

MINUTES OF MEETING OF BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY
September 15, 1979

A special meeting of the Board of Regents of Western Kentucky University was held on Saturday, September 15, at 10:30 a.m., CST, in the Regents Conference Room of the Wetherby Administration Building on the Western campus. Mr. John David Cole, Chairman, presided.

The meeting opened with a prayer of invocation by Dr. John D. Minton, Vice President for Administrative Affairs.

The following members were present:

Dr. William G. Buckman
Mr. Ronald W. Clark
Mr. John David Cole
Mr. Tom Emberton
Mr. James Earl Hargrove
Mr. Carroll Knicely
Mr. William Kuegel
Mr. Hugh Poland

Absent were Mr. Michael N. Harreld and Mr. Ronald G. Sheffer.

Also present, in addition to Dr. Minton, were Dr. Donald W. Zacharias, President; Dr. James L. Davis, Vice President for Academic Affairs; Mr. Harry K. Largen, Vice President for Business Affairs and Treasurer; Mrs. Mary Sample, Secretary; Dr. Paul B. Cook, Assistant to the President for Resources Management and Director of the Budget; Dr. Randall Capps, Assistant to the President and Parliamentarian; Mr. William E. Bivin, University Attorney; and Mr. Dee Gibson, Director of Public Affairs and Community Relations.

The minutes of the regular meeting held on July 14, 1979, were presented by the Chairman. Motion was made by Mr. Hargrove and seconded by Dr. Buckman that the minutes be approved without a reading inasmuch as copies had been mailed to the members on September 12, 1979, and were found to be in order. The motion carried by voice vote.

In keeping with the policy of the Board, information pertinent to some of the agenda items had been mailed in advance of the meeting by the President to the Board members.

Chairman Cole reported that an open meeting of the Finance Committee was held at 9:30 a.m. prior to the Board meeting. A report was heard from Mr. Kuegel, Chairman of the Finance Committee, serving with Mr. Knicely, Vice Chairman, Dr. Buckman, and Mr. Harreld. The following recommendations, made by President Zacharias and approved by the Finance Committee, were presented:

RECOMMENDATION: That the Board of Regents adopt the 1980-82 Biennial Budget Request and authorize the President to present it to the appropriate state officials. The request is for \$52,157,005 in 1980-81 and \$57,451,682 in 1981-82 for operating funds. A total of \$28,428,250 is requested for capital construction in the 1980-82 biennium. The budget request document outlines the detailed request and recommended priority ranking.

(A copy of the 1980-82 Biennial Budget Request, presented for approval at this time, is being made a part of the permanent files of the Board of Regents.)

Motion for adoption of the recommendation as presented was made by Mr. Kuegel and seconded by Dr. Buckman. There being no discussion on the motion, the roll call vote was as follows:

Aye: Buckman, Clark, Cole, Emberton, Hargrove, Knicely, Kuegel,
Poland

Nay: None

RECOMMENDATION: That the Board of Regents amend the 1979-80 Operating Budget by increasing the income and expenditures. The projected income is to be increased by \$170,000 in the following categories:

Residence Hall Revenue	\$50,000
Investment Income	70,000
Added Carry Forward	50,000

The increases in the Operating Budget are to be assigned to the appropriate accounts to provide additional expenditures in the 1979-80 Operating Budget in the amount of \$170,000.

The Board authorize the President to transfer \$50,000 from utility accounts and \$65,000 in salary savings accrued from vacant positions to the appropriate accounts.

Details of the planned modifications in the 1979-80 Operating Budget were provided in a September 12 memorandum to President Zacharias from the Budget Preparation Steering Committee, copies of which were provided to the members of the Board. The memorandum pointed out that funds in the amount of \$90,000 would be required to cover the following:

Cost of workmen's compensation above amount budgeted	- \$15,000
Increased cost due to change of increment date for specified employees from August 16 to July 1	- 45,000
Increase in part-time faculty payroll	- 30,000

Stating that it was the view of the Budget Preparation Steering Committee that the most pressing need was in the area of salaries and wages, the memorandum recommended that \$195,000 be used for the following purposes:

Provide \$170,000 for the partial implementation of the classification plan for nonexempt employees.

Provide \$15,000 for increase of summer stipends for faculty—each stipend to be increased by a minimum of \$150.

Provide \$10,000 for faculty and staff development activities. The Vice President for Academic Affairs would be responsible for the faculty development, and \$7,000 would be made available. The staff development would be under the Vice President for Business Affairs, and \$3,000 would be provided.

