



Board of Regents

FIRST QUARTERLY MEETING

January 20, 2012 ~ 8:30 a.m. (CST)

***Mass Media & Technology Hall
Cornelius A. Martin Regents Room***



Board of Regents – First Quarterly Meeting

Friday, January 20, 2012 ~ 8:30 am (CST)
Cornelius A. Martin Regents Room (MMTH)

AGENDA

- Call to Order (*Mr. Freddie Higdon, Chair*)
 - Invocation (*Mr. Joel Padgett, Student from Glasgow, KY*)
 - Roll Call (*Dr. Melissa B. Dennison, Secretary*)
 - Approval of Minutes (*Mr. Freddie Higdon, Chair*)
 - ❖ 2011 Fourth Quarterly Meeting – October 21, 2011
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1. **ACADEMIC AFFAIRS COMMITTEE** (*Dr. Melissa B. Dennison, Chair*)

Action Items / Consent Agenda:

- 1.1 Approval of a Doctor of Physical Therapy degree [pp 1-13]
- 1.2 Approval of a Graduate Certificate in Dietetic Practice [pp 14-17]
- 1.3 Approval of a Graduate Certificate in Lean Sigma [pp 18-20]
- 1.4 Approval of a Undergraduate Certificate in Food Processing and Technology [pp 21-23]
- 1.5 Approval of a Undergraduate Minor in Global Health Service [pp 24-27]
- 1.6 Approval of a Undergraduate Minor in News/Editorial Journalism [pp 28-33]
- 1.7 Approval of room name change to honor Dr. John Wassom [p 34]
- 1.8 Approval of Emeritus Faculty Appointments [p 35]
- 1.9 Approval of Sabbatical Leaves [pp 36-37]

Information Items:

- Enrollment Report (*Dr. Brian Meredith*)
 - Update on DELO activities (*Dr. Beth Laves*) [separate attachment]
-

EXECUTIVE / CLOSED SESSION – Update on pending litigation matters (*Ms. Deborah T. Wilkins*)

2. EXECUTIVE COMMITTEE (*Mr. Freddie Higdon, Chair*)

Action Items / Consent Agenda:

- 2.1 Approval of new contract for Head Football Coach [p 38 & attached contract pp 1-16]
- 2.2 Second Reading: Amendments to the Bylaws of the WKU Board of Regents [p 39 & attached Bylaws pp 1-11]

Information Item:

- Internal Auditor's Report
-

3. FINANCE AND BUDGET COMMITTEE (*Mr. J. David Porter, Chair*)

Action Items / Consent Agenda:

- 3.1 Acceptance of Auditor's Report and Financial Statements for the fiscal year ended June 30, 2011 [p 40 – report and statements were distributed with 12-16-11 Committee material]
 - 3.2 Approval of 2011-12 Operating Budget Revisions [pp 41-44]
 - 3.3 Approval of Personnel Actions as of November 29, 2011 [p 45 & attached reports pp 1-5]
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4. PRESIDENT'S REPORT (*Dr. Gary A. Ransdell*)

Information Items:

- 2012 General Assembly
 - Beverage Pouring Rights
 - Health Center Usage Report [p 46]
 - Construction Progress Update (*Mr. John Osborne*) [pp 47-49]
-

5. OTHER BUSINESS (*Mr. Freddie Higdon, Chair*)

Upcoming calendar dates:

- Committee Meetings – **March 23**
 - Second Quarterly Meeting – **April 27**
 - An Evening of Dance – **April 26-30**
 - Music Building Dedication Ceremony – **May 4**
 - Commencement – **May 11-12**
-

6. ADJOURNMENT (*Mr. Freddie Higdon, Chair*)



Board of Regents
2011-2012 Committee Membership

EXECUTIVE COMMITTEE

Mr. Freddie Higdon, Chair
Mr. J. David Porter, Vice Chair
Dr. Melissa B. Dennison
Mr. Jim Johnson
Mr. Jim Meyer, *Ex-Officio*
AC Rep – Deborah Wilkins

ACADEMIC AFFAIRS COMMITTEE

Dr. Melissa B. Dennison, Chair
Mr. Jim Meyer
Dr. Patti Minter
Mr. Billy Stephens
Mr. Rob Wilkey
AC Rep – Provost Gordon Emslie

FINANCE AND BUDGET COMMITTEE

Mr. J. David Porter, Chair
Ms. Cynthia Harris
Mr. James Kennedy
Mr. Rob Wilkey
Mr. Larry Zielke
AC Rep – Ann Mead

STUDENT AFFAIRS COMMITTEE

Mr. Jim Johnson, Chair
Mr. James Kennedy
Dr. Patti Minter
Mr. Billy Stephens
AC Reps – Howard Bailey and John Osborne

August 1, 2011



WKU[®]

Board of Regents

ACADEMIC AFFAIRS

Agenda Items

January 20, 2012

DOCTOR OF PHYSICAL THERAPY

REQUEST:

Approval of a new Doctor of Physical Therapy (DPT) degree through the Department of Allied Health in the College of Health and Human Services.

FACTS:

The data from 2008 *Workforce Kentucky* survey show a need for 960 new PT positions in Kentucky by 2012 with a growth rate of 46.5%. The Workforce Kentucky 2010 forecasts to the year 2016 with a growth rate of 29% for Kentucky and a need for 564 physical therapists. The US Bureau of Labor Statistics projects an employment growth rate of 30% for physical therapists from 2008-2018. National data from the Bureau of Labor Statistics, *Occupational Handbook Outlook 2010-11 Edition*, predicts a 30 percent increase in employment growth from 2008 to 2018.

The DPT Program is designed to prepare students to plan and administer treatment to help patients regain diminished physical function lost secondary to injury or disease, to promote soft tissue healing, and to relieve pain. Determining the degree of impairment allows physical therapists to help patients return to full function by using various physical agents to decrease pain and by using therapeutic exercises to increase strength, endurance, and coordination.

Students are prepared as generalists, but also have some opportunity to investigate specialized aspects of physical therapy through numerous clinical exposures. The program of study consists of 118 credit hours of graduate course work and consists of intense academic and clinical work spread over 3 years. In addition to formal lecture and laboratory courses, students are required to successfully complete clinical experiences usually conducted at external agencies/facilities.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

Fall 2012. The detailed budget can be found in the attached information. It is important to note that the DPT is self-sustaining from tuition revenue and therefore does not require funding from the Commonwealth of Kentucky or base funding from WKU. The budget is based upon of the entire class (100%) paying Kentucky resident tuition.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of a Doctor of Physical Therapy.

MOTION:

Approval to establish a Doctor of Physical Therapy degree program.

**College of Health and Human Services
Department of Allied Health
Proposal to Create a New Major Program
Doctor of Physical Therapy**

Contact Person: Harvey Wallmann
Program Director, Doctor of Physical Therapy program
harvey.wallmann@wku.edu
(270) 745-4070

1. Identification of program:

- 1.1 Program title:** Doctor of Physical Therapy
1.2 Degree Type: DPT
1.3 Classification of Instructional Program Code (CIP): 51.2308
1.4 Required hours in proposed major program: 118 credit hours
1.5 Special information: Please see narrative under “Resources” section
1.6 Program Admission Requirements:

Admission to the program will be competitive and is limited to 30 students per class. Complete applications that are received by the application due date will be reviewed by the Admissions Committee to determine which applicants will be offered an interview. Following the completion of all interviews, the Admissions Committee will determine which applicants will be offered entry into the program. Due to the competitiveness for entry into the program and the limited spaces available, applicants that meet the minimum requirements are not ensured admission into the program.

The following are requirements for admission into the Doctor of Physical Therapy Program (DPT) Program:

1. Baccalaureate Degree: Prospective candidates must earn a baccalaureate degree from an accredited college or university prior to matriculation.
2. Official Transcripts from all College, University, and professional coursework.
3. Prerequisite Courses: Prospective candidates must complete the following prerequisite courses:
 - Twelve (12) hours of laboratory and lecture-based biology (an anatomy course with laboratory or an anatomy/physiology course with lab is required).
 - a. At WKU, these courses are as follows:
 - i. BIO 120/121, BIO 122/123, BIO 131, BIO 231
 - Two semesters of laboratory and lecture-based inorganic (general) chemistry (for science majors).
 - a. At WKU, these courses are as follows:
 - i. CHEM 120/121, CHEM 222/223

- Two semesters of laboratory and lecture-based physics (for science majors).
 - a. At WKU, these courses are as follows:
 - i. PHYS 231/232 and PHYS 332/233
 - ii. (or PHYS 201 and PHYS 202)
 - Six (6) hours social/behavioral sciences (psychology, sociology, anthropology, philosophy, ethics, etcetera.).
 - One semester statistics or research methods.
4. Grade Point Average (GPA): A minimum undergraduate GPA of 2.75 on a 4.0 scale, for both cumulative and prerequisite courses.
 5. Graduate Record Exam (GRE): Typically, a composite score of 1000 or higher on the verbal and quantitative sections of the GRE is preferred, for applicants who tested prior to August 1, 2011; or for applicants testing on or after August 1, 2011 on the new version of the General GRE test, the concordant score established by the Educational Testing Service. A score of 4 out of 6 is recommended on the Analytical Writing Section of the GRE.
 6. Doctor of Physical Therapy Program additional application materials:
 - DPT Program Application
 - Two Letters of Recommendation: At least one letter must be from a licensed physical therapist while the second letter may be from a professor, academic advisor, employer, or an additional physical therapist.
 - Written Personal Statement
 7. An interview may be required

1.7 Catalog description:

The DPT Program is designed to prepare students to plan and administer treatment to help patients regain diminished physical function lost secondary to injury or disease, to promote soft tissue healing, and to relieve pain. Determining the degree of impairment allows physical therapists to help patients return to full function by using various physical agents to decrease pain and by using therapeutic exercises to increase strength, endurance, and coordination.

The purpose of the DPT Program is to provide students pursuing a career in physical therapy the opportunity to acquire the knowledge and skills required for the safe practice of physical therapy. Students are prepared as generalists, but also have some opportunity to investigate specialized aspects of physical therapy through numerous clinical exposures. The program of study consists of 118 credit hours of graduate course work and consists of intense academic and clinical work

spread over 3 years. These hours are divided between classroom, clinical, and research activities.

The DPT Program is an entry-level professional degree program designed to provide individuals with baccalaureate degrees and the appropriate prerequisite courses the knowledge and skills to develop clinical and research expertise in the field of physical therapy. Upon receiving the DPT degree, students will be eligible to sit for the licensure examination in physical therapy.

The Mission of the WKU Doctor of Physical Therapy program is to serve the healthcare and preventative needs of the Commonwealth of Kentucky, including rural and underserved areas, by developing culturally competent, caring, autonomous Physical Therapists who will engage in evidence based practice, critical thinking, professional behavior, life-long learning, and community/professional service.

In addition to formal lecture and laboratory courses, students are required to successfully complete clinical experiences usually conducted at external agencies/facilities. Due to the nature of these experiences and to stipulations established by agencies/facilities, specific requirements for students may exist to be eligible to participate in the clinical experiences. These requirements may include, but are not limited to, undergoing criminal background checks, drug testing, and TB skin tests; providing proof of health insurance, professional liability insurance, and/or immunization records or blood titers verifying proof of immunizations. These items may need to be updated annually. Additionally, there may be certifications, training seminars, or other requirements specified by the facility/agency that a student must meet in order to be eligible for clinical experiences at a facility. It is the responsibility of the student to ensure that all institutional and/or facility requirements are met as a condition of participating in any on or off-campus experiences; students may be responsible in part or in full for any costs incurred to meet such requirements. Student questions regarding the agreements with external agencies may be directed to the Academic Coordinator of Clinical Education of the DPT Program. Students are also responsible for transportation to and from off-campus experiences.

For further information, please visit the DPT Program website (www.wku.edu/physicaltherapy). Individuals may also contact the DPT Program office at 270-745-4071 for any additional information.

2. Rationale:**2.1 Reason for developing the proposed major program:**

The results of studies conducted by the Kentucky Hospital Association and the South Central Kentucky Area Health Education Center (AHEC) indicate that there were more than 100 vacant physical therapy positions in western Kentucky in 2009. Data from a 2008 Workforce Kentucky survey show that more than 960 physical therapists will be needed in Kentucky by 2012. The Workforce Kentucky 2010 forecasts to the year 2016 with a growth rate of 29% for Kentucky and a need for 564 physical therapists. The US Bureau of Labor Statistics projects an employment growth rate of 30% for physical therapists from 2008-2018. National data from the Bureau of Labor Statistics, Occupational Handbook Outlook 2010-11 Edition, predicts a 30 percent increase in employment growth from 2008 to 2018.

Only two Physical Therapy programs are offered in Kentucky – one at the University of Kentucky (UK) and one at Bellarmine University. UK enrolls 48 physical therapy students per year at the Lexington campus and an additional 16 physical therapy students per year at Hazard Community College. As a result of the partnership between UK and Hazard Community College, eastern Kentucky has a smaller shortage of physical therapists than western Kentucky. Bellarmine University enrolls 48 students per year. National data from the Association of Schools and Allied Health Professions indicates that only 33% of qualified applicants are accepted into physical therapy programs because of limited capacity at physical therapy schools across the nation. Kentucky needs to increase its capacity to educate more physical therapists, and, given the greater shortage in western Kentucky, it is imperative that efforts be focused in this region.

2.2 Projected enrollment in the proposed major program:

The DPT program at WKU will enroll 30 students annually. A cohort model will be utilized for admission and progression of the students in the DPT program. The first cohort will be admitted for the fall of 2012. Subsequent cohorts will be admitted for summer entries to WKU. Table 1 illustrates the admission plan.

Table 1: DPT Admission Plan

	Fall 2012	Summer 2013	Summer 2014	Summer 2015	Summer 2016	Summer 2017
1 st DPT Class	30	30	30			
2 nd DPT Class		30	30	30		
3 rd DPT Class			30	30	30	
4 th DPT Class				30	30	30
5 th DPT Class					30	30
6 th DPT Class						30
Totals	30	60	90	90	90	90

A variety of undergraduate majors with baccalaureate degrees will be able to apply for admission into DPT. Typically, students major in biology, health science, or exercise science for consideration in DPT programs. However, students from any degree program who complete prerequisites for physical therapy may apply.

2.3 Relationship of the proposed major program to other programs now offered by the department:

There are no current Physical Therapy courses or curriculum being offered by the department. There are no current graduate programs being offered by the department.

2.4 Relationship of the proposed major program to other university programs:

There is no current Physical Therapy program being offered in any college or department at WKU. The Doctor of Education (EdD) in Educational Leadership and the Doctor of Nursing Practice (DNP) are other doctoral programs offered at WKU. The EdD is administratively housed in the College of Education and Behavioral Sciences and has a primary focus of preparing educational practitioners and education-related organizational practitioners to become

scholarly in obtaining and synthesizing knowledge and in solving institutional problems; the program builds upon a minimum of a master's degree and culminates in a research dissertation. The DNP is housed within the College of Health and Human Services (CHHS) and has a focus of preparing advanced practice nurses to become leaders in the healthcare environment. A practice-focused degree, post-professional degree, the DNP involves immersion experiences and culminates in a clinically-oriented, evidence-based research project. The DNP has options for program entry for nurses with either a master's or baccalaureate degree in nursing.

Similar to the DNP, the DPT will be a practice-focused doctoral program. The DPT is an entry-level doctoral program, will build upon a baccalaureate degree with appropriate prerequisites, and will focus on preparing competent physical therapists with clinical and research skills in physical therapy. The DPT will include clinical education experiences and culminate in a research project.

2.5 Relationship of the proposed major program to similar programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):

There are currently two other accredited Physical Therapy programs offered in the Commonwealth of Kentucky:

- Bellarmine University, Louisville
- University of Kentucky, Lexington.

Other Regional Accredited Physical Therapy programs:

- Belmont University, Nashville
- Evansville University, Evansville
- Tennessee State University, Nashville

Additional Benchmark Institutions with Accredited Physical Therapy programs:

- Missouri State University, Springfield
- Northern Arizona University, Flagstaff
- Oakland University, Rochester, MI
- Wichita State University, Wichita
- Youngstown State University, Youngstown

Please refer to enclosed chart detailing the above programs illustrating current credit hour requirements.

2.6 Relationship of the proposed major program to the university mission and objectives:

WKU Mission Statement: Western Kentucky University prepares students to be productive, engaged, and socially responsible citizen leaders of a global society. It provides research, service and lifelong learning opportunities for its

constituents. WKU is responsible for stewarding a high quality of life for those within its reach.

The Mission of the WKU Doctor of Physical Therapy program is to serve the healthcare and preventative needs of the Commonwealth of Kentucky, including rural and underserved areas, by developing culturally competent, caring, autonomous Physical Therapists who will engage in evidence based practice, critical thinking, professional behavior, life-long learning, and community/professional service.

As is evidenced by the University Statement of Purpose and Core Values, it is apparent the WKU Administration believes in serving and improving the community. For example, one of the Core Values of WKU is to positively influence the quality of life of the residents of Kentucky, especially those in our immediate area. As mentioned in the mission of the DPT Program, quality of life is also a foundational aspect and goal of the DPT Program. Further similarities exist with regard to the concepts of lifelong learning, research activities, and service to various constituencies.

