

Morehead, Kentucky
January 29, 1985

The Board of Regents of Morehead State University met in the Riggle Room of the Adron Doran University Center on Tuesday, January 29, 1985, at 6:00 p.m. for the first regular meeting of the calendar year.

Chairman Robert M. Duncan called the meeting to order and Regent John R. Duncan delivered the invocation.

Secretary Carol Johnson called the roll and the following members were present:

Mrs. Patricia Ann Burchett
Mr. Walter W. Carr
Mr. Lloyd Cassity
Mrs. Eunice H. Caston
Dr. John R. Duncan
Mr. Robert M. Duncan
Mr. Michael Fox
Mr. Harry LaViers, Jr.
Judge J. M. Richardson
Dr. Forest M. Skaggs

Absent: None

Chairman Duncan announced there was a quorum present and proceeded with the orders of the day with the first item of business being IV. ACTION ON MINUTES OF THE MEETING HELD DECEMBER 15, 1984. Mr. LaViers moved, seconded by Mr. Fox, that the minutes be adopted as presented. Motion unanimously carried.

Chairman Duncan called on President Reinhard for item V. PRESIDENT'S REPORT. Prior to beginning the PRESIDENT'S REPORT, Dr. Reinhard introduced Dr. Gary Grace, recently appointed Vice President for Student Development. Dr. Grace started work on January 1, 1985. Secondly, Dr. Reinhard reported that the University had accepted for admission two national merit semifinalists under the new Distinguished Scholar Award program approved by the Board of Regents on December 15, 1984. Further, he indicated two other semifinalists had expressed an interest in enrolling at MSU.

Thirdly, Dr. Reinhard gave a progress report on the 1984-85 Giving Campaign (a copy of which is attached to and made a part of the minutes). Dr. Reinhard indicated that the University had experienced in the first six months of the annual giving campaign the best six months in the history of the institution in terms of outside giving with approximately \$164,000 given in the last two months. A breakdown of the figures is included in the report.

Item V-A, Proposed Equal Employment Opportunity Policy and Affirmative Action Plan (Exhibit V-A). Following extensive discussion Judge Richardson moved, seconded by Mrs. Caston, that the Plan be approved. Motion unanimously carried. The document was signed by each member of the Board of Regents.

Item V-B, Proposed Scholarship Program (Exhibit V-B). President Reinhard recommended that the Board approve the following five (5) major recommendations of the Ad Hoc Scholarship Committee:

1. Reduce eight (8) scholarship/grant categories to five (5);
2. Permit renewal for up to four (4) years on all five (5) scholarship/grant categories (described in Exhibit V-B);
3. Permit qualified sophomores, juniors and seniors to apply for vacancies created by attrition in Regents Scholarship awards;
4. Establish the policy of institutional aid as the last aid granted with total aid not to exceed the total cost of attending MSU; and
5. Establish a stacking policy for grouping institutional scholarships with either the MSU grant or Institutional Opportunity Grant account scholarships.

Mr. LaViers moved, seconded by Mr. Cassity, that the Board approve the President's recommendation.

Following extensive discussion, Mr. LaViers offered the following amendment to the motion that preference in the selection of participants in all of these categories

should be given to Kentucky high school salutatorians and valedictorians. Motion was seconded by Mrs. Burchett and unanimously approved.

Chairman Duncan called for a vote on the motion as amended which unanimously carried.

Item V-C, Proposals for Banking and Auditing Services (Exhibit V-C). President Reinhard recommended that the Board approve the two proposals (1) for banking services and (2) for auditing services at Morehead State University. Mr. Fox moved, seconded by Mr. Cassity, that the Board accept the President's recommendation. Motion unanimously carried.

Item V-D, Quarterly Financial Report (Exhibit V-D). President Reinhard presented a Budget Status Report, a copy of which is attached to and made a part of Exhibit V-D, for the period of July 1, 1984-December 31, 1984. Mr. LaViers moved, seconded by Dr. Skaggs, that the Board accept the Quarterly Financial Report. Motion unanimously carried.

Chairman Duncan announced that a request had been made for a personnel consideration in executive session by Mr. Buford Crager whereupon Mr. LaViers moved, seconded by Mr. Cassity, that the Board go into executive session for the purpose of discussing personnel matters. The motion was adopted by the following roll call vote:

Mrs. Burchett	Aye
Mr. Carr	Aye
Mr. Cassity	Aye
Mrs. Caston	Aye
Dr. Duncan	Aye
Mr. Fox	Aye
Mr. LaViers	Aye
Judge Richardson	Aye
Dr. Skaggs	Aye
Mr. Duncan	Aye

Nays: None

At 9:10 after approximately an hour and forty-five minutes, the Chairman declared the Board to be in public session at which time Mr. Fox moved, seconded by Judge Richardson, that the Board approve Item V-E, Personnel Actions (Exhibit V-E). Motion unanimously carried.

VI. AMENDMENTS TO BYLAWS. Mr. Cassity moved, seconded by Mr. Fox, that the proposed amendments to the Bylaws of the Board of Regents which are contained in Exhibit VI be approved. Motion unanimously carried.

The Chair announced that he had appointed the standing committees, based on each individual Board member's preference, as constituted under the revised Board of Regents' Bylaws:

Committee on Administrative and Fiscal Services

Mr. Harry LaViers, Jr. (Chairperson)
Mr. Lloyd Cassity
Mr. Robert M. Duncan

Committee on Academic Affairs

Dr. Forest M. Skaggs (Chairperson)
Mrs. Patricia Ann Burchett
Dr. John R. Duncan

Committee on Student Development

Judge J. M. Richardson (Chairperson)
Mr. Walter W. Carr
Mrs. Eunice Caston


Secretary-Dr. Skaggs nominated Mrs. Carol Johnson to serve as Secretary to the Board of Regents of Morehead State University. Mrs. Caston seconded the nomination. Judge Richardson moved, seconded by Mr. Cassity, that nominations cease for the office of Secretary. The motion to cease nominations was approved unanimously and Mrs. Johnson was declared elected by unanimous consent.

Treasurer-Judge Richardson nominated Mr. Porter Dailey to serve as Treasurer of the Board of Regents of Morehead State University. Mr. LaViers seconded the nomination. Dr. Skaggs moved, seconded by Mr. Cassity, that nominations cease for the office of Treasurer. The motion to cease nominations was approved unanimously and Mr. Dailey was declared elected by unanimous consent.

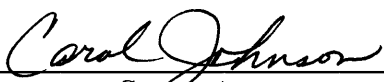
VIII. OTHER BUSINESS. President Reinhard announced the remaining three regular meeting dates of the Board of Regents for 1985:

Friday, April 26, at 6:00 p.m.
Wednesday, July 17, at 6:00 p.m.
Monday, November 4, at 6:00 p.m.

The meeting adjourned at 9:25 p.m.



