>Salary</u>	<u>Effective Date and Remarks</u>
<b>CLASSIFIED PERSONNEL</b>		
<b>APPOINTMENTS</b>		
<u>Office of the President</u>		
Athletics: Ms. Pamela J. Eversoll	1,091 per month	January 23, 1995; Ticket Sales Clerk; replaces Ms. Joan Panchyshyn
<u>Academic Affairs</u>		
Sponsored Programs: Ms. Julie M. Raffaelli	1,010 per month	January 9, 1995; Administrative Secretary; new position
<u>Finance and Administration</u>		
Housing: Ms. Jennifer Crain	1,091 per month	January 3, 1995; Housing Assistant; replaces Ms. Barbara Brinkley
Human Resources: Ms. Deneta Perkins	1,274 per month	February 9, 1995; Data Management Specialist; replaces Ms. Pamela Napier; position reclassified from Senior Personnel Clerk (grade 9) to Data Management Specialist (grade 11)
Purchasing: Ms. Jennifer M. Davis	961 per month	March 15, 1995; Duplicating Machine Operator; replaces Ms. Sheila Raines
Ms. John E. Warden	1,179 per month	January 3, 1995; Senior Shipping and Receiving Clerk; replaces Mr. James Rhoades
<u>Institutional Advancement</u>		
Office of the Vice President: Ms. Erica L. Williams	1,010 per month	April 3, 1995; Accounts Clerk; new position
University Relations: Ms. Ashley G. Camp	1,091 per month	February 16, 1995; Senior Administrative Secretary; new, revenue-dependent position
<u>Bowling Green College of Business Administration</u>		
Office of the Dean: Ms. Paula D. Newby	1,667 per month	March 15, 1995; Principal Secretary; replaces Ms. Phyllis Causey
<u>Ogden College of Science, Technology, and Health</u>		
Chemistry: Mr. Carl E. Friesen	1,375 per month	March 24, 1995; Chemical Su**BAD** Technician; replaces Mr. Bart McClure
<u>Potter College of Arts, Humanities and Social Sciences</u>		
History: Ms. Marsha T. Skipworth	1,167	January 3, 1995; Senior Departmental







**Part II. Other Personnel Changes** (continued)

<b><u>Name</u></b>	<b><u>Salary</u></b>	<b><u>Effective Date and Remarks</u></b>
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**DISABILITY RETIREMENT**

University Libraries

Library Public Services:

Ms. Helen Skees

April 1, 1995; Library Assistant IV; applied for Disability Retirement

The above personnel changes were presented by Chairman Fischer. Motion for approval of the recommended changes was made by Mrs. Loafman, seconded by Mrs. Bale, and carried unanimously.

**AGENDA ITEM 7 - Recommendation for approval of a proposal for the employment of the advisory firm W F Corroon to assist the staff of Western Kentucky University in the development and implementation of a new classification and compensation plan for Western Kentucky University.**

**Background:**

The current classification and compensation system at Western was developed in the 1970's. The current system is outmoded. The University has been attempting to develop a process reviewing and revising the current classification compensation system. With the employment of the new Director for Human Resources and with the advisory assistance of W F Corroon, a new classification compensation plan for Western can be developed and implementation can begin within the next nine months.

The objectives for such a classification compensation system at Western Kentucky University are: 1) the development of a rational, objective job evaluation system which reflects the values and goals at WKU; 2) the development of a job evaluation process that ensures pay equity and can accommodate future changes in job design; 3) a job evaluation system that is easy for the University to administer independently; 4) a salary structure that is competitive with relative labor markets with consideration of the University's funding capabilities; 5) an efficient job documentation process that collects all information needed for accurate job evaluation, job description and development, and ADA compliance; 6) salary administration policies and procedures that ensure the new compensation program is administered consistently over time; and, 7) an implementation plan combined with a communications program for employees that minimizes discontent and builds an ongoing commitment to the new compensation system.

The proposed model was developed after site visits to institutions that have recently completed this process. Interviews were held with three advisory firms and the staff recommends that W F Corroon, St. Louis, Missouri, be selected. W F Corroon is a leading international insurance services and consulting firm with a world wide network of risk management and human resource consulting specialists. The selection of W F Corroon was based on a combination of factors including technical knowledge, professionalism, reference information credentials of the engagement team, availability costs, and perceived interest in the needs of Western. **The projected cost for W F Corroon's services will not exceed \$35,000.**

It should be noted that responsibility for this project will be managed by the Department of Human Resources with W F Corroon serving as an advisor in the development of the plan.

It is also noted that some internal expenses may be incurred in the development of the plan. Further, upon completion of the plan, it is expected that there will be implementation costs associated with making adjustments in positions as identified by the project. It is impossible to estimate the financial impact until the analysis is completed. The University Budget Committee has recommended that \$150,000 be allocated in the 1995-96 budget for initial salary and wage adjustments as identified by the study. Finally, the projected date for completion of the project is January, 1996.

President Meredith stated that this is a part of a two-step process to make sure that the staff on the campus are appropriately compensated. The first step was to commission a study to be done by three staff members on campus who have expertise in this area to do a comprehensive study. The recommendation being presented today is an effort to put together a new classification system for Western Kentucky University.