3. Objectives of the proposed major program:

1. To prepare students, through critical thinking, scientific inquiry, clinical excellence, and critical consumption of evidence-based literature, to be the provider of choice for physical therapy services.
2. To prepare students to work as autonomous physical therapists, (as clinicians, educators, researchers, administrators, supervisors, and consultants) in a wide variety of settings, by enabling them to differentially diagnose, establish an appropriate plan of care, and provide referral when appropriate.
3. To prepare students to provide services to a culturally and geographically diverse population across the continuum of care in an ever changing healthcare environment.
4. To prepare students to effectively work interdependently with other healthcare professionals in leadership, collaborative, or subordinate roles and to address patient care, professional, or policy issues.
5. To prepare students in the promotion of health awareness and wellness as well as disease prevention education.
6. To prepare students to be committed to education and life-long learning as it relates to personal and professional development, professionalism, and legal-ethical issues impacting physical therapy personnel.
7. To prepare students to participate in public service opportunities including: urban and rural communities, the profession of Physical Therapy, and other health related disciplines.

4. Program description:

The curricular model for the DPT Program is a 3 year full-time “Lock-Step” cohort program. Students accepted into the program must successfully complete all courses each semester prior to beginning any courses the following semester. There will not be any elective courses; all 45 courses in the following table, totaling 118 total credit hours, are required to complete the program.

4.1 Curriculum:

Course Number and Title	Credit Hours
DPT 700 Orientation to Physical Therapy	1
DPT 702 Cultural and Rural Issues	1
DPT 705 Topics in Physical Therapy	1
DPT 711 Principles of Physical Assessment I	1
DPT 712 Principles of Physical Assessment II	2
DPT 713 Principles of Physical Assessment III	2
DPT 714 Fundamentals of Therapeutic Exercise	2
DPT 715 Patient Care Techniques	3
DPT 720 Gross Human Anatomy I	2
DPT 721 Gross Human Anatomy I Lab	1
DPT 722 Gross Human Anatomy II	2
DPT 723 Gross Human Anatomy II Lab	1
DPT 724 Pathophysiology	4
DPT 726 Orthopaedic Foundations	3
DPT 727 Health Promotion and Wellness	2
DPT 728 Clinical Exercise Physiology	2
DPT 729 Pharmacology in Physical Therapy	3
DPT 736 Neuroanatomy	3
DPT 737 Neurophysiology	3
DPT 738 Motor Control	2
DPT 740 Physical Modalities	3
DPT 742 Diagnostic Testing and Imaging	2
Course Number and Title (continued)	Credit Hours
DPT 745 Wound Care	2
DPT 746 Orthopaedic Assessment	4
DPT 747 Women’s Health in Physical Therapy	2
DPT 748 Prosthetics and Orthotics	2
DPT 751 Supervised Clinical Education I (8 weeks)	6
DPT 752 Supervised Clinical Education II (7 weeks)	5
DPT 753 Supervised Clinical Education III (8 weeks)	6
DPT 754 Supervised Clinical Education IV (6 weeks)	4
DPT 755 Supervised Clinical Education V (6 weeks)	4

DPT 760 Professional Issues	2
DPT 762 Physical Therapy Management and Administration	3
DPT 770 Orthopaedic Rehabilitation	4
DPT 771 Neurological Rehabilitation	4
DPT 772 Cardiopulmonary Rehabilitation	2
DPT 774 Spine Assessment and Intervention	3
DPT 775 Differential Diagnosis	4
DPT 779 Physical Therapy across the Lifespan	3
DPT 781 Research in Physical Therapy I	3
DPT 782 Research in Physical Therapy II	3
DPT 783 Research in Physical Therapy III	3
DPT 784 Research in Physical Therapy IV	1
DPT 785 Research in Physical Therapy V	1
DPT 790 Physical Therapy Seminar	1
Total Hours	118

- 4.2 Accreditation, certification, approval, and/or licensure:**
 The DPT Program at WKU is currently seeking accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). The program will submit an Application for Candidacy. Candidate for Accreditation is a pre-accreditation status, awarded prior to enrollment of students in the technical/professional phase of the program, which indicates that the physical therapy education program is progressing toward accreditation. Submission of this document does not assure that the program will be granted Candidate for Accreditation Status nor does attainment of Candidate for Accreditation status assure that the program will be granted initial accreditation.
- 4.3 Program delivery:**
 The primary course delivery method for the majority of courses will be lecture, lab, and lecture/lab combinations. Additionally, a hybrid format consisting of case-studies, online learning, including the utilization of Blackboard, will be used. An extensive research theme is also present in the curriculum, culminating in a doctoral research project suitable for publication. This will consist of classroom lectures, as well as faculty directed investigation. The DPT Program also consists of a total of 35 weeks of full-time clinical internships, occurring in physical therapy clinics outside of the WKU environment.
- 5. Resources:**
 A business plan was developed to create a financially self-sustaining DPT program. The plan is based upon monies from DPT stakeholders, DPT tuition, and DPT Program fees. The CHHS has identified funding sources to assist with additional funding needs for program implementation.

DPT stakeholders have committed \$700,000 to be used for start-up funds over several years. These funds have been used to hire a program director and academic coordinator of clinical education (ACCE); an office associate will also be hired with these monies. These dollars may also be used to purchase equipment and lease building space to house the program.

Tuition dollars from DPT students will help provide the required funding to hire additional faculty and to pay for facility leasing and other program costs. Given the fact that the DPT Program is to be a self-sustaining program without the reliance on State monies, the plan includes implementation of a \$250.00 program assessment fee per student per semester to cover the cost of course materials and supplies (see enclosed list of course materials and supplies); this fee would increase by approximately 5% per year. This fee would supplant the need to implement several course special fee requests and save students money in the long-term. Projections for the DPT Program tuition and fee revenue are included in the DPT Project Budget identified in Table 3.

Table 3: DPT Projected Budget (abbreviated)

	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015
Students	Start up	30	60	90
Tuition per student (5% increase per year)		\$17,500	\$18,375	\$19,294
Yearly program fee per student (5% increase per year)		\$750	\$788	\$ 827
Tuition & program fee revenue		\$547,500	\$1,149,750	\$1,810,856
Fund Raising	\$245,000	\$265,000	\$200,000	\$200,000
CHHS Funds	\$222,335		\$21,526	
Prior year surplus			\$89,669	
Total Funds	\$467,335	\$812,500	\$1,460,945	\$2,010,856
Expenses* (Faculty, support staff, leasing costs, equipment, travel)	\$467,335	\$722,831	\$1,460,945	\$1,710,087

*Above budget includes equipment costs of \$100,000 each year and leasing costs of \$405,000 in 2013-14 and 2014-15.

5.1 Faculty:

The Director of the DPT Program, Harvey Wallmann, is a licensed physical therapist with a Doctor of Science degree in physical therapy. Dr. Wallmann is also a board certified sports physical therapist, a certified athletic trainer, and a certified strength and conditioning specialist. Dr. Wallmann has 14 years of experience in physical therapy education, 11 of which he served as chair of the Department of Physical Therapy at UNLV. The ACCE, Kurt Neelly, is a licensed

physical therapist with a Ph.D. in Exercise Science. Dr. Neelly has 12 years of experience in the Department of Physical Therapy and Health Science at Bradley University.

Current and future budgeted and planned faculty resources will provide staffing for the proposed program. The DPT Program plans to hire 6 additional faculty members within the next 3-5 years. The current plan is to have two additional faculty at WKU by the summer or fall of 2012. Specific faculty qualifications and levels will be determined as the program approval process is finalized. However, some qualifications of the new faculty will include: Doctors of Physical Therapy, board certified clinical specialists, and therapists holding post-professional doctoral degrees. This faculty growth plan has been approved by the CHHS Dean as well as the Provost.

5.2 **Technological and electronic informational resources:**

A recommendation list for enhancements to the WKU Libraries Collection was compiled by the health sciences librarian, in consultation with the DPT Program director. A separate library funding line has been created for physical therapy materials, to support databases, monographs, and journals. The serial titles to be added will begin January of 2012. For further details, please see the attached Library Resource document, "Library Resource Report: Doctor of Physical Therapy Program", prepared by Carol Watwood, Health Science Librarian.

5.3 **Facilities and equipment:**

The DPT Program faculty are currently housed in Tate Page Hall. Initially, the classroom and laboratory spaces will also be primarily in Tate Page Hall. The DPT faculty will continue to work with the CHHS Space Committee in this process. It is proposed that the program will be eventually housed, along with the School of Nursing, in a new facility to be owned by the Commonwealth Health Corporation, the parent company of The Medical Center in Bowling Green, Kentucky. The DPT Program will lease space in this facility. Projected leasing costs are approximately \$405,000 per year beginning in 2013-14.

Current DPT faculty have adequate computer hardware and software for basic class delivery, and IT support and training is available. Future faculty will need appropriate computer hardware and software.

Equipment costs are budgeted for approximately \$450,000 over five years. A list of priority equipment to be purchased for use with the first cohort within the first year of program implementation has been developed and is approximated to be \$131,000. This teaching and laboratory equipment includes anatomical models and charts, anatomical equipment, walkers, canes, crutches, spine stability equipment, computer software, audio-visual equipment, storage cabinets,

electrical and thermal equipment, exercise equipment, and diagnostic teaching tools.

6. Proposed term for implementation: Fall 2012

7. Dates of prior committee approvals:

Allied Health/Doctor of Physical Therapy 9/30/11

CHHS Graduate Curriculum Committee 10/18/11

Graduate Council 11/10/11

University Senate 12/15/11

**GRADUATE CERTIFICATE
DIETETIC PRACTICE**

REQUEST:

Approval of a new graduate certificate in Dietetic Practice offered through Department of Family and Consumer Sciences in the College of Health and Human Services.

FACTS:

To become a registered dietitian, students graduating with a baccalaureate degree from an accredited dietetic program must then complete a post-baccalaureate dietetic internship. Nationally, there is a shortage of these dietetic internships. In fact, for the last three years, only 50% of those applying nationally have been accepted; the internship shortage includes a lack of placements for graduates from Kentucky institutions, including WKU. Furthermore, the western Kentucky region is experiencing a shortage of Registered Dietitians. This program would help generate more internship opportunities and thus work to alleviate the internship shortage and provide registered dietitians to work in this area. The dietetic internship is aligned with a Graduate Certificate in Dietetic Practice; this is a common trend.

This graduate certificate program provides the knowledge and practice requirements established by the Commission on Accreditation of Dietetics Education to be eligible to take the Registered Dietitian (R.D.) examination. The program is seeking national accreditation. Only students accepted into the WKU Dietetic Internship Program will be eligible for admittance to the Graduate Certificate in Dietetic Practice. The Dietetic Internship Program/Graduate Certificate requires the completion of 12 graduate credit hours and a minimum of 1200 hours of supervised practice in a variety of practice settings, including hospitals, long-term care/skilled nursing facilities, community nutrition programs, and other health/community organizations.

Certificate requirements – 12 hours

FACS 581 Professional Preparation for a Dietetic Internship (1)

FACS 583 Foodservice Systems Management (3)

FACS 584 Community Nutrition (3)

FACS 586 Medical Nutrition Therapy in Practice (3)

FACS 587 Seminar in Concepts and Methods of Dietetic Practice (2)

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE: Fall 2012. The program will be offered through DELO, which will absorb all budget-related matters for at least the first three years. Transfer of the program into the central budget will occur only after proven revenue and enrollment has been established.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of graduate certificate in Dietetic Practice.

MOTION:

Approval to establish a graduate certificate in Dietetic Practice.

**College of Health and Human Services
Department of Family and Consumer Sciences
Proposal to Create a New Certificate Program**

Contact Persons: Karen Mason, Ph.D., R.D., karen.mason@wku.edu, 270-745-3462
Jane Simmons, M.S., R.D., jane.simmons@wku.edu, 270-745-5224

1. Identification of program:

- 1.1 Program title: Graduate Certificate in Dietetic Practice
- 1.2 Required hours in program: 12
- 1.3 Special information: This graduate certificate is designed for students who have completed an undergraduate Didactic Program in Dietetics (DPD) and have been accepted into the WKU Dietetic Internship. The curriculum is based upon the Eligibility Requirements and Accreditation Standards (ERAS) of the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA) and provides students with supervised practice and didactic experiences that meet CADE Competencies/Learning Outcomes for dietetic internship programs. Students interested in the WKU Dietetic Internship will be required to apply online using a national centralized application system. However, for the first year (2012-2013), students will submit their applications directly to the program director since the program will not be granted accreditation status until summer 2012.
- 1.4 Catalog description: This graduate certificate program provides the knowledge and practice requirements established by the Commission on Accreditation of Dietetics Education to be eligible to take the Registered Dietitian (R.D.) examination. Only students accepted into the WKU Dietetic Internship will be eligible for admittance to the Graduate Certificate in Dietetic Practice. Acceptance into the Dietetic Internship is competitive and is managed through a national matching process. The Dietetic Internship Program/Graduate Certificate requires the completion of 12 graduate credit hours and a minimum of 1200 hours of supervised practice in a variety of practice settings, including hospitals, long- term care/skilled nursing facilities, community nutrition programs, and other health/community organizations.

Certificate requirements – 12 hours

FACS 581 Professional Preparation for a Dietetic Internship
FACS 583 Foodservice Systems Management
FACS 584 Community Nutrition
FACS 586 Medical Nutrition Therapy in Practice
FACS 587 Seminar in Concepts and Methods of Dietetic Practice

Admission Requirements

Applicants must meet the following requirements for entrance into the Dietetic Internship/Graduate Certificate:

- Completed a Baccalaureate degree.
- Earned an overall GPA of 3.0 on a 4.0 scale.
- Scored at least 800 (greater than 900 is preferred) on the Graduate Record Examination (GRE) for applicants testing prior to August 1, 2011; for those applicants testing after August 1, 2011, concordant General Test scores established by the Educational Testing Service will be used.
- Completed a Didactic Program in Dietetics (DPD) prior to the internship start date.

- Submitted a signed Declaration of Intent to Complete Degree or Verification Statement. Once accepted into the program, all interns must submit signed
- Verification Statements prior to the start date.
- Submitted online application through the national centralized application system. More information regarding the application process will be available at www.wku.edu/FACS/dieteticinternship.
- Submitted an application for admission to WKU Graduate Studies with appropriate fee (after being accepted into the Dietetic Internship).

2. Objectives of the proposed certificate program:

Upon completion of the Dietetic Internship/Graduate Certificate program, students will:

- Demonstrate performance competencies in clinical, managerial, and community dietetics.
- Have practice skills to function as members of health care teams providing direct patient care.
- Integrate scientific information and research into practice.
- Be eligible to take the Commission on Dietetic Registration's national examination to become a registered dietitian (R.D.).

3. Rationale:

- 3.1 Reason for developing the proposed certificate program: There is a shortage of dietetic internships nationally. In fact for the last three years, approximately 50% of those who have applied to dietetic internships have been accepted into an internship due to the lack of available positions. In addition, the western Kentucky region has seen a shortage of Registered Dietitians, and this program would help to generate more RDs in this area. Since we currently do not have a graduate program in dietetics, we opted to align the dietetic internship with a Graduate Certificate in Dietetic Practice, and this is a common trend among internships.
- 3.2 Relationship of the proposed certificate program to other programs now offered by the department: There are no programs offered in the FACS department similar to this one. However, the undergraduate Nutrition & Dietetics program is another accredited program with the Commission on Accreditation for Dietetics Education (CADE), and the students graduating from the Nutrition & Dietetics program are eligible to apply to the dietetic internship at WKU.
- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments: There are no programs offered in other departments at WKU that are similar to this one.
- 3.4 Projected enrollment in the proposed certificate program: The program will accept ten interns each year with the first cohort starting fall 2012 (this is the number of interns in which the program is seeking accreditation through CADE).
- 3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): Six of the benchmark institutions offer a dietetic internship, but none of them offer a graduate certificate associated with the dietetic internship. However, the benchmark institutions with dietetic internships either offer a master's degree in Nutrition/Dietetics in conjunction with the internship or require graduate courses that align with the internship. In Kentucky, there are four other institutions which offer a Dietetic Internship. None of them offer a graduate certificate with the internship, but three of the institutions have a graduate degree in Nutrition/Dietetics available. Even though none of the dietetic internships in Kentucky

or in WKU’s benchmark institutions offer a graduate certificate with their respective dietetic internships, this is a common trend among universities nationally.

3.6 Relationship of the proposed certificate program to the university mission and objectives: The mission of the WKU Dietetic Internship/Graduate Certificate is to prepare competent entry-level dietitians who assume leadership responsibilities within their profession and who are engaged citizens in their communities. The mission of the Dietetic Internship is congruent with the mission of the University, yet distinctly different from any other program at the University. The mission of the Internship, specifically the part about preparing competent entry-level dietitians, is in alignment with the part of the University mission of preparing students for lifelong learning opportunities. Another aspect of the University mission is to produce leaders of a global society. Thus, that aspect of the University mission aligns with the Dietetic Internship in that we hope to produce graduates who assume leadership responsibilities within their profession and are engaged citizens in their communities. In addition, the proposed certificate aligns with the 2007-2012 Strategic Plan in that this program will increase enrollment growth and provide another graduate certificate thereby increasing students in the graduate studies program at WKU.

