

MINUTES
OF THE BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY

January 26, 2001

AGENDA ITEM 1 - Call to Order

Required statutory notice having been given, the first quarterly meeting of the Board of Regents of Western Kentucky University was held in the Regents Room of the Wetherby Administration Building on the Western campus. The meeting was called to order by Chair Bale at approximately 10 a.m., CST.

AGENDA ITEM 2 - Invocation

The invocation was provided by Ms. Leslie Anne Watkins, Director of Development for Potter College.

Chair Bale introduced Mr. Brent Oglesbee, Associate Professor, Department of Art, who has completed a project of sculpting the busts of former Presidents Garrett and Cherry and current President Gary Ransdell for display with the other Presidents in the Regents Conference Room of Wetherby Administration Building.

AGENDA ITEM 3 - Roll Call

Mr. Howard E. Bailey
Ms. Kristen T. Bale
Mr. Robert Earl Fischer
Ms. Lois W. Gray
Ms. Peggy W. Loafman
Ms. Cassie F. Martin
Mr. Cornelius A. Martin
Professor Mary Ellen Miller
Mr. James B. Tennill, Jr.
Ms. Beverly H. Wathen

Mr. Ronnie Sheffer was absent.

AGENDA ITEM 4 - Disposition of minutes of the October 27, 2000, regular meeting and the special meeting of December 1, 2000.

Minutes of the October 27, 2000, regular meeting were presented for adoption without reading inasmuch as copies were mailed to members of the Board. Motion for approval was made by Ms. Loafman, seconded by Ms. Miller, and carried unanimously. Minutes of the December 1, 2000, special meeting were presented for adoption without

reading inasmuch as copies were mailed to members of the Board. Motion for adoption was made by Professor Miller, seconded by Mr. Martin, and carried unanimously.

AGENDA ITEM 5 - Committee Reports

6.1 Academics and Student Affairs Committee, Ms. Peggy Loafman, Chair

Mrs. Loafman presented the following items which were reviewed and approved by the Academic and Student Affairs Committee at its meeting on January 5, 2001.

6.1.1 REQUEST: Combine the Bachelor of Music in Music Performance with the Bachelor of Music in Music Education to create a Bachelor of Music in Music with options in Music Education and in Performance.

FACTS: The Bachelor of Music in Music Performance degree and the Bachelor of Music in Music Education degree, though of high quality, have not typically graduated large numbers of students. As a result of the continuing program review process, the Department of Music is recommending that these two degree programs be combined into a single Bachelor of Music degree in Music that will contain a common core of music courses with options in Music Education and Performance. This will result in a more efficiently presented undergraduate program in music at Western Kentucky University.

This change will address **Strategic Goal 5: Improving Institutional Effectiveness** that is included in the university's Strategic Plan, Challenging the Spirit.

Approved: Academics and Student Affairs Committee, January 5, 2001

RECOMMENDATION: The President recommends approval of combining the Bachelor of Music in Music Performance with the Bachelor of Music in Music Education to create a Bachelor of Music in Music with options in Music Education and in Performance.

Motion for approval was made by Ms. Loafman, seconded by Mr. Fischer, and carried unanimously.

6.1.2 REQUEST: Combine the Bachelor of Science in Dietetics with the Bachelor of Science in Hotel, Restaurant and Tourism Management to create a Bachelor of Science in Hospitality Management and Dietetics with options in Hotel, Restaurant, and Tourism Management and in Dietetics.

FACTS: The Bachelor of Science degree in Dietetics and the Bachelor of Science degree in Hotel, Restaurant and Tourism Management, though of high quality, have typically not graduated large numbers of students. As a result of the continuing program review process, the Department of Consumer and Family Science is recommending that these two degree programs be combined into a single Bachelor of Science degree in Hospitality Management and Dietetics that will contain a common core of courses with options in Hotel, Restaurant, and Tourism Management and in Dietetics. This will result in a more efficiently presented program in this field at Western Kentucky University.

The recommended change will address **Strategic Goal 5: Improving**

Institutional Effectiveness that is contained in the university's Strategic Plan, Challenging the Spirit.