Chairman



Secretary



MOREHEAD, KENTUCKY 40351

MEMORANDUM

DATE: January 28, 1985
TO: President Reinhard
FROM: Keith Kappes, ^(KK) Assistant to the President for University Relations
RE: Progress Report, 1984-85 Giving Campaign

The development staff compiled the figures for last year's campaign for the period of July 1, 1983, through January 15, 1984, as compared with the figures for the same time span of this year's campaign:

<u>1983-84</u>		<u>1984-85</u>
\$ 10,313.11	Alumni Fund	\$ 3,591.61
41,698.58	Eagle Athletic Fund	70,217.30
5,790.24	Greatest Needs	42,866.34
1,650.26	Parents Fund	902.99
23,504.98	Scholarship Fund	49,397.77
11,407.60	Colleges, Departments, & Agencies	57,129.35
2,829.43	Premiums for Insurance Program	3,278.98
<u>126,130.66</u>	Gifts-in-Kind	<u>16,047.47</u>
\$223,324.86	TOTALS	\$243,431.81

This comparison shows a total increase of slightly more than \$20,000. The most significant impact of this increase is that the gift-in-kind category is down approximately \$110,000 at this point. Yet total giving is up more than \$20,000. This translates into an increase in cash gifts of slightly more than \$130,000 to all areas of the University as compared at this same time last year.

Bill Redwine, our director of development, has given a great personal effort this year and deserves much of the credit for our collective success to this point. He has carried his own duties along with the EAF directorship for nearly three months. I am pleased to report that a new EAF director is on board today.

The development staff is appreciative of the volunteer work of the Board of Regents, the MSU Foundation, Inc., the EAF Advisory Board and the MSU Alumni Association, Inc., and the cooperative efforts of our own faculty and staff in making this increase possible.

jgb

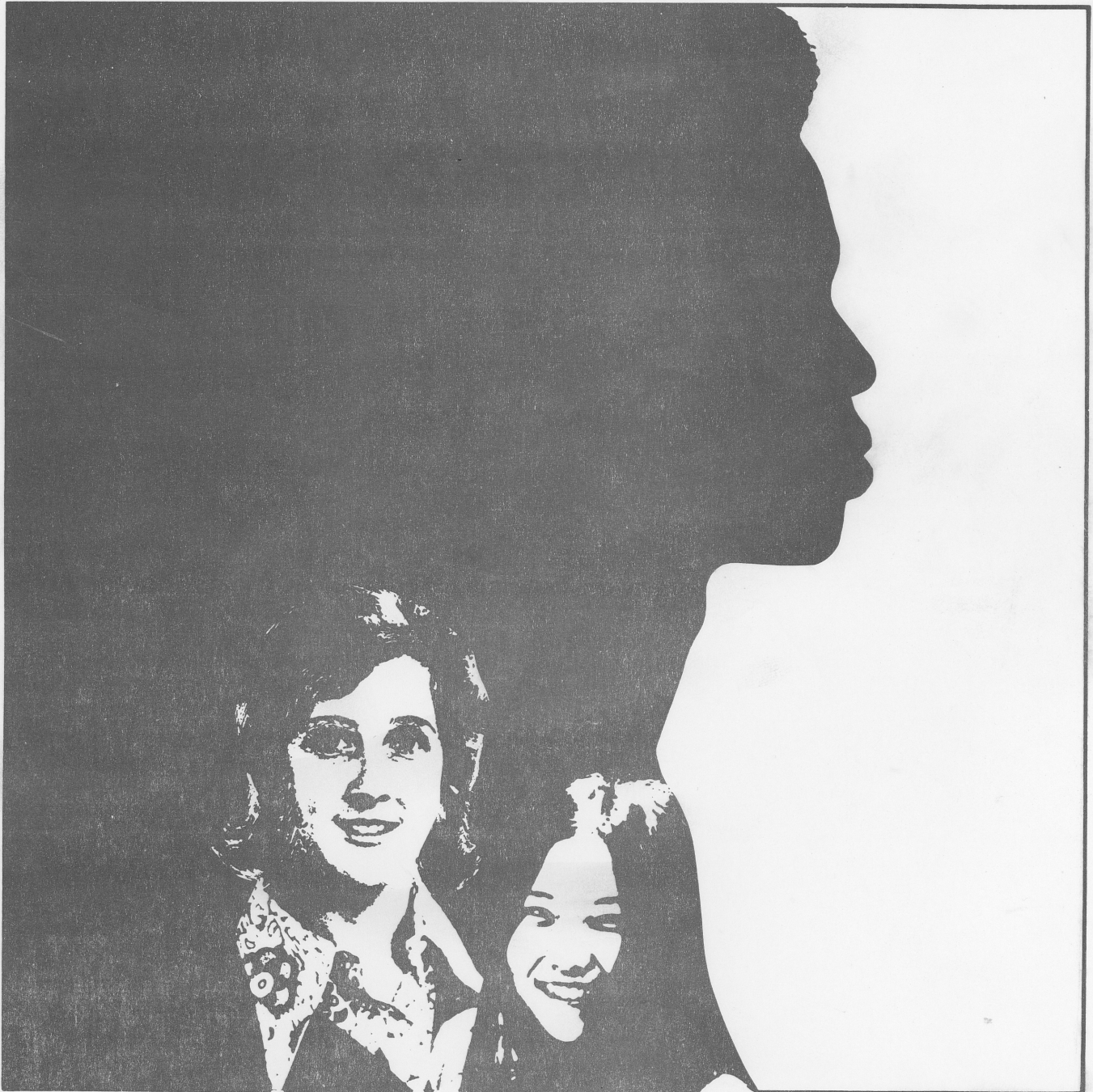
The following modifications and changes have been included in the final draft of the Equal Employment Opportunity Policy and Affirmative Action Plan:

1. The President's Cabinet requested a table of contents.
2. The Office of Civil Rights requested a letter be signed and forwarded by the President to Mr. Harry Singleton, Assistant Secretary for Civil Rights.
3. The Office of Civil Rights requested that Title VI of the Civil Rights Act of 1964 be included in the plan.
4. The Office of Civil Rights required inclusion of how to reach the Affirmative Action Officer indicating time, days, location, and telephone number.
5. For record keeping purposes, the Office of Civil Rights has requested that all documentation be kept a minimum of two years or the life of the desegregation plan.
6. The Office of Civil Rights has requested that we provide specific documentation as to who will be responsible for monitoring the goals.
7. The President's Cabinet and the Office of Civil Rights has requested a further detailed explanation regarding the workforce analysis. This has been covered by including a page of explanation notes.
8. For better understanding, the Office of Personnel Services provided more detailed information as to footnotes and sources of available figures in the workforce analysis.
9. The Office of Civil Rights has requested that when an organization is statistically analyzed, the populous not be less than 15 employees. Therefore, it was required that we combine for statistical analysis, (a) Art and Music; (b) Mathematics, Physical Sciences, and Biological and Environmental Sciences; (c) Nursing, Allied Health, Home Economics, and Industrial Education and Technology.
10. The Office of Civil Rights requested that we include, for informational purposes, our minority mailing list.

Morehead State University

DRAFT

Equal Employment Opportunity Policy and Affirmative Action Plan





OFFICE OF THE PRESIDENT

201 HOWELL-MCDOWELL AD. BLDG.
MOREHEAD, KENTUCKY 40351
TELEPHONE 606-783-2111

January 31, 1985

To: Members of the University Community

Morehead State University is committed to the principles of affirmative action/equal employment opportunity without regard to race, color, religion, national origin, sex, age, handicap, or status as disabled or Vietnam era veteran. In addition, the University must make an effort to eliminate and remove any barrier and systematic discriminatory practices that exist at this institution. These principles are applied in the conduct of all University programs and activities that impact our faculty, staff, students and prospective employees.

