Welcome: President Joe Higginson welcomed everyone and called the meeting to order at 1:05 p.m.

Present: Toni and Ronnie Barrett, Marla Carter, Tim and Ruth Culver, Mark and Ann Esterle, Tonya Hanson, Joe and Barbara Higginson, Patti and Robert Hinton, David McCay, George and Connie Morgan, Lynda Weeks, Bob and Cindy Wilkins

Absent: Harry and Elaine Bush, David Carter, Richard and Sharron Clouse, Frank and Kathy Coll, Stuart and Sara Cox, Collette Crown, Bob and Sara DeMuth, Deuce and Joellen Kuhn, Joe and Lisa McCarty, Juli Ann McCay, Kreis and Betty McGuire, Glen Mowbray, Tamara Neel, Richard and Leighann Quinlan, Neil and Janet Rumohr, Jeff and Terri Shaw, Derron and Krista Steenbergen, Les and Rene Stevens, Monica Tharp, Shaun and Sharon Winters, and David and Janet Yates

Guests: Becky Tinker, Career Services; Mr. Howard Bailey, Vice President of Student Affairs

Minutes: George Morgan made the motion to approve the minutes from the February 9th, 2013 meeting, seconded by Tonya Hanson. Motion carried.

Financial Report: Bob Wilkins presented the financial report. Joe Higginson made the motion to approve the financial report, seconded by Connie Morgan (Attachment A). Motion carried.

New Business:

Proposals
University Police Department--Sergeant Craig Sutter with the University Police Department presented his proposal for Individual First Aid Kits for all sworn University Police Department officers. Sergeant Sutter began his presentation by mentioning recent emergency events that had taken place on or near college campuses, emphasizing the need for Individual First Aid Kits. He mentioned that the Individual First Aid Kits would include tourniquets, chest seals, combat gauze, decompression shields, and other materials that would allow first responders (University Police officers) to dress wounds, clear airways, and provide aid that would reduce student deaths in the case of a campus emergency. He shared that the officers would be trained in how to use these materials by Bowling Green Paramedics. The individual kits cost $150 each and “go beyond what current officers carry.” Sergeant Sutter fielded many questions regarding the Kits including when the materials would expire and how they would be replaced after use, as well as how many were needed (28 packs total, 7-8 marked patrol cars, 15 patrol officers), how they would be distributed (to all sworn officers), and where they would be kept (in patrol cars and on-person during large events like football games). When asked about alternate funding options, Sergeant Sutter mentioned the up-coming annual University Police Golf Scramble.

Discussion: After much discussion, the PAC members voted to award the University Police Department $1500 to be used toward the immediate purchase of Individual First Aid Kits. The Council also voted to match the funds raised through the Golf Scramble up to $1500, resulting in a maximum of $3000 contribution to the purchase of Individual First Aid Kits.
In addition, Co-Chair Bob Wilkins suggested proof of training completion be collected as well. Bob Wilkins made the motion to approve the amount awarded (listed above) to total $1,500 with a maximum contribution of $3,000; Cindy Wilkins seconded the motion. Motion carried.

**Staff Reports:**

**Mrs. Becky Tinker, Career Service**—Mrs. Tinker reported the success of the Spring Job Fair attended by 40 employers from various companies and businesses in the Bowling Green and Nashville areas, and 300 students. In addition, Mrs. Tinker shared that the Nursing Job Fair was attended by six (6) employers and 60 students, while the Ogden College “STEM” Job Fair featured 30 employers looking to hire WKU graduates. She reminded the Council of the Career Services Center mock interview services, and asked members in attendance to encourage their students to visit the Center, located in the Downing University Center Annex. Mrs. Tinker shared that the Center experienced an increase in the number of walk-ins and had served 21 students through MASH in the past month. She passed around drafts of the new “Dress the Part” yard sign featuring Jennifer, a wheelchair-bound student, and talked about plans to feature larger sized students on future signs. Mrs. Tinker concluded her report by sharing the Career Services Center’s plans for the summer, to focus on new programming for WKU alumni, reaching out to students through distance learning, and providing more information and resources to parents. She also shared that the Center will be moving to its new location in the Downing University Center in October 2013.