Approved: Academics and Student Affairs Committee, January 5, 2001

RECOMMENDATION: The President recommends approval of combining the Bachelor of Science in Dietetics with the Bachelor of Science in Hotel, Restaurant and Tourism Management to create a Bachelor of Science in Hospitality Management and Dietetics with options in Hotel, Restaurant, and Tourism Management and in Dietetics.

Motion for approval was made by Ms. Loafman, seconded by Ms. Gray, and carried unanimously.

6.1.3 REQUEST: Approval to change the name of the Bachelor of Science in Industrial Technology to Bachelor of Science in Industrial Sciences with two options: Manufacturing Sciences and Architectural Sciences. The Manufacturing Sciences option will offer emphases in Computer Integrated Manufacturing, Processes, or Wood Products Technology and the Architectural Sciences option will offer emphases in Construction Management, Architectural Design, Land Development, City and Regional Planning, or Interior Design.

FACTS: The Department of Architectural and Manufacturing Sciences is recommending a major curriculum revision to emphasize problem-solving and strengthening research capabilities of graduates. The proposed changes on the title of the major and in the content of the curriculum are a result of recommendations from the departmental advisory committee, national trends outlined by professional societies, and best practices at sister institutions. The recommended changes will establish a degree program that is both more flexible and more likely to prepare graduates for the job market. There are no significant cost implications from the recommended change.

This change will address **Strategic Goal 1: Increasing Student Learning** that is included in the university's Strategic Plan, Challenging the Spirit.

Approved: Academics and Student Affairs Committee, January 5, 2001

RECOMMENDATION: The President recommends that the name of the Bachelor of Science in Industrial Technology be changed to Bachelor of Science in Industrial Sciences with two options in Manufacturing Sciences and in Architectural Sciences. The Manufacturing Sciences option will include emphases in Computer Integrated Manufacturing, Processes, or Wood Products Technology and the Architectural Sciences option will include emphases in Construction Management, Architectural Design, Land Development, City and Regional Planning, or Interior Design.

Motion for approval was made by Ms. Loafman, seconded by Mr. Bailey, and carried unanimously.

6.1.4 REQUEST: Approval of a Graphic Design minor for Advertising majors and Advertising minor for Graphic Design majors.

FACTS: A curricular and market analysis by the Department of Art and the School of Journalism and Broadcasting revealed that the combination

of training in advertising and in graphic design will produce graduates with highly marketable skills. The department and the school are therefore recommending the establishment of new major-minor combinations of graphic design/advertising and advertising/graphic design at Western Kentucky University. There will be no significant cost implications from this proposal.

Offering these new major-minor combinations will address **Strategic Goal 1: Increasing Student Learning** that is included in the university's Strategic Plan, Challenging the Spirit.

Approved: Academics and Student Affairs Committee, January 5, 2001.

RECOMMENDATION: The President recommends approval of a Graphic Design minor for Advertising majors and Advertising minor for Graphic Design majors.

Motion for approval was made by Ms. Loafman, seconded by Mr. Tennill, and carried unanimously.

6.1.5 REQUEST: Approval of the Emphasis in Global Studies designation for baccalaureate graduates from Western Kentucky University who complete certain international learning requirements.

FACTS: It is increasingly apparent that college graduates need international learning experiences if they are to be well prepared for the job market of the future. In order to encourage students at Western Kentucky University to pursue international learning experiences, the university's International Education Committee has recommended the establishment of the Emphasis in Global Studies designation for baccalaureate graduates who meet certain requirements. Those requirements include completing at least 24 credit hours of courses with substantial international content; at least six credit hours of modern foreign language; and participating in a direct international learning experience such as study abroad, student teaching abroad, or internship abroad.

This designation will support **Strategic Goal 1: Increasing Student Learning** that is included in the university's Strategic Plan, Challenging the Spirit. It is particularly aimed at "Promoting learning that fully develops individual potential and produces nationally and globally competitive graduates for the workforce".

Approved: Academics and Student Affairs Committee, January 5, 2001.

