

BOARD OF REGENTS of WESTERN KENTUCKY UNIVERSITY



AGENDA and SUPPORTING MATERIAL

QUARTERLY MEETING

January 22, 1993 - 10 a.m.

Mrs. Liz Esters, Secretary

Dr. Meredith:

RE: Board Meeting

Yes I've taken!

- Do you want Deborah Wilkins in attendance?

*Need to
change reorg.*

I have not given Fred Hensley information on the 6-yr capital plan or the reorganization.

yes - Does he need to have a copy available for the media?

*Will make
sure if
asked.*

Also, does he need to have a copy of your contract? Is it to be made available to media?

liz

AGENDA
BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY

January 22, 1993

10 a.m.

1. Call to Order
2. Invocation [Dr. Richard Troutman, Head, Department of History]
3. Oath of Office - Dr. Ray Mendel
4. Roll Call
5. Disposition of Minutes of the October 29, 1992, Meeting
and the Minutes of the October 23, 1992, Executive Committee
6. Committee Reports:

6.1 - Academics Committee, Mr. Fred Mudge, Chair

6.1.1 - Recommendation to suspend a baccalaureate program in Production/Operations Management, ~~and add an option to an existing baccalaureate program in Management~~ [p. 5] *Withdrawn 1/15/92*

6.1.2 - Recommendation to change the admission and assistantship requirements for the graduate program in Sociology [p.6]

6.1.3 - Recommendation to modify and add two new options under baccalaureate major in Geology [pp. 7-8]

6.1.4 - Recommendation to approve new subject matter tracks (or options) under the Bachelor of Science Degree Program in Geography and delete subject matter tracks (or options) formerly listed under the Bachelor of Science Degree Program in Geography [pp. 9-19]

6.2 - Finance and Investment Committee, Mr. Earl Fischer, Chair

6.2.1 - Review of the Quarterly Financial Statements
(will be mailed week of January 11, 1993)

- 6.2.2 - Recommendation for acceptance of the audit of WKYU-FM Radio and WKYU-TV for the year ended June 30, 1992, and the agreed upon procedures as required by the NCAA on intercollegiate athletics [p.21]
- 6.2.3 - Recommendation for approval of a revision in the 1992-93 Operating Budget [p.22]
- 6.2.4 - Recommendation for approval of a plan to grant one-half tuition waiver to dependents of retirees [pp. 23-26]
- 6.2.5 - Recommendation for approval of a six-year capital plan
(will be mailed week of January 11, 1993)

6.3 - Executive Committee, Mr. Burns Mercer, Chair

- 6.3.1 - Recommendation to amend the Bylaws of the Board of Regents [pp. 27-35]

6.3.1 - addition of Earl Fischer to Executive Comm.

6.4 - Athletics Task Force, Mr. Monnie Hankins, Chair

- 6.4.1 - Report on the 1993 NCAA Annual Convention

- 7. Report on Salary Study
- 8. Presentation of personnel actions since October 29, 1992 [pp. 36-50]
- 9. Recommendation for approval of an administrative reorganization (will be mailed week of January 11, 1993)
- 10. Recommendation for approval of a new position - Coordinator, Kentucky Sheriff's Academy [p. 51]
- 11. Recommendation to approve a Charter Aircraft Policy [p. 52]
- 12. Recommendation to approve the naming of the auditorium in Tate C. Page Hall [pp. 53-54]
- 13. Other Business
 - 13.1 - Consideration of potential legal action
- 14. President's Report
- 15. Adjournment

Second Quarterly Meeting
April 23, 1993

*9 to 11
2/4/93
9 a.m.
1. Rang.*

WESTERN KENTUCKY UNIVERSITY

BOARD OF REGENTS

Mr. Burns E. Mercer, Chair
Mr. Monnie L. Hankins, Vice Chair

COMMITTEE MEMBERSHIP
1992-93

(Revised 1/93)

I. Executive Committee (1992-93)

Mr. Burns E. Mercer, Chair
Mr. C.C. Howard Gray
Mr. Monnie Hankins,
Mrs. Peggy W. Loafman
Mr. Earl Fischer (1-22-93)

II. Academics

Mr. Fred Mudge, Chair
Dr. Raymond M. Mendel
Mrs. Kristen T. Bale

III. Athletics Committee

Mr. Monnie L. Hankins, Chair
Mr. Raymond B. Preston
Mrs. Peggy W. Loafman

IV. Finance and Investment Committee

Mr. Earl Fischer, Chair
Mr. C.C. Howard Gray
Mr. Fred Mudge

V. Committee on Student Affairs

Mrs. Kristen Bale, Chair
Mr. Joe Rains
Mr. Raymond B. Preston

AGENDA
ACADEMICS COMMITTEE

January 22, 1993

9 a.m.

Mr. Fred Mudge, Chair
Mrs. Kristen Bale
Dr. Ray Mendel

1. Recommendation to suspend a baccalaureate program in Production/
Operations Management, and add an option to an existing baccalaureate
program in Management *Withdraw 1/15*
2. Recommendation to change the admission and assistantship require-
ments for the graduate program in Sociology
3. Recommendation to modify and add two new options under baccalaureate
major in Geology
4. Recommendation to approve new subject matter tracks (or options)
under the Bachelor of Science Degree Program in Geography and delete
subject matter tracks (or options) formerly listed under the
Bachelor of Science Degree Program in Geography

RECOMMENDATION

A proposal to suspend a baccalaureate program in Production/Operations Management and add an option to an existing baccalaureate program in Management

BACKGROUND

A review of academic programs during the Western XXI Strategic planning process revealed a history of low enrollments in the Production/Operations Management program. As a result, the Steering Committee recommended, and Board of Regents approved, that the program be designated as "Nonessential". The proposal to suspend this baccalaureate program is a response to the Western XXI designation.