4. Curriculum:

The 12-hour graduate certificate will include the following courses:

- FACS 581 Professional Preparation for a Dietetic Internship (1)
- FACS 587 Seminar in Concepts and Methods of Dietetic Practice (2)
- FACS 583 Foodservice Systems Management (3)
- FACS 584 Community Nutrition (3)
- FACS 586 Medical Nutrition Therapy in Practice (3)

5. Budget implications:

The finances of the Dietetic Internship (DI) program will operate through WKU’s Division of Extended Learning and Outreach Cohorts Office. Specifically, the DI program will operate through DELO’s Incubator Program, which means DELO will handle the budgetary needs of the program for three years. After three years, the finances of the DI program will roll into the base budget for the Department of Family & Consumer Sciences. Having the DI program financially routed through DELO initially will allow the department to create the internship with minimal financial risk for the university. In addition, two years ago, a faculty line was created to help plan and create the Dietetic Internship/Graduate Certificate. Thus, at this time, additional faculty are not needed for the implementation of the program.

6. Proposed term for implementation: Fall 2012

7. Dates of prior committee approvals:

Family and Consumer Sciences Department:	9/9/2011
CHHS Graduate Curriculum Committee	9/20/2011
Graduate Council	10/13/2011
University Senate	11/17/2011

**GRADUATE CERTIFICATE
LEAN SIGMA**

REQUEST:

Approval of a new graduate certificate in Lean Sigma offered through the Department of Architecture and Manufacturing Sciences in Ogden College of Science and Engineering.

FACTS:

A recent study by Martelli (2010) found that industry offers substantial compensation to certified professionals for their services as they represent a personal commitment by the person to their profession and they are valuable to the organizations in which they reside. This holds true particularly for six sigma belts and lean certificate holders. Lean Six Sigma principles have been applied successfully in business, engineering, health services, sciences, government, education, and media. A search on related jobs in Kentucky found 83 current openings.

This 12-hour program provides preparation for professional certification and covers concepts, principles, and skills related to Lean Six Sigma, Theory of Constraints, and total quality management. It is applicable for students and employees seeking Black/Green Belt or Lean certification. The certificate requires a nine-hour core:

AMS 540	Theory of Constraints
AMS 594	Lean Systems
AMS 580	Six Sigma Quality

Plus one of the following:

AMS 520	Resource Management
AMS 590	Operations Leadership
AMS 655	Project Management
AMS 671	Quality Management

The certificate provides the knowledge and practical skills needed for successful completion of the American Society of Quality Six Sigma Green Belt or Black Belt Certification exams and the Society of Manufacturing Engineer's Lean Certification-Bronze level exam.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE: Fall 2012. The certificate consists of courses already offered on a regular basis for the Master's in Engineering Technology Management, and will not require new faculty for implementation.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of graduate certificate in Lean Sigma.

MOTION:

Approval to establish a graduate certificate in Lean Sigma.

**Ogden College of Science and Engineering
Department of Architectural and Manufacturing Sciences
Proposal to Create a New Certificate Program**

Contact Person: Mark Doggett, mark.doggett@wku.edu, 745-6951

1. Identification of program:

- 1.1 Program title: Lean Sigma Certificate
- 1.2 Required hours in program: 12
- 1.3 Special information: The certificate provides the knowledge and practical skills needed for successful completion of the American Society of Quality Six Sigma Green Belt or Black Belt Certification exams and the Society of Manufacturing Engineer's Lean Certification-Bronze level exam.
- 1.4 Catalog description: This 12-hour program provides preparation for professional certification and covers concepts, principles, and skills related to Six Sigma, Lean, Theory of Constraints, and total quality management. It is applicable for students and employees seeking Black/Green Belt or Lean certification.
The certificate requires a nine-hour core of AMS 540, AMS 594, AMS 580 and one of the following courses: AMS 520, AMS 590, AMS 655, or AMS 671

2. Objectives of the proposed certificate program:

The specific objectives of the program are to:

- Provide education and training to industry professionals and non-degree seeking students interested in obtaining certification through examination in Six Sigma or Lean
- Establish a base upon which students can attain known industry credentials with the option of applying credit hours towards completion of the master's degree later
- Combine theory with technical skills and abilities at the practitioner level for increased productivity and economic development in industry
- Stimulate increased influence and promotion potential among baccalaureate graduates
- Provide additional opportunities for personal growth and learning

3. Rationale:

- 3.1 A recent study by Martelli (2010) found that industry offers substantial compensation to certified professionals for their services as they represent a personal commitment by the person to their profession and they are valuable to the organizations in which they reside. This holds true particularly for six sigma belts and lean certificate holders. Six Sigma and Lean principles have been applied successfully in business, engineering, health services, sciences, government, education, and media. A search on Monster.com for lean six sigma related jobs in Kentucky found 83 current openings.
- 3.2 Undergraduates in the Advanced Manufacturing and Technology Management programs in the AMS department take courses in Lean and Quality. However, no similar courses exist at the graduate level and no other certificate programs of this type exist at WKU. AMS graduates can build upon their undergraduate work toward attaining a nationally recognized Black Belt or Lean certification while graduates of other programs who work in industry can develop skills and abilities pertinent for promotion in this area.
- 3.3 No other WKU departments or colleges offer a similar certificate program.

3.4 The projected enrollment in the proposed certificate program is an additional 10 to 15 students per year from within and outside the department.

3.5 Similar certificate programs offered elsewhere in Kentucky:
West Kentucky Community and Technical College offer courses for Lean Six Sigma certification preparation, but does not offer a certificate program.

In other states:

- Georgia Tech: Six Sigma Certificate Program
- San Diego State University: Professional Certificate in Lean Six Sigma Green Belt
- Rutgers Institute for Management and Executive Development: Lean & Six Sigma Training and Certification
- University of California Irvine Extension: Lean & Six Sigma Training and Certification
- Rensselaer Polytechnic Institute: Lean Six Sigma Certificate Program

3.6 The proposed certificate program relates to the university mission such that it will steward a high quality of life by producing graduates that are productive, engaged, and socially responsible for improving the quality and economic well-being of their organizations and the local communities where they reside.

4. Curriculum:

Nine-hour core consisting of:

- AMS 540 Theory of Constraints
- AMS 594 Lean Systems
- AMS 580 Six Sigma Quality

Select one of the following:

- AMS 520 Resource Management
- AMS 590 Operations Leadership
- AMS 655 Project Management
- AMS 671 Quality Management

5. Budget implications:

The certificate consists of courses already offered on a regular basis for the Master’s in Engineering Technology Management. Increased enrollments are expected, but will likely not increase the number of course sections as the core certificate courses are part of a menu of course choices in the existing master’s program, not a requirement. If additional sections are required, existing graduate faculty may need to be reassigned from undergraduate courses, which would be backfilled with GTAs or adjunct faculty.

6. Proposed term for implementation: Fall 2012

7. Dates of prior committee approvals:

AMS Department	9/9/11
OCSE Graduate Curriculum Committee	9/23/11
Graduate Council	10/13/11
University Senate	11/17/11

**UNDERGRADUATE CERTIFICATE
FOOD PROCESSING AND TECHNOLOGY**

REQUEST:

Approval of a new undergraduate certificate in Food Processing and Technology offered through the Architectural and Manufacturing Sciences department in the Ogden College for Science and Engineering.

FACTS:

This certificate is designed for professionals working in the food processing industry who have a bachelor's degree or educational preparation in another field. The certificate will provide professionals working in the food industry with the necessary knowledge in food processing, quality assurance, and food safety to succeed and advance their careers in the food industry. Food industry managers in Kentucky have indicated that having employees with a certificate in food processing would add value to the production environment and that such a certificate would be beneficial for graduates seeking managerial positions in the food industry.

Catalog Description: The certificate will provide professionals working in the food industry with the necessary knowledge in food processing, quality assurance, and food safety to succeed and advance their careers in the food industry. The certificate in Food Processing & Technology requires completion of 18 hours, including 9 hours of required courses and 9 hours of elective courses.

Core Courses	Title	Credit Hours
AMS 301	Introduction to Food Science and Technology	3
AMS 303	Food Laws and Regulations	3
AMS 352	Food Processing: Unit Operations	3

Students are required to select 9 additional hours from the following electives: AMS 271, 381, 395, 443, or 462.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE: Spring 2012. Additional faculty in this area were approved in the 2014 staff plan to support this program.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of undergraduate certificate in Food Processing and Technology.

MOTION:

Approval to establish an undergraduate certificate in Food Processing and Technology.

**Ogden College for Science and Engineering
Department of Architectural & Manufacturing Sciences
Proposal to Create a New Certificate Program**

Contact Person: Dr. John Khouryieh, hanna.khouryieh@wku.edu, 270-852-6407

1. Identification of program:

- 1.1 Program title: Certificate in Food Processing and Technology
- 1.2 Required hours in program: 18
- 1.3 Special information: Intended for professionals in the food industry.
- 1.4 Catalog description: The certificate will provide professionals working in the food industry with the necessary knowledge in food processing, quality assurance, and food safety to succeed and advance their careers in the food industry. The certificate in Food Processing & Technology (reference number ___) requires completion of 18 hours, including 9 hours of required courses and 9 hours of elective courses. The required courses are AMS 301, 303, and 352. Students must choose 9 additional hours from the following electives: AMS 271, 381, 395, 443, 462. Students may be required to take additional hours to complete course prerequisites.

- 2. Objectives of the proposed certificate program:** The objective of the certificate is to provide professionals working in the food industry with the necessary knowledge in food processing, quality assurance, and food safety to advance their careers.

3. Rationale:

- 3.1 Reason for developing the proposed certificate program: This certificate is designed for professionals working in the food processing industry who have a high school diploma or a bachelor's degree in another field. The certificate will provide professionals working in the food industry with the necessary knowledge in food processing, quality assurance, and food safety to succeed and advance their careers in the food industry. Food industry managers in Kentucky have indicated that having employees with a certificate in food processing would add value to the production environment and that such a certificate would be beneficial for graduates seeking managerial positions in the food industry.
- 3.2 Relationship of the proposed certificate program to other programs now offered by the department: The AMS Department offers a baccalaureate degree in Advanced Manufacturing with a Concentration in Food Processing and Technology; this certificate is not available to students in that concentration.
- 3.3 Relationship of the proposed certificate program to certificate programs offered in other departments: None
- 3.4 Projected enrollment in the proposed certificate program: 20. There currently are two employees from Unilever Company who are taking food courses and want to obtain the Food Processing & Technology Certificate. Managers from Unilever, Country Bakery

Ovens, Bell Brands and Purdue Farms Companies have shown a strong interest in the certificate and will support their employees' efforts to complete the program.

- 3.5 Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions): Food science certificates are offered at Kansas State University, Ohio State University, and Washington State University.
- 3.6 Relationship of the proposed certificate program to the university mission and objectives: The certificate program is consistent with WKU mission and objectives by creating new programs and strengthening its curriculum to improve the quality of life and economic well- being of the citizens of Kentucky and beyond.

4. Curriculum:

Core Courses (9 credits)	Credit hours
AMS 301 Introduction to Food Science and Technology	3
AMS 303 Food Laws and Regulations	3
AMS 352 Food Processing: Unit Operations	3
Elective Courses (choose 9 credits)	
AMS 381 Food Quality Assurance	3
AMS 395 Fundamentals of HACCP	3
AMS 443 Food Packaging	3
AMS 462 Commodity Food Processing	3
AMS 271 Industrial Statistics	3

5. Budget implications: None

6. Proposed term for implementation: Spring 2012

7. Dates of prior committee approvals:

AMS Department:	September 9, 2011
Ogden College Curriculum Committee	October 13, 2011
Undergraduate Curriculum Committee	October 27, 2011
University Senate	November 17, 2011

**UNDERGRADUATE MINOR
GLOBAL HEALTH SERVICE**

REQUEST:

Approval of a new minor in Global Health Service offered through the Public Health department in the College of Health and Human Services.

FACTS:

The minor in Global Health Service (GHS) is designed to engage students in health and related fields in investigating and participating in global health and health service issues. The GHS minor aligns with WKU vision of becoming a leading American university with international reach; it will create an interdisciplinary experience for undergraduate students to explore current and practical factors impacting the health of individuals and populations in different regions of the world.

Catalog Description: Students in various disciplines such as health administration, public health, social work, environmental health, anthropology, sociology, nursing, etc. may use the minor to augment their majors with courses that cover skills for analyzing important global trends in health, and provide knowledge and understanding of diversity in culture and health issues. The minor would also provide students with fieldwork experience in a global context. Program objectives include: 1) Examine key factors affecting global health and health service, how they occurred and their distribution in different regions of the world; 2) Demonstrate the linkage between local and global health issues and problems and how local and global strategies may be designed to interact to create solutions; 3) Prepare for careers and develop research agenda in the global environment by creating an understanding of the ways in which social, economic, behavioral, and environmental factors impact global health; and 4) Analyze global leadership and leadership roles in governing national healthcare systems for participation in global health initiatives. The 18 credit hour minor requires 15 hours of core courses, and 3 credit hours of electives.

Core Courses	Title	Credit Hours
HCA 347	International Health Care	3
PH 385	Environmental Health	3
PH 381	Community Health	3
PH 462/FLK 462	Folklore and Medicine	3
HCA 549	Global Health Service-Learning Practicum	3
Sub-Total of Core Courses		15 hrs

Three credit hours of electives are required and selected from the following list of courses; ANTH 341/FLK 341, ANTH 342/FLK 342, ANTH 345/FLK 345, ANTH 350/FLK 350, ANTH 382, FLK 280/FOLK 280C, GEOG 455, PH 384, SOCL 440.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE: Fall 2012. Current faculty are adequate for this program, however if growth is rapid additional resources will be requested in future staffing plans.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of undergraduate minor in Global Health Service.

MOTION:

Approval to establish an undergraduate minor in Global Health Service.

College of Health and Human Services
Department of Public Health

Proposal to Create a New Minor Program

Contact Person: William Mkanta, william.mkanta@wku.edu, 270.745.5260

1. Identification of program:

- 1.1 **Program title:** Global Health Service
- 1.2 **Required hours in minor program:** 18 hours
- 1.3 **Special information:** The minor in Global Health Service (GHS) is designed to engage students in health and related fields in investigating and participating in global health and health service issues. The GHS minor aligns with WKU vision of becoming a leading American university with international reach; it will create an interdisciplinary experience for undergraduate students to explore current and practical factors impacting the health of individuals and populations in different regions of the world. To enrich student learning experience, the GHS minor emphasizes on student participation in the Global Health Service-Learning Practicum. It is expected that upon successful completion of the GHS minor, candidates will be better prepared for the job market that increasingly demands interdisciplinary and global awareness.
- 1.4 **Catalog description:** Students in various disciplines such as health administration, public health, social work, environmental health, anthropology, sociology, nursing, etc. may use the minor to augment their majors with courses that cover skills for analyzing important global trends in health, and provide knowledge and understanding of diversity in culture and health issues. The minor would also provide students with fieldwork experience in a global context.

2. Rationale:

- 2.1 **Reason for developing the proposed minor program:** Cultural diversity has become an important value in the American society. Students who graduate in health and related fields are uniquely challenged by diversity issues because of its direct impact on health. Consistent with the WKU's vision of international reach, the minor in GHS would prepare students for the fast growing global health environment by incorporating international competencies in their curriculum. The minor is expected to strengthen students' cultural competence skills including communication with people of diverse cultures and languages, self-awareness, and knowledge of cultural factors affecting health and health behaviors. Practicum experience will offer students opportunity to merge theory and practice in a real world setting.
- 2.2 **Projected enrollment in the proposed minor program:** The growth of study abroad programs and the need for global awareness among the students will be strong drivers for students to take the GHS minor. At least 20 students are projected to enroll in the minor. Higher enrollment is expected as the program grows and more students are made aware of the opportunity to participate in global studies.
- 2.3 **Relationship of the proposed minor program to other programs now offered by the department:** The GHS minor will be supported by the health care administration major

in the department of public health. Four of the five core courses proposed in the GHS minor exist in the department. The fifth core course, i.e., Global Health Service Practicum, the only new course under the minor, would also be offered through the health care administration program.

- 2.4 **Relationship of the proposed minor program to other university programs:** The GHS minor is not designed to replace any other minor or program offered at WKU. It is expected to strengthen WKU involvement in the international arena, i.e., the minor's global focus is expected to create additional opportunities for student participation in international disciplines and expand WKU participation in global related programs.
 - 2.5 **Similar minor programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):** University of Kentucky offers a graduate certificate in global health while University of Louisville has an international health studies minor offered by the department of anthropology. These are the only programs that have similar attributes to what GHS minor would offer. University of Alabama Birmingham (UAB) is the closest out of state school with a healthcare management program providing global studies. It offers graduate and continuing studies certificates in global health studies. University of Northern Iowa offers a global health and health disparities certificate. It is the only benchmark institution with a program in global health. Most of the remaining benchmark schools offer independent courses related to global health.
 - 2.6 **Relationship of the proposed minor program to the university mission and objectives:** The GHS minor is consistent with the mission of the university in preparing and engaging students as leaders of the global society. This mission will be significantly supported by the GHS minor since health and health care issues are of particular importance to the United States as the nation continues to develop a global population profile and global thinking capability.
3. **Objectives of the proposed minor:**
 - 3.1 Examine key factors affecting global health and health service, how they occurred and their distribution in different regions of the world;
 - 3.2 Demonstrate the linkage between local and global health issues and problems and how local and global strategies may be designed to interact to create solutions;
 - 3.3 Prepare for careers and develop research agenda in the global environment by creating an understanding of the ways in which social, economic, behavioral, and environmental factors impact global health;
 - 3.4 Analyze global leadership and leadership roles in governing national healthcare systems for participation in global health initiatives.