RECOMMENDATION: The President recommends approval of the Emphasis in Global Studies designation for baccalaureate graduates from Western Kentucky University who complete certain international learning requirements.

Motion for approval was made by Ms. Loafman, seconded by Ms. Wathen, and carried unanimously.

6.2 Finance and Budget Committee, Mr. Cornelius Martin, Chair

Mr. Martin presented the following items which were approved by the Finance and Budget Committee on January 5, 2001:

6.2.1 REQUEST: Acceptance of the Accountant's Report and Financial Statements, WKYU-TV and WKYU-FM Radio.

FACTS: Annually, Western Kentucky University contracts with Baird, Kurtz & Dobson (BKD) to provide an audit of the financial statements for WKYU-TV and WKYU-FM Radio. These separate audits are required under the contractual funding arrangements of Western Kentucky University with the Corporation for Public Broadcasting. The financial statements present fairly, in all material respects, the financial position as of June 30, 2000 and results of operations and cash flows for the year then ended. Both of the financial statements received unqualified opinions.

RECOMMENDATION: President Gary A. Ransdell recommends that the Board of Regents accept the accountant's report and financial statements, for WKYU-TV and WKYU-FM Radio for the year ended June 30, 2000.

Approved: Finance and Budget Committee, January 5, 2001

MOTION: To accept the Accountants report and financial statements for WKYU-TV and WKYU-FM Radio was made by Mr. Martin, seconded by Mr. Tennill, and carried unanimously.

6.2.2 REQUEST: Approval of the revised 2000-01 budget

FACTS: The proposed revision to the Western Kentucky University 2000-01 Combined Budget is as follows: The Program of Distinction professional services is continuing to increase its customers and add new services that were not included in the original budget. These services include Biodiversity Center, Biotechnology, and Center for Cave and Karst, for examples. These funds are considered to be revenue dependent and will not be spent unless revenue is received.

<u>Source</u>	<u>Proposed Revisions</u>
Educational & General	
Other Sources	\$200,000
<u>Use</u>	
Programs of Distinction Professional Services	\$200,000

RECOMMENDATION: President Gary A. Ransdell recommends that the revision to the Western Kentucky University 2000-01 Combined Budget be approved in order to increase the Educational and General budget by \$200,000.

Approved : Finance and Budget Committee, January 5, 2001.

MOTION for approval of the revised 2000-01 Budget was made by Mr. Martin, seconded by Professor Miller, and carried unanimously.

6.2.3 REQUEST: Consistent with Board action on May 19 (Item 5.3) which waived the extended campus fee for active duty service members participating in the Army Tuition Assistance Program at Ft. Knox, the Board is asked to also waive the existing mandatory student fees.

FACTS: The Army Continuing Education System (ACES) does not

reimburse students for extra fees. Western is one of eight universities providing educational opportunities on the military base, giving students a choice among institutions. Western operates at Ft. Knox under a Memorandum of Understanding (MOU) that precludes special fees and changes in tuition rates during the period of agreement. ACES must agree to any tuition or fee increases before they can become effective for eligible service members.

In view of these facts, approval is requested for exemption of active duty military personnel from the mandatory student fees. Typically, in a given semester there are 25 active duty service members enrolled in an average of two courses each. Thus, the loss in revenue is estimated to be approximately \$4,000 per semester.

RECOMMENDATION: President Gary A. Ransdell recommends that the Board of Regents approve the waiver of mandatory student fees for active duty service members participating in the Army tuition Assistance Program at Ft. Knox.

Approved: Finance and Budget Committee, January 5, 2001.

MOTION: For approval of the waiver of mandatory student fees for the active duty service members participating in the Army Tuition Assistance Program at Ft. Knox was made by Mr. Martin, seconded by Professor Miller, and carried unanimously.

6.2.4 REQUEST: Approval of 2001-02 Mandatory Student Fee Schedule which includes a \$5.00 increase (3.5%) consistent with the Higher Education Price Index (HEPI).