The University's Affirmative Action/Equal Employment Opportunity Plan sets forth goals and timetables to achieve appropriate utilization and treatment of protected class members in the work force regarding hiring, promotion, appointments, training, termination, transfers, layoffs, compensation, and benefits. You can obtain a copy of this plan by contacting the Affirmative Action Office located at the Office of Personnel Services.

I believe that the effectiveness of affirmative action depends on the commitment of those University administrators, both in academic and non-academic areas, who have responsibility for hiring, counseling, appointing, or any other activity or service which affects minorities, women, the handicapped, or disabled or Vietnam era veterans. As President, I have responsibility for affirmative action. However, I have delegated the day-to-day management of the affirmative action/equal employment opportunity program to the Affirmative Action Officer and have directed each officer of the University to take responsibility for making sure that the University's affirmative action/equal opportunity policies are carried out. I shall personally review the program periodically to ensure positive enforcement. Although the Affirmative Action Officer has overall monitoring responsibilities, the involvement of all University administrators faculty and staff in the implementation of goals is vital to their achievement.

In addition, we must be dedicated to the principles that all benefits and opportunities afforded by the University shall be accorded students based upon individual merits, accomplishments, and needs, and to the promotion of non-discrimination in every phase of the operation of Morehead State University.

Finally, my commitment is to ensure that employment practices provide equal employment opportunities and to ensure that proper efforts are made to attain our goals. It is my expectation that the letter, but more importantly the spirit, of affirmative action/equal employment opportunity are successfully implemented at Morehead State University.

Sincerely,

Herb. F. Reinhard
President

HFR:cb

EQUAL EMPLOYMENT OPPORTUNITY POLICY

AND

AFFIRMATIVE ACTION PLAN

MOREHEAD STATE UNIVERSITY

Morehead, Kentucky

January 31, 1985

I. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

Morehead State University provides equal opportunity and affirmative action in all University programs, activities, facilities, and employment practices for all persons without regard for race, color, religion, sex, age, handicap, or national origin.

Morehead State University is committed to the premise that it is a societal as well as an institution of higher education's obligation to have respect for human dignity and epitomize the principle that all persons are entitled to equal treatment before the law. Morehead State also recognizes that equal opportunity is a fundamental goal in a democratic society and it shares the responsibility for achieving equality which ultimately provides advancement to society.

Because of these tenets it is the policy of Morehead State University that, morally and legally, affirmative action will be taken to recruit and employ in compliance with the principles of equal employment opportunity, through good faith efforts and within reasonable time periods, a representation of minorities, women, handicapped and veterans. In conjunction with this effort, our institution has been encouraged by the Department of Education's Office of Civil Rights to take positive and constructive efforts to recruit and employ qualified black individuals in faculty, administrative and staff positions. Therefore, positive and unmistakable efforts must be made to fulfill our goals. Morehead State University's desire is to overcome any effects of past discrimination, whether it resulted from overt acts or from unconscious systematic exclusion of minorities and women from certain jobs or programs.

This edition of the Affirmative Action Plan is a reaffirmation of the University's intention to achieve a representation of minorities, women, handicapped, and veterans in each major job classification which reflects the current availability and merit of such individuals and the University's capability to attract them. The Affirmative Action Plan is aimed at reducing any underrepresentation and underutilization of members of protected classes.

In addition, Morehead State University is dedicated to the principles that all benefits and opportunities afforded by the University shall be accorded students based upon

individual merits, accomplishments and needs, and to the promotion of non-discrimination in every phase of the University's operations.

Morehead State University expects its suppliers and contractors to ensure maximum opportunity for the participation of the handicapped, veterans, minorities and women. Each contractor is expected, if required, to follow an affirmative action program that is in accord with federal and state regulations.

Finally, Morehead State is committed to taking the necessary affirmative action steps to remove whatever barriers and systematically discriminatory practices that have existed at this institution and to ensure that we take the positive steps not only to comply with the letter of the law but the intent of affirmative action and equal opportunity.

II. TEXT OF NON-DISCRIMINATION LAWS, GUIDELINES, EXECUTIVE ORDERS APPLICABLE TO MOREHEAD STATE UNIVERSITY

Morehead State University is a traditionally white institution in a state which previously maintained a racially dual system of higher education. Since the U.S. Department of Education and the Office of Civil Rights have determined that Kentucky still retains vestiges of that dual system, the Commonwealth of Kentucky has been required to submit a statewide plan for desegregation of its institutions of higher education. This plan must address employment standards and shall embody the requirements of "Revised Criteria Specifying the Ingredients of Acceptable Plans to Desegregate State Systems of Public Higher Education," as printed in the Federal Register, Volume 43, Number 32, February 15, 1978.

In addition, to combat discrimination, the University community and those who provide service or support to Morehead State should understand the laws, statutes and regulations that is the basis on which our Affirmative Action Plan and Equal Opportunities are based:

Title VII of the Civil Rights Act of 1964

As amended by the Equal Employment Opportunity Act of 1972, this act prohibits discrimination in employment (including hiring, promotion, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex. The protection afforded under Title VII is not limited to members of any particular race, or to any one sex.

Executive Order 11246

This executive order as amended by 11375 (1968), prohibits discrimination in employment (including hiring, promotion, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex by institutions receiving federal contracts of over \$10,000. Executive Order 11246 embodies two concepts: nondiscrimination and affirmative action. Nondiscrimination requires the elimination of all existing discriminatory conditions, whether purposeful or inadvertent. A contractor (university) must carefully and systematically examine all of its employment policies to be sure that they do not, if implemented as stated, operate to the detriment of any persons on grounds of race, color, religion, sex, or national origin. A contractor also must ensure that the practices of those responsible in matters of employment, including all supervisors, are nondiscriminatory. Affirmative action requires that a contractor do more than ensure employment neutrality with regard to race, color, religion, sex, and national origin. As the phrase implies, affirmative action requires the employer to make additional efforts to recruit, employ, and promote qualified members of groups formerly excluded, even if that exclusion cannot be traced to particular discriminatory actions on the part of the employer. The premise of the affirmative action concept of the Executive Order is that unless positive action is undertaken to overcome the effects of systemic institutional forms of exclusion and discrimination, a benign neutrality in employment practices will tend to perpetuate the status quo ante indefinitely.

Equal Pay of 1963

As amended by the Education Amendments of 1972 (Higher Education Act), this act prohibits discrimination in salaries (including all fringe benefits) on the basis of sex.

Vietnam Era Veterans Readjustment Assistance Act of 1974

This act requires the University or federal contractors to take affirmative action to employ and advance in employment disabled veterans and veterans of the Vietnam era. It covers (1) any qualified disabled veteran of any war who is capable of performing a particular job with reasonable accommodation to his

or her disability rated at 30 percent or more; (2) any qualified disabled veteran of any war released or medically discharged for a disability incurred or aggravated in the line of duty; (3) any qualified person (a) who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and has been honorably discharged from the service during that period and (b) who was so discharged within 48 months preceding any violation.

