

7-25-1995

Meeting Minutes

WKU Council of Academic Deans

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MINUTES

Meeting of the Council of Academic Deans
July 25, 1995

Members Present: Drs. Elmer Gray, Martin R. Houston, Michael B. Binder, Jacqueline Addington, Dr. John H. Petersen, Jack Hall, and Robert V. Haynes.

Phil Myers attended the meeting to lead the discussion on how gifts and contracts are to be classified. He clarified matching grant requirements. Monies are put into separate accounts. Grant money is put into "Ledger 5" (restricted), gifts are put into "Ledger 6" (unrestricted), and monies can be spent for different things. Grants and Contracts must be spent in a specified time, and a report completed. This is not the case for gifts. Dr. Myers asked that those submitting proposals touch base with his office prior to or during the early stages of a draft for review--particularly in relation to budgeting and salaries. Dr. Myers's next step will be to draft a policy on past awards. Awards are up 11% over last year to approximately eleven million dollars from 10.1 million dollars. Indirect costs were approximately \$450,000. The number of proposals were down but the number of awards were up. Approximately 90% were funded.

To the extent possible, departments are asked to give incoming faculty release time for the first two years for research.

There was discussion of the draft policy regarding indirect cost recovery. The statement about cost center accounts will be modified.

The next item for discussion concerned commencement. The proposed times recommended by the Commencement Committee were Friday evening and Saturday morning with two colleges for each ceremony. Martin R. Houston, Carl R. Martray, and David D. Lee indicated a preference for Friday evening and Saturday morning ceremonies. They all agreed that there would be greater participation on the part of faculty with these proposed times. They will strongly encourage faculty to attend. The reasons for a negative response to a proposed December commencement were: 1) too great a burden on faculty and registrar, 2) too close to Christmas, fewer faculty participating, and 3) the university calendar has been approved and distributed.

The study on staff reclassification is underway. All deans are urged to remind all staff in their area to respond in a timely fashion. It is in everyone's best interest to complete the questionnaire with care. The cost for making the corrections will be high but it should produce positive results for our personnel. There is a concern that real change occur. The salary increases might need to be phased in. The title of most secretaries is currently inaccurate. An office manager title reflects more nearly what occurs in most offices. However, title will not substitute for salary.

We are up by about \$16,000 on faculty expenditures for summer course salaries.

Respectfully submitted,


Jacqueline Addington