In spite of the Western XXI designation of the Production/Operations Management program as "Nonessential", businesses still recognize production/operations management as an important area of activity. In fact, concepts such as Manufacturing Planning and Control System (MPC), Just-In-Time (JIT) production, productivity enhancement, and quality improvement techniques permeate the discourse of most progressive business and industrial firms. Not surprisingly, a number of students continue to show interest in pursuing coursework in production/operations management. Further, the faculty of the Department of Management continually apprise students of many career opportunities in the production/operations management area. Thus, even as the degree program in this area is suspended, the faculty propose to offer a production/operations management option under the Management major. Only two specialized courses would be required in the option (MGT 420 Manufacturing Planning and Control Systems and MGT 425 Managing Process Control). The remainder of the courses would be selected from existing courses in the department. The faculty believe that enrollments in the two specialized courses will increase steadily as students learn about career opportunities in production/Operations management.

Withdrawn

BUDGET IMPLICATIONS

There will be no budget implications as a result of suspending the production/operations management major. Existing faculty will be used to teach the two required courses in the option. No new resources will be required.

Proposed Option	Required Core	Hours
	Geology 310	3 hours
	General Hydrology	3 hours
	Geology 440	3 hours
	Hydrogeology	3 hours
	Geology 441	3 hours
	Advanced Geochemistry	3 hours
		27 hours

RECOMMENDATION

Proposal to change the admission and assistantship requirements for the graduate program in Sociology

BACKGROUND

The faculty of the Department of Sociology and Anthropology propose to change the admission and assistantship requirements for the Master of Arts Degree Program in Sociology as follows:

Present Admission Requirements: GPA of 2.75 or on combined score of 1000 on the verbal and quantitative GRE

Proposed Admission Requirements: GPA of 3.0 overall or the last sixty hours of undergraduate work, or a combined (verbal, quantitative, and analytical) score of 1250 on the GRE.

Present Assistantship Requirements: GPA of 2.8 or a combined score of 1350 on the GRE

Proposed Assistantship Requirements: GPA of 3.2 or a combined score of 1350 on the GRE

The rationale provided by the faculty for changing the requirements is that higher quality students would be admitted to the program. Further, the faculty contend that the higher admission standards are consistent with standards in Sociology departments at comparable universities.

BUDGET IMPLICATIONS

There will be no budget implications as a result of the change in admission and assistantship requirements.

RECOMMENDATION

A proposal to modify two existing options and add two new options under the baccalaureate major in Geology.

BACKGROUND

The proposal to re-organize the options in the Geology major is prompted by a need to provide a more focused grouping of specialty courses for students with particular interests. The revised and newly developed options better address the expectations of graduate schools and the professional marketplace, especially in the important areas of energy resources and the environment.

The revised options are as follows:

A. Change in Traditional Option - Geology Major

Current Option -	Current Core	28 hours
	Geology Elective(s)	<u>5 hours</u>
		33 hours minimum

Proposed Option-	Proposed Core	28 hours
	Geology 405-Paleontology	4 hours
	Geology Elective(s)	<u>4 hours</u>
		36 hours minimum

B. Change in Hydrology Option - Geology Major

Current Option -	Current Core (except Geology 405)	24 hours
	Geology 310 - General Hydrology	3 hours
	Geology 375 - Water Resources	3 hours
	Geology 440 - Hydrogeology	<u>3 hours</u>
		33 hours minimum

Additional Requirement		
ET 410/415 - Water Supply/lab		4 hours

Proposed Option-	Proposed Core	28 hours
	Geology 310 - General Hydrology	3 hours
	Geology 440 - Hydrogeology	3 hours
	*Geology 445 - Aqueous Geochemistry	<u>3 hours</u>
		37 hours

C. Add Environmental Geology Option - Geology Major

Proposed Option -	Proposed Core	28 hours
	Geology 310 - Hydrology	3 hours
	Geology 415 - Environmental Geology	3 hours
	Geology 420 - Geomorphology	4 hours
	Geology 486 - Environmental Seminar	<u>1 hour</u>
		39 hours

D. Add Fossil Fuels Option - Geology Major

Proposed Option -	Proposed Core	28 hours
	Geology 405 - Paleontology	4 hours
**	Geology 480 - Coal Geology	4 hours
*	Geology 490 - Petroleum Geology	<u>3 hours</u>
		39 hours

** Credit hour revision
* New Course

BUDGET IMPLICATIONS

There will be no budget implications. The new options are comprised predominantly of courses already existing in the department. The one new course can be handled by existing faculty.

RECOMMENDATION

Proposal to approve new subject matter tracks (or options) under the Bachelor of Science Degree Program in Geography and delete subject matter tracks (or options) formerly listed under the Bachelor of Science Degree Program in Geography.

BACKGROUND

Following a review of the geography curriculum, the faculty recommended the following subject matter tracks (or options) under the Bachelor of Science Degree program in Geography: Human Geography; Geography for Teachers; Basic Geography; City and Regional Planning; Meteorology and Climatology; International Studies; Environmental Management and Resource Conservation; Business and Commercial; and Cartography and Geographic Information Systems. The specified curriculum for each track accompanies this recommendation.

The faculty also propose to terminate the following subject matter tracks (or options) currently offered under the Bachelor of Science program in geography: Mapping and Cartography; Urban Geography; Physical Geography; Cultural and Historical Geography; Conservation of Natural Resources; and general Geography.