Age Discrimination in Employment Act of 1967

Amended in 1978, this act prohibits discrimination on the basis of age in hiring persons between the ages of 40 years and 70 years.

Legal Definition of Handicapped Individual

The regulations define the term handicapped individual as any person who:

- A. Has a physical or mental impairment(s) which substantially limits one or more of such person's major life activities (life activities may be considered to include communication, ambulation, self-care, socialization, education, vocational training, employment, transportation, adapting to housing; however, under the act, primary attention is given to those life activities that affect employability);
- B. Has a record as having such impairment(s) meaning that an individual may be completely recovered from a previous physical or mental impairment(s); or
- C. Is regarded as having such impairment(s) (referring to those individuals, whether an impairment(s) exists or not but who, because of attitudes or for any other reason, are regarded as handicapped by employers or supervisors who have an effect on the individual securing, retaining, or advancing in employment).

A handicapped individual is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a handicap.

Based on the definition herein, the handicapped application, as with all applicants, must possess sufficient work capacity to match the job duties and requirements consistent with his or her interests, capabilities, and limitations.

In terms of employment, selection, or promotion, a qualified handicapped individual means a handicapped individual who is capable of performing a particular job with reasonable accommodation to his or her handicap.

Section 504 of the Rehabilitation Action of 1973

This section prohibits discrimination against any otherwise qualified person due to the person's handicap. It applies to any program or activity receiving Federal financial assistance. For the definition of a handicapped individual see above.

Title IX of the Education Amendments of 1972

The Higher Education Act prohibits sex discrimination against students or others in education programs or activities. Patterned after Title VI of the Civil Rights Act, Title IX states, "No person. . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Unlike Title VI, Title IX does not cover employment practices of educational institutions.

Guidelines in Discrimination Because of Citizenship

An alien lawfully in the United States and legally employable under Immigration and Naturalization Service regulations is protected in the same manner as United States citizens from discrimination in employment and equal opportunity to programs.

Applicable State Laws

Chapter 344, "Civil Rights" in the Kentucky Revised Statutes, KRS 207.130 to 207.240 "Equal Opportunities Act" as it pertains to the physically handicapped and any other state law that requires this institution to abide by the equal opportunities requirements, makes it a public policy of the State of Kentucky

to safeguard all of the state's citizens from discrimination because of race, color, religion, national origin, sex, age, or handicapped status.

III. AFFIRMATIVE ACTION PLAN APPLICABILITY

This plan applies to all administrative officers, faculty, staff, students, and applicants for employment at Morehead State University. The rules and procedures contained herein shall be applied in order that the University and its employees will achieve this plan's goals.

IV. DISSEMINATION OF THE POLICY

Information about the University's Equal Employment Opportunity Policy and its Affirmative Action Program will be communicated to ensure awareness, understanding and positive implementation.

Internal Dissemination

The official University Policy Statement for Affirmative Action will be distributed to all University employees and student organizations by the President of the University, and will be reaffirmed on a yearly basis. A copy of the Affirmative Action Plan is provided to vice presidents, deans, directors, department chairpersons and any employing supervisors. In addition, this plan may be reviewed by any employee or applicant for employment or by any other interested party and, if requested, will be provided a copy by the Office of Personnel Services.

The policy statement is automatically communicated and prominently displayed through the following publications and are available to all employees:

- A. Personnel Policies and Procedure Manual
- B. Faculty Handbook
- C. Staff Handbook

In addition, the policy is disseminated to all University employees by the President expressing the University's obligations to affirmative action as well as individual faculty and staff members commitment to the same principles.

The University has several internal newspapers/newsletters that publish information and notices to faculty, staff, and students. The student

publication, The Trail Blazer, and the employee bulletin, Update are published weekly while school is in session. Information about the University's affirmative action plan is periodically communicated to the University community through these publications. Also, a copy of this plan is automatically sent to the chairperson of each University standing committee.

The University's employment policies are explained during new faculty and staff orientation meetings held periodically during the year. The Affirmative Action Officer or his or her designated representative meets during orientation sessions for new employees explaining the hiring policies and procedures.

Statements of nondiscrimination, equal opportunity, affirmative action appear in official University publications such as student handbooks, catalogues and schedule of classes.

External Dissemination

All advertisements and other promotional documents for positions and programs at Morehead State University shall contain a statement to the effect that Morehead State is an equal opportunity, affirmative action institution. Any publication such as program and class catalogues shall be worded to inform the public that the University is an equal opportunity educational institution.

Contractors, subcontractors, organizations providing manpower for all contracted work, vendors and prospective vendors of products and services to the University are informed of their obligations to adhere to the principles and practices of nondiscrimination and equal employment opportunity as prescribed by law by the Office of Purchasing and/or the Office of Physical Plant. The Office of Personnel Services will forward written notice and the plan document when provided appropriate listings from the Office of Purchasing or Physical Plant. In addition, the equal opportunity clause is incorporated in all University purchase orders, leases, contracts and agreements. The University disassociates itself from any organization or group that discriminates on the basis of race, color, age, religion, sex, national origin, handicap, or veteran status or that denies equal employment opportunity as defined by applicable laws and regulations.

The Affirmative Action Officer serves as the resource person for community groups requesting information about the University's Affirmative Action/Equal Employment Opportunity policies and procedures.

For proper notification, the University sends copies of the plan to the City of Morehead and Rowan County governmental representatives. A policy statement on affirmative action is explained to local minority groups and the general public as a whole on a yearly basis through the local publication, the Morehead News, and is circulated in regional news media: Maysville Ledger - Independent, Ashland Daily Independent, Bath County News Outlook, Floyd County Times, and Mount Sterling Advocate. To emphasize University commitment to totally cover the five-county region in proximate relationship to Morehead State University, the policy statement will also be published in the Lexington-Herald Leader and the black newspaper Bluegrass Defender. The general public, alumni, and black alumni will also be informed of the affirmative action policy, its meaning, objectives and progress by publishing this information in the alumni newspaper the MOREHEAD STATEment.

Public service announcements are performed on a periodic basis concerning the policy with the local radio station WMKY and MSU-TV.

All of the above efforts will be coordinated through the Office of the Assistant to the President for University Relations.

All recruitment sources, such as Job Service, NAACP, Urban League, etc., shall be advised of Morehead State University's Affirmative Action program through the Office of Personnel Services, advertisements and job opening announcements.

The Student Minority Recruiter and other University staff members participate in job fairs and career day activities in local high schools and vocational institutes.

Innovative techniques are to be used on procuring the services of pertinent groups as they would relate to the Department of Education guidelines. Particularly in cases where recruitment for blacks must extend beyond the five-county area when seeking black student enrollment, staff, faculty and administrative needs of this University. We must diligently search for student and professionals in areas of Kentucky where substantial members of Afro-Americans reside. Recruitment sources such as job service, NAACP chapters, Urban League, black sorority and fraternity chapters, and churches are used to advertise job opening announcements.

V. RESPONSIBILITY FOR IMPLEMENTING THE PLAN

The ultimate responsibility for ensuring equal employment opportunity within the entire University organization rests with the President of Morehead State University, as the chief executive officer by which full implementation of the University policy can be effected, and the Board of Regents.