**Mr. Howard Bailey, Vice President of Student Affairs**—Mr. Bailey apologized for his absence at the Council’s February meeting, sharing that he was attending the Association for Student Conduct Administrators Annual Conference in St. Petersburg, Florida. He shared that the Downing University Center renovations were running ahead of schedule, preventing many offices from having to relocate to temporary office spaces elsewhere on campus. He mentioned that the WKU Store would be moving from the Garrett Conference Center to its new location on the first floor of the Downing University Center over the summer. Mr. Bailey informed the Council that the Downing University Center would be undergoing some re-branding and had recently been named the Dero Downing Student Union. Mr. Bailey talked briefly about a situation on-campus involving the Student Government Association presidential elections, sharing that there had been a dispute regarding whether or not a campaign policy had been violated. He shared that he had overturned the Association’s decision to disqualify the candidate in question, and uphold the decision of the student body. Mr. Bailey also shared that the university was going to experience a budget cut, but reassured Council members that the university was committed to retaining employees, and that the budget reduction would not affect construction projects.

**Ms. Blair Silliman, Assistant Director, Housing and Residence Life**—Ms. Silliman provided a brief update on behalf of Mr. Brian Kuster, who was unable to attend the meeting. She shared that summer projects would soon be underway including the replacement of windows at McCormack Hall and roof repairs. She also mentioned that the department would be breaking ground on a new apartment-style residence hall across from the “Gateway” apartments on Kentucky Street near the Augenstein Alumni Center. Ms. Silliman also reported that Pearce Ford Tower would be changing from a co-ed residence hall to an all-female single-gender
residence hall in fall 2013, and that Hugh Poland Hall would be changing from an all-female residence hall to an all-male single-gender residence hall. She shared that the department had just concluded its renewal process and was actively accepting new student Housing applications. She concluded her update by mentioning that the department was currently recruiting new professional, as well as student, staff members to serve in Hall Director, Resident Assistant, and Desk Clerk positions.

**Old Business:** Blair Silliman presented on “The Future of the Parents’ Association.” During her presentation, Silliman provided examples of potential membership structural models utilized by other institutions. The primary concern regarding the membership structure remains a reliable revenue stream for the organization. The Council reiterated a need for more information regarding successful models at the highlighted institutions and encouraged Silliman to organize a sub-Committee dedicated to this purpose. The presentation also prompted Council members to examine the Association’s current mission, purpose, and objectives. The Council members shared several goals including: finding ways to share wellness and academic information with WKU parents and family members; making parents and family members more aware of services, programs, and resources available to their students; utilizing social media including Facebook and conference calls to regularly communicate with other Council members; providing opportunities for parents to talk openly with other parents and family members (ie. discussion boards or live chats), and mentoring parents and family members of first-generation students. At the conclusion of her presentation, Council members inquired about funding a project or meeting space in the Downing Student Union or Augenstein Alumni Center to increase Parents’ Association recognition across campus. Silliman agreed to investigate potential options.

**New Business:**

**Elections**

Nominations for the Co-Chair and Secretary positions were accepted via e-mail. Mr. and Mrs. Bob and Cindy Wilkins happily accepted their nomination to serve as the Parents’ Advisory Council Co-Chairs for the next term, while Mrs. Marla Carter happily accepted her nomination to serve as the Council Secretary. By show of hands, the Wilkinses were elected to serve as the Council Co-Chairs, and Mrs. Marla Carter was elected to serve in the Secretary position. As a result of the Co-Chair election, a vacancy in the Treasurer position, previously held by Mr. Bob Wilkins, occurred. Ms. Lynda Weeks happily accepted her nomination to serve in this role and was elected to the position by the Council members in attendance.

**Up-coming Events**

The Council expressed interest in once again hosting a table during M.A.S.T.E.R. Plan Registration, Sunday, August 18th, 8am-4pm in the Preston Health and Activities Center. Those in attendance requested students of Council members volunteering to “man” the Association’s table during Registration to come by and interact with new students attending M.A.S.T.E.R. Plan. In addition, Silliman provided the date for 2013’s Parent and Family Weekend, September 21st and agreed to send along more information as it became available.

**Special Presentation**

After New Business had concluded, Ms. Blair Silliman made a special presentation to the out-going members of the Council Mr. and Mrs. Mark and Ann Esterle. In addition, she recognized Dr. and Mrs. Joe and Barbara Higginson and Mrs. Connie Morgan for their years of service as Council Executive Board members, and Mrs. Amy Miller, out-going Association Coordinator.
**Closing Remarks and Passing of the Gavel:**  Co-Chair Bob Wilkins suggested convening once more before the fall semester and M.A.S.T.E.R. Plan, perhaps even virtually. He also expressed concern about active members of the Council and their involvement in various Association events. He indicated interest in contacting all inactive members and inquiring about their lack of involvement. Co-Chair Bob Wilkins adjourned the meeting at 4:05 p.m. and thanked all for coming.