BUDGET IMPLICATIONS

There will be no budget implications as a result of the revisions. Existing faculty will provide the instruction.

**HUMAN GEOGRAPHY TRACK
BACHELOR OF SCIENCE IN GEOGRAPHY**

Core Requirements**18 hours**

Geography 100	Introduction to Man's Physical Environment	3 hours
Geography 101	Principles of Human Geography	3 hours
Geography 110	World Regional Geography	3 hours
Geography 300	Scope and Methods of Geography	3 hours
Geography 315	Cartography I	3 hours
Geography 491	Data Analysis and Interpretation	3 hours

Track Requirements**12 hours**

Geography 350	Economic Geography	3 hours
Geography 425	Political Geography	3 hours
Geography 430	Cultural Geography	3 hours
Geography 480	Urban Geography	3 hours

Recommended Electives**3 hours**

Geography 423	Transportation Planning	3 hours
Geography 434	Historic Geography	3 hours
Geography 479	Industrial and Commercial Geography	3 hours
Geography 485	Population and Resources	3 hours
Geography XXX	Any regional geography course	3 hours

**GEOGRAPHY FOR TEACHERS TRACK
BACHELOR OF SCIENCE - GEOGRAPHY**

Core Requirements**18 hours**

Geography 100	Introduction to Man's Physical Environment	3 hours
Geography 101	Principles of Human Geography	3 hours
Geography 110	World Regional Geography	3 hours
Geography 300	Scope and Methods of Geography	3 hours
Geography 315	Cartography I	3 hours
Geography 491	Data Analysis and Interpretation	3 hours

Track Requirements**12 hours**

Geography 350	Economic Geography	3 hours
Geography 360	Geography of North America	3 hours
Geography 451	Geography of Kentucky	3 hours
Geography 471	Conservation of Natural Resources	3 hours

Geography Elective**3 hours**

Geography 423	Transportation Planning	3 hours
Geography 434	Historic Geography	3 hours
Geography 479	Industrial and Commercial Geography	3 hours
Geography 480	Urban Geography	3 hours
Geography 485	Population and Resources	3 hours
Geography 491	Data Analysis and Interpretation	3 hours

A techniques course is required.

BASIC GEOGRAPHY TRACK BACHELOR OF SCIENCE - GEOGRAPHY

Core Requirements

18 hours

Geography 100	Introduction to Man's Physical Environment	3 hours
Geography 101	Principles of Human Geography	3 hours
Geography 110	World Regional Geography	3 hours
Geography 300	Scope and Methods of Geography	3 hours
Geography 315	Cartography I	3 hours
Geography 491	Data Analysis and Interpretation	3 hours

Geography Electives

15 hours

CITY AND REGIONAL PLANNING TRACK BACHELOR OF SCIENCE - GEOGRAPHY

Core Requirements

18 hours

Geography 100	Introduction to Man's Physical Environment	3 hours
Geography 101	Principles of Human Geography	3 hours
Geography 110	World Regional Geography	3 hours
Geography 300	Scope and Methods of Geography	3 hours
Geography 315	Cartography I	3 hours
Geography 491	Data Analysis and Interpretation	3 hours

Track Requirements

12 hours

Geography 240	Introduction to Planning	3 hours
Geography 474	Environmental Planning	3 hours
Geography 484	Planning, Theory and Application	3 hours
Geography XXX	Any Technique Course (Consult Advisor for Listing)	3 hours

Recommended Electives

3 hours

Geography 350	Economic Geography	3 hours
Geography 423	Transportation Planning	3 hours
Geography 434	Historic Preservation Planning	3 hours
Geography 479	Industrial & Commercial Geography	3 hours
Geography 480	Urban Geography	3 hours
Geography 487	Environmental Law	3 hours
Geography 488	Rural Planning	3 hours
Geography 495	Planning Internship	3 hours

A technique course is required.

**METEOROLOGY - CLIMATOLOGY TRACK
BACHELOR OF SCIENCE - GEOGRAPHY**

Core Requirements		18 hours
Geography 100	Introduction to Man's Physical Environment	3 hours
Geography 101	Principles of Human Geography	3 hours
Geography 110	World Regional Geography	3 hours
Geography 300	Scope and Methods of Geography	3 hours
Geography 315	Cartography I	3 hours
Geography 491	Data Analysis and Interpretation	3 hours
Track Requirements		7 hours
Geography 121	Meteorology	3 hours
Geography 422	Climatology	4 hours
Recommended Electives		9 hours
Geography 122	Aviation Meteorology	3 hours
Geography 222	Observational and Analytical Meteorology	3 hours
Geography 310	Hydrology	3 hours
Geography 328	Climate, Soils, and Vegetation	3 hours
Geography 416	Remote Sensing	3 hours
Geography 424	Weather Analysis and Forecasting	3 hours
Geography 426	Applied Meteorology and Climatology	3 hours
*Additional Requirements		9 hours
Physics 201	College Physics I	3 hours
Physics 207	Laboratory for Physics 201	1 hour
Math 118	College Algebra and Trigonometry (or equivalent)	5 hours

*Additional requirements are not part of the geography major. They are outside corequisites required for this particular track.

**INTERNATIONAL STUDIES TRACK
BACHELOR OF SCIENCE - GEOGRAPHY**

Core Requirements		18 hours
Geography 100	Introduction to Man's Physical Environment	3 hours
Geography 101	Principles of Human Geography	3 hours
Geography 110	World Regional Geography	3 hours
Geography 300	Scope and Methods of Geography	3 hours
Geography 315	Cartography I	3 hours
Geography 491	Data Analysis and Interpretation	3 hours
Track Requirements		12 hours
Geography 425	Political Geography	3 hours
Geography XXX	*Three Regional courses with at least one with Western Hemisphere content, and one with Eastern Hemisphere content	9 hours
Geography Electives		3 hours

*Geography 451 - Geography of Kentucky is excluded from selection.