More specifically, the President has appointed an Affirmative Action Officer and delegated to this individual to coordinate and implement the University's equal opportunity and affirmative action policy and plan.

Affirmative Action Officer

The Affirmative Action Officer represents the President in leading the University toward compliance with all applicable laws and orders. In conjunction with this effort, the Officer, through the cooperation of other management officials:

- A. Provides leadership and support of the cause of affirmative action and equal employment opportunity throughout the University community and elsewhere.
- B. Aides in evaluating progress of all groups, departments, and units in implementing the Affirmative Action Plan and in meeting goals and timetables.
- C. Assists an active and effective Affirmative Action Committee to assist in the revision, updating, and monitoring of the Affirmative Action Plan.
- D. Conducts affirmative action meetings with deans and directors when requested.
- E. Reviews the actions, periodic reports, and affirmative action recommendations prepared by the Office of Personnel Services.
- F. Assists deans and directors in conducting continuing salary reviews for the purpose of ensuring salary equity as required by law.
- G. Requires the documentation of recruitment and of selection efforts.
- H. Monitors the appointment, promotion, tenure, transfer, and termination recommendations made by employing supervisors, deans, and

directors to ensure compliance with the Affirmative Action, Equal Employment Opportunity Plan.

- I. Takes action to prevent harassment of employees placed through affirmative action efforts.
- J. Provides direct assistance to all employing officers of faculty in implementing the Affirmative Action, Equal Employment Opportunity Plan.
- K. Serves as institution coordinator for OCR reporting to Kentucky Council on Higher Education.
- L. Meets periodically with department chairpersons to discuss and update Affirmative Action and Equal Employment Opportunity information.
- M. Is available to all employees and students to discuss alleged violations of the University's Affirmative Action, Equal Employment Plan.
- N. Maintains effective liaison with civil rights groups and community groups and organizations, and communicates to them the University's Affirmative Action, Equal Employment Opportunity Plan and its progress.
- O. Acts as liaison with federal and state agencies charged with enforcing and monitoring Affirmative Action/Equal Employment Opportunity statutes or executive orders.
- P. Coordinates desk and on-site compliance reviews or investigations conducted by federal and state agencies.
- Q. Publish an annual report on the Affirmative Action program.

Vice Presidents, Deans, and Directors

Each vice president, director, department chairperson, unit head, and every other individual with supervisory authority has the responsibility of carrying out the Affirmative Action/Equal Employment Opportunity Plan in his/her area of responsibility.

With the assistance of the Affirmative Action Officer, each vice president, dean and director is required, but not limited to:

- A. Identify problem areas.
- B. Become involved with local minority organizations, women's organizations, community action groups, and community service programs as appropriate for the positive progress toward goals of the units.
- C. Periodic audit of training programs, hiring, and promotion patterns as requested by the Affirmative Action Officer.
- D. Regular discussions with academic and nonacademic administrators, supervisors, and employees within their colleges and units to be certain that the University's attitude toward Affirmative Action is understood by all and that the University's Equal Opportunity Policy and Affirmative Action Plan are known and being followed.
- E. Review of the qualifications of all employees in their colleges and units to ensure that minorities and women are given full opportunities for transfers and promotions.
- F. Career counseling for all academic and nonacademic employees under their responsibilities, which shall include dissemination of job classifications and descriptions and requirements for transfer or promotion within the same or to different job classifications.
- G. Periodic review of their functional areas of responsibility to ensure that each unit is in compliance with the program to include that posters are properly displayed; facilities are equally available to all persons entitled to their use; and that minority and female employees and students are afforded equal opportunity to participate in all University-sponsored education, training, recreational and social activities.
- H. Ensuring that all academic and nonacademic administrators in their colleges and units understand that work performance evaluations will include measurement of equal opportunity efforts and results, as well as other criteria.

- I. Preventing the harassment of employees placed in their respective colleges or units through affirmative action efforts.
- J. Responsibility for establishing and maintaining records documenting academic and nonacademic personnel actions within their colleges and units. Every personnel action shall be fully documented, particularly in the event when a woman or member of a minority group was an applicant and not chosen. Specific written reasons for this decision will be necessary to complete the record.
- K. Each college of the University will prepare its own collegiate form for measuring faculty applicant qualifications.
- L. Each dean and director ensures that the annual report to the President's Office contains the required documentation of good faith efforts made by all appointing authorities.

Director of Personnel

The Director of Personnel is designated by the President to assist primarily in developing, implementing, and maintaining the University's policy of equal employment opportunity and the procedures which constitute the Affirmative Action Plan.

The Director of Personnel:

- A. Provides direct assistance to all employing officers in implementing the Affirmative Action/Equal Employment Opportunity Plan and in appraising the effectiveness of the programs.
- B. Maintains effective liaison with civil rights groups, community groups and organizations, and communicates to them the University's Affirmative Action/Equal Employment Opportunity Plan and its progress.
- C. Audits periodically the Morehead State job profile and employment, promotion, and training practices as they relate to equal employment opportunity.

- D. Provides supervisory and managerial personnel with resource materials to assist in the development of training programs.
- E. Assists in the revision, distribution, and communication of the Equal Employment Opportunity Policy and Affirmative Action Plan, and is responsible for posting nondiscrimination policy posters as required.

Affirmative Action Committee

The Morehead State University Affirmative Action Committee membership is appointed in part by the President and selected by the Faculty Senate and consists of representation from the faculty, staff, and student body. The president designates the chairperson. The student association selects the students. The committee consists of:

- One chairperson
- One affirmative action officer
- Two faculty members; one male, one female
- Two support staff; one male, one female
- Two administrative staff; one male, one female
- Two students; one male, one female

The Affirmative Action Committee is usually composed of cultural diversity which emphasizes good black-white and male-female relationships. A major effort is made to establish a fair representation of black individuals on the committee. The committee meets at least once quarterly and may conduct special meetings with minorities, women, handicapped, veterans, and others when appropriate. The committee is charged with:

- A. Assisting in reviewing, including fact-finding if necessary:
 - 1. reports on recruitment, appointments, promotion, tenure, transfer, and termination;
 - 2. proposed changes in University policies and procedures recommended by deans, directors, department chairpersons, unit heads, women, minority groups, handicap access committee, veterans groups, employee organizations, and others;
 - 3. proposed changes recommended by the President, President's Office Staff, or the Affirmative Action Officer.

4. compliance with audits conducted by federal and state agencies; and
 5. the summaries of the annual report generated on recruitment, appointments, promotions, tenure, transfer, and termination.
- B. Advises the Affirmative Action Officer on problem areas and procedures for problem resolution.
 - C. Makes recommendations to the Affirmative Action Officer for programs to effectuate purpose(s) of affirmative action and equal employment opportunity.
 - D. Acts as a review board on affirmative action, or sexual harassment complaints and equal employment opportunity policy violations submitted for disposition where recommendations will be made to the President.
 - E. Review structural requests and make recommendations to the President.
 - F. Assist the Affirmative Action Office in developing approaches and efforts in the recruitment and hiring of minorities, women, handicapped, and veteran candidates.

Names and addresses of the committee members are available in the Office of Personnel Services and the Office of the Executive Assistant to the President.