FACTS: Mandatory student fees are assessed for services the University considers important to a student's total development and campus experience primarily outside the classroom. Based on the Mandatory Student Fee Policy, mandatory student fees are to be adjusted annually based on the most recent Higher Education Price Index (HEPI) provided by Research Associates of Washington. The annual inflationary increase will ensure that operating budgets, for specific programs that are dependent on these fees, will be sufficient to maintain high quality services.

Approving the mandatory student fees in January allows for Enrollment Management to prepare recruitment materials and to project institutional scholarships needs for the development of the 2001-02 operating budget. For selected programs, these fees are a necessary component of the budget development process.

Applying the Mandatory Student Fee Policy to all fees, with the 1999 HEPI of 3.5 percent, results in a \$ 4.50 increase effective fall 2001. To accommodate the billing system, the increase is rounded to \$5.00. The proposed 2001-02 fees are as follows:

\$ 96.00	Student Athletics/Parking/Arena Renovation
27.00	Title IX Compliance
15.50	Health Education and Awareness
8.00	Teaching/Research Equipment Matching Fund
7.50	Classroom Improvements Matching Fund
2.00	Student Spirit Groups
41.00	Student Technology
19.50	Preston Center and Health and Fitness Lab
11.00	Student Government Association/Programming
5.50	Academic Services

44.00 Student Centers
\$277.00 Total Mandatory Student Fees

Approved: Finance and Budget Committee, January 5, 2001 with a total increase of \$5.00

President Ransdell stated he would ask the Budget Council to make a recommendation on how the additional \$0.50 should be allocated. The above chart shows the \$0.50 fee included with Teaching/Research Equipment Matching Fund rather than the original recommendation of adding the fee to Preston Center to fund a portion of operating costs at the Intramural Complex.

RECOMMENDATION: President Gary A. Ransdell recommends that the Board of Regents approve the 2001-02 mandatory student fees.

MOTION for approval of the 2001-02 Mandatory Student Fee Schedule

which includes a \$5.00 increase (3.5% consistent with the Higher Education Price Index (HEPI) was made by Mr. Martin, seconded by Ms. Loafman, and carried unanimously.

6.2.5 REQUEST: approval of the 2001-02 Institutional Budget Priorities.

FACTS: Budget development is a process of creating a financial plan and allocating financial resources in a manner which will enhance Western Kentucky University's ability to achieve its strategic goals and ensure continuation of essential services. The budget development process starts with the identification of institutional budget priorities.

Listed below are the 2001-02 institutional budget priorities that were developed by the Budget Council and submitted to President Ransdell for his approval. Approval of these priorities by the Board of Regents will allow the budget to be developed in a timely manner and consistent with the expectations of the Board. The 2001-02 Timetable for Budget Development is included with this agenda item. The Timetable includes periodic updates on budget development to the Board with final approval of the budget at the April 27, 2001 meeting.

2001-02 Institutional Budget Priorities

Through the allocation of projected increases in tuition and state appropriations revenue and through reallocation of existing budgeted funds, Western's 2001-02 Operating Budget will focus on enhancing educational quality as reflected in the following institutional priorities (*not in priority order*):

Recruit and retain quality faculty and staff. Funds are needed to provide salary increases in recognition of outstanding performance, to improve the market competitiveness of the University's benefits package, and to keep or improve the market competitiveness of salaries.

Provide funding to assure academic quality in addressing enrollment growth, retention, and access. Funds are needed for additional faculty and staff positions and for operational costs, both on campus and at extended campus sites, to support growth and retention. Funds also will be required for opening the new Regional Postsecondary Education Centers in Glasgow and

Elizabethtown.

Improve our physical resources. Funds are needed on an ongoing basis to address campus maintenance and utilities requirements and to protect the University's investment in plant.

Provide permanent funding for needs that have been met routinely by nonrecurring allocations. Funds are needed for selected items that are consistent with the University's *Strategic Plan* and for which no permanent funding has been identified in previous budgets.

There are numerous other needs identified for which no funding or inadequate funding is available. Where feasible, additional funding must come from reallocations within divisions, carry forward funds, and fund balance allocations.

