

12-7-1972

## UA3/4 Informational Notes

WKU President's Office

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### Recommended Citation

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# INFORMATIONAL NOTES

from

Office of the President

December 7, 1972

Vol. 4 No. 4

## REPORT ON THE MEETING OF THE BOARD OF REGENTS

The Board of Regents met in regular session on Saturday, December 2, 1972. The members of the Administrative Council were invited to attend the meeting, and the academic deans gave a brief synopsis of programs and plans of their respective colleges.

The Board heard a report on the refining, revising, and updating of the campus Master Plan, which was adopted in 1966 as a guideline for the physical expansion and development of the campus. In a matter related to the physical development of the campus, approval was given for the purchase of a tract of land of approximately six acres at the southern boundary of the campus.

The Regents formally accepted the INSTITUTIONAL SELF-STUDY prepared for the Southern Association of Colleges and Schools. Approval was also given to the renewal of a practice of granting eight semester hours of undergraduate credit for active military service in the United States armed forces.

## INTERIM BETWEEN FALL AND SPRING SEMESTERS

During the past few years all twelve-month employees have, at the discretion of the University, received four vacation days in addition to Christmas Day and New Year's Day. In an attempt to schedule a more workable and orderly vacation arrangement, a revised plan is being instituted this year on an experimental basis. All University offices will close at 4 p. m., Friday, December 22, and reopen at 8 a. m., Tuesday, January 2. This vacation period will be observed by all staff personnel so that every area of the University will be fully staffed at all other times during the interim between semesters.

The Office of Safety and Security will be open and staffed when the University is closed, and emergencies and other security matters should be reported in the usual manner.

### Office Hours

Office hours will be from 8 a. m. to 4 p. m. during the weeks when classes are not in session (December 18 and January 3).

Post Office Schedule

Campus mail delivery will be suspended on December 15 and resumed on January 8. The College Heights Post Office will observe the following schedule during this period:

December 18 - 22	8 - 10 a. m. and 2 - 4 p. m.
December 23	8 - 10 a. m.
December 26 - 30	8 - 10 a. m.
January 2 - 5	8 - 10 a. m. and 2 - 4 p. m.
January 6	8 - 10 a. m.

Normal operation will be resumed on Monday, January 8, 1973.

Food Services

University Food Services will remain open through Saturday, December 16. The Grill in the Downing University Center will be open from 11 a. m. until 1 p. m. December 18 through December 22 and January 2 through January 5. The food service facilities in the University Center will reopen on the regular schedule Sunday, January 7.

DISTRIBUTION OF CHRISTMAS CARDS THROUGH CAMPUS MAIL

For the convenience of members of the faculty and staff, Christmas cards may be distributed on campus through the campus courier service.

REMINDER FROM THE OFFICE OF THE REGISTRAR

Final grades for the fall semester are to be in the Office of the Registrar by noon, December 18.

OPENING OF THE SPRING SEMESTER

To facilitate the opening of the spring semester and in keeping with the announced schedule, all offices are to be open and staffed from 8 a. m. until 12 noon on the following Saturdays:

January 6  
January 13

A SPECIAL GREETING

I want to use this means to extend the warmest best wishes from Mrs. Downing and me to you and yours for an enjoyable Holiday Season. In addition, please accept my

personal appreciation and the appreciation of the University for the outstanding contribution being made by each member of the faculty and staff. With the continuation of such effort, all of us can look to the New Year with confidence and anticipation of continued success.

Dero G. Downing