4. Curriculum:

Core Requirements (15 hours)

Class	Title	Credit Hours
HCA 347	International Health Care	3
PH 385	Environmental Health	3
PH 381	Community Health	3
PH 462/FLK 462	Folklore and Medicine	3
HCA 549	Global Health Service-Learning Practicum	3
Sub-Total		15 hrs

Electives (3 hours)

(3 hours) Electives should be selected from the following list of courses

Class	Title	Credit Hours
ANTH 341/FLK 341	Peoples and Cultures of Asia	3
ANTH 342/FLK 342	People and Culture of the Caribbean	3
ANTH 345/FLK 345	People and Culture of Native North Americans	3
ANTH 350/FLK 350	People and Culture of Africa	3
ANTH 382	Medical Anthropology	3
FLK 280/FOLK 280C	Cultural Diversity in US	3
GEOG 455	Global Environmental Change	3
PH 384	Introduction to Epidemiology	3
SOCL 440	Medical Sociology	3
Sub-Total		3

Total Hours 18 hrs

5. Budget implications: Sufficient.

6. Proposed term for implementation: Fall 2012

7. Dates of prior committee approvals:

Public Health Department:	6/20/2011
College of Health & Human Services Curriculum Committee	8/29/2011
Undergraduate Curriculum Committee	10/27/2011
University Senate	11/17/2011

UNDERGRADUATE MINOR NEWS/EDITORIAL JOURNALISM WRITING

REQUEST:

Approval of a new minor in News/Editorial Journalism Writing offered through the School of Journalism and Broadcasting in the Potter College of Arts and Letters.

FACTS:

The proposed minor in News/Editorial Journalism Writing provides a valuable range of written skills and knowledge highly sought after in the marketplace. Students will increase their competency in written and oral communication and add specialized professional skills in information gathering, reporting and editing, and press law and ethics. Students pursuing the minor will gain valuable knowledge and skills in professional media writing and journalistic storytelling.

The minor in news/editorial journalism writing requires a minimum of 21 hours. The minor incorporates core courses and electives from the existing major in News/Editorial. The course of study includes a mix of theoretical and practical skills courses, which complements many majors on campus.

Required courses (15 hours)

- JOUR 201 (3) Media & Society
- JOUR 202 (3) Introduction to Media Writing
- JOUR 301 (3) Press Law and Ethics
- JOUR 302 (3) Intermediate Reporting
- JOUR 323 (3) News Editing

Restricted electives (select 6 hours):

- JOUR 325 (3) Feature Writing
- JOUR 422 (3) Current Issues in Mass Communication
- JOUR 426 (3) Advanced Reporting
- JOUR 481 (3) Problems in Mass Communication*
- JOUR 495 (3) Collaborative Journalism*

* Requires permission of unit coordinator

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE: Fall 2012. The courses offered already exist and are being taught on a regular basis. However, if the minor becomes as popular as anticipated additional staffing will be required.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of undergraduate minor in News/Editorial Journalism Writing.

MOTION:

Approval to establish an undergraduate minor in News/Editorial Journalism Writing.

Potter College of Arts & Letters
School of Journalism & Broadcasting
Proposal to Create a New Minor Program

Contact Person: Mac McKerral, mac.mckerral@wku.edu, 745-5882

1. Identification of program:

- 1.1 Program title: Minor in News/Editorial Journalism Writing
- 1.2 Required hours in minor programs: 21
- 1.3 Special information: CIP# 09.0401
- 1.4 Catalog description: The minor in news/editorial journalism writing (reference # ---) requires a minimum of 21 hours. Students pursuing the minor can gain valuable knowledge and skills in professional media writing and journalistic storytelling. Required courses include: JOUR 201, 202, 301, 302, and 323. The remaining six hours, chosen in consultation with an assigned faculty advisor, may be selected from the following restricted electives: JOUR 325, 426, 422, 481*, 495*. Half of the hours in the minor must be at the 300- or 400-level.
(*JOUR 481 and 495 require the program coordinator's permission)

2. Rationale:

- 2.1 Reason for developing the proposed minor program:
Students who add the minor in News/Editorial Journalism Writing will improve upon a valuable range of skills and knowledge. Students will increase their competency in written and oral communication and add specialized professional skills in information gathering, reporting and editing, and press law and ethics.

The News/Editorial faculty has heard increasingly from students that we should offer a minor in News/Editorial Journalism. While this is anecdotal, there is a campus-wide measure to support it. More and more disciplines are using SJ&B News/Editorial classes within their curricula.

For example, entering 2011: the major in Pop Culture uses as a restricted elective JOUR 201 Media and Society; the major in Corporate and Organizational Communication lists JOUR 202 Intro to Media Writing as a restricted elective; and the minor in Legal Studies uses as a restricted elective JOUR 301 Press Law & Ethics.

There is good reason for campus-wide interest in this proposed minor.

- The SJ&B offers a range of classes highly sought in many career fields and with great potential for cross-disciplinary application. These include offerings in news writing and editing, and media law and ethics.

- These course offerings can enhance the interdisciplinary skills of written and oral communication, information gathering and interpersonal communications.
- More educators and private-sector leaders are talking about the value of student exposure to the journalism discipline and journalistic writing.

Two examples:

- From the article “Why Every Student Should Learn the Skills of a Journalist” on the website Mind/Shift, dedicated to exploring the future of education:

“The skills of a journalist mirror those of today’s media consumer which is why news literacy is a critical skill for all students,” said Esther Wojcicki, a teacher at Palo Alto High School. “Like journalists, students today are gathering information; however, unlike journalists, they do not have the skills for analyzing it, or writing about it. They should be taught these skills in school; we need to teach kids how to critically examine their research and make intelligent decisions about it. We need to teach them how to write for the Web so they can feel empowered to participate.”

“Journalism helps students get a rounded education,” said Gilbert Bailon, 2007-08 American Society of Newspaper Editors president. “It teaches literacy, critical thinking, diversity and community connection. It helps youth emerge as tomorrow’s leaders and stewards of our precious democracy.”

The WKU News/Editorial unit believes similar outcomes will apply to college students exposed to the journalism discipline. Because of the reduction or elimination of journalism classes and student media in high schools, many students arrive at WKU with little or no exposure to journalism.

- From the Scholastic Journalism Institute website:

“As journalism educators, we have an obligation to advocate for curricula that improves our democracy, our communities, our schools and, most importantly, our students. Journalism students research issues and synthesize positions based on fact; intelligently converse on a spectrum of issues; practice the five freedoms responsibly; and effectively communicate in words and images.”

- From the “Scholastic Journalism Institute White Paper on Threats to Scholastic Journalism Programs”:

“Despite numerous studies that demonstrate the value of journalism in the curriculum, the trend is increasingly for schools to reduce or eliminate journalism and related classes from academic offerings.”

Strong written and verbal communication skills, and exposure to developing communication technology are highly sought after in the marketplace.

- From a PowerPoint delivered by the keynote speaker Debra Humphreys at “Engaging the Spirit” in 2009 about curriculum in the 21st Century:

High Impact Practices: “Writing Intensive Courses.”

Humphreys said: “(Writing is) incredibly important. Everyone is worried about these skills. Everyone wants us to do better in that.”

Employers: Top Priorities for Increased Emphasis by Colleges: “Written and oral communication, 73 percent.”

WKU priorities from “Direction of Gen Ed” faculty survey: Ranked No. 1, “Oral and written communication skills” referenced by 98.1 percent of respondents.

- 2.2 Projected enrollment in the proposed minor program:
Approximately 20 to 25 students within a year of the implementation date — based on student inquiries asking if the School offers a minor in journalism. Enrollment is expected to increase within five years to 30 to 35 students. Currently there are 51 students in the broadcasting minor. There are 13 students in the digital advertising minor and 13 students in the mass communication minor. This is a gauge of student interest in media studies that supplement their major.
- 2.3 Relationship of the proposed minor program to other programs now offered by the department: The minor incorporates core courses and electives from the existing major in News/Editorial. The course of study includes a mix of theoretical and practical skills courses. The minor will complement many major areas of study. The minor will not go into the same depth and level of proficiency as the 42-hour major in News/Editorial. Students pursuing an accredited major within the School of Journalism & Broadcasting may not select the minor in news/editorial unless they have 80 hours outside the School and the field of mass communication/journalism.
The School currently offers minors in digital advertising, broadcasting and mass communication. The minor in news/editorial journalism would provide a concentrated program in journalism writing and editing. The other minors in the School are not focused on journalism. The minor in broadcasting does allow electives in broadcast journalism, but it is not the focus of the minor.
- 2.4 Relationship of the proposed minor program to other university programs:
The minor is non-duplicative and offers a strong option for other departments, which want their students to graduate with enhanced journalistic writing and media technology skills.

- 2.5 Similar minor programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):

Kentucky institutions:

- Kentucky State University: Minor in Journalism
- Eastern Kentucky University: Minors in Journalism and Visual journalism
- Murray State University: Minor in Journalism & Communications
- Northern Kentucky University: Minor in Journalism

Other minors offered within state institutions are in the areas of broadcasting and telecommunications

WKU Benchmark Institutions

California State University - Chico – Minor in Journalism

California State University - Fresno - Minor in Mass Communication and Journalism

Eastern Illinois University – Minor in Journalism

Eastern Michigan University – Minor in Journalism

Montclair State University – Minor in Journalism

Northern Arizona University – Minor in Journalism

Oakland University (Michigan) – Minor in Journalism

Missouri State University – Minor in Journalism

University of Northern Iowa – Minor in Communication/Journalism

Western Illinois University – Minor in Journalism

Wichita State University- Minor in Communication w/ emphasis in Journalism

Youngstown State University – Minor in Journalism

- 2.6 Relationship of the proposed minor program to the university mission and objectives: The minor specifically addresses the WKU mission and objectives in the areas of enhanced communications skills; student exposure to interdisciplinary education; and preparing students to be productive, engaged, and socially responsible citizens in a global society. The work of journalists serves as one of the highest forms of civic engagement.

The minor also addresses the WKU QEP standards of: (a) active learning approaches and multidisciplinary coursework, (b) applied scholarship, service learning, leadership and other experiential learning opportunities (journalism field work, work with student media and internships), and (c) increased commitment to promoting internationalism and appreciation for diverse ideas, cultures and peoples, (and placing) students' learning in a more practical and professionally-oriented context demanded by today's global marketplace.

3. **Objectives of the proposed minor:** The minor opens the resources of and learning opportunities housed in the SJ&B to students from a variety of disciplines. The minor offers those students an opportunity to enhance career opportunities and learning experiences through utilization of the

**CLASSROOM NAME CHANGE
HONORING DR. JOHN WASSOM**

REQUEST:

Approval of naming a classroom on the WKU South Campus in honor of Dr. John Wassom.

FACTS:

In recognition of Dr. John Wassom's dedication to WKU, the Gordon Ford College of Business, the University College and the Business Division of the Bowling Green Community College, Provost Gordon Emslie and President Gary Ransdell, with strong support from Deans Dennis George and Jeffrey Katz, recommend the naming of classroom C115 on the WKU South Campus in his honor. The IVS classroom designated for renaming was designed specially by the late Dr. Wassom for business classes.

Dr. John Wassom joined WKU in 1971 as an Associate Professor in the Economics Department in the Gordon Ford College of Business, and then was promoted to Full Professor in 1977. In 1978, Dr. Wassom became the head of the Economics Department and provided excellent leadership through 2003. He also served as interim Chair of the Marketing Department and interim Dean to the College of Business. From 2003 until 2011, he served as a special assistant to the Dean in the Gordon Ford College of Business, and from 2005 until 2011 as the interim chair of the Business Division of the Bowling Green Community College.

Dr. Wassom's passion for student and faculty success permeated his every thought, word, and actions. He was a quiet, humble gentleman who profoundly influenced the lives of thousands of students, faculty and administrators at WKU, as well as numerous constituents in the local business community. His calm demeanor and gentle wisdom were crucial, steadying influences in the Business Division and beyond for many years. Professionally, he was known throughout the nation as a reviewer and editor for economics texts; including, the *Kentucky Journal of Economics and Business*, *Basic Economics*, and the *Journal of Legal Economics* to name a few. Dr. Wassom also provided leadership and service to numerous professional and community organizations. During his tenure on the Service One Credit Union Board of Directors, the union grew from \$13 million to \$40 million in assets. His service and contribution to the community and profession leaves behind a legacy that truly exemplifies excellence.

BUDGETARY IMPLICATIONS & IMPLEMENTATION DATE:

No funds requested.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of classroom C115 named in honor of Dr. John Wassom.

MOTION:

Approval of naming classroom C115 on the WKU South Campus in honor of Dr. John Wassom.

**FACULTY EMERITUS
APPOINTMENTS**

REQUEST:

Approval of faculty emeritus status for recommended individuals.

FACTS:

Listed below are faculty members who have been recommended by the tenured faculty, department head, and college dean to be awarded emeritus/a status. They have served the university for at least ten years and have had distinguished records of achievement and service at the university.

Potter College of Arts and LettersDepartment of Art

Mr. John Oakes, Professor of Art, Emeritus

Department of Philosophy and Religion

Dr. John Long, Associate Professor of Philosophy and Religion, Emeritus

College of Health and Human ServicesAllied Health

Dr. William R. Howard, Associate Professor of Allied Health, Emeritus

BUDGETARY IMPLICATIONS:

No funds requested.

RECOMMENDATION:

President Gary A. Ransdell recommends awarding the above individuals faculty emeritus status.

MOTION:

Approval of faculty emeritus status awarded for the recommended individuals.

SABBATICAL LEAVES

REQUEST:

Approval of faculty sabbatical leaves for recommended faculty listed below.

FACTS:

Listed below are faculty members who have been recommended for sabbatical leave by the department head, College Sabbatical Advisory Committee, college dean, the Provost and President. They have served the university for at least six continuous full academic years, hold the rank of assistant professor or above, and submitted a successful application for the purpose of professional academic enrichment.

Potter College of Arts and Letters

<u>Name</u>	<u>Department</u>	<u>Period of Leave</u>
Ms. Kristina Arnold, Associate Professor	Art	Spring 2013
Mr. Clifton Brown, Associate Professor	Theatre and Dance	Spring 2013
Dr. Holli Drummond, Associate Professor	Sociology	Fall 2012
Dr. Paul Hondorp, Associate Professor	Music	Spring 2013
Dr. Glenn LaFantasie, Professor	History	Fall 2012
Dr. Holly Payne, Associate Professor	Communication	Spring 2013
Dr. Elizabeth Winkler, Associate Professor	English	Fall 2012

Gordon Ford College of Business

<u>Name</u>	<u>Department</u>	<u>Period of Leave</u>
Dr. H. Youn Kim, Professor	Economics	Fall 2012
Dr. Alexander Lebedinsky, Associate Professor	Economics	Spring 2013

Ogden College of Science and Engineering

<u>Name</u>	<u>Department</u>	<u>Period of Leave</u>
Dr. Shivendra Sahi, Professor	Biology	Spring 2013
Dr. Michael Smith, Associate Professor	Biology	Fall 2012
Dr. Nevil Speer, Professor	Agriculture	AY 2012-13
Dr. Zhonghang Xia, Associate Professor	Math & Computer Science	Fall 2012

College of Health and Human Services

<u>Name</u>	<u>Department</u>	<u>Period of Leave</u>
Dr. W. Jay Gabbard, Associate Professor	Social Work	Fall 2012
Dr. James Navalta, Associate Professor	Kinesiology, Recreation & Sport	Fall 2012

University College

<u>Name</u>	<u>Department</u>	<u>Period of Leave</u>
Ms. E. Dawn Hall, Associate Professor	Academic Support	Spring 2013
Mr. Ronald Mitchell, Associate Professor	Professional Studies	Spring 2013

BUDGETARY IMPLICATIONS:

No additional resources necessary to accommodate the sabbatical leaves.

RECOMMENDATION:

President Gary A. Ransdell recommends awarding the above individuals sabbatical leave.

MOTION:

Approval of faculty sabbatical leaves for the above recommended individuals.



WKU[®]

Board of Regents

EXECUTIVE COMMITTEE

Agenda Items

January 20, 2012

APPROVAL OF ATHLETIC EMPLOYMENT CONTRACT

REQUEST:

The President requests approval of a new Athletic Employment Contract between Western Kentucky University and Willie Taggart.

FACTS:

The University and Coach Taggart have negotiated an Athletic Employment Contract which outlines revised terms and conditions of his employment as head coach. A copy of the Employment Contract is included with this agenda material.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of an Athletic Employment Contract between Western Kentucky University and Willie Taggart.

MOTION:

Approval of the Athletic Employment Agreement between Western Kentucky University and Willie Taggart.

**WESTERN KENTUCKY UNIVERSITY
ATHLETIC EMPLOYMENT CONTRACT**

This Employment Contract is made this _____ day of ~~January, 2010~~, **December, 2011**, between **WESTERN KENTUCKY UNIVERSITY ("UNIVERSITY")** and **WILLIE TAGGART ("COACH")**.