**ENVIRONMENTAL MANAGEMENT AND
RESOURCE CONSERVATION TRACK
BACHELOR OF SCIENCE - GEOGRAPHY**

Core Requirements**18 hours**

Geography 100	Introduction to Man's Physical Environment	3 hours
Geography 101	Principles of Human Geography	3 hours
Geography 110	World Regional Geography	3 hours
Geography 300	Scope and Methods of Geography	3 hours
Geography 315	Cartography I	3 hours
Geography 491	Data Analysis and Interpretation	3 hours

Track Requirements**12 hours**

Geography 310	General Hydrology	3 hours
Geography 328	Climate, Soils, and Vegetation	3 hours
Geography 471	Conservation of Natural Resources	3 hours
Geography 474	Environmental Planning	3 hours

Recommended Electives**3 hours**

Geography 350	Economic Geography	3 hours
Geography 415	Air Photo Interpretation	3 hours
Geography 416	Remote Sensing	3 hours
Geography 452	Fields Studies in Geography	3 hours
Geography 475	Selected Topics in Geography (Environmental)	3 hours
Geography 487	Environmental Law	3 hours
Geography 493	Geographic Information Systems	3 hours

**BUSINESS AND COMMERCIAL TRACK
BACHELOR OF SCIENCE - GEOGRAPHY**

Core Requirements**18 hours**

Geography 100	Introduction to Man's Physical Environment	3 hours
Geography 101	Principles of Human Geography	3 hours
Geography 110	World Regional Geography	3 hours
Geography 300	Scope and Methods of Geography	3 hours
Geography 315	Cartography I	3 hours
Geography 491	Data Analysis and Interpretation	3 hours

Track Requirements**6 hours**

Geography 350	Economic Geography	3 hours
Geography 479	Commercial and Industrial Geography	3 hours

Recommended Electives**9 hours****Category A - Topical (minimum 3 hours)**

Geography 240	Introduction to Planning	3 hours
Geography 360	Geography of North America	3 hours
Geography 423	Transportation Planning	3 hours
Geography 480	Urban Geography	3 hours
Geography 488	Rural Planning	3 hours

Category B - Techniques (minimum of 3 hours)

Geography 404	Computer Mapping	3 hours
Geography 492	Spatial Analysis	3 hours
Geography 493	Geographic Information Systems	3 hours
Geography 497	Spatial Decision Support Systems	3 hours

Category C - Internship (elective)

Geography 495	Internship	3 hours
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Additional Requirement*3 hours**

Math 116	Fundamentals of College Algebra	3 hours
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*Additional requirements are not part of the geography major. They are outside corequisites required for this particular track.

CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS BACHELOR OF SCIENCE - GEOGRAPHY

Core Requirements

		18 hours
Geography 100	Introduction to Man's Physical Environment	3 hours
Geography 101	Principles of Human Geography	3 hours
Geography 110	World Regional Geography	3 hours
Geography 300	Scope and Methods of Geography	3 hours
Geography 315	Cartography I	3 hours
Geography 491	Data Analysis and Interpretation	3 hours

Track Requirements

		15 hours
Geography 404	Computer Mapping	3 hours
Geography 410	Cartography II	3 hours
Geography 415	Air Photo Interpretation	3 hours
Geography 416	Remote Sensing	3 hours
Geography 493	Geographic Information Systems	3 hours

*Additional Requirements

		15 hours
Computer Science 240	Computer Science I	3 hours
Mathematics 118	College Algebra and Trigonometry	5 hours
Graphics Comm. 202	Engineering Drafting	3 hours
Civil Eng. Tech. 216	Surveying I	3 hours
Civil Eng. Tech. 218	Surveying I Lab	1 hour

**Recommended Courses

Geography 452	Field Methods	3 hours
Geography 492	Spatial Analysis	3 hours
Geography 497	Spatial Decision Support Systems	3 hours
Geology 111	Physical Geology	3 hours
Geology 113	Physical Geology Lab	3 hours
Graphics Comm. 204	Computer Assisted Drafting	3 hours
Graphics Comm. 307	Process Photography	3 hours
Mathematics 120	Elements of Calculus	3 hours

*Additional requirements are not part of the geography major. They are outside corequisites required for this particular track.

**Recommended courses are for student information purposes. They are not part of the required major.

DELETION OF SUBJECT MATTER TRACKS BACHELOR OF SCIENCE DEGREE - GEOGRAPHY

After careful review, the faculty of the Department of Geography and Geology have elected to terminate the following subject matter tracks offered under the Bachelor of Science Degree in Geography.

- Mapping and Cartography
- Urban Geography
- Physical Geography
- Economic Geography
- Cultural and Historical Geography
- Conservation of Natural Resources
- General Geography

Curriculum Committee Approval

Department of Geography and Geology _____ September 18, 1992

OCSTH Curriculum Committee _____ October 1, 1992

Academic Council _____ October 29, 1992

AGENDA
FINANCE COMMITTEE

January 22, 1993

9:30 a.m.

adj. 10:15

Mr. Earl Fischer, Chair
Mr. C.C. Howard Gray
Mr. Fred Mudge

1. ✓ Review of the Quarterly Financial Statements
(Will be mailed week of January 11, 1993)
2. ✓ Recommendation for acceptance of the audit of WKYU-FM Radio and WKYU-TV for the year ended June 30, 1992, and the agreed upon procedures as required by the NCAA on intercollegiate athletics
3. ✓ Recommendation for approval of a revision in the 1992-93 Operating Budget
4. Recommendation for approval of a plan to grant one-half tuition waiver to dependents of retirees
5. Recommendation for approval of a six-year capital plan
(Will be mailed week of January 11, 1993)

RECOMMENDATION:

President Thomas C. Meredith recommends acceptance of the audit reports for WKYU-FM Radio and WKYU-TV for the year ended June 30, 1992, and the agreed upon procedures as required by the NCAA on intercollegiate athletics.