Motion for adoption of the recommendation was made by Mr. Kuegel and seconded by Mr. Knicely. In the discussion which followed, Dr. Buckman expressed the opinion that implementation of an employee compensation plan was a step forward, and he was joined by Chairman Cole in the feeling that the Council and Legislature should look favorably upon the University's attitude of self-help and resulting action at the time of their consideration of budgets. Chairman Cole pointed out that the availability of resources in the budget was a credit to the stewardship of the University officials responsible for the operation of the University. The question was put and the roll call vote follows:

Aye: Buckman, Clark, Cole, Emberton, Hargrove, Knicely, Kuegel
Poland

Nay: None

RECOMMENDATION: That the Board of Regents authorize the President to establish, by administrative regulation, and to implement and administer a written official plan of position classification and compensation schedules covering positions (formerly referred to as non-exempt positions) filled by individuals employed on an hourly or monthly basis. The plan shall provide at least the Federal minimum wage for each position, and no person's current compensation will be reduced. The effective date of wage increases made in implementing the plan shall be October 1, 1979.

The following background was provided relative to the recommendation:

Funds made available to improve the compensation and benefits of employees should be used in a manner that is equitable and follows accepted principles of public personnel administration.

Position classification is a system for classifying jobs on the basis of the difficulty of duties, the level of responsibilities, and the qualifications required for the position. The reasons for a classification plan include the following:

1. Provides the University with a sound approach for hiring, promoting, and compensating employees on the basis of objectively determined job-related factors.
2. Improves morale and motivation of employees and gains maximum utilization of human resources for University service.
3. Will assist in systematically demonstrating to others the need for additional budget support to improve salaries.
4. Provides a way for an employee to know how to advance in the job.
5. Will assist in paying comparable wages for comparable duties.
6. Provides an employee a way to know the salary and wages that can be earned at the University.

In the background provided, the following was revealed: A position questionnaire form has been completed for all jobs; the forms were reviewed and evaluated by personnel in the Department of Personnel Services; and the information collected was analyzed and evaluated with weighted consideration to a number of job-related factors.

The background concluded with the following paragraph: "It should be emphasized that this program will not automatically result in an immediate increase for each employee; however, the recommendation will initiate the classification and compensation plan. The recommended use of the limited resources now available will enable the University to make a much stronger case to secure funding to provide levels of compensation and benefits that are more competitive with the rest of state government and the private sector in this vicinity."

Motion for adoption of the recommendation as presented was made by Mr. Kuegel and seconded by Dr. Buckman. The roll call vote was as follows:

Aye: Buckman, Clark, Cole, Emberton, Hargrove, Knicely, Kuegel,
Poland

Nay: None

The report of the Finance Committee having been completed and upon recognition, Mr. Knicely addressed the Board as follows:

The Board of Regents by previous action in a special meeting on May 13, 1979, committed to providing "an allowance in each annual operating budget for expenses incidental to official University functions held at the residence, including those accompanied by social amenities and activities." The 1979-80 Operating Budget was approved prior to the appointment of President Zacharias. The budget for the home of the President includes a contingency which is sufficient to meet the needs of the University as the President engages in activities as the official host.

It is recommended that the sum of \$7,500 of this contingency be designated for and made available for that purpose.

Motion that the recommendation be approved was made by Mr. Knicely and seconded by Mr. Kuegel. The roll call vote was as follows:

Aye: Buckman, Clark, Cole, Emberton, Hargrove, Knicely, Kuegel,
Poland

Nay: None

Chairman Cole pointed out that the funds under consideration are in the existing budget and the action taken is a designation of the funds within a budgetary unit.

The next item on the agenda was a progress report by the Committee Studying Vacation and Sick Leave Benefits. President Zacharias, pointing out that the matter was a part of the charge of the Board to the President, introduced Mr. Largen, Chairman of the committee, for a brief progress report.

Reporting that the committee had met several times and was ready to consider its draft proposal prior to submitting it to the President, Mr. Largen commented that the committee was attempting to develop a plan that would give some weight to the longevity of service of the employees. He said that a recommendation would be made to the President soon.

The next item on the agenda, a report on an AASCU grant to Western Kentucky University, was made by Chairman Cole as follows:

Western Kentucky University has recently been selected to participate in a three-year project to evaluate program effectiveness in general education. Western is one of ten universities chosen from all of the members of the American Association of State Colleges and Universities competing in the program.

This project will attempt to determine what level of skills are acquired by students in such areas as communication, quantification, analytic thinking, and synthesizing; where within the program they are taught; and how well they are being taught. Funding for the study

totals \$481,200 and is through a grant awarded AASCU by the Fund for the Improvement of Postsecondary Education. AASCU will be working jointly with the Educational Testing Service to carry out and evaluate the results from the ten participating institutions. Western's share of this fund has not yet been determined but is expected to be approximately \$37,000 - \$38,000.

Western's participation in this project has the support of the Kentucky Council on Higher Education. In addition to the approved proposal from AASCU, Western Kentucky University will receive further financial assistance from the Council. Not only will Western have the benefit of participating in this program, but hopefully it will not result in a drain on the operating budget.