**ARTICLE I
PURPOSE**

The **UNIVERSITY** and the **COACH** have entered into this Employment Contract because the **UNIVERSITY** desires to hire the **COACH** to serve as the head coach of the **UNIVERSITY's** football program.

The **UNIVERSITY** and the **COACH** agree that head coaches of intercollegiate athletic teams at Western Kentucky University conduct their professional activities under circumstances unique in the family of **UNIVERSITY** employees, including evaluation and scrutiny of team performances by the public and the media and control by external rules and regulations. These circumstances justify job security and commitment to the **COACH**, but less than a continuous appointment. For these reasons, the **UNIVERSITY** has agreed to employ and the **COACH** has promised to be employed by the **UNIVERSITY** upon the following terms and conditions.

The parties agree that the provisions of this contract shall supersede and replace any and all other Western Kentucky University Athletic Employment Contracts or agreements entered into between the parties and that such other contracts or agreements shall be null and void.

**ARTICLE II
POSITION**

2.01 DESCRIPTION OF COACH RESPONSIBILITIES

A. RECOGNITION OF DUTIES

The **COACH** agrees to be a loyal employee of the **UNIVERSITY**, and to use his best efforts and good judgment not to bring disrepute or criticism upon the **UNIVERSITY**.

The **COACH** agrees to devote his best efforts full time to the performance of his duties for the **UNIVERSITY**, to give proper time and attention to furthering his responsibilities to the **UNIVERSITY** and to comply with all rules, regulations, policies, and decisions established or issued by the **UNIVERSITY**. The **COACH** also agrees that, notwithstanding the provisions of Section 4.04, during the term of this Employment Contract, he will not engage, directly or indirectly, in any business or conduct which would detract from his ability to apply his best efforts to the performance of duties hereunder. **COACH** further acknowledges that the integrity and image of the **UNIVERSITY** are of paramount importance, and agrees that he shall act and speak positively about the **UNIVERSITY** and the **UNIVERSITY's** athletic program in private and public forums; and that he will support the **UNIVERSITY's** mission, policies, and decisions in all interactions with the public.

B. GENERAL DUTIES AND RESPONSIBILITIES OF COACH

During the period in which the **UNIVERSITY** employs the **COACH** as Head Football Coach, the **COACH** agrees to undertake and perform all duties and responsibilities attendant to the position of Head Football Coach as set forth in Section 2.01C. The **COACH** further agrees to abide by and comply with the constitution, bylaws, and interpretations of the National Collegiate Athletic Association (NCAA) and the Sun Belt Conference, or any other football conference the **UNIVERSITY** may choose to enter, as well as all **UNIVERSITY** rules and regulations relating to the conduct and administration of the football program. In the event that the **COACH** becomes aware, or has a reasonable cause to believe, that violations of such constitution, bylaws, interpretations, rules, or regulations may have taken place, he shall report the same promptly to the Athletics Director of the **UNIVERSITY**. All academic standards, requirements, and policies of the **UNIVERSITY** shall also be observed by the **COACH** and members of his staff at all times and shall not be compromised or violated at any time.

C. **SPECIFIC DUTIES AND RESPONSIBILITIES WHILE EMPLOYED AS COACH**

As of the beginning of this Employment Contract, the duties and responsibilities assigned to the **COACH** in connection with the position as Head Football Coach are as set forth below. This list of specific duties and responsibilities supplement, and is not exclusive of, the other general duties and responsibilities provided for elsewhere in this Employment Contract.

1. General Description: The position of Head Coach for the Football program is a specialized professional position. The **COACH** is responsible for evaluating, recruiting, training, and coaching student athletes to compete successfully against college competition and to successfully progress toward obtaining a college degree.
2. Responsibilities: In his position as Head Football Coach, the **COACH** shall be responsible for all aspects of the football program including budget, recruiting, training, supervision, evaluation, and performance of student athletes and coaching staff, subject to the terms of 2.03 below. The **UNIVERSITY** Athletics Director shall have sole responsibility and discretion for scheduling for the program, and will make reasonable efforts to consult with **COACH** regarding same.

2.02 **COACH MAY BE DISCIPLINED FOR VIOLATIONS OF UNIVERSITY RULES, REGULATIONS, OR POLICIES; NCAA OR CONFERENCE RULES AND REGULATIONS**

If the **COACH** is found to be in violation of a **UNIVERSITY** rule, regulation or policy, or an NCAA or Conference rule or regulation, the **COACH** shall be subject to disciplinary and/or corrective actions.

2.03 **REPORTING RELATIONSHIPS**

The parties (without delineating the particular terms and conditions) acknowledge that each party will use its best efforts and will cooperate with the other to provide the following support for the **UNIVERSITY's** football program.

- A. The **COACH's** immediate supervisor for purposes of implementing the Contract shall be the Athletics Director of the **UNIVERSITY**; notwithstanding anything to the contrary herein, all matters pertaining to the operation of the **UNIVERSITY's** football program shall be subject to the direction and control of the Athletics Director.
- B. The overall policy of the entire athletics program, including the football program, shall remain the exclusive prerogative of the **UNIVERSITY**. The Head **COACH** shall administer the daily routine and organization of the program as he deems necessary to effectuate its success, provided such administration shall be in accordance with the policies established by and under the direction of the Athletics Director.
- C. The **UNIVERSITY**, through the Athletics Director, shall permit the **COACH** to participate in decisions relating to choice and scheduling of football opponents, means of travel to be employed, hotel, food accommodations, size and content of the travel squad and party, and all other matters pertaining to the operation of similar phases of the football program, but final decisions in such matters shall be with the Athletics Director. It is specifically agreed and understood that travel arrangements shall be made in conformance with any contractual agreements between the **UNIVERSITY** and any travel agency.
- D. The **COACH** shall have the right to release, hire, and retain assistant football coaches subject to the **UNIVERSITY's** recruitment and hiring procedures and policies, and subject to the approval of the Athletics Director, the President of the **UNIVERSITY**, and the **UNIVERSITY's** Board of Regents.

ARTICLE III
TERMS OF EMPLOYMENT

The term of this Employment Contract shall begin on ~~the 1st day of January, 2010, and end on December 31, 2013~~ the 1st day of January, 2012, and end on December 31, 2015.. The parties agree that if circumstances do not exist that would justify dismissal for cause as defined in 5.01 herein during any year of this Contract, ~~the term of this Contract shall be extended by one additional year on January 1, 2014, through December 31, 2014,~~ the term of this Contract shall be extended by one additional year on December 31 of each year through December 31, 2018 (i.e. to provide for a continuing four-year term, through December 31, 2019.) Provided, however, that this extension provision shall not be construed to create an employment term that exceeds four (4) years at any given time, in accordance with the provisions of KRS 164.360(2).

ARTICLE IV
COMPENSATION

In consideration for the promises he has made in entering into this Employment Contract, the **COACH** shall be entitled to the following forms of compensation: base salary payments, season tickets, and outside income.

4.01 **BASE SALARY**

The base salary paid by the **UNIVERSITY** to the **COACH** for services and satisfactory performance of the terms and conditions of this Employment Contract shall be ~~\$225,000~~ be \$475,000, effective January 1, 2012, which shall be payable in equal monthly installments during the period of this Contract and made in conformity with the payroll procedure of the **UNIVERSITY**.

The **COACH** shall be eligible to participate in a group insurance, retirement, and voluntary payroll deduction program on the same basis and with the same **UNIVERSITY** contributions that apply to the **UNIVERSITY**'s non-academic administrative staff. . The **COACH** will be reviewed for his performance on an annual basis.

The parties agree that if the Football program wins eight (8) regular season games, the UNIVERSITY will adjust (increase) the COACH's base salary by fifteen percent (15%), to be effective January 1 of the year following the conclusion of that season. In each year following, if the Football team wins eight (8) regular season games, the UNIVERSITY will adjust (increase) the COACH's base salary by five percent (5%), to be effective January 1 of the year following the conclusion of that season.

In any season where the Football program does not win eight (8) regular season games, and assuming funds are available within the applicable fiscal year, the parties agree that the COACH's base salary shall be adjusted in accordance with the UNIVERSITY performance evaluation policies, *Operating Budget Procedures for Allocation of Merit Salary Increases*, in effect at the time.

4.02 SEASON TICKETS

The UNIVERSITY will provide the COACH without charge eight (8) chair-seat football tickets and four (4) floor-reserved seat men's and women's basketball tickets, so long as such floor seating is offered. In the event such seating is not offered, COACH shall be entitled to four (4) Red Towel seat men's and women's basketball tickets. Such tickets may not be resold by COACH. The COACH shall have the option to buy twelve (12) additional football tickets if available. The COACH shall be provided ten (10) football tickets for bowl/playoff games. It is agreed and understood that all tickets are provided to aid the COACH in the performance of his job (recruiting, etc.). It is intended that the value of the tickets be excluded from compensation under the Internal Revenue Code Section 132(a)(3) as a working fringe benefit.

4.03 COACH'S BONUS

Beginning with the 2010 football season and continuing thereafter for the term of the Contract, the COACH shall be entitled to the following team performance bonuses:

1. Six (6) Regular Season Wins: \$10,000.00
2. Each Regular Season Win beyond Six (6) \$10,000.00 per win
3. NCAA Playoff / non-BCS Bowl Bid: One month's salary

_____	and _____	\$75,000.00 for distribution to coaching staff and assistants upon approval of the Athletics Director
4.	BCS Bowl bid:	One month's salary
_____	and _____	\$150,000.00 for distribution to coaching staff and assistants upon approval of the Athletics Director
5.	Conference Coach of the Year	\$10,000.00
6.	National Coach of the Year	\$20,000.00
7.	Top Recruiting Class in Conference	
_____	Per agreed upon national ranking system	\$10,000.00
8.	Academic Progress Rate of 950 or above	\$10,000.00
9.	Season tickets confirmed sold in excess of 10,000 each year	\$ 6,000.00 per year
1.	Sun Belt Conference Title	One month's salary
	And	One month's salary for each Assistant Football Coach
2.	BCS Bowl bid:	Two month's salary
	and	Two month's salary for each Assistant Football Coach
3.	Conference Coach of the Year	\$10,000.00
4.	National Coach of the Year	\$20,000.00
5.	Football Team Semester GPA of 3.0 or higher	\$ 5,000 per semester
6.	Season tickets confirmed sold in excess of 10,000 each year	\$10,000.00 per year

All payments referenced above, including any payments to assistant coaches and/or staff, shall be paid in the form of salary and in accordance with the UNIVERSITY's payroll procedures.

The UNIVERSITY shall furnish to the COACH, for his use on a loan basis during the term of his Employment Agreement, one (1) automobile and shall pay for automobile liability and comprehensive

insurance and taxes, if applicable, upon the vehicle. **COACH** shall be solely responsible for all upkeep, maintenance, and/or repair of vehicle.

4.04 **OPPORTUNITIES TO EARN OUTSIDE INCOME**

While the **COACH** is representing the **UNIVERSITY** as Head Football Coach, he shall have the opportunity to earn outside income as a result thereof, but only upon the following terms and conditions:

General provisions concerning outside income. The following general terms and conditions shall apply to each case in which the **COACH** seeks to or makes arrangements to earn outside income as a result of his being Head Football Coach:

- A. **UNIVERSITY OBLIGATIONS ARE PRIMARY.** Such outside activities shall not interfere with the full and complete performance by the **COACH** of his duties and obligations as the **UNIVERSITY COACH**, recognizing always that the **COACH's** primary obligations lie with the **UNIVERSITY** and its students;
- B. **NCAA RULES CONTROL.** In no event shall the **COACH** accept or receive directly or indirectly any monies, benefit, or any other gratuity whatsoever from any person, group, corporation, Hilltopper Athletic Foundation, or Alumni Association if such action would violate NCAA legislation. The constitution, bylaws, rules and regulations, or interpretations thereof shall automatically apply to the agreement;
- C. **UNIVERSITY APPROVAL IS REQUIRED.** The **COACH** shall obtain the advance written approval from the President and Athletics Director of the **UNIVERSITY** before entering into such agreements. Approval shall not be unreasonably withheld;
- D. **UNIVERSITY IS NOT LIABLE.** Such activities are independent of the **COACH's** **UNIVERSITY** employment and the **UNIVERSITY** shall have no responsibility nor bear any liability for any claims arising therefrom;
- E. **COACH RETAINS ALL REVENUES.** Except for the limitations on such outside compensation as established by or set forth in this Agreement and in the constitution,

bylaws, rules and regulations, and interpretations thereof of the **UNIVERSITY**; the Sun Belt Conference, or any other conference the **UNIVERSITY** may choose to enter; and the NCAA, the **COACH** shall be entitled to retain all revenues generated by such outside activities (i.e., shoe contracts, speaking engagements, outside camps, etc.). **COACH** shall have the sole right to determine the brand of shoe wear, uniforms, and athletic equipment to be used by the **UNIVERSITY** football team.

- F. **SUMMER CAMPS.** **COACH** shall be entitled to at least three (3) weeks of football camps using **UNIVERSITY**'s athletic facilities and equipment. **COACH** shall have priority to conduct at least two weeks of camp (i.e., fourteen days) in the month of June after the regular term of public school in Kentucky has concluded. The operation of camp(s) will be conducted under the auspices of **UNIVERSITY** Athletic Department and shall be conducted in accordance with general policies of the **UNIVERSITY**. **COACH** will be obligated to pay the **UNIVERSITY** the sum of one dollar (\$1) for the use of its intercollegiate athletic facilities and equipment for each of the football camps, and said equipment and facilities shall be available for use for a minimum of three (3) weeks per year. A separate rate will be determined for the use of the Raymond B. Preston Health and Activities Center, which rate will not be unreasonable and which shall be determined by September 30 of the preceding year. Rates for room and meals to be charged by **UNIVERSITY** for such student camps shall be the lowest rate charged for student camps generally by the **UNIVERSITY**, which may vary from year to year. **COACH** agrees and understands that the **UNIVERSITY** will place a surcharge on each camper enrolled in the camps, and **UNIVERSITY** agrees to give **COACH** notice of the amount of the surcharge on or before September 30 of the preceding year. Such surcharge commence at \$3 per camper, effective with the summer of 2010. Should there be a conflict between **UNIVERSITY**'s men's football program and any other **UNIVERSITY** athletic team or

UNIVERSITY sponsored or affiliated program or organization concerning the use of the above facilities and equipment, this conflict shall be resolved by and in the sole discretion of the Athletics Director, who shall have the final determination on all matters. The **UNIVERSITY** agrees that it will cap the per camper fee at \$5 per camper throughout the term of this Agreement.

- G. **RADIO AND TELEVISION.** The **UNIVERSITY** will use its best efforts to secure a **COACH's** radio and/or television program to air weekly for thirty (30) minutes during the football season. The compensation payable to the **COACH** will be negotiated at such time as the plan(s) for the radio and/or television program are finalized.

ARTICLE V TERMINATION

The **COACH** recognizes that his promise to remain the **UNIVERSITY's COACH** through the entire term of this Employment Contract is of the essence. It is also recognized, however, that certain limited circumstances may make it appropriate for the **UNIVERSITY** to terminate this Contract prior to the completion of its entire term.

5.01 TERMINATION BY UNIVERSITY FOR JUST CAUSE

The **UNIVERSITY** shall have the right to terminate this Employment Contract for just cause prior to its normal expiration on December 31, 2013 (or 2014, in the event of extension). The term "just cause" shall include, in addition to normally understood meaning in Employment Contracts, any of the following:

1. Conviction of a felony or declared by a court of competent jurisdiction to be guilty of a crime involving moral turpitude;
2. Intentional serious violation of any law, rule, regulation, constitutional provision, bylaw, or interpretation of the **UNIVERSITY**; Sun Belt Conference, or any other football conference the **UNIVERSITY** may choose to enter, or the NCAA;

3. Intentional serious violation of any law, rule, regulation, constitutional provision, bylaw or interpretation of the **UNIVERSITY**, the Sun Belt Conference or the NCAA by a member of the football coaching staff, student athletes in the football program, or any other person under the **COACH's** supervision and direction, with the **material** knowledge or consent of the **COACH**; or,
4. Any statement or behavior on the part of the **COACH** which serves to bring disrepute upon or causes embarrassment to the **UNIVERSITY**, the Athletic Department, or the football program.

5.02 **UNIVERSITY'S OBLIGATIONS UPON TERMINATION FOR CAUSE**

In the event this Employment Contract is terminated for cause in accordance with the provisions of Section 5.01 hereof, and at the time of such termination if there is more than one (1) month of unexpired term of this Contract, the "severance fee" shall be computed and paid as if the unexpired term of this Contract was only one (1) month. The "severance fee" will be calculated solely on the base salary shown in Section 4.01. The **COACH** shall not be required or obligated to perform any further service or duties for the **UNIVERSITY** to be entitled to the "severance fee." In any meeting between **UNIVERSITY** official(s) and **COACH**, relating to termination for cause, both the **UNIVERSITY** and **COACH** have the right to have representation by legal counsel present.

5.03 **TERMINATION BY UNIVERSITY OR COACH WITHOUT CAUSE**

The **UNIVERSITY** and **COACH** shall have the right to terminate this Employment Contract prior to its normal expiration on the December 31, 2013, (or 2014 in the event of extension), without cause. Termination "without cause" shall mean termination of this Contract on any basis other than those set forth in Section 5.01. Termination by either party without cause shall be effectuated by delivering to the other party written notice of the terminating party's intent to terminate this Contract without cause.