RECOMMENDATION: President Gary A. Ransdell recommends that the Board of Regents approve the 2001-02 Institutional Budget Priorities.

Approved: Finance and Budget Committee, January 5, 2001

MOTION for approval of the 2001-02 institutional budget priorities was made by Mr. Martin, seconded by Mr. Tennill, and carried unanimously.

6.2.6 Action Plan: Follow up to June 30, 2000, Audit Report (Informational)

Annually, Western Kentucky University contracts with Baird, Kurtz & Dobson (BKD) to provide an annual audit of the financial statements. The audit includes a Schedule of Findings and Questioned Costs that require a Corrective Action Plan. The University has developed a Corrective Action Plan to deal with the Finding and Questioned Costs. The Plan follows:

Findings Required to be Reported by Government Auditing Standards (Annual Report - Page 43)

Reference Number: 00-1

BKD Finding:

Certain accounts payable personnel who can authorize accounts payable and cash disbursements entries also have access to the signature plate to sign checks. We recommend segregating the recording and check signing functions of these employees

University Corrective Action Plan:

Based upon a review of the internal control procedures for the signature plate, the University will remove access and custodial responsibilities for this plate from the Accounts Payable Department to the Purchasing Department. This slight modification of responsibilities and duties will help to additionally and further segregate accounting duties for the University Accounts Payable functions. Additionally, the University is implementing a new accounting system and signature plates will no longer be used after June 30, 2001.

Reference Number: 00-2

BKD Finding:

Certain employees have custody of or access to cash receipts and also record or can adjust entries to record cash receipts. We recommend segregating the custodial and access functions from the recording functions of these employees.

University Corrective Action Plan:

Cash receipts functions have been reviewed in the billings and receivable and cashier's offices in the Bursar's area. Due to limited staff size, the University realizes that the custodial, access and recording functions for cash are not segregated. However, other procedures do exist and are in place to help detect defalcation and fraud. Student holds, student billing, Federal tax reporting requirements and various examination and review procedures are in place to help limit risk to the University. Because of the existence of these control procedures, we do not believe it is cost effective for the University to significantly increase staff size in these areas to further segregate duties.

Reference Number: 00-3

BKD Finding:

Some invoices and other supporting documents for grant expenditures were submitted for reimbursement by project directors and subrecipients in an untimely manner, often more than two months after the expenditure was incurred. Failure to liquidate obligations in a timely manner can result in noncompliance with requirements pertaining to period of availability of federal funds. We recommend the University require all project directors and subrecipients to submit reimbursement requests in a more timely manner

University Corrective Action Plan:

Upon examination of the related invoices, no noncompliance with requirements pertaining to period availability of funds existed for these expenditures and no questioned costs were noted by our auditors. However, the University concurs in part and disagrees in part with Finding 00-3. The University concurs that all invoices and other obligations incurred for costs charged to any of its federal awards programs should be processed and paid in a timely manner in order to provide reasonable assurance the requirements regarding period of availability of federal funds will be complied with. However, the University disagrees in part with the description of the findings and the federal awards programs to which it applies.

The University believed that the situation described in Finding 00-3 results from the following:

Two invoices were not processed timely in the purchasing department. The department experienced significant employee turnover at this time. The department is now fully staffed and this situation should not be an issue in the future.

The Purchasing Department did not receive the original invoice. A copy of the invoice was requested and it was faxed to the Purchasing Department. The payment was processed the next day. The University is not aware of a problem in receiving invoices from vendors; however, departments may not forward the invoice to purchasing in a timely basis. The invoice was received in an unrelated office and they did not forward it to the Purchasing Department for payment in a timely basis. This is an unusual situation and it should not happen in the future.

While the situation described in Finding 00-3 was identified by the auditors during their testing of the Head Start Program, the University believes that the substance of Finding 00-3 applies to internal control applicable to all of its federal award programs. Accordingly, the University proposed remedial action with respect to Finding 00-3 in the context of internal control over compliance for all of its federal award programs rather than just in the context of the Head Start

Program.