[The audits are submitted as separate documents.]

Background:

The Corporation for Public Broadcasting, which provides grant support to WKYU-FM Radio and WKYU-TV requires a separate audit of these entities.

The National Collegiate Athletic Association requires universities to have an annual review of intercollegiate programs for management.

RECOMMENDATION

President Meredith recommends that the 1992-93 Operating Budget be revised as follows:

<u>Revenue</u>		<u>Current</u> <u>1992-93</u>	<u>Increase</u>	<u>Proposed</u> <u>1992-93</u>
Government Grants & Contracts Federal Government Agencies Training programs, research projects, etc.		\$3,000,000	\$1,500,000	\$4,500,000
<u>Expenditures</u>		<u>Current</u> <u>1992-93</u>	<u>Increase</u>	<u>Proposed</u> <u>1992-93</u>
<u>Account</u>	<u>Name</u>			
521100	Sponsored Programs - Instruction	\$1,000,000	\$ 500,000	\$1,500,000
522000	Sponsored Programs - Research	600,000	200,000	800,000
523000	Sponsored Programs - Public Service	<u>3,430,000</u>	<u>800,000</u>	<u>4,230,000</u>
Total		\$5,030,000	\$1,500,000	\$6,530,000

Background:

Projections for external funding were underestimated in 1992-93. Actual data indicate that total federally funded grant activity will reach a level \$1,500,000 higher than originally anticipated. No revision in university share of sponsored programs is warranted.

RECOMMENDATION:

President Thomas C. Meredith recommends that the Employee Dependent Child Grant as described in Personnel Policy #4-25 be extended to employees in retired status to include those in regular retired, optional retired, and disability retired status.

Background:

Attached is the current personnel policy. The grant program was approved to begin with the Fall Semester 1991. The University's Personnel Committee has reviewed the policy and has considered employee and retiree feedback on the policy. The University's Personnel Committee has recommended that the benefits offered under the policy be expanded to include eligible dependent children of the University's retired faculty and staff members.

PERSONNEL POLICIES AND PROCEDURES MANUAL
DEPARTMENT OF PERSONNEL SERVICES
WESTERN KENTUCKY UNIVERSITY

Subject: Grants -- University Grant Program
for Employee Dependent Children

Effective Date: August 1, 1991

1.0 This policy outlines the University grant program for employee dependent children attending Western Kentucky University.

2.0 Program Benefits:

The University will provide a grant up to but not exceeding 50 percent of in-state tuition and regular fees for dependent children of full-time faculty and staff under the following conditions. The program offers benefits for undergraduate tuition and fees only. It is not applicable to graduate tuition and fees. Tuition and fees of Western Kentucky University at the time of enrollment will determine the value of the University grant. Specialized and late fees are specifically excluded. Specialized fees would include such fees as music fees or lab fees for materials and/or breakage.

3.0 Eligibility:

3.1 Dependent Children:

A single person who is the child by birth or legal adoption of a full-time employee of Western Kentucky University and is claimed as a dependent on the most recent federal income tax form.

3.2 Full-time Employee:

(1) A person regularly employed to work at least 37.5 hours per week for 38 weeks or (2) a person with faculty rank and annual appointment to teach at least 24 semester hours or the equivalent in research and/or service during two consecutive semesters. Full-time employees must have been employed with an effective date on or before the last day to register for classes in a semester or summer term.

3.3 Academic Requirements:

The new student must be eligible for admission and must be pursuing an undergraduate degree to receive the grant during the first term of attendance. The continuing student must be pursuing satisfactorily an undergraduate degree and must have a higher education grade point average of at least 2.0 to receive the grant for each term of enrollment.

PERSONNEL POLICIES AND PROCEDURES MANUAL
DEPARTMENT OF PERSONNEL SERVICES
WESTERN KENTUCKY UNIVERSITY

Subject: Grants -- University Grant Program
for Employee Dependent Children

Effective Date: August 1, 1991

4.0 Other Financial Aid and Academic Scholarships:

Recipients of the University grant may be considered for financial aid and academic scholarships consistent with existing policies. This grant is restricted to the payment of tuition and regular fees only. The combination of this grant and any other tuition only restricted scholarship or grant/waiver will not exceed the cost of tuition and fees. Any other tuition grant or scholarship will be applied first to tuition and fees with this grant to supplement the remaining balance of the cost of tuition and fees or the grant maximum (50 percent) whichever is less.

5.0 Effective Date:

The effective date of the University grant program shall be the 1991 fall semester. New and continuing undergraduate students who meet eligibility requirements will receive the University grant.

6.0 Procedures:

6.1 Employee Form:

Full-time faculty and staff employees who are requesting an Employee Dependent Child Grant must complete an Employee Dependent Child Grant Form (Personnel Form 31) and forward it to the Department of Personnel Services two weeks prior to the billing date established by the University and printed in each semester's schedule bulletin. The form will be used to certify that the student is an eligible dependent child.

6.2 Department of Personnel Services:

The Department of Personnel Services will validate employee full-time status and departmental account number.