5.04 **LIQUIDATED DAMAGES UPON TERMINATION BY EITHER PARTY WITHOUT CAUSE**

If either the **UNIVERSITY** or the **COACH** terminate this Contract without cause prior to its expiration date in accordance with the provisions of Section 5.03 hereof in the year referenced below, the party terminating shall pay the other party, as liquidated damages, ~~the following sums:~~

~~Year one of the contract term: \$900,000.00~~

~~Year two of the contract term \$900,000.00~~

~~Year three of the contract term \$675,000.00~~

~~Year four of the contract term \$450,000.00~~

~~Year five of the contract term* \$225,000.00~~

~~*Assuming the contract is extended as provided in Article III of this contract.~~

an amount equal to the **COACH's** base salary as of the date of separation or \$500,000.00, whichever amount is higher.

The sum paid shall be paid in equal monthly installments for the remaining term of the contract. If less than one year is remaining on the contract term, then the terminating party shall pay the other this sum on a pro-rated basis (1/12th) for the remaining months of that year. Failure to timely pay such liquidated damages shall constitute a breach of this Contract and such sum shall be recoverable together with reasonable attorney fees, in any court of competent jurisdiction.

For purposes of determining the "remaining contract period" of the Contract under the provisions of this paragraph, the remaining contract period shall include any extensions of the Contract.

In addition, in no case shall the **UNIVERSITY** be liable for the loss of any collateral business opportunities or any other benefits, perquisites, or income resulting from activities such as, but not limited to, camps, clinics, media appearance, apparel or shoe contracts, consulting relationships, or from any other sources that may ensue as a result of the **UNIVERSITY's** termination of this Contract without cause.

Should **COACH** decide to resign or retire from collegiate men's football and thereafter does not accept employment as a head men's football coach for at least one full year following the date of his resignation or retirement, these provisions shall not apply.

5.05 **ADDITIONAL CONSIDERATION UPON TERMINATION BY COACH WITHOUT CAUSE**

In addition to the provisions of paragraph 5.04, if **COACH** terminates this Contract without cause prior to its expiration date and within one (1) year of his termination accepts employment as Head Coach of the football program with any other college/university with a Division I-A (FBS) football program, **COACH** agrees to guarantee a (2) two-year home/home game series (i.e., one game to take place at Western Kentucky University, and one game to occur at hiring college/university) between the football team of the college/university which employs him and the **UNIVERSITY's** football team, with no requirement for financial remuneration on the part of that college/university or the **UNIVERSITY**. Said series must be scheduled within 12 months of termination of **COACH's** employment with **UNIVERSITY**, but in no event to begin later than ~~ten (10) years~~ **twelve (12) years** following the date of termination of **COACH's** employment with **UNIVERSITY**. If the hiring university has their schedule completed for the next ~~ten (10) years~~ **twelve (12) years** then the hiring university will schedule with **UNIVERSITY** upon any cancelations that may occur. If the hiring university fails to schedule the game series within 12 months of termination of **COACH's** employment with **UNIVERSITY**, then **COACH** shall pay the **UNIVERSITY** \$225,000.

The parties further agree that so long as the COACH remains employed at the UNIVERSITY, the sum noted above, \$225,000, shall be reduced by \$25,000, on January 1, 2013, and each year thereafter, but in no event shall the amount owed under this provision be less than \$50,000.

5.06. **TERMINATION BY DISABILITY OR DEATH**

It is expressly understood and agreed that this Contract constitutes a personal service agreement between the **UNIVERSITY** and **COACH**. In the event a disability prevents **COACH** from performing

the duties and responsibilities specified in this Contract, as certified by two (2) physicians selected or approved by the UNIVERSITY, or in the event of COACH's untimely demise, this Employment Contract shall terminate and neither party, including COACH's estate, shall have any further rights or obligations hereunder, the same as though termination were by the COACH were a resignation or retirement from collegiate men's football; provided, however, that in the event of a disability as set forth herein, COACH shall be entitled to apply for and, if eligible, participate in the Kentucky Teachers Retirement System disability retirement program and the UNIVERSITY's Long Term Disability Insurance Program.

5.07 **UNIVERSITY APPROVAL REQUIRED PRIOR TO NEGOTIATION WITH OTHER SCHOOLS OR EMPLOYERS**

The parties agree that should another coaching or sports related employment opportunity be presented to COACH or should COACH be interested in another coaching position during the term of his Employment Agreement, COACH must notify the UNIVERSITY's Athletics Director of such opportunity or interest, and obtain permission from the Athletics Director before any discussions can be held by COACH with anticipated coaching position principals, which permission shall not be unreasonably withheld.

5.08 **WAIVER OF JURY TRIAL AND RESOLUTION OF DISPUTES**

Parties to this agreement agree to waive trial by jury for any claim arising out of or relating in any way to this agreement or breach of this agreement.

**ARTICLE VI
MISCELLANEOUS**

6.01 **AMENDMENTS TO AGREEMENT**

This Agreement and the exhibits attached hereto contain the entire agreement of the parties with respect to the subject matter of this Agreement, and supersede all prior negotiations, agreements and understandings with respect thereto. This Contract can only be altered or amended by written agreement between the COACH and the UNIVERSITY's designated representative.

6.02 **UNIVERSITY RETAINS ALL MATERIALS AND RECORDS**

All materials or articles of information, including, without limitations, personnel records, team information, films, tapes, statistics, or any other material or data furnished to the **COACH** by the **UNIVERSITY** or developed by the **COACH** on behalf of the **UNIVERSITY** or at the **UNIVERSITY's** direction of the **UNIVERSITY's** use or otherwise in connection with the **COACH's** employment hereunder are and shall remain the sole and confidential property of the **UNIVERSITY**. Within thirty (30) days of the expiration of the term of this Contract or its earlier termination as provided herein, the **COACH** shall immediately cause any such materials in his possession or control to be delivered to the **UNIVERSITY**.

6.03 **TAX LIABILITIES**

The **COACH** shall be responsible for any and all income tax liabilities, interest, and/or penalties related to any benefits received pursuant to this contract.

6.04 **LAWS OF THE COMMONWEALTH OF KENTUCKY**

This Contract shall be interpreted under the Laws of the Commonwealth of Kentucky, and if any provision of the Contract may be prohibited, this shall not invalidate the remaining provisions of the Contract.

6.05 **ACKNOWLEDGMENT**

The **COACH** acknowledges that he has read and understands the foregoing provisions of this Contract, that he has consulted with his personal legal counsel, and that such provisions are reasonable and enforceable, and he agrees to abide by this Contract and the terms and conditions set forth herein.

IN WITNESS WHEREOF, the parties hereto set forth their respective signatures on this

Contract as of the date set forth below.

WESTERN KENTUCKY UNIVERSITY

BY: _____
GARY A. RANSELL
PRESIDENT

DATE: _____

BY: _____
ROSS BJORK
ATHLETICS DIRECTOR

DATE: _____

BY: _____
WILLIE TAGGART
HEAD FOOTBALL COACH

DATE: _____

**SECOND READING: AMENDMENTS TO THE BYLAWS OF
THE BOARD OF REGENTS**

REQUEST:

That the Board approve the second reading of proposed amendments to the Bylaws of the Board of Regents.

FACTS:

During the retreat and subsequent Board meeting in July of 2011, the Board approved moving forward with revisions to the Bylaws. During the July meeting, the Board also approved including an indemnity provision as part of the amendments. Due to the insertion of this provision, the amendments will require a second reading and approval.

BUDGETARY IMPLICATIONS:

No funds requested.

RECOMMENDATION:

President Gary A. Ransdell recommends that the Board approve the second reading of proposed amendments to the Bylaws of the Board of Regents.

MOTION:

Approval of the second reading of the proposed amendments to the Bylaws of the Board of Regents.

**BYLAWS
OF THE BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY**

[Amended May 15, 1998]
[Amended January 26, 2001]
[Amended _____, 2011]

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** the President, officers, faculty, and employees of the University **which** implements and carry **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 herein.

ARTICLE I

DUTIES AND RESPONSIBILITIES OF THE BOARD

1. Statutory Duties and Responsibilities. Pursuant to the Kentucky Revised Statutes, the government of Western Kentucky University is vested in the Board of Regents, and, as such, the Board may:
 - A. Receive grants of money and expend the same for the use and benefit of the University;
 - B. Adopt bylaws, rules, and regulations for the government of its members, officers, agents, and employees, and enforce obedience to such rules;
 - C. Require such reports from the President, officers, faculty, and employees as it deems necessary and proper from time to time;
 - D. Determine the number of divisions, departments, bureaus, offices, and agencies needed for the successful conduct of the affairs of the University;

- E. Grant diplomas and confer degrees upon the recommendation of the President and faculty.

In addition to the foregoing, the Board shall:

- F. Appoint and remove the President and, on the recommendation of the President, may, in its discretion, appoint all faculty members and employees and fix their compensation and tenure of service, subject to the provisions of KRS 164.360;
 - G. Exercise authority over and control of appointments, qualifications, salaries and compensation payable out of the State Treasury or otherwise, promotions, and official relations with all employees; and,
 - H. Exercise such other authority, duties, and responsibilities as from time to time may be conferred upon them in accordance and compliance with the applicable Kentucky laws and regulations.
2. Other Duties and Responsibilities: Recognizing its authority to do so under KRS 164.350 and realizing the significance of serving on the Board of Regents of Western Kentucky University, the Board of Regents agrees that it shall assume the following duties as Regents for Western Kentucky University:
- A. To devote time to learn how the University functions—its uniqueness, strengths, and needs;
 - B. To become familiar with, committed to, and abide by the major responsibilities of this governing board, as set out in the Bylaws of the Western Kentucky University and the Kentucky Revised Statutes, including:
 - 1) To define and clarify the mission and approve long-range plans;
 - 2) To assess periodically their own performance and that of the President;
 - C. To act as a policy-making body.
 - D. To accept the spirit of academic freedom and shared governance as fundamental characteristics of University governance.

ARTICLE II

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~~ **agreed upon by the Board**. The Board of Regents shall ~~approve~~ at least annually **agree to a** 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 and with the concurrence of the chairperson, 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, electronic mail, or or mailed to U.S. postal or private delivery service** 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 Wetherby Administration Building. Notice shall be calculated so that it shall be posted at least twenty-four (24) 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 and the Chairperson to develop an agenda ~~after consultation with the Executive Committee for each meeting of the Board of Regents~~ **including items which come through Committees of the Board.**

ARTICLE III

1. **Officers.** The officers of the Board of Regents shall be a chairperson, a vice chairperson, a secretary, and a treasurer.
2. **The Election.** The chairperson, vice chairperson, and secretary of the Board of Regents shall be elected and the treasurer appointed 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 and appointment.
3. **Term of Office.** All officers shall hold office for a term of one year or until their successors have been duly elected/appointed 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-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 to the Board of Regents shall be elected annually and shall report to the Board. In the absence of the Secretary, the Chair of the Board shall be responsible for appointing an individual to act as Secretary to the Board. The Board secretary shall be responsible for certifying compliance with all open meetings and open records requirements.

TREASURER

The treasurer to the Board of Regents shall not be a member of the Board of Regents and shall be appointed annually. 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 IV

1. **Committees of the Board of Regents.** The standing committees of the Board of Regents shall be the Executive Committee, the Academic Affairs Committee, the Finance and Budget Committee, and the 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. **In addition, the immediate past chairperson of the Board shall serve as an ex officio, non-voting member of the Executive Committee.** 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 **and/or recommendations** on issues relating to alumni relations, auditing, athletics, development, governmental and public affairs, legal, human resources, and 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 Affairs Committee:** The Academic Affairs Committee shall **be responsible for evaluating all recommendations coming to the Board of Regents** **have authority to review, evaluate, provide guidance and /or recommendations** affecting the academic and intellectual affairs of the University. The Academic 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** **shall have authority to review, evaluate, provide guidance and /or recommendations** 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. **Student Affairs Committee:** *(Revised 4-30-04)* The Committee ~~will review, evaluate, and provide guidance~~ **shall have authority to review, evaluate, provide guidance and /or recommendations** on all matters related to student life issues, including facilities, renovation, or new construction related to or associated with same. In addition, this Committee shall have delegated authority from the Board of Regents to render a final decision on an appeal of any student disciplinary decision rendered by the University Disciplinary Committee. Any decisions rendered by the Committee should be reported to the full Board at the next regular meeting following the Committee's decision. The Committee will consist of a minimum of three and a maximum of five members of the Board. Absent a unanimous vote of the Student Affairs Committee, the matter will be referred to the full Board for final resolution. 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/ Board Members as Advisory Members.** The President ~~and all members of the Board of Regents~~ shall serve as ~~ex-officio members~~ **an ex officio, non-voting member** of all committees of the Board of Regents,

including those created from time to time by the Board. **All members of the Board of Regents shall serve as advisory (non-voting) 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.

ARTICLE V

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 affect 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.
4. **Indemnification.** **The members of the Board of Regents (past, present and future) shall be indemnified and be held harmless from and against all civil liabilities, including judgments, decrees, fines, penalties, expenses, fees, amounts paid in settlement or any other costs, losses (including but not limited to attorney's fees and court costs) not otherwise covered by the insurance coverage maintained by the University and arising or resulting from or in connection or association with, any threatened, pending or completed action, suit or proceeding (whether civil, administrative, investigatory or otherwise) and any appeals related thereto, under which the members of the Board are parties or participants because of their actions or omissions performed in good faith and in any capacity during the course and in the scope of their employment service on behalf of the University, whether incurred before or after the adoption of these Bylaws, unless they are finally adjudicated to be liable for willful, wanton or malicious conduct or criminal conduct as defined by law or regulation of any state or national government. Indemnification must conform with state and federal statutes and regulations.**

ARTICLE VI

1. **Responsibilities of the President.** The President of the University is appointed by the Board of Regents and serves at the pleasure of the Board. The President is the chief executive and academic officer of the University and has direct charge of and is responsible to the Board for the operation of the University. The President shall submit to the Board, in writing, an annual report on the condition of the University.
 - A. **Responsibilities of the President include, but are not limited to:**
 - (1) Providing leadership to the Board and the community in the development of the University's mission and programs;
 - (2) Supervising the University's faculty and all other University employees;
 - (3) Balancing the University's revenues and expenditures, managing the University's funds and other resources, assuring the financial integrity of the University, and reporting the financial condition of the University to the Board, on a regular basis;
 - (4) Managing and personally participating in public and private fund-raising;
 - (5) Managing the University's facilities;
 - (6) Implementing the Policies and Procedures of the Board;
 - (7) Making recommendations to the Board concerning the initial appointment of faculty, the award of tenure to faculty, and the granting of emeritus status;
 - (8) Making recommendations to the Board concerning student fees;
 - (9) Recommending to the Board a management structure for the University and the organization of the University's academic programs into colleges, schools, departments, divisions, and centers of instruction;
 - (10) Making other recommendations, as necessary, to the Board or to Board committees with regard to matters falling within the authority of the Board;
 - (11) Speaking on behalf of the University as its official spokesman and representing the University as its designated representative;

- (12) Presiding over official meetings and functions of the University;
 - (13) Informing the Board of actions taken by the President, as appropriate, and of the development of critical or controversial issues;
 - (14) To review, accept, modify, or reject recommendations of the campus governance bodies, or to cause such activities to be done, with respect to any matter concerning academic policy, programs, or procedures. To present to the Board all formal recommendations on such matters, ensuring that significant dissenting positions are reported. In turn, the President shall inform the faculty of the Board's position in those areas where their interests and well-being are affected; and,
 - (15) Performing such other specific responsibilities as are required by the Policies and Procedures of the Board or by the laws and regulations of the state of Kentucky.
- B. The President is hereby designated as an official spokesman and representative of the University. As the University's designated representative, the President is delegated the general authority to act on behalf of the University and the Board of Regents.
- C. The authority of the President to act on behalf of the University and the Board includes, but is not limited to, the authority:
- (1) To make recommendations to the Board to appoint and to reappoint all faculty and fix their salaries;
 - (2) To make recommendations to the Board to approve promotions in rank of faculty;
 - (3) To make recommendations to the Board to take final actions on behalf of the University in all other personnel matters concerning the University employees, except that the President shall not have the authority to make final decisions on faculty requests for Board review of negative tenure decisions or to make final decisions on severe sanctions including dismissal for cause and/or dismissal for financial reasons;
 - (4) To approve the awarding of degrees and certificates to candidates who have completed all degree requirements and are recommended by the faculty of the appropriate college, school, or division, and the authority to confer such degrees and certificates;
 - (5) To approve the use of University facilities;

- (6) To approve the use of the University's name and visual identification;
 - (7) To execute contracts, leases, and other legal instruments;
 - (8) To execute documents necessary to purchase, sell, or otherwise convey interests in real property, subsequent to Board approval;
 - (9) To accept gifts on behalf of the University;
 - (10) To exercise such authority as is provided by the Policies and Procedures of the Board or by the statutes and regulations of the state of Kentucky.
- D. The President may designate another University officer or employee to exercise, in whole or in part, the authority provided to the President herein, provided that the President shall be responsible for the actions of his/her designee.
2. **Review and Compensation of the President.**
- A. The President shall be evaluated, in executive session, at the annual meeting of the Board, according to written objectives, specific and general, developed by the President in conjunction with the Board and presented to the Board at the outset of each academic year. The Board shall have the discretion to obtain the services of an outside evaluator to assist the Board in the evaluation of the President.
 - B. The Executive Committee shall serve as the President's Compensation Committee and, based on each annual evaluation, meet in executive session to review the President's compensation package. The compensation package recommended by the Executive Committee shall be presented to the full Board for approval.