Desegregation Coordinating Committee

The Morehead State University Desegregation Coordinating Committee is appointed by the President annually and consists of representation from the faculty, staff and student body. The President has designated the Executive Assistant to the President as the permanent chairperson. The committee has a broad base diversity from all areas of the University community and in particular, black employees and students. The committee is charged with:

- A. Assisting in coordinating the desegregation plan as mandated by the Department of Education's Office of Civil Rights.
- B. Developing and recommending to the President, proper allocation of desegregation funding.

- C. Providing recommendation of narratives for submission of materials to annual desegregation progress reports.
- D. Acting as an informational resource to the campus community concerning desegregation efforts.
- E. Attending Kentucky's Council on Higher Education seminars or meetings which fall under the committee's purview.
- F. Analyzing and verifying data for OCR surveys in order to establish data integrity.
- G. Assisting the Affirmative Action Committee in approaches and efforts for recruitment and retention of black students and qualified black faculty and staff.

VI. AFFIRMATIVE ACTION PROCEDURE

In cooperation with the Office of the President, the Affirmative Action Officer has major responsibility for monitoring the effectiveness of the Equal Employment, Affirmative Action policies of the University and ensuring compliance with this plan.

Personnel Recruitment, Selection, and Employment

Morehead State University follows a program of broad, comprehensive, open recruitment for faculty, administrative, and professional positions. Among the recruitment methods used are:

- A. Every position is advertised at least once in the Morehead News, the local newspaper, and all faculty and professional administrative openings are placed in the Lexington Herald Leader.
- B. Within disciplines or professions, department or division vacancies are advertised with professional organizations, journals, and other vehicles representing protected classes.
- C. Recruitment is performed whenever possible at meetings of professional associations.
- D. All full-time faculty and administrative positions are advertised by the Office of Personnel Services at least once in the national publication, The Chronicle of Higher Education.

- E. The local office of the Kentucky Job Service receives notices of all position vacancies at Morehead State University. In addition, every notice is forwarded to the local NAACP and Urban League in Lexington, Kentucky, and to each Kentucky public university, including Kentucky State University, a black institution of higher education.
- F. Each faculty, administrative, and professional opening is forwarded to placement offices as normal routine operations, to twenty (20) predominantly and traditionally black educational institutions who have graduate programs and pertinent faculty. This list is maintained in the Office of Personnel Services which also includes general organizations and associations representing women.
- G. For selected positions, the Office of Personnel Services identifies and places advertisement in minority newspapers in Louisville, Lexington, Chicago, or vehicles that specifically serve the minority resource pool.
- H. In the job announcements, the University proclaims they are to be an Equal Opportunity-Affirmative Action Employer.

At Morehead State University, all positions, including faculty, are recruited and screened through the Office of Personnel Services and are subject to the following process:

- A. Any administrative unit which wishes to replace a vacancy or create a new position must complete the "Faculty or Support Staff Search Procedure Checklist" (see appendix).
- B. The checklist must contain the necessary information to proceed with a job search, including:
 - 1. Recommended membership of the search committee of any faculty, administrative or professional opening. Search committees appointed to recommend final candidates for certain positions include members, wherever possible, of protected classes.

2. Appropriate budget approval comes from the Vice President for Administrative and Fiscal Services.
 3. A list of newspapers where the vacancy is recommended would be published.
 4. A completed MSU 119 or 118 form outlining job description and qualifications for the position are available.
 5. A review with approval by the dean, director, or the appropriate vice president is necessary. The President provides final authorization to pursue the search. During each review, changes to the search committee, job description and specifications or media vehicles can be added or deleted.
- C. The Director of Personnel reviews each checklist for proper approval, and makes any appropriate additions or deletions to the media coverage.
- D. The Office of Personnel Services places the advertisements and internally posts the vacancy. In cases of nonprofessional, nonfaculty openings, the vacancy is internally posted for five days to provide preference to employees who wish to transfer. If no employees request a transfer, or if no internal qualified applicant is found, the position is advertised externally.
- E. Exceptions to the general posting and advertising requirements are:
1. That the position had been posted and advertised within 45 days and enough qualified candidates applied; or
 2. That a qualified minority has been located and the hiring unit wishes to pursue a job offer.
 3. A business necessity such as a resignation of a faculty or staff member within 60 days from the start of semester. Appointments will be temporary and contingent on a full regular search.

- F. All resumes and employment applications are properly accepted and recorded on the search procedure checklist. Applications are kept for two years by the Office of Personnel Services.
- G. "Supplemental Personnel Data for Affirmative Action Recruitment" are independently forwarded to each applicant by the Office of Personnel Services. The Equal Employment Opportunity form is used to ascertain sex, race, handicap, or veteran status of candidates. These forms are not seen by the search committee or other persons directly involved in the hiring process.
- H. The Director of Personnel screens out applicants who do not minimumly qualify under the posting and advertised requirements. Those who are rejected, are again reviewed by the screening chairperson or interviewing supervisor to substantiate the decision against the general posting requirements.
- I. The Affirmative Action Officer reviews the applicant flow listing to determine if there is adequate representation from minorities or women. Depending upon the outcome, the position may be readvertised if, in the opinion of the Affirmative Action Officer, that representation is lacking of protected class members.
- J. All selection or promotion decisions are based solely upon the individual's qualifications for the position. Where candidates are assessed to be substantially equally qualified for a position, a member of a protected class will be given preference.
- K. The completed checklist is returned to the Office of Personnel Services and it designates those individuals who were interviewed or rejected with reasons for the rejection.
- L. The Affirmative Action Officer reviews the individual selected against any protected class comparing those who applied to determine if the selection was appropriate. If there are doubts, a written explanation may be requested for the hiring rationale and for the reasons why protected class members were rejected. If the written justifications for nonselection of the protected class

member is not in conformance with affirmative action selection procedures, the Affirmative Action Officer is authorized to delay an offer of employment until the statement is evaluated or the nonselection is resolved between the two parties. If agreement cannot be resolved, the Affirmative Action Officer is requested to forward all information to the President for resolution.

Employment of Close Relatives -- Anti-Nepotism Policy

Selection, placement, promotion, and all other matters pertaining to employment of academic and support staff shall be made without regard to family status of the individual. Supervisors and administrators will consider each person on personal merits, qualification, and skills. Therefore, both husbands and wives or any other kinship relationship can exist at this institution and within the same department. However, no employee can have a direct or indirect supervisory relationship over his or her relative or spouse where matters involving selection, placement, promotion, salary, tenure, teaching load or other status or interest of the relative may be recommended.

In addition, Kentucky Revised Statutes 164.360, Sub. 2, provides in part as follows:

"No person shall be employed who is related to any member of the board of regents as father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, sister-in-law, or daughter-in-law, except that upon written recommendation of the president of the university or college. One such relative of each member of the board of regents may be appointed upon confirmation by the other three appointed members."

In addition, a record is kept of the recruitment efforts and the avenues used to seek qualified candidates.

Under the above section, Personnel Recruitment, a system for monitoring the University affirmative action efforts and results via the "search checklist" has been developed. The forms have been defined and detailed discussion of form utilization and procedure has been outlined. These forms are retained by the Office of Personnel Services with copies forwarded to the hiring unit and appropriate management personnel.