The University will take the following specific actions to address and resolve Finding 00-3:

The University will continue to communicate with and encourage project directors and sub-recipients to process invoices on a timely basis.

The Office of Sponsored Programs and Grant Accounting has implemented a training program to educate staff on grant-related issues. The training program will include information regarding the timely processing of documentation, as responsibility for this function directly falls upon individual project directors and sub-recipients. This training is offered to new grant recipients specifically but generally, anyone may sign up for this training.

We will continue to encourage project directors and sub-recipients to recognize the importance of timely processing of all grant-related documentation. The Purchasing Department will be giving priority to processing grant-related documents.

6.3 Executive Committee, Ms. Kristen T. Bale, Chair

Ms. Bale presented the following item for second reading:

6.3.1 RECOMMENDATION: To amend provisions and/or language of Article IV of the Bylaws of the Board of Regents as reflected below - Second Reading.

Note: Proposed deletions in current language is marked with ~~strikeout~~. Proposed additions are bolded and underlined.

ARTICLE IV

1. Committees of the Board of Regents. The standing committees of the Board of Regents shall be the Executive Committee, the Academic ~~and Student~~ Affairs Committee, the Finance and Budget Committee and the ~~Institutional Advancement~~ **Student Affairs** 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 the chairperson of the three standing committees of the Board of Regents. The Executive Committee will provide guidance to the President on matters that arise in the interim between regular meetings and shall have authority to review, evaluate and provide guidance on issues relating to **alumni relations,** auditing, athletics, **development, governmental and public affairs,** legal, human resources and ~~governmental affairs,~~ **issues related to fund raising and other similar advancement matters.**

The Executive Committee shall also serve as the President's Review and Compensation Committee, and shall present recommendations concerning same to the full Board for vote. 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. The President of the University shall appoint a member of the staff to serve as administrative agent to the committee.

3. **Academic and Student Affairs Committee:** The Academic ~~and Student~~ Affairs Committee shall be responsible for evaluating all recommendations coming to the

Board of Regents affecting the academic **and intellectual** affairs of the University, ~~including all matters related to intellectual and student life issues, including facilities, renovation, or new construction related to or associated with same.~~ The Academic and Student Affairs Committee shall consist of a minimum of three and a maximum of five members of the Board. The President of the University shall appoint a member of the staff to serve as administrative agent to the committee.

4. **Finance and Budget Committee:** This Committee will review, evaluate and provide guidance on financial issues, including the biennial budget requests submitted to governmental agencies, the annual operating budget of the University for each fiscal year, adjustments to the annual operating budget from time to time as required by operations of the University, allocation of unencumbered fund balances, proposals for construction of academic, administrative or service facilities, all other financial and budget matters, including facilities and facilities management. If necessary, the annual operating budget of the University may be adjusted between the regular meetings of this Committee, and, in that event, this Committee will provide post-review and evaluation of those adjustments. The Finance and Budget Committee shall consist of a minimum of three and a maximum of five members of the Board. The President of the University shall appoint a member of the staff to serve as administrative agent to the committee.
- ~~5. **Institutional Advancement Committee:** This Committee will review, evaluate, and provide guidance on issues related to fund raising, public relations and other similar advancement matters, including those matters that relate to governmental affairs. The President of the University shall appoint a member of the staff to serve as administrative agent to the committee.~~
5. **Student Affairs Committee - This Committee will review, evaluate, and provide guidance on all matters related to student life issues, including facilities, renovation, or new construction related to or associated with same. The Student Affairs Committee will consist of a minimum of three and a maximum of five members of the Board. The President of the University shall appoint a member of the staff to serve as administrative agent to the Committee.**
6. **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.
7. **Selection of Committee Members.** If a Board officer vacancy occurs, an election shall be held to fill the unexpired portion of that term and to serve on the Executive Committee. Members and Chairpersons of the standing committees of the Board shall be selected by the Chairperson of the Board of Regents, and the terms of the committees can run concurrently with the Chairperson, at the discretion of the Chairperson.
8. **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 Chairperson. In the event of a vacancy on a committee, the successor member shall be selected by the Chairperson of the Board of Regents and shall hold office for the balance of the term of office of the person vacating their office.
9. **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.