ARTICLE VII

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.



WKU[®]

Board of Regents

**FINANCE & BUDGET
COMMITTEE**

Agenda Items

January 20, 2012

AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2011

REQUEST:

Acceptance of the Auditor's Report and Financial Statements for the fiscal year ended June 30, 2011.

FACTS:

The financial statements of the University, including Management's Discussion and Analysis, are the responsibility of Western Kentucky University management. The establishment and maintenance of an internal control structure and compliance with laws, regulations, terms, and conditions of grants and contracts also are the responsibility of University management. Western Kentucky University contracts with an independent external auditor who provides to the Board of Regents opinions that the financial statements present fairly the financial position of the University; the University has complied with applicable laws and regulations; and the design and operation of the University's internal control structure are effective.

Crowe Horwath, LLP has completed the audit for the fiscal year June 30, 2011 and has issued its report thereon dated September 29, 2011. The audit was performed in accordance with generally accepted auditing standards (GAAS). These standards are designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing GAAS procedures, Crowe Horwath, LLP established scopes of audit tests in relation to the financial statements taken as a whole. The audit does not include a detailed audit of every transaction. The Accountants' Report and Financial Statements include separate financial statements for the Western Kentucky University Foundation, WKU Student Life Foundation, and College Heights Foundation. These foundations are recognized as "discretely presented component units." Comparative information is included for each component unit.

In conjunction with this audit, Crowe Horwath, LLP prepared the Independent Accountant's Report in Compliance with Specified Requirements of Commonwealth of Kentucky House Bill 622. This State requirement is for an external auditor to express an opinion on the University's compliance with State requirements pertaining to accounting, auditing and payroll procedures; investments and interest income procedures; and purchasing procedures. The Report states that the University is in compliance with the criteria set forth by the Minimum Audit Scope for Compliance with House Bill 622.

The Independent Accountants' Report includes no issues to be addressed by University management.

As required by OMB Circular A-133 for federal awards, a schedule of findings and questioned costs is included with the Annual Financial Report. No findings or questioned costs were identified during the audit. Crowe Horwath, LLP noted no material weaknesses in internal control over financial reporting nor any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

RECOMMENDATION:

President Gary A. Ransdell recommends that the Board of Regents accept the Auditor's Report and Financial Statements for the fiscal year ending June 30, 2011.

MOTION:

Accept the Auditor's Report and Financial Statements for the fiscal year ending June 30, 2011.

2011-12 OPERATING BUDGET REVISIONS

REQUEST:

Approve the revisions to the 2011-12 Operating Budget.

FACTS:

The proposed revisions to the *Western Kentucky University 2011-12 Operating Budget* total \$21,190,973. Included in the budget revisions are \$20,499,973 in Net Assets (carry forward) from FY2011 and \$691,000 in additional revenue projected to be generated in excess of the FY2012 approved budget. Net Assets are generated by exceeding budgeted income estimates and under spending of budgets intended for carry forward commitments. Below is an explanation outlining the proposed uses of the unbudgeted carry forward funds:

- \$1,022,000 in carry forward accruing to the University and allocated to Academic Affairs will be used for performing artists series, orchestra tour in China, marching band uniforms and instruments, teaching and research equipment, classroom improvements, regional campus operating and marketing support, converting space in KY Museum for new exhibits, and increased filing fees and costs associated with immigration filings.
- Athletics' additional carry forward of \$600,000 will be used for constructing additional office space, travel expenses, equipment replacement, improving support areas for sports, any shortfall in revenue, and general operating expenses.
- \$235,000 in carry forward accruing to the University and allocated to Campus Services and Facilities will be used for a storage shed, parking lot, sidewalks and landscape near the track and Facilities Plant, and campus sustainability projects.
- \$148,000 in carry forward accruing to the University and allocated to Chief Diversity Officer will provide funds for the minority faculty hiring incentive program.
- Chief of Staff's additional carry forward of \$2,681 will be used for supplies and other operational items.
- Development and Alumni Relations will devote its additional carry forward of \$4,098 to help fund ResearchPoint, a new prospect research tool. In addition, \$395,000 in carry forward accruing to the University and allocated to Development and Alumni Relations will be used for the conclusion of the WKU capital campaign and victory celebration and

provide support for a growing alumni population, annual fund solicitations, phone-a-thon costs, a development officer for Honors College/Gatton Academy/Gifted Studies, and prospect research.

- \$100,000 in carry forward funds accruing to the University and allocated to Finance and Administration will be used to supplement the WKU Wellness Campaign.
- Information Technology's additional carry forward of \$135,554 will be used to replace aging equipment in Networking and the Data Center which will increase efficiency and should result in significant power savings. In addition, \$152,000 in carry forward accruing to the University and allocated to Information Technology will be used to upgrade the IT network in the Library and for IT personnel for Library Services.
- \$110,000 in carry forward accruing to the University and allocated to Public Affairs will be used for the implementation of WKU's Marketing Program and for the redesign of the University website.
- Research will devote its additional carry forward of \$143,701 to maintenance and renovation at the Center for Research and Development. \$550,000 in carry forward accruing to the University and allocated to Research will be used for operating support for the Kentucky Mesonet Statewide Weather Tracking System and for Student Business Accelerator space in the Center for Research and Development.
- \$545,000 in carry forward accruing to the University and allocated to Student Affairs will help support WKU Police operating expenses including a partnership between WKU Police and Warren County for surveillance and law enforcement equipment. Funds will also be directed towards Preston Center operations including the replacement of WKU tennis courts. Additional funding will help support Judicial Affairs, Counseling Center Pre-Doctoral Internship Program, and Student Leadership Programs.
- \$459,262 was recaptured from carry forward attributed to each Division and will be used for infrastructure repairs across campus such as campus steam lines, parking lots, sidewalks, and lighting.
- \$2,800,000 in carry forward accruing centrally to the University will fund one time supplemental pay of \$1,000 with benefits for each full time employee who was employed by 7/1/11 and continues employment through 12/31/11.
- \$169,915 in carry forward accruing to the University is unallocated and will be held in the institutional contingency for unexpected needs.

- \$10,199,173 in DELO carry forward is associated with 16 Division of Extended Learning & Outreach indexes. \$330,430 will supplement Knicely Center operations while \$354,387 will be used for one time staffing needs and an international program initiative. \$4,198,029 will fund DELO operations including the DELO distribution to the University/Colleges/Departments, Academic Affairs one time commitments, capital projects, and GTAs. These funds will support increasing and improving the University’s distance learning offerings and operations. \$5,316,327 is committed to current year projects and the budgeted DELO Reserve which has been capped at \$3.5M.
- Balances generated by revenue dependent programs and workshops are returned to the respective programs.

Additional requested revisions to the *Western Kentucky University 2011-12 Operating Budget* totaling \$691,000 include the following:

- \$242,000 in anticipated insurance reimbursements mostly due to the 2010 flood and 2011 wind storm will be allocated to cover various repairs across campus.
- \$30,000 in additional Gatton Academy housing revenue to be used for Gatton Academy operating expenses.
- \$106,000 in revenue dependent programs will fund program needs.
- \$13,000 in commissions for software sales will be allocated to Information Technology and will be used to purchase software licenses.
- \$300,000 in miscellaneous revenue will be returned to the respective departments.

<u>Sources</u>	<u>Proposed Revision</u>
Educational and General	
Net Assets	\$20,499,973
Insurance Proceeds	242,000
Gatton Academy Housing	30,000
Student Teaching Overseas Placement	55,000
Software Solutions Services	10,000
Kelly Autism Program	41,000
Information Technology Electronic Software Distribution	13,000
 Other Sources	 <u>300,000</u>
 Total	 \$21,190,973

Use

Net Assets	
Academic Affairs University Allocation	1,022,000
Athletics	600,000
Campus Services and Facilities University Allocation	694,262
Chief Diversity Officer University Allocation	148,000
Chief of Staff	2,681
Development and Alumni Relations	4,098
Development and Alumni Relations University Allocation	395,000
Finance and Administration University Allocation	100,000
Information Technology	135,554
Information Technology University Allocation	152,000
Public Affairs University Allocation	110,000
Research	143,701
Research University Allocation	550,000
Student Affairs University Allocation	545,000
DELO	10,199,173
Revenue Dependent and Workshops	2,728,589
University Central	<u>2,969,915</u>
Subtotal	20,499,973
Gatton Academy	30,000
Teacher Services	55,000
Software Solutions	10,000
Kelly Autism Program	41,000
Information Technology Electronic Software	13,000
Miscellaneous Reimbursements Campus Wide	<u>542,000</u>
Total	\$21,190,973

RECOMMENDATION:

President Gary A. Ransdell recommends that the Board of Regents approve the revisions to the 2011-12 Operating Budget.

MOTION:

Approve the revisions to the 2011-12 Operating Budget.

PERSONNEL ACTIONS

REQUEST:

Approval of faculty and staff personnel actions which have been approved through administrative channels and executed through the human resources information system during the period 09/10/2011 – 11/29/2011.

FACTS:

This request includes a variety of customary actions pertaining to people and positions. Each action is identified by “type” and “funding source”. Salary increases equal to or greater than \$5,000 and not associated with a personnel transfer are noted with a detailed explanation.

BUDGETARY IMPLICATIONS:

Funding is provided as indicated for each transaction.

RECOMMENDATION:

President Gary A. Ransdell recommends approval of all faculty and staff personnel actions as referenced above.

MOTION:

Approve faculty and staff personnel actions.

Entered 9/10/2011 through 11/29/2011

Department	Employee	Title	Effective Date	Current Rate/Salary	Proposed Rate/Salary	Type Action	Funding Source	Salary Increase Reason
Architectural & Manufacturing Sciences	Keith E. Sylvester	Department Head	1/10/2012		110,244.00	Initial Appointment	E&G	
Biology	Adam Matthew Weidner	Visiting Assistant Professor	8/15/2011		40,008.00	Initial Appointment	E&G	
Liberal Arts & Science	James Baffour Asare	Assistant Professor	9/16/2011		41,772.00	Initial Appointment	E&G	
Political Science	Russell McArthur Frazier	Visiting Minority Scholar Fellow	8/1/2011		47,004.00	Initial Appointment	E&G	
Public Health	Akihiko Michimi	Research Assistant Professor	10/1/2011		45,000.00	Initial Appointment	E&G	
Philosophy & Religion	Monique N. Moultrie	Visiting Minority Scholar Fellow	7/1/2011	47,004.00	47,004.00	Reappointment	E&G	
School of Nursing	Natasha Jane McClure	Instructor	1/1/2012	20,004.00	20,004.00	Reappointment	E&G	
School of Nursing	Lisa Eileen Stewart	Instructor	1/1/2012	20,004.00	20,004.00	Reappointment	E&G	
Accounting	Charles Richard Aldridge	Professor	6/30/2012			Retirement	E&G	
Counseling and Student Affairs	Neressa Beth Minatrea	Professor	12/31/2011			Retirement	E&G	
Counseling and Student Affairs	Donald R. Nims	Professor	6/30/2012			Retirement	E&G	
Ed. Admin., Leadership & Research	Sharon Lee Spall	Associate Professor	12/31/2011			Retirement	E&G	
History	Hugh D. Phillips	Professor	12/31/2011			Retirement	E&G	
History	Richard David Weigel	Professor	6/30/2012			Retirement	E&G	
Journalism & Broadcasting	Harry Leigh Allen	Associate Professor	12/31/2011			Retirement	E&G	
Public Health	Stephen Nagy	Professor	12/31/2011			Retirement	E&G	

Completed Staff Personnel Actions Subject to Board Approval
Entered 9/10/2011 through 11/29/2011

Department	Employee	Title	Effective Date	Current Rate or Salary	Proposed Rate or Salary	Type Action	Funding Source	Salary Increase Reason
Academic Support	Carol Nichole Sherrell	Learning Assistance Specialist	9/27/2011		30,000.00	Initial Appointment	E&G	
Art	Dakota Alan Rainwaters	BW PT Maint 00	10/17/2011		10.00	Initial Appointment	E&G	
Building Services	Renee Antoinette Clement	Building Services Attendant	11/7/2011		8.26	Initial Appointment	E&G	
Building Services	Roger L. Duncan	Building Services Attendant	11/7/2011		8.26	Initial Appointment	E&G	
Building Services	Otto Paul Finta	Building Services Attendant	9/26/2011		8.26	Initial Appointment	E&G	
Building Services	Mark D. Fuqua	Building Services Attendant	11/7/2011		8.26	Initial Appointment	E&G	
Building Services	Ashlee Denise King	Building Services Attendant	9/26/2011		8.26	Initial Appointment	E&G	
Building Services	Tabitha Lee Watkins	Building Services Attendant	9/26/2011		8.26	Initial Appointment	E&G	
Building Services	Gerald Gene White	Building Services Attendant	9/26/2011		8.26	Initial Appointment	E&G	
Building Services	Gerald Jay Williams	Building Services Attendant	9/26/2011		8.26	Initial Appointment	E&G	
Environment, Health & Safety	David Earl Oliver	Director	12/1/2011		80,004.00	Initial Appointment	E&G	
Facilities Management	Joseph David Biedsoe	Sr Zone Maintenance Technician	9/12/2011		16.45	Initial Appointment	Aux	
Human Resources	Jessica Loyce Powell	Data Management Associate	10/17/2011		28,008.00	Initial Appointment	E&G	
Institutional Research	Leslie R. Davis	Research Assistant	11/1/2011		36,000.00	Initial Appointment	E&G	
Libraries	John Franklin Beemer	BW PT Clerical 00	9/26/2011		10.00	Initial Appointment	E&G	
Office of Scholar Development	Cassandra Ruth Warren	BW PT Tech 00	10/31/2011		15.00	Initial Appointment	Grant	
Ogden College of Science & Engr	Cheryl Stevens	Dean	1/23/2012		137,508.00	Initial Appointment	E&G	
Student Activity, Org & Leadership	Alissa R. Mansfield	Coord, Student Activities	9/14/2011		34,008.00	Initial Appointment	E&G	
Student Disability Services	Peggy V. Bonner	BW PT Tech 00	8/31/2011		14.00	Initial Appointment	Grant	
Building Services	Burdetta Jean Lindsey	Building Services Attendant	11/7/2011		8.26	Rehire	E&G	
Computer Information Systems	Ara Nazem Sprouse	Office Assistant	9/27/2011		25,008.00	Rehire	E&G	
Physics & Astronomy	Rachel Campbell	Observatory Ed. Scientist	9/12/2011		48,852.00	Rehire	E&G	
Small Business Development Center	Miller Bruce Slaughter	Director	10/17/2011		75,000.00	Rehire	Grant	
Student Publications	John S. Tebault	Manager, Advertising and Sales	10/3/2011		40,008.00	Rehire	E&G	
Theatre & Dance	Misty Leigh Butler	BW PT Tech 00	9/30/2011		25.00	Rehire	E&G	
Theatre & Dance	Julie Anne Pride	BW PT Tech 00	9/28/2011		25.00	Rehire	E&G	
Academic Advising and Retention Ctr	Jessica Darsey McCray	Office Coordinator	3/1/2012	27,000.00	27,000.00	Reappointment	E&G	
Biology	Christopher Ward Johanson	BW PT Tech 00	10/10/2011	15.00	15.00	Reappointment	Grant	
Kentucky Climate Center - POD	James Kyle Thompson	Meteorology/Electronics Tech	1/3/2012	33,000.00	33,000.00	Reappointment	E&G	
Library Technical Services	Daniel F. Pawley	BW PT Tech 00	8/21/2011	12.00	12.00	Reappointment	E&G	
SKYTeach	Denis Mujic	Office Associate	11/16/2011	22,800.00	22,800.00	Reappointment	Grant	
Veterans Upward Bound	Martha Rascoe Kenney	Director	10/1/2011	48,564.00	48,564.00	Reappointment	Grant	
Veterans Upward Bound	Rickey Melvin Wright	Coord, Vet Upward Bound	10/1/2011	32,712.00	32,712.00	Reappointment	Grant	
Academic Advising and Retention Ctr	Tanner Alden Stewert	Academic Advisor	10/1/2011	28,500.00	32,004.00	Status Change (Temp to Reg)	E&G	
College of Ed & Behavioral Science	Devin Thomas Bell	Technology Support Specialist	10/1/2011	31,500.00	35,004.00	Status Change (Temp to Reg)	E&G	
Health & Fitness Lab	Mark Cline	BW PT Tech 00	11/17/2011	20.00	20.00	Status Change (Temp to Reg)	Grant	
Human Resources	Brittany Lynn Reber	Human Resources Coordinator	11/1/2011	25,008.00	27,000.00	Status Change (Temp to Reg)	E&G	
Men's Football	Wilbur Louis Hackett	Asst. Dir, Football Operations	11/1/2011	24,504.00	24,504.00	Status Change (Temp to Reg)	E&G	
Ticket Manager	Grant L. Stepp	Coordinator, Ticket Sales	11/21/2011	8.00	26,508.00	Status Change (Part Time to Full Time)	E&G	
Accounting & Financial Reporting	Benjamin W. Harmon	Dir, Acctg & Financial Rptng	9/1/2011	84,216.00	84,924.00	Degree	E&G	
Student Support Services	Terrance Christopher George	Director, Student Support Svcs	9/1/2012	46,704.00	47,604.00	Degree	Grant	
Academic Affairs & Provost's Office	Ladonna Loy Hunton	Dir, Academic Resource Allocation	1/1/2012	66,876.00	70,884.00	Reclassification	Grant	
Child Care	Rebekah Ann Johnson	Office Associate	11/1/2011	22,344.00	25,344.00	Reclassification	RD	
Student Technology	Thomas Oren Gaffin	Information Tech Consultant	10/1/2011	34,452.00	41,496.00	Reclassification	E&G	
Accounting & Financial Reporting	Sophie Ann McAdams	Asst Dir (Grants/Contr Acctng)	11/7/2011	43,164.00	51,600.00	Transfer	E&G	
Building Services	Susan Lynn Key	Team Leader, Building Services	11/7/2011	8.69	10.43	Transfer	E&G	
College of Health and Human Services	Amanda Jayne Skinner	Advising Associate	10/25/2011	26,748.00	26,808.00	Transfer	E&G	
Extended Learning & Outreach (DELO)	Amy Lynn Fitzpatrick	Coordinator, Cohort Programs	10/1/2011	30,612.00	39,000.00	Transfer	RD	