6.3 Department of Student Financial Assistance:

The Department of Student Financial Assistance will monitor the student's grade point average and coordinate the grant with the student's other financial aid to determine any over-award situations. They will contact the student regarding any loan and grant conflicts. The grant will then be entered as an award on the student's financial aid profile and will appear as a credit on the student's billing statement.

PERSONNEL POLICIES AND PROCEDURES MANUAL
DEPARTMENT OF PERSONNEL SERVICES
WESTERN KENTUCKY UNIVERSITY

Subject: Grants -- University Grant Program
for Employee Dependent Children

Effective Date: August 1, 1991

7.0 Tax Status:

According to the 1991 U.S. Master Tax Guide, the amount of any qualified tuition reduction to employees of educational institutions is excluded from gross income. This includes tuition reduction for the employee's dependent child.

BYLAWS
OF THE BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY

PREAMBLE

WHEREAS, the Board of Regents of Western Kentucky University has been duly created pursuant to Chapter 164 of the Kentucky Revised Statutes constituting a body corporate, with the usual corporate powers, and with all immunities, rights, privileges and franchises usually attached to the governing bodies of educational institutions; and

WHEREAS, the Board of Regents has the principal responsibility of establishing the policies of the University, and through the President, officers, faculty and employees of the University which implements and carries out such policies; and,

WHEREAS, the Board of Regents in order to carry out its responsibilities, adopts these bylaws for the government of its members and to implement and to carry out its responsibilities as defined above.

ARTICLE I

MEETINGS

1. **Time and Place.** Meetings of the Board of Regents are to be held on the campus of Western Kentucky University or at such other place as approved by a majority vote of the Board of Regents. The Board of Regents shall approve at least annually its calendar of regular meetings, but in no event shall the Board of Regents meet less than once per calendar quarter.

2. **Special Meetings.** Upon written request of the President or any two members of the Board of Regents, the chairperson of the Board of Regents shall call a special meeting of the Board of Regents, such meetings to be held ^{IN A TIMELY FASHION} at such time and upon such date as determined by the chairperson. The President or any two members of the Board of Regents requesting such special meeting shall set forth in their request, with specificity, the purpose of such meeting. Discussions and action at the meeting shall be limited to items listed on the agenda and the notice.

3. **Notice of Special Meetings.** The notice of the special meeting shall consist of the date, time, and place of the special meeting and the agenda. As soon as possible, written notice shall be delivered personally, transmitted by facsimile machine, or mailed to every member of the Board of Regents as well as each media organization which has filed a written request, including a mailing address, to receive notice of special meetings. The notice shall be calculated so that it shall be received at least twenty-four (24) hours before the special meeting. As soon as possible, written notice shall be posted in a conspicuous place in the building where the special meeting will take place and then in a conspicuous place ~~in the building~~ in the Wetherby Administration Building. Notice shall be calculated so that it shall be posted at least twenty-four hours before the special meeting.

4. **Emergency Special Meetings.** In case of an emergency which prevents compliance with the foregoing, this subsection shall govern the Board of Regents' conduct of special meetings. The special meeting shall be called pursuant to the procedures set forth above. The Board of

Regents shall make a reasonable effort, under emergency circumstances, to notify the members of the Board of Regents, media organizations which have filed a written request for notification, and the public of the emergency meeting. At the beginning of the emergency meeting, the chairperson shall briefly describe for the record the emergency circumstances preventing compliance with the notice provision set forth above. These comments shall appear in the minutes. Discussions and action at the emergency meeting shall be limited to the emergency for which the meeting was called.

5. **Emergency Defined.** For purpose of these bylaws, an emergency shall be defined as a situation which creates a threat or impending threat to public health, welfare or safety such as may arise by reason of fires, floods or other natural or man-caused disasters, epidemics, riots, enemy attack, sabotage, explosion, power failure, energy shortages, transportation emergencies, equipment failures, state or federal legislative mandates or similar events.

6. **Participation in Meetings by Non-members.** The President shall attend and participate in all meetings of the Board of Regents unless excused when the President's status is under consideration. He may attend all meetings of committees of the Board. The President, with the approval of the Board members, may invite other members of the University staff or faculty to accompany him in attendance at any meeting. They may address the Board or otherwise participate upon request of the Board, any member, or the President.

Other members of the University community and members of the public are welcome to attend open meetings of the Board but may not address the Board of Regents or otherwise participate in the meetings except pursuant to a previously approved request for appearance to be heard in accordance with this paragraph. Persons desiring to be heard by the Board of Regents will first submit to the President in writing the subject matter and the reason for desiring to be heard by the Board of Regents. The President shall then call the request to the attention of the chairperson. The chairperson may then determine whether or not to permit the person requesting appearance before the Board to speak, or the Board by a majority vote may grant such a request of the person requesting authority to speak. *The Board shall be notified of all requests that are denied.*

7. **Agenda for Meetings.** It shall be the responsibility of the President to develop an agenda for each meeting of the Board of Regents.

ARTICLE II

1. **Officers.** The officers of the Board of Regents shall be a chairperson, a vice chairperson, a secretary and a treasurer.

2. **The Election.** All officers of the Board of Regents shall be elected at the third regular meeting (calendar year) of the Board of Regents of the year in which the term of office expires. All officers shall commence serving upon their election.

3. **Term of Office.** All officers shall hold office for a term of ~~one~~ *two* years/or until their successors have been duly elected and have qualified, or until removed as hereinafter provided. **If the**

chairperson shall vacate his/her office prior to the end of their term, the vice chairperson shall serve as chairperson for the balance of that term. If the vice chairperson vacates his/her office prior to the end of their term, an election shall be held to fill that position for the balance of that term. If any officer shall vacate their office, for whatever reason, their successor shall hold office for the balance of the term of office of the person vacating such office.