10. **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.
11. **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.

MOTION to approve the second reading of the proposed amendments to the provisions and/or language of Article IV of the *Bylaws of the Board of Regents* was made by Ms. Gray, seconded by Mr. Fischer and carried with Professor Miller passing.

Professor Miller expressed concerns that no elected Regent can serve on the Executive Committee.

6.3.2 Appointment of a committee to coordinate and facilitate the President's evaluation by the Board

Chair Bale announced the appointment of a three-member Committee to be chaired by Lois Gray to coordinate and facilitate the President's evaluation; with Ms. Loafman and Mr. Sheffer as the other members of the Committee.

6.4 Institutional Advancement, Mr. Jim Tennill, Chair

6.4.1 Fund Raising and Campaign Update as of December 31,2000

Mr. Tennill announced three major gifts: (1) Bob & Judy Armstrong - real estate with an appraised value of \$204,575; (2) Dr. Craig Beard - \$100,000; and (3) \$25,000 from Peggy and Gerald Loafman.

Mr. Tom Hiles, Vice President for Development and Alumni Relations, in a power-point presentation reviewed the following goals:

- Increasing University's Combined Endowment Assets to \$50 million
- WKU Combined Endowment Assets - \$43.6 million at 12/31/00
- Achieving a level of \$10 million a year in private gift support
- Gift Comparison 7/00 - 12/00
- President's Circle Members
- Achieving 20% participation among alumni in the University's annual giving program
- Reaching a level of \$25 million in deferred gift inventory
- Providing 25 new endowed faculty positions
- Faculty/Staff Donors - Six Month Figures as of 12/31
- Endowed Scholarships Created During "Investing in the Spirit"
- "Investing in the Spirit" - The Campaign for Western

Charts reflecting progress in each of the areas are included in the Board's packet on

pages 48-56.

6.4.2 Second Quarter Media Report (October 1-December 31, 2000)

The Second Quarter Media Report is found on pages 57-58 of the Board agenda packet.

6.5 *Special Committee on Diversity and Internationalism, Professor Mary Ellen Miller, Chair*

Professor Miller reported the Committee had met and heard updates from Drs. Burke and Hardin regarding activities of the University Diversity Committee and also from Dr. Caillouet regarding international education programs. The agenda packet includes (on pages 59-69) a listing of the enrolled international students for the fall 2000 semester, their major, and the country each represents.

Professor Miller reported that a project is under way to place flags representative of countries of Western students in front of the International Education Center. This will provide an embassy effect to the Center.

AGENDA Item 6 - Presentation of personnel actions since October 27, 2000

The recommended actions are contained in the next nine pages..

Chair Bale presented the personnel actions found on pages 70-79 with one date correction on page 71. With no discussion, motion for approval was made by Mr. Martin, seconded by Mr. Fischer and carried with Professor Miller passing.

6.1 Recommendation for approval of settlement of law suit

Motion for closed session was made by Ms. Gray and seconded by Mr. Bailey for the following purposes:

- (1) For a discussion which might lead to the appointment, discipline or dismissal of an individual employee, as provided under **KRS 61.810(1)(f)**.

The nature of the business to be discussed is a confidential personnel matter pertaining to an individual employee and the reason for the closed session is the privacy considerations with respect to the individual employee; and

- (2) For a discussion of matters related to pending litigation against the University, as provided under **KRS 61.810(1)(c)**; and
- (3) For deliberations and discussion related to the future acquisition or sale of real property by the University, as provided under **KRS 61.8209 (1) (b)**. The reason for the closed session is that public discussion and publicity of proposed real property acquisitions or sales would likely affect the value of the specific property to be acquired or sold.

The motion carried. The Board, accompanied by President Ransdell, Mrs. Esters, Dr. Burch, Mr. Hensley, Dr. Selig, and Ms. Wilkins went into closed session at 10:50 a.m.

Dr. Selig was excused from the closed session for items one and two.