Entered 9/10/2011 through 11/29/2011

Department	Employee	Title	Effective Date	Current Rate or Salary	Proposed Rate or Salary	Type Action	Funding Source	Salary Increase Reason
Parking Services	Derek Bryan Olive	Asst. Dir., Field Operations	10/10/2011	40,392.00	48,000.00	Transfer	E&G	
Police	Connie June Myers	Communications Officer	12/1/2011	27,828.00	27,828.00	Transfer	E&G	
Technical Support Serv+ResNet	Teri E. Bucher	Office Associate	10/16/2011	25,512.00	29,520.00	Transfer	E&G	
VP for Research	Paula Farmer Mattison	Director, Business Operations	10/1/2011	51,732.00	63,000.00	Transfer	E&G	
Advancement Services	Beth Doyle Stamps	Prospect Research Associate	10/1/2011	33,156.00	33,156.00	Title Change	E&G	
Athletics	Lawler, William P.	Coordinator, Athletics Compliance	9/1/2011	35,004.00	42,204.00	Salary Increase	E&G	MKTEQ
Clinical Education Complex (CEC)	Laura E. Reynolds	Manager, CEC	7/1/2011	39,252.00	49,404.00	Salary Increase	E&G	ADDED
Environment, Health & Safety	Anita Ann Britt	Health and Safety Specialist	1/1/2012	33,754.00	37,011.00	Salary Increase	E&G	MKTEQ
Equal Opportunity/AA/University ADA	Cynthia Faye Smith	Office Associate	1/1/2012	23,616.00	27,624.00	Salary Increase	E&G	ADDED
Health Services	Kathryn Doyle Steward	Asst Director/Health Education	7/1/2011	48,492.00	63,000.00	Salary Increase	RD	ADDED & MKTEQ
Housing & Residence Life	Donna Siler Gregory	Coord. Assessment & Planning	1/1/2012	34,284.00	39,276.00	Salary Increase	Aux	ADDED
Institutional Research	Matthew Thomas Bogard	Coordinator, Market Research	1/1/2012	38,304.00	41,316.00	Salary Increase	E&G	ADDED
Men's Football	Karl T. Maslowski	Assistant Coach	7/1/2011	41,520.00	55,008.00	Salary Increase	E&G	MKTEQ
Men's Football	Shaarrod M. Everett	Director, Football Operations	10/1/2011	45,504.00	50,508.00	Salary Increase	E&G	MKTEQ
Police	Timothy Dewayne Gray	Police Officer	10/31/2011	28,896.00	31,992.00	Salary Increase	E&G	OTHSI
Public Radio Services	Robert Dale McCubbins	BW PT Tech 00	11/7/2011	8.75	10.00	Salary Increase	RD	OTHSI
Ticket Manager	James M. Morrison	Manager, Ticket Operations	1/1/2012	38,592.00	46,092.00	Salary Increase	E&G	MKTEQ
Women's Volleyball	Kristina M. Griffin	Assistant Coach	7/1/2011	38,256.00	42,756.00	Salary Increase	E&G	MKTEQ
Building Services	Deborah Jo Scruggs	Building Services Attendant	7/1/2011	8.26	8.52	Fiscal Yr. Salary Increase	E&G	MKTEQ
Housing & Residence Life	Donna Siler Gregory	Coord., Assessment & Planning	7/1/2011	33,276.00	34,284.00	Fiscal Yr. Salary Increase	E&G	
Biology	Blaine Richard Ferrell	Dean	12/31/2011			Retirement	Aux	
Facilities Management	Brenda Kay Crowe	Supervisor, Building Services	8/31/2011			Retirement	E&G	
Facilities Management	Barbara Ann McKinney	Building Services Attendant	10/31/2011			Retirement	E&G	
History	Marsha Taylor Skipworth	Office Associate	12/31/2011			Retirement	E&G	
Journalism & Broadcasting	Myrtis Lysandra Martin	Advising Associate	12/31/2011			Retirement	E&G	
Upward Bound	Linda Sue Gaines	Director	8/31/2011			Retirement	Grant	
Facilities Management	Brenda Carolyn Croslin	Building Services Attendant	5/31/2011			Retired with <10 years at WKU	E&G	
Facilities Management	Joyce A. Ring	Building Services Attendant	5/31/2011			Retired with <10 years at WKU	E&G	
Office of the CFO	Linda K. Smith	Office Associate	1/3/2012			Retired with <10 years at WKU	E&G	

Funding Source Codes:

E&G - Education and General
Grant - Grant Funded
Aux - Auxiliary
RD - Revenue Dependent
Split - Split between sources
FDN - Foundation

Salary Increase Codes:

ADDED - Added Duties
MKTEQ - Market Equity
REORG - Departmental Reorganization
OTHSI - Other Salary Increase

Action Definitions:

INITIAL APPOINTMENT - Used when an employee is added to payroll for the first time.
SECONDARY APPOINTMENT - Used when a PT employee who already has a primary assignment accepts an additional PT assignment.
REAPPOINTMENT - Used when an employee comes to the end date of an appointment and is continued in the same position. Used only when there is no break in employment.
REHIRE - Used when an employee is rehired following a separation from WKU.
REHIRE OF A RETIREE - Used when a WKU retired employee is rehired.
ADDED DUTIES - Used when employee receives a salary increase due to added responsibilities in their job but when their job is not reclassified.
DEGREE - Used when an employee receives a degree resulting in an increase to their base salary or payment of a lump sum.
MARKET/EQUITY INCREASE - Used when employee receives a salary increase as the result of market or equity factors.
OTHER SALARY INCREASE - Used when an employee receives a salary increase due to reasons not covered by other salary increase reason codes.
FISCAL YEAR RATE INCREASE - Used when a rate increase is effective July 1.
RECLASSIFICATION - Used when an employee's job title, salary grade and/or salary are changed as the result of a material increase in duties/responsibilities.
REORGANIZATION - Used when an employee receives a salary increase as the result of a departmental reorganization.
FISCAL YEAR SALARY INCREASE - Used when a salary increase is effective on July 1.
STATUS CHANGE - used when a staff member goes from part time to full time. (This code is not used for faculty.)
TRANSFER - Used when an employee moves from one position to another position as the result of a search process regardless of department and/or salary change.

Explanation for Salary Increases Greater Than \$5,000

Thomas Oren Gaffin	The salary increase proposed for Mr. Gaffin is based on a reclassification of his position and associated responsibilities. This position along with several others is being modified as a part of organizational structure changes at the Glasgow Regional Center. The job responsibilities, title and compensation are intended to be comparable to similar positions at the other two regional campuses. Mr. Gaffin also serves as webmaster for the University College. Funding for the proposed increase is provided by existing departmental resources.
Laura E. Reynolds	The salary increase proposed for Ms. Reynolds is based on a significant change in job responsibilities associated with leadership and organizational changes within the Clinical Education Complex. This position functions in a unit oversight role assisting the Executive Director. Funding for the proposed increase is provided by existing departmental resources.
William P. Lawler	The salary increase proposed for Mr. Lawler is for retention purposes of this individual who is considered critical to current operations. Funding for the proposed increase is provided by existing resources within Athletics.
Kathryn Doyle Steward	The salary increase proposed for Ms. Steward is based on a significant change in job responsibilities involving the employee wellness program which is now consolidated in Health Services with the student wellness program. The proposed increase is necessary to address salary compression which resulted when the Manager, Employee Wellness was hired. Also, an examination of Ms. Steward's salary based on relevant market data, confirms that her compensation level was significantly below market given her experience and credentials. Funding for the proposed increase is provided by existing departmental resources.
Karl T. Maslowski	The salary increase proposed for Mr. Maslowski is for retention purposes of this individual who is considered critical to current operations. Funding for the proposed increase is provided by existing resources within Athletics.
Sharrod M. Everett	The salary increase proposed for Mr. Everett is for retention purposes of this individual who is considered critical to current operations. Funding for the proposed increase is provided by existing resources within Athletics.
James M. Morrison	The salary increase proposed for Mr. Morrison is for retention purposes of this individual who is considered critical to current operations. Funding for the proposed increase is provided by existing resources within Athletics.
Donna Siler Gregory	The salary increase proposed for Ms. Gregory is based on a change in reporting structure and job responsibility changes. Ms. Gregory previously performed in a centralized role for the Division of Student Affairs, but will now perform in a broad role within Housing and Residence Life. Due to prior limited resources, Ms. Gregory's salary has been underpriced when viewed in the context of her job responsibilities. The transfer to Housing and Residence Life will allow the position to be recognized and funded at a more appropriate level. Funding for the proposed increase is provided by existing departmental resources.



WKU[®]

Board of Regents

PRESIDENT'S REPORT

Agenda Items

January 20, 2012

WESTERN KENTUCKY UNIVERSITY
Total Health Services Visits by Month
2007-2011

Month 2007 2008 2009 2010 2011

January	721	847	994 (24)	1167 (27)	34	1303 (37)
February	1186	1713	1817 (14)	1769 (7)	6	1944 (16)
March	1022	1231	1498 (7)	1946	3	1825 (6)
April	1077	1415	1614 (4)	1699	1	1805 (2)
May	765	767	1069 (4)	1082	1	1194 (1)
June	541	638	678	933	2	1010 (1)
July	522	678	891	902	2	1043
August	769	999	1002	1120	34	1456 (1)
September	1495	2039	3440 (909)	2321 (20)		3025 (668)
October	1817 (506)	2311 (648)	2195 (114)	2935 (1234)		2608 (485)
November	1224 (195)	1516 (266)	1800 (1)	1039 (202)		2333 (287)
December	508 (1)	836 (123)	1329 (173)	602 (86)		1316 (32)
Total	11647	14990	18327	18978		20862

Moved into the new facility in January 2008.

Campus was shut down for an additional week (total 3) for energy conservation over Christmas break

	Months in which seasonal flu shots were administered. Numbers in bold text represent the number of seasonal flu shots administered in the respective month.
	Total patient visits per year
	Total patient H1N1 vaccines administered. Numbers in green represent the number of H1N1 vaccines administered in the respective month.

Rev 1/6/12 sw



Project Name/PM	Scope	Budget	Source of Funds	Schedule	Status
Energy Savings Performance Contract (BJ)	Western Kentucky University is implementing energy-reducing and facility improvements for a majority of our main campus buildings. Improvements are impacting approximately 38 buildings or 3.5 million square feet.	\$9,640,561	Self-Funded with Energy Savings	Start: 01/09 Complete: 11/11	Complete
Construct Music Hall (KO)	Design and construct a new 25,971 sf choral and instrument rehearsal hall and minor renovations to existing building once the new facility is completed.	\$9,153,000	\$1.0M E&G \$8.2M Agency Bonds	Start: 06/08 Complete: 01/12	Substantially Complete
Move Catering Kitchen (DP)	Move auxiliary catering kitchen from current location in Garrett Conference Center to Carroll Knucely Conference Center	\$590,000	Auxiliary	Start: 04/11 Complete: 02/12	Construction 83%
Community Bikeway (HS)	Develop a network of bicycle and pedestrian facilities that connects area schools, parks and shopping areas to low- and medium-density residential neighborhoods and residence halls. This project is funded by an equally shared Federal Grant with the City of Bowling Green.	\$1,111,500	Federal Grant	Start: 12/11 Complete: 12/14	Design Phase A
Construct Headhouse/Greenhouse @ Ag Center (BJ)	This project is a research facility located on leased property at the WKU Agricultural Center, further enhancing the collaborative research capabilities between USDA and WKU.	\$2,600,000	Federal	Start: 06/10 Complete: 01/12	Complete
Renovate Downing University Center Design (DC)	This project will consist of a building-wide renovation of any areas in need of upgrades and/or changes, along with a possible expansion. Full evaluation of all building utility systems will be required. The resulting document will contain recommended improvements for both near term and long term implementation and will quantify the costs associated with those improvements.	\$50,000,000	Approved Agency Bonds \$33.5M Requested Agency Bonds \$16.5M	Start: 02/11 Complete: 07/14	Design Development Drawings in Process: bids in 2012



Project Name/PM	Scope	Budget	Source of Funds	Schedule	Status
Gas Boiler #2 at Heat Plant (DD)	Purchase and install a high efficiency gas-fired boiler at the Heat Plant.	\$1,165,000	E & G	Start: 07/10 Complete: 12/11	Complete
EST Roof Replacement (DP)	Replace roof at Environmental Sciences & Technology building.	\$700,000	E & G	Start: 05/11 Complete: 08/11	Complete
Agricultural Center Roof Replacement (DP)	This project will address primarily auxiliary roofing sections that have been identified as needing full replacements. The primary roof structure is not being addressed in this project.	\$200,000	E & G	Start: 03/11 Complete: 08/11	Complete
PS I Repairs, Ph III (DC)	Repairs to Parking Structure #1, Phase III, will complete the renovations required to maintain this facility for 20 years.	\$250,000	E & G	Start: 06/11 Complete: 08/11	Complete
Reconfigure Creason Lot (DC)	Repair and reconfigure Creason Lot to improve pedestrian safety, support heavy duty vehicles, reconfigure parking layout to improve circulation; relocate lighting and seal/stripe as needed. Also providing right in, right out access onto Hwy 68/80.	\$500,000	E & G	Start: 05/11 Complete: 11/11	Complete
Upgrade DUC Theater AV (DC)	Downing University Center audio visual system, acoustical wall treatments and possible stage expansion. A/V will include new speakers, overhead projector and projection screen. Wall treatments will be stretch fabric panels with WKU insignia. Stage expansion would provide ADA access to the stage, as well as improvements to the steps.	\$800,000	E & G	Start: 06/10 Complete: 12/11	Complete
Upgrade Kentucky Building HVAC (DC)	This project is phase I of two to replace the existing HVAC units that have been in service for over 40 years and will start on the 1st and 2nd floors cost is \$1M and the second phase will be \$500K.	\$1,500,000	E & G	Start: 07/11 Complete: 07/12	Construction 75%
Pure Power Office Renovation @ CRD	The Center of Research and Development is fitting out existing space for the 7,000 sf expansion.	\$580,000	E & G	Start: 03/11 Complete: 03/12	Construction 40%



Project Name/PM	Scope	Budget	Source of Funds	Schedule	Status
Construct Materials Separation Lab @ CRD (KO)	Renovate approximately 1400 square feet of space in the Center for Research and Development building providing a new "core" laboratory. The materials lab will include a 60 square foot class 1000 clean room accommodating a new clean hood. With a combination of new and existing equipment and lab benches, this renovation will allow all advanced materials equipment to be housed in one space.	\$500,000	E & G	Start: 03/11 Complete: 01/12	Complete
Campus Rock Wall Repairs (HS)	This project will address existing deferred maintenance of historic campus retaining wall locations in many areas of our campus.	\$203,500	E & G	Start: 06/11 Complete: 3/12	Construction 80%
Campus Steam Line Repairs (DP)	This project is addressing six (6) locations on our campus that experienced catastrophic steam line failures in 2011.	\$1,465,000	E & G	Start: 03/11 Complete: 12/11	Complete
Renovate Grise Hall Common Areas (NS)	This renovation project is addressing all five floor common spaces and faculty/student hallways; lighting, ceiling, grid/tile replacement and painting.	\$298,074	E & G	Start: 03/11 Complete: 08/11	Complete
Renovation Projects (NS, AC, VC)	Renovation projects in process, currently totaling 157. 69 are funded @ \$1,194,523 and active, 57 are estimated @ \$1,270,215 and 31 are in review.	\$1,194,523	E & G	Various	Various
		\$82,451,158			

PROJECT MANAGER LEGEND:

- (BR) - Bryan Russell
- (BJ) - Ben Johnson
- (KO) - Kerra Ogden
- (DFM) - Facilities Management
- (HS) - Helen Siewers
- (SLF) - Student Life Foundation - Brian Kuster
- (DC) - Dan Chaney
- (NS) - Natasha Smith
- (AC) - Alfonso Casana
- (VC) - Victoria Coots
- (DP) - Debbie Pace