Documentation of All Personnel Actions

The qualifications of each candidate are judged in comparison to the standards established for the position. The extent to which each candidate meets or does not meet the qualifications for the position is documented and the records retained in the Office of Personnel Services. Annual reports on affirmative action efforts and records of personnel decisions and actions are kept a minimum of two years by Personnel Services under the direction of the Director of Personnel.

Promotion Criteria

A. Faculty

Faculty promotion criteria include, but are not limited to, effectiveness and excellence in teaching, research, and scholarship, service, professional stature, and other criteria as determined by the Board of Regents and the President. In no case can promotion be denied or granted solely because of race, color, age, religion, handicap, sex, veteran status, or national origin.

B. Nonfaculty

The University provides an open promotion for nonfaculty employees. The promotion or transfer must be initiated by the employee. The qualification of employees interested in promotion or transfer are reviewed by the Office of Personnel Services. Performance ratings of the employee and the employee's qualifications for promotion or transfer are used in the review process. All transfer and promotion actions are based on a total personnel assessment and decisions are based upon an individual's qualifications for the particular position. In no circumstances can a promotion or transfer be denied or granted solely because of race, color, age, religion, sex, handicap, veteran status, or national origin. However, where candidates are assessed to be substantially equally qualified for a position, a member of a protected class will be given preference.

Employee Performance Evaluations

The University, through the Office of Personnel Services, is developing an Employee Performance Rating Program for administrative and staff personnel emphasizing job performance. It is anticipated the program will begin in February 1985. The program will be a person-job rating plan designed to match each employee against his or her particular job. At least once annually a supervisor will review with each subordinate his or her job specifications and select key result areas on which the employee's performance is appraised.

Person-job rating results recorded for each employee will be used by the supervisor for job performance counseling; transfer, promotion, and discharge recommendations; employee training and development; and in ways that will maximize employee potential. A faculty evaluation is currently under discussion.

Job Classification and Compensation System

The University plans, through the Office of Personnel Services, to develop and implement a job classification system. This includes the structuring of job descriptions, job evaluation processes, job analysis and wage surveys. In conjunction with this effort, charts showing formal lines of progression will be prepared. Associated with the developing of this system, the University intends to promote salary equity in all staff and faculty ranks and job classifications. This effort is to ensure that requirements of the Equal Pay Act and other legislation and regulations are met, as well as to help maximize the potential contribution of underrepresented groups to the University.

Upon the completion of the system, detailed salary studies will be made and analyzed. Where inequities are found, appropriate salary adjustments will be made.

Fringe Benefits

It is the policy of the University to extend fringe benefits to which one is entitled, to all University employees without regard to race, color, creed, sex, age, handicap, or veteran status.

Grievance Procedure

University management will make a thorough investigation of acts or omissions for:

1. Employees who claim sexual harassment.
2. Employees, applicants for employment or other individuals who allege discriminatory treatment based on race, religion, color, sex, age or national origin.

A. Coverage

This subject pertains to the following:

1. Complaints from employees alleging unfair or discriminatory treatment.
2. Complaints from employees of either sex alleging sexual harassment.
3. Complaints received from persons who are not University employees, alleging a discriminatory policy or practice, or alleging a discriminatory act of a University faculty member, administrative official or an employee.

B. Procedure

Complaints frequently are founded in simple misconceptions or misunderstandings. It is believed to be in the best interests of the University and the complainant that grievances be resolved in the following manner:

First Step

The aggrieved employee or any nonemployee may direct a complaint regarding sexual harassment or alleged discriminatory acts by preparing a written explanation of the complaint and the relief that is sought to the Affirmative Action Officer (AAO). The AAO will schedule a meeting for the purpose of understanding the complaint and to gather investigatory materials. A thorough investigation will be held as expediently as possible after the complaint and a written statement will be prepared. A meeting will be held with all parties

to resolve the matter in the best interest of all individuals concerned. A written decision will be forwarded by registered mail, return receipt to all parties after being reviewed by the president. In cases of sexual harassment, after fully investigating the complaint, the AAO will recommend action to the president, if warranted, including a written reprimand, suspension or discharge if corrective conduct becomes appropriate and the results of the investigation.

Second Step

The aggrieved party may submit a statement by registered mail, return receipt to the AAO within ten days after receiving the AAO's decision. An Affirmative Action Grievance Review Board will be selected by the AAO from the standing Affirmative Action Committee on a rotating appointment. In cases where students are involved, a student member will always participate on the Board.

Throughout this narrative setting forth the procedures, it is understood that:

- (1) The Affirmative Action Grievance Review Board will review all documents prepared as the grievance was processed through the previous steps.
- (2) The committee chairperson will schedule the hearing, designating time, place, and date.
- (3) The committee chairperson will notify both the AAO and the grievant of the time, place, and date of the hearing including the right of representation.
- (4) The committee chairperson will designate the Board chairperson.
- (5) The Board will make its recommendation to the President within sixteen work days after receipt of the appeal.

All hearings are conducted by the Board and testimony will be tape recorded and if necessary a typed transcript will be prepared. The aggrieved party may be

represented at the hearing. The AAO will set forth the University position, but will not be a party in the decision-making or be a member of the Board. Each party has the privilege of cross examination under the rules developed by the Affirmative Action Grievance Review Board and recorded in the minutes of its proceedings. The Affirmative Action Grievance Review Board has the option of going into closed session to weigh the evidence and to formulate its commendations to the President of the University. The Board's recommendations to the President will be delivered by registered mail. The President will render a decision within eight work days after receiving the Affirmative Action Grievance Review Board's recommendations. Written notification of the decision will be forwarded to all concerned parties by registered mail.

The President's decision will be final and binding. No further appeal is available beyond this step.

VII. EQUAL OPPORTUNITY FOR STUDENTS

The University strives to provide educational opportunities for minorities, women, handicapped, and veterans in the undergraduate and graduate student bodies which reflect the interests, individual merit, and availability of such individuals. The University attempts to ensure equality of opportunity and treatment in all areas related to student admissions, instruction, accommodations, financial assistance, programs, employment, placement, and other services without regard to race, color, age, religion, sex, national origin, veteran status, or handicap.

The University, where necessary to preserve the integrity of the individual's education, will publish reasonable physical requirements for particular programs.

Employment

Students employed in nonfaculty positions, institutional or federal workshops, or as teaching assistants are governed by the same affirmative action and equal employment opportunities policies that govern full-time employees.

Admissions

Special efforts are being continued to recruit members of protected classes.

All persons involved in reviewing student applications are kept aware of the University's equal opportunity policies regarding admissions and those admission regulations in Title IX of the Education Amendments of 1972 and in Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and the 1975 Age Discrimination Act, which prohibit discrimination in admissions based on sex, color, handicap, religion, race, age, or national origin.

The University's Equal Opportunity Policy is emphasized in all information and publications sent to prospective students.

Where there are admissions committees, members of protected classes (if available) are included.

All students are advised that the full range of opportunities at Morehead State University is open to them without regard to race, color, age, religion, sex, national origin, handicap, or veteran status.

Financial Assistance

All financial aid, i.e., scholarships, fellowships, work-study programs, field experience programs, and similar intern or practitioner training arrangements, is provided on an equal opportunity basis.