4. **Removal of Officers.** Any officer may be removed either with or without cause by a vote of the majority of the entire Board of Regents.

5. **Successive Terms.** The chairperson and vice chairperson may be elected for two successive terms. Such persons shall be ineligible for an additional term without an intervening ~~one~~ *two*-year period.

6. **Duties of Officers.** The duties and powers of the officers of the Board of Regents shall be as follows:

CHAIRPERSON

The chairperson shall preside at all meetings of the Board of Regents, call special meetings upon the request of the President or any two members of the Board of Regents.

VICE CHAIRPERSON

The vice chairperson shall, in the absence of the chairperson, carry out the duties of the chairperson. **If for any reason the chairperson vacates that position, the vice chairperson shall assume the position of chairperson for the balance of that term.**

SECRETARY

The secretary need not be a member of the Board of Regents. The secretary shall prepare all books, records and papers belonging to the Board, maintain accurate records of votes and actions of the Board, prepare and distribute the agenda for meetings as developed by the President, give all notices of meetings and attend all meetings of the Board of Regents, including closed or executive sessions, and certify compliance with all open meetings and open records requirements.

TREASURER

The treasurer need not be a member of the Board of Regents. The treasurer shall receive and disburse all monies and report to the Board of Regents on the financial status and fiscal affairs of the University. The treasurer shall periodically furnish to the Board of Regents, but at least annually, an accounting for all monies received and disbursed during the preceding fiscal year.

7. **Other Responsibilities.** The Board of Regents by a majority vote may assign such other duties and responsibilities to each of the respective officers as it shall from time to time determine appropriate.

ARTICLE III

1. **Committees of the Board of Regents.** The standing committees of the Board of Regents shall be the Executive Committee; the Finance Committee; and the Academics Committee. The Board may from time to time establish such other committees as shall be necessary to carry out its duties and responsibilities.

2. **Executive Committee.** The Executive Committee shall consist of the chairperson, vice chairperson and three other members of the Board of Regents. The Executive Committee shall provide the President with guidance on matters that arise in the interim between regular meetings of the Board of Regents. The Executive Committee may also perform any and all other functions that may be from time to time assigned by a majority vote of the Board of Regents. The chairperson of the Board of Regents shall serve as the chair of the Executive Committee.

3. **The Finance Committee.** The Finance Committee shall be responsible for reviewing and evaluating, on behalf of the Board of Regents, the biennial budget requests which are submitted to all appropriate government agencies of the University; the annual operating budget of the University for each fiscal year; adjustments to the annual operating budget as from time to time required by operations of the University; the allocation of unencumbered fund balances which accrue to the University at the close of each fiscal year; any proposal for the construction of academic, administrative or service facilities through the issuance of revenue bonds and all other financial and budget matters which involve the Board of Regents. The Finance Committee shall consist of a minimum of three and a maximum of five members of the Board.

4. **The Academics Committee.** The Academics Committee shall be responsible for evaluating all recommendations coming to the Board of Regents affecting the academic affairs of the University. The Academics Committee shall consist of a minimum of three and a maximum of five members of the Board.

5. **Authority of Committees.** Committees shall possess no delegated authority of the Board of Regents unless approved by a majority vote of the Board of Regents. All actions of each committee, unless taken with delegated authority, shall constitute recommendations to the Board of Regents and shall be subject to approval by a majority vote of the Board of Regents. All authority delegated to a committee must be within the confines of Kentucky State Statutes and regulations.

6. **Selection of Committee Members.** **Members of the Executive Committee shall be elected by the Board of Regents at the third regular meeting (calendar year) of the Regents. If a vacancy occurs on the Executive Committee during the term of an Executive Committee member, an election shall be held to fill the unexpired portion of that term.**

Members of ~~each~~ the Finance Committee and the Academics Committee shall be selected by the Chairmanperson of the Board of Regents, and the terms of the committees shall run concurrently with the Chairmanperson and Vice Chairmanperson.

7. **Term of Committee Members.** All committee members shall serve for a term of one year or until their successors have been duly selected by the Chairmanperson. In the event of a vacancy on a committee, the successor member shall be selected by the Chairmanperson of the Board of Regents and shall hold office for the balance of the term of office of the person vacating their office.

8. **President as Ex Officio Member.** The President and all members of the Board of Regents shall serve as ex officio members of all committees of the Board of Regents, including those created from time to time by the Board.

9. **Other Committees.** Such other committees as are from time to time created by the Board of Regents shall have their membership,

duties, responsibilities, and term of existence determined by a majority vote of the Board of Regents.

10. **Removal of Committee Members.** Any committee member may be removed either with or without cause by a majority vote of the entire Board of Regents.

ARTICLE IV

1. **Quorum.** A simple majority of the members of the Board of Regents shall constitute a quorum for the transaction of its business.

2. **Voting.** Each member of the Board of Regents shall cast one vote. All votes of the Board shall be a voice vote, provided, however, any member may request a roll call vote of the membership on any question. A simple majority of the quorum present and voting is required for any action and is sufficient unless otherwise required by law. The secretary shall note those voting in favor and those voting against any matter **except on voice votes.**

3. **Majority of Entire Board Required on Finances.** A majority of the Board of Regents must vote affirmatively to effect an appropriation or disbursement of money, the making of a contract that requires an appropriation or disbursement of money or the employment or dismissal of a teacher.

ARTICLE V

1. **Amendment to Bylaws.** Amendments to these bylaws may be proposed by any member at any duly constituted meeting of the Board but will not be acted upon until the next meeting. Adoption of amendments shall require a vote of two-thirds (2/3) of the members.

