

4-23-2014

# Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans  
CAD Minutes  
Wednesday, April 23, 2014  
1:30 p.m.**

**Members Present:** Cheryl Stevens, Jeff Katz, Sam Evans, Craig Cobane, Connie Foster and Richard Miller. Dr. David Lee attended the last portion of the meeting.

**Guests Present:** Sylvia Gaiko, Danita Kelly represented John Bonaguro, Ladonna Hunton, Doug McElroy, Tuesdi Helbig, Mike Dale, Ken Kuehn for Dennis George, Larry Snyder for David Lee, Brian Meredith, Beth Laves and Teresa Jackson. Tony Glisson, Human Resources Director, and Kari Aikins, Sr. Compensation & Benefits Consultant, joined CAD to discuss the Classification and Compensation Policy and the Promotion Policy.

**I. Approval of April 9, 2013 Minutes**

Dr. Sam Evans made a motion, seconded by Dr. Jeff Katz, to approve the minutes from the April 9, 2014 CAD Meeting. The minutes were approved without objection.

**II. Information Items:**

**A. Update on Student Diversity Survey**

Dr. Richard Miller gave a brief update regarding the Student Diversity Survey. He indicated to date 1,009 students have responded. The response date has been extended for an additional week.

**III. Discussion Items:**

**A. Classification and Compensation Policy and Promotion Policy**

Mr. Tony Glisson, Director of Human Resources, and Kari Aikins, Sr. Compensation and Benefits Consultant, joined CAD to discuss the two draft policies.

Mr. Glisson discussed the Classification and Compensation policy with deans clarifying the differences regarding exempt and non-exempt employees and reminded deans to be sure to pay overtime when overtime is due. He also asked deans to remind department heads that time sheets must be completed every 15<sup>th</sup> and 30<sup>th</sup> of each month.

Mr. Glisson indicated he will review the Job Analysis Questionnaire Form and forward a revised copy to deans.

Mr. Glisson discussed reclassification of a position and reminded deans it is their responsibility to ensure funds are available for the position.

Following discussion regarding revisions and clarifications to the policy, Mr. Glisson indicated he will make the revisions discussed and bring the policy back to CAD.

Mr. Glisson also discussed the Promotion Policy. He indicated Human Resources will need clarification that the position being discussed is an existing vacant position or a new position to be created. He also indicated a promotion request form must be completed.

Following discussion, Mr. Glisson indicated he will revise the name of the policy to Promotions and Transfers. After completing revisions as discussed, Mr. Glisson will bring the policy, including required forms, back to CAD. He reminded deans this policy is for all divisions at WKU.

**B. International Agreement Policy – 0.1012**

Dr. Craig Cobane discussed the International Agreement Policy and indicated this is an attempt to streamline information for international agreements campus-wide. There was discussion regarding balancing the number of students that we accept at WKU and those that go to other institutions from WKU.

Dr. Sylvia Gaiko will forward suggested wording regarding SACSCOC requirements to Dr. Cobane to be included in the policy.

Following discussion, Dr. Cobane indicated he will make the suggested revisions and forward to Dr. Emslie for his review.

**C. Other**

Dr. Richard Miller reminded deans of the Faculty Awards Dinner scheduled for this evening and discussed the protocol for the dinner and awards presentations.

Dr. Craig Cobane distributed Fulbright Program information.

Respectfully submitted,

Teresa Jackson

Approved

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Richard C. Miller, Vice Provost

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Date