Objectives of the new system are:

- The development of a rational, objective job evaluation system which reflects the values and goals of WKU.
- The development of a job evaluation process that ensures pay equity and can accommodate future changes in job design.
- A job evaluation system that is easy for the University to administer independently.
- A salary structure that is competitive with relevant labor markets with consideration of the University's funding capabilities.
- An efficient job documentation process that collects all information needed for accurate job evaluation, job description development, and ADA compliance.
- Salary administration policies and procedures that ensure the new compensation program is administered consistently over time.
- An implementation plan, combined with a communications program for employees, that minimizes discontent and builds ongoing commitment to the new compensation system.

Mr. Mercer moved approval of the recommendation to employ the advisory firm, W F Corroon, to assist the staff of Western Kentucky University in the development and implementation of a new classification and compensation plan for Western Kentucky University at a projected cost not to exceed \$35,000. The motion was seconded by Mr. Evans and carried unanimously.

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

**"Moving to a New Level While Keeping Old Traditions"** - Chairman Fischer commented that the Board of Regents met in special session on March 22 to address this concept. The Board passed a resolution endorsing the concepts, both short and long term, and directing the President to address this issue today.

President Meredith asked Dr. Cecile Garmon, Assistant Vice President for Finance and Administration to present the plan which would put "Moving to a New Level" into place as quickly as possible. The plan identifies the ten Task Forces

which will address each of the 34 points in "Moving to a New Level" as follows :

- Student Assessment
- Program Development and Monitoring
- Faculty Evaluation
- Faculty Enhancement
- Student Expectations
- Instruction
- Student Access and Quality
- Academic Environment
- Administrative Staff Enhancement
- Institutional Advancement

Each of the ten committees would be comprised of 8-10 people some of which would come from the Budget Committee, and others would come from campus volunteers.

The timetable follows:

**WESTERN KENTUCKY UNIVERSITY  
"MOVING TO A NEW LEVEL"  
OPERATIONAL PLANNING PROCEDURE**

**April-July 1995**

1. President appoints 10 Task Forces.

Each task force is chaired by a member of the Planning Steering Committee; each task force includes one member of the Budget Committee; and each task force studies assigned issues/topic and makes recommendations.

**April-August 1995**

2. Planning Steering Committee appointed by President.

Steering Committee reviews recommendations from each task force; returns recommendations to task force for more study if necessary; analyzes all task force recommendations from an institutional perspective; makes recommendations to President on each topic.

**August-September 1995**

3. President sends recommendations to Administrative Council/Executive Officers for review.

Executive Officers/Administrative Council review all Steering Committee recommendations and recommend priorities and timeline to President.

**October 1995**

4. President makes recommendations to Board of Regents.

President considers recommendations from Executive Officers/Administrative Council and prepares his recommendations of priorities, timetables, costs, etc. to Board of Regents.

**October 1995**

5. Board of Regents sets priorities.

Board of Regents establishes four-year priorities, and assigns the priorities for the following year (1996-97).

### **November 1995**

6. President gives annual priorities to Executive Officers.

President assigns BOR-established priorities to administrative areas for unit planning activity.

### **November 1995**

7. Planning Steering Committee coordinates unit planning activity.

### **November 1995-January 1996**

8. Unit planning activity

All university units develop plans for four years and for the following year (1996-97) which they believe will help fulfill established BOR goals for specific time period.

### **January-February 1996**

9. Unit budget requests

All units prepare budget requests based on approved unit plans.

### **February-March 1996**

10. Budget Requests to Budget Committee.

Vice Presidents present (1996-97) budget requests from their areas to the Budget Committee.

### **April 1996**

11. Budget Committee recommends (1996-97) budget to President.

Budget Committee recommends the budget which reflected new goals and objectives to President for presentation to Board of Regents.

### **June 1996**

12. Board of Regents approves 1996-97 budget.

Approved budget includes implementation of Board of Regents- established priorities for 1996-97.

### **Periodically**

13. Planning Steering Committee considers implementation.

Periodically, Steering Committee evaluates process and begins the task again.

Concern with the schedule was expressed by Dr. Mendel who noted that most of the work of the Task Force Committees would take place during the summer when a relatively small percentage of the faculty would be on campus; he asked for consideration to postpone the work of the committees until August or September when the full faculty contingent is back on campus. Dr. Mendel felt that areas where there are clear budget implications which need to be addressed sooner could be separated out.

He stated that the faculty, while enthusiastic about moving forward with "Moving to a New Level," would have a greater sense of ownership if the committee work is done during the academic year when the full contingent of faculty is present.

Responding to a question from Mr. Mercer about how all of this would impact the budget for 1995-96, President Meredith indicated that cost-implication items would be borne primarily in the 1996-97 budget, and the schedule presented today was geared toward that. Items requiring implementation during the 1995-96 year that have budget implications would be covered by contingency. If there were major budget implications, a revised budget would be presented to the Board, but items that have a substantial budget impact would be considered in the 1996-97 budget.