Dr. James L. Davis, Vice President for Academic Affairs, has had the overall responsibility for developing the proposal. Dr. Faye Robinson, Associate Dean for Instruction, will coordinate the study. Western will be working through the Resource Center for Planned Change of AASCU to determine the accountability of academic programs. The study will be a four-stage process which (1) defines the kinds of learning desired in the four skill areas, (2) specifies desired levels of performance, (3) surveys the institution for programs and courses where these skills may be taught, and (4) plans the institution's evaluation model. The basic objectives of the project are to implement the four-stage process and evaluate the results.

The expected outcome of the project will be a process that will enable institutions to perform an evaluation of the four general skills and design instructional procedures for the improvement of effectiveness of classroom instruction.

On behalf of the Board, Chairman Cole expressed appreciation for the grant and for the recognition which it brings to Western Kentucky University and indicated that such an endeavor is in keeping with the Board's stated goal of academic excellence. He extended thanks to Vice President Davis and Dr. Robinson for their efforts culminating in the receipt of the grant. In responding, Dr. Davis made reference to the large number of faculty and staff who had contributed to this achievement.

Mr. Largen, at the request of Dr. Zacharias presented a brief report on the construction progress of the Agricultural Exposition Center. A pre-final inspection is planned for September 25, at which time a final inspection date may be set. A realistic date for utilization of the building is January 1; however, it was felt that no problem would be encountered should the members of the Board wish to tour the facility during early December. In response to Mr. Knicely's inquiry regarding penalty days, Mr. Lawson indicated that the penalty officially began in April and 83 days had been assessed as of July 18 with the penalty continuing.

Relative to the Kentucky Building project, Mr. Lawson reported that the project is scheduled to be finalized on September 21 and confirmed that the contractor would not be released from responsibility until the humidity problem has been resolved.

Following discussion and by consensus of the Board, the date of the fourth quarterly meeting of the Board of Regents was rescheduled because of a possible conflict with Homecoming activities and commitments. The meeting date was moved from Saturday, October 27, 1979, to Saturday, December 1, 1979. It was suggested by Chairman Cole that the Board's December 1 activities might include tours of the Agricultural Exposition Center and the Kentucky Building.

Under "other business" the following items were considered with action taken as recorded:

- (1) Dr. Buckman directed attention to the fact that one of Dr. Jim Wayne Miller's poems, "On the Wings of a Dove," had been selected to be republished in the "Anthology of Magazine Verse and Yearbook of American Poetry" and extended commendations to Dr. Miller.
- (2) The following motion was made by Mr. Knicely: That the Board of Regents commission the preparation of portraits of former President Dero G. Downing and former President John D. Minton and authorize President Zacharias to take the necessary steps to have this accomplished. And further, that the Board of Regents establish a Board policy that appropriate portraits of past and future Presidents of Western Kentucky University be prepared and placed in a position of honor on the walls of the Regents Conference Room, or at such other appropriate location on campus as designated by the Board or Regents, at the close of each President's service to the University.

The motion was seconded by Mr. Kuegel and the roll call vote was as follows:

Aye: Buckman, Clark, Cole, Emberton, Hargrove, Knicely, Kuegel,
Poland

Nay: None

The President's report included the following items for the information of the Board:

1. During Homecoming an exhibit of Western Kentucky University faculty publications will be on display.
2. Brief comments were made by President Zacharias relative to a number of activities involving alumni in which he had participated, including the Henderson alumni gathering, the Louisville Alumni Steering Committee meeting, and the alumni gathering following the UT-Chattanooga - Western football game on September 8. These events were characterized as very fine and helpful.

3. Relative to enrollment for the 1979 Fall Semester, no dramatic change is expected. Even though the enrollment statistics have not been finalized, a slight increase is anticipated in the number of first-time freshmen.

Mr. Kuegel expressed an interest in the implementation of a program of recruiting by alumni in which each alumnus would pledge to recruit one student. Mention was made by Dr. Zacharias of the "Hilltopper Helper" program and activities conducted by the colleges to attract students to the campus.

An invitation was extended to the members of the Board and their families to attend the Free Enterprise Fair activities, scheduled for September 19 and 20 on the Western campus. It was pointed out that the activities included a banquet on Thursday, September 20, at 6 p.m., at which Senator Wendell Ford would speak.

There being no further business to come before the Board, the meeting adjourned at 11:25 a.m. Members of the group moved to the Executive Dining Room of the University Center where they were joined by members of their families and guests for luncheon at 12:30 p.m., with the Western - Lamar football game following at 2 p.m. in the L. T. Smith Stadium.

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 its special meeting held on September 15, 1979, 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).

Chairman



Mary Sample, Secretary

Secretary

