



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

April 9, 1980

Office of the President

MEMORANDUM

TO: Members of the Board of Regents

Mr. John David Cole, Chairman
Mr. Carroll Knicely, Vice Chairman
Dr. William G. Buckman
Mr. Ronald W. Clark
Mr. Tom Emberton
Mr. James Earl Hargrove
Mr. Michael N. Harreld
Mr. William M. Kuegel
Mr. Hugh Poland
Mr. Ronald G. Sheffer

FROM: Donald W. Zacharias
President

SUBJECT: 1980-81 Operating Budget

The calendar for the preparation of the 1980-81 Operating Budget provides for the budget to be submitted to the Board on April 26, 1980. The sequence of events in the preparation of the Executive Budget for the state of Kentucky has delayed the completion of the annual operating budget for Western.

The final action on the Executive Budget will be concluded no later than April 15, and the Council on Higher Education will distribute the salary adjustment funds on April 16. We are continuing with the preparation of the operating budget and will finalize the proposed budget immediately following the Council meeting.

We should be able to get the salary list and the proposed budget for 1980-81 in your hands by the middle of the week of the Board meeting. I recognize that this provides you with a limited period of time to study the material; however, action on the budget on April 26 will permit us to notify employees concerning their 1980-81 salary by the end of April.

A copy of the guidelines to be used in making salary recommendations are attached for your information. Your willingness to consider the proposed budget on this schedule is appreciated.

DWZ:dhl

cc: Mrs. Mary Sample



WESTERN KENTUCKY UNIVERSITY

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April 8, 1980

Office of the President

MEMORANDUM

TO: Dr. James L. Davis
Mr. Harry K. Largen
Dr. John D. Minton

FROM: Donald W. Zacharias
President

SUBJECT: Salary and Compensation Plan, 1980-81

Throughout the budgetary process there has been general agreement that increases in salaries and wages should receive first priority in the 1980-81 Operating Budget. The funding which we expect to be officially approved next week by Governor Brown and by the Council on Higher Education will permit us to improve salary and compensation for all employees in 1980-81.

The following guidelines are to be used by directors, department heads, deans, and vice presidents in recommending individual salary increments.

1. Each full-time employee performing at an acceptable level will receive an increase of at least 7.5 percent.
2. Funds will be provided for increases for classified employees in addition to the 7.5 percent based on the classification salary schedule. These funds will be assigned by the President to the Vice President for Business Affairs who will recommend distribution.
3. Funds will be provided for salary increases for faculty and staff in addition to the 7.5 percent. Each major unit of the University (academic, administrative, and business affairs) will receive a sum of money determined by the President for this purpose.
4. Vice presidents are to work with the appropriate individuals in their respective areas in providing recommended salary increments to the President.
5. The salary list for each budget unit is to be used in making the recommendations. The recommended increment for each

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individual is to be divided into percentage increase, use of lump sum, and promotion as appropriate. The vice presidents are to have the salary recommendations to the Office of the President on or before 4:30 p.m., Tuesday, April 15.

The funds for promotion will be provided from a university-wide pool. The current employee benefits will be provided in 1980-81, and the funds for the increases in cost for social security will be provided at the University level.

DWZ:dhl