Dr. Mendel suggested that those areas that directly effect faculty or the instructional components should be pulled out and addressed intensively beginning in August with other issues for which there is an immediate need in preparing the next budget cycle being aggressively pursued during the summer. Dr. Mendel indicated that from the 34 issues, there is a limited number--maybe six or seven, that would call for more extensive and representative faculty involvement. Those could be separated out.

After concern was expressed by some of the Board for losing the current momentum for "Moving to a New Level," President Meredith offered a proposal to have the committees move ahead with their work with the committee work being mostly finished when the faculty come back on campus. At that point in time, the committees' work would be shared with the campus community, and they would have input, maybe as much as a month, into the work of the committees. They would have the opportunity to react and offer suggestions. When important kinds of things come in that would change the direction of the committee, those changes would be reviewed, incorporated, etc. All of that time would not be lost, and everyone on campus would have plenty of concentrated opportunity to do the work or to study the work and make recommendations or suggestions if they've had no time at all to deal with it until then. They will have an opportunity to be involved and do whatever.

Mr. Mercer asked if a bullet could be added in the schedule to include sending the Task Force work to faculty during the summer.

Mr. Evans made a motion to adopt the operational plan with the addition of

a bullet on the Schedule to state that "Before the work of the Task Forces moves forward through the process, the campus community as a whole will have an opportunity to review the work of the Task Forces and Steering Committees, study, make suggestions and recommendations to it, with the understanding that more information would be distributed through the summer and that consideration would be given to pulling out the six items which Dr. Mendel suggested--for those issues to be given consideration for a longer period of time, to be considered by the faculty in the fall."

Discussion followed regarding clarification of the motion, and Mr. Evans amended his motion to add the following statement as Item 3 on the Operational Plan: "During August-September, the campus community will have the opportunity to review the work of the Task Forces and the Planning Steering Committee and have input and opportunity to suggest changes."

The motion was seconded by Mr. Mercer and carried.

The amended Operational Plan follows:

**WESTERN KENTUCKY UNIVERSITY  
"MOVING TO A NEW LEVEL"  
OPERATIONAL PLANNING PROCEDURE**

**-Revised April 21, 1995 (BOR)-**

**April-July 1995**

1. President appoints 10 Task Forces.

Each task force is chaired by a member of the Planning Steering Committee; each task force includes one member of the Budget Committee; and each task force studies assigned issues/topic and makes recommendations.

**April-August 1995**

2. Planning Steering Committee appointed by President.

Steering Committee reviews recommendations from each task force; returns recommendations to task force for more study if necessary; analyzes all task force recommendations from an institutional perspective; makes recommendations to President on each topic.

- **Updates from the committees would be shared with the faculty throughout the summer.**

**August-September 1995**

3. **The campus community will have the opportunity to review the work of the Task Forces and the Planning Steering Committee and the opportunity to have input and suggest changes.**
4. President sends recommendations to Administrative Council/Executive Officers for review.

Executive Officers/Administrative Council review all Steering Committee

recommendations and recommend priorities and timeline to President.

**October 1995**

5. President makes recommendations to Board of Regents.

President considers recommendations from Executive Officers/Administrative Council and prepares his recommendations of priorities, timetables, costs, etc. to Board of Regents.

**October 1995**

6. Board of Regents sets priorities.

Board of Regents establishes four-year priorities, and assigns the priorities for the following year (1996-97).

**November 1995**

7. President gives annual priorities to Executive Officers.

President assigns BOR-established priorities to administrative areas for unit planning activity.

**November 1995**

8. Planning Steering Committee coordinates unit planning activity.

**November 1995-January 1996**

9. Unit planning activity

All university units develop plans for four years and for the following year (1996-97) which they believe will help fulfill established BOR goals for specific time period.

**January-February 1996**

10. Unit budget requests

All units prepare budget requests based on approved unit plans.

**February-March 1996**

11. Budget Requests to Budget Committee.

Vice Presidents present (1996-97) budget requests from their areas to the Budget Committee.

**April 1996**

12. Budget Committee recommends (1996-97) budget to President.

Budget Committee recommends the budget which reflected new goals and objectives to President for presentation to Board of Regents.

**June 1996**

13. Board of Regents approves 1996-97 budget.

Approved budget includes implementation of Board of Regents- established priorities for 1996-97.

**Periodically**

14. Planning Steering Committee considers implementation.

Periodically, Steering Committee evaluates process and begins the task again.

President Meredith stated, "Just so that I am not misinterpreted by bringing up a compromise here, I've said to a number of you on the Board already that faculty input on all of this is critical. I didn't want to move so quickly that we didn't get adequate faculty input. We've come so far to ruin what we've done here at the last minute by running over people--that's the wrong thing to do. I want everyone to know where I'm coming from. I think this process we're talking about--compromising here--is fair, it gives everyone the opportunity to do it, and it doesn't hold us up for a long period of time."

With no further business to come before the Board, motion for adjournment came from Mr. Gray and was seconded by Mrs. Bale. The meeting adjourned at approximately 11:45 a.m.