2. **Parliamentary Procedure.** The parliamentary procedure of the Board of Regents shall be governed by Robert's Rules of Order.

RECOMMENDATION

President Meredith recommends approval of a new staff position in Continuing Education. Responsibilities of this position would be related entirely to the Kentucky Sheriff's Academy program and the position's funding will be dependent on revenue of that program. The title of the position will be Coordinator of the Kentucky Sheriff's Academy. The job description for this position is shown below.

WESTERN KENTUCKY UNIVERSITY Coordinator, Kentucky Sheriff's Academy

Job Description: The Coordinator will oversee the day to day operation of the Kentucky Sheriff's Academy, classes both basic and inservice. This is a part-time position, with the person to be in Bowling Green when the Academy is in session. The position is also revenue dependent and will be continued on a yearly contract if resources are available.

Specific Duties: The Coordinator will be responsible for:

- logistics for all Academy sessions, including the set-up, storage, and restocking of equipment,
- attendance at the Academy sessions, particularly when the Academy is participating in field exercises,
- scheduling of instructors, including finding substitutes or replacements in the event of cancellations,
- development of new topics to include in the Academy curricula,
- periodic visits to sheriff's departments to develop new courses, maintain good communication, or resolve problems,
- maintaining an atmosphere of integrity and safety for the Academy participants.

Qualifications for the Position:

Minimum qualifications include a bachelor's degree in law enforcement or criminology and 2-5 years employment in some aspect of law enforcement. Other law enforcement training or five years of experience may be substituted for a bachelor's degree.

Desired qualifications include professional experience in a Kentucky Sheriff's department and/or graduation from the Kentucky Sheriff's Academy Basic program.

Special Requirements:

- Because this is a revenue dependent position, the coordinator will be expected to assist in the development of new training opportunities which will increase the revenue available to fund this position.
- The person will be hired on a contract with Western Kentucky University and report to the Director of Continuing Education. The salary is \$10-15,000, however there are no benefits associated with this position at the present time. Travel reimbursement is available for trips dealing with Academy business.

RECOMMENDATION:

President Thomas C. Meredith recommends approval of a Charter Aircraft Policy.

Background:

Western Kentucky University's realignment into the Sun Belt Conference has produced a need for a written Charter Aircraft Policy. Our teams no longer compete in a small geographic region of the United States on a regular basis. Men's and women's basketball will travel annually to the states of Texas, Louisiana, Arkansas, Alabama, and Florida. In most cases airline travel will be involved and some schools are not located near major commercial airports. Therefore, from time to time and budgets permitting, there will be a need for charter flights on some trips. This policy is intended to set guidelines from which requisitions for invitations to bid can be written.

Each invitation to bid will request that the charter company meets all requirements of the Civil Aeronautical Commission; is fully bonded; is adequately insured; and has an established record of outstanding charter flight service. In the event that a charter search company is responding to an invitation to bid, they will be required to provide this information on the company that owns the airplane.

RECOMMENDATION:

President Thomas C. Meredith recommends that the auditorium in the Tate C. Page Hall be named the "J. T. Sandefur Education Auditorium."

Background:

Dr. J. T. Sandefur served as the Dean of the College of Education and Behavioral Sciences from July, 1973, until his retirement on June 30, 1990. During that period of time, the College of Education gained national status as a leader in the field of teacher education.

Professional honors, organizations, and national committee memberships for Dr. Sandefur include:

- Recipient of the Pomeroy Award for Outstanding Contributions to Teacher Education--AACTE, 1988.
- Chairman, Executive Committee, USA/China Teacher Education Consortium, 1986-90
- Member, AACTE Committee on Accreditation, 1989
- Who's Who in America
- Phi Delta Kappa
- Team Chairman of several National Council for Accreditation of Teacher Education (NCATE) Accreditation Committees
- AACTE Representative to NCATE Board of Examiners, 1987-90
- Cadre Chair, NCATE Board of Examiners, 1987-90
- Chairman, Teacher Competency Action Group, AACTE Center for Change, 1986
- Chair, NCATE Council, 1985
- Member, National Commission on Excellence in Teacher Education,
- Vice-Chair, NCATE Council, 1984
- President, Teacher Education Council on State Colleges and Universities (TECSCU), 1983-84
- Member, NCATE Council, 1982-86
- Member, Teacher Education Advisory Council, Southern Education Board (SREB), 1982-86

- Member, Governmental Relations Committee of AACTE, 1982-83
- Chairman, National Advisory Board for the Research and Development Center for Teacher Education, University of Texas, Austin, 1980-86
- Member, Kentucky Council on Teacher Education and Certification, 1979-1990
- Chairman, Kentucky Council on Teacher Education and Certification, 1979-81
- Member, National Advisory Board for the NIE-supported Research and Development Center for Teacher Education, University of Texas, Austin, 1978-86
- Member, Advisory Board, ERIC Clearinghouse on Teacher Education, 1978-79
- Chairman, AACTE Board of Directors, 1978-79
- President, AACTE, 1978-79
- Member, NCATE Coordinating Board, 1977-80
- Vice Chairman, Kentucky Council on Teacher Education and Certification, 1977-79
- Member, Forum of Educational Organization Leaders, 1977-79
- Member, Long-Range Study Committee, NCATE, 1977-78
- Chairman, NCATE Evaluation Board, 1976-79
- Member of the AACTE Committee on Performance Based Teacher Education, 1975-77
- Board of Directors of AACTE, 1974-80
- NCATE Evaluation Board, 1973-76