The Board returned from closed session at approximately 1:50 p.m. with Ms. Bale stating “The Board is now returning to open session. The subject of the discussions and deliberations during closed session were restricted to those in the motion and no formal action was taken by the Board in closed session.”

Ms. Gray made a motion, seconded by Mr. Fischer, that the Board **approve the Settlement and Release Agreement and the Addendum to the Agreement entered into between the University and Virginia Pfohl**. The motion carried with Mr. Bailey and Professor Miller abstaining.

Chair Bale issued the following statement: *“The Board is aware of the concerns expressed by the academic community concerning certain terms of the settlement agreement between the University and Virginia Pfohl, and the President is sensitive to*

those concerns and the concerns of all individuals associated with Western. We are pleased that the matter has been successfully resolved to the satisfaction of all involved.”

AGENDA ITEM 7 - Report by the President

President Ransdell:

- announced the School of Journalism and Broadcasting in recent days has received notification that **Broadcasting has this year won First Place in the Broadcasting category (the weakest element last year)**. Institutions following WKU in the competition are: Alabama, Syracuse, Utah, Florida, University of Texas, Ohio, Colorado State, Southern California, and North Carolina.
- Data received this week from the CPE on the number of students on each campus with ACTs of 21 or above, Western has 1,519 students among the full-time headcount who have ACTs of 21 or above. That is the second highest total among the colleges and universities in the State. The University of Kentucky has the largest number of 2,900. The University of Louisville was third with 1,299. Dr. Ransdell commented, “As we continue to go through our transformation and emerge as the University of academic choice in Kentucky given comparative size, we feel very good about the progress we’re making and the fact that our average ACT for our students is higher than what the CPE thought to ask for as a high benchmark.”
- **PR-1 “Challenging the Spirit”** - The 1999-2000 Progress Report was distributed to the Board. This is the second annual report card which is our accountability to proclaim and document the degree to which Western is achieving the outcomes previously outlined for achievement by 2003. It makes public the progress (or lack thereof) of the performance indicators outlined in the *Strategic Plan*. This is the half-way point in the five-year Strategic Plan. Modifications to the plan are forthcoming. Next year’s report will reflect adjustments that the campus will be making in the *Strategic Plan* given information learned since the plan was first charted in the spring of 1998, such as the emergence of Engineering as a premier discipline at Western.
- **PR-2 Banner Implementation** Dr. Richard Kirchmeyer, Vice President for Information Technology provided an update on the Banner Implementation Plan which is listed on pages 80-85 of the agenda.
- **PR-3 CPE Initiatives - Benchmark Changes, Trust Funds; Enrollment Goals** - Benchmarks will be renegotiated this week in a meeting in Frankfort. The new benchmarks will be used in building the budget model for the 2002 legislative session. Retention and enrollment targets are also being renegotiated. Provost and Vice President for Academic Affairs Barbara Burch reviewed the preparations for those upcoming discussions in Frankfort. The Board will be kept informed.
- **PR-4 Engineering Update** - A copy of the signed agreement between Western Kentucky University, UK and U of L was provided to Board members. The CPE Board will accept this agreement in a few days, and students are being recruited for the fall 2001 semester.

Secretary’s Note: A copy of the signed agreement is attached to these minutes as Attachment I.

- **PR-5 Facilities Audit/Plan** - Mr. John Osborne, Associate Vice President for Campus Services reviewed the Facilities Audit Status Report found on pages 86-88 of the agenda packet.
- **PR-6 Board of Advisors Meeting/Gifts Society Gala - April 5-6, 2001**
Board members were given a copy of the “hold the date” card for the Gala.

AGENDA ITEM 8 - Other Business

There was no further business to come before the Board.

AGENDA ITEM 9 - Adjournment

Motion to adjourn was made by Ms. Loafman, seconded by Mr. Tennill, and carried. The meeting adjourned at approximately 2:30 p.m.

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 the first quarterly meeting held January 26, 2001, on the campus of Western Kentucky University, 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).

Elizabeth W. Esters
Secretary

Kristen T. Bale
Chair
April 27, 2001

Elizabeth W. Esters
Secretary
April 27, 2001