Eligible minority, veteran, women, and handicapped students are encouraged to participate in scholarship, loan, and work-study programs as appropriate.

Special assistance is provided to veterans by the Financial Aid Office. They advise veterans on: (a) VA education benefits (GI Bill) application, change of school and/or change of program procedures; (b) Credit hour requirements for full-time and part-time benefits; (c) Reimbursement of tutorial assistance benefits; (d) Bachelor's degree allowable credit for military service; (e) Consequences of failure to make academic progress; and (f) Late or nonreceipt of checks.

Support Services

The University continues to encourage minority, women, veteran, and handicapped faculty, staff, and students to provide supportive services for minority, women, veteran, and handicapped students serving as advisors, tutors, and informal resource personnel.

Under the general organization of the Dean of Graduate and Special Academic Programs, a person will be designated as an advisor to handicapped students. The advisor acts as liaison to the Affirmative Action Committee -- a University-wide group which reviews access to facilities and programs. All handicapped students should register with the handicapped advisor regardless if any service is used or not.

University-owned housing is available to all students without regard to race, sex, color, religion, veteran status, or national origin. Where financially possible, modifications are made for handicapped students.

Student Activities

All officially recognized Morehead State University student activities are open to all students without regard to race, sex, color, religion, national origin, handicap, age, or veteran status, except those organizations exempted by Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, or later exemptions allowed by the Department of Health and Human Services or the Department of Education.

New organizations must submit their constitution for review to ensure they meet affirmative action-equal employment opportunity requirements.

VII. WORKFORCE ANALYSIS

The detailed workforce analysis consists of a breakdown of active full-time employees by equal opportunity categories, race, and sex for each divisional unit and academic department. This analysis is a description and profile of the University's workforce. Summaries were completed for academic/departmental units.

Equal employment opportunity categories contain titles that are representative of the following:

<u>Category</u>	<u>Position Types</u>
01	Executive/Administrative/Managerial
02	Faculty
03	Professional, nonfaculty
04	Secretarial/Clerical
05	Technical/Paraprofessional
06	Skilled Crafts
07	Service Maintenance

Data for this analysis was compiled from computer printout, workforce analysis data, which is derived from records for all active, primary appointments as of October 1, 1984. Summary information appears in Appendix C.

All employees are grouped by position types and equal opportunity category as indicated above within each hiring division unit. The divisional units are defined by the organizational chart as adopted and revised on October 1, 1984: Three (3) vice presidential administrative units and the Office of the President. Further breakdown is established under the three (3) colleges comprising of 17 academic departments.

VIII. UTILIZATION ANALYSIS, TIMETABLES, AND GOALS

Problem areas are identified through completion of the workforce analysis and determining the labor pool parameters. Problem areas are the categories of employment having a representation of minority employees that are lower than the percentage of minorities in the workforce in the labor area from which the University could reasonably be expected to recruit. Consideration in determining "underutilization" of minority persons include the availability of persons having requisite skills and other factors as listed in the Department of Labor implementing regulations.

However, since Morehead State University, a traditionally white institution, is under a mandate to recruit and employ qualified blacks in all equal employment opportunity categories by the Department of Education and the Office of Civil Rights, this utilization analysis will be concerned with the black underutilization issue. Nevertheless,

this institution is committed to seek out and hire all qualified minorities and women as an affirmative action effort to achieve a fully-balanced staff.

Utilization Analysis and Timetable

The availability of raw statistics were derived from authenticated and documented sources as possible and appropriate for each category to determine availability. Morehead State University, a state-supported regional institution is located in Morehead, Kentucky, geographically located in Rowan County in Eastern Kentucky. Therefore, the method chosen to estimate the population parameters of the labor pool is determined as follows:

A. Executive, Administrative and Managerial

This includes all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department of subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution department or division. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Report in this category all officers holding such titles as president, vice president, dean, director, or the equivalents. Approximately 25 percent of these positions require the doctorate and the remainder a bachelor's or master's degree. National availability statistics are used for this category.

B. Faculty

This group includes all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent or any of these academic ranks. Report in this category deans, directors, or the equivalents, as well as associate deans, assistant deans, and

executive officers of academic departments (chairmen, heads, or the equivalent) if their principal activity is instructional. Since Morehead State University requires the doctoral degree as the predominant educational requirement for teaching faculty, figures of doctorates awarded nationally are used on an individual basis.

C. Professional Non-Faculty

Included in this category are persons whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Included would be all staff members with assignments requiring specialized professional training who should not be reported under the executive or faculty category and who should not be classified under any of the four "nonprofessional" categories of activities. Educational requirements are generally divided equally between the baccalaureate degree and the master's degree. The labor market is the entire Commonwealth of Kentucky and will be used as the primary recruiting area. However, national searches will also be attempted in this area.

D. Clerical and Secretarial

Included are all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full-time in the bookstore and library clerks who are not recognized as librarians. A high school diploma is an expectation or equivalent for this job category. The University uses Rowan, Bath, Menifee, Morgan and Carter counties as its primary recruiting area as the institution basically serves these total labor markets.

E. Technical and Paraprofessionals

Included are all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, junior colleges or through equivalent on-the-job training. Include computer operators, draftsmen, engineering or laboratory aides, licensed, practical or vocational nurses, photographers, scientific assistants, technical illustrators, technicians (electronic or engineering), and similar occupations not properly classifiable in other occupational activity categories but which are institutionally defined as technical assignments. The labor market is defined predominantly from the region served by Morehead State as outlined above.

F. Skilled Crafts

Included are all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairmen, electricians, stationary engineers, skilled machinists, carpenters, compositors and typesetters. A high school diploma or equivalent and usually on-the-job or apprenticeship training is required. The local labor market, as defined above, is the primary recruiting resource.

G. Service/Maintenance

Included are persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse

collectors, construction laborers, and security personnel. A high school graduation or appropriate experience is required in this job category for which the local labor market of the five-county area applies.

The employment goals and timetable are projected until academic year 1985-86. However, a yearly analysis and update will be prepared for the President's review where more positive changes can be implemented. (See timetable and goals)

Measurements to Achieve the Goals of the Plan

Morehead State University will conduct the following activities for achieving goals for:

- A. Recruitment, Enrollment and Activities of Students
 1. Effective July 1984, the University employed a minority student recruiter to assist in meeting the goal of increasing black student enrollment at Morehead State. The recruiter is authorized to travel the Commonwealth of Kentucky, as well as adjoining states, and will give primary attention to seeking out graduate and undergraduate black students. Expenses will be provided at least for the life of this plan.
 2. By May 1985, the University will develop a brochure for minority students showing appropriate black representation and black achievements to be used by the minority student recruiter.
 3. By June 1985, the Office of Admissions shall fully analyze full-time and part-time enrollment statistics to determine the black population makeup in order to establish appropriate recommendations for the recruitment of black students.
 4. By June 1985, the Office of the Dean of Graduate and Special Academic Programs shall analyze their respective enrollment as stated above. In addition, two graduate assistantships will be specially

designated for black student recruitment with proper coordination with the Minority Student Recruiter and responsible to the Director of Admissions.

5. Currently the University through its ad-hoc Desegregation Coordinating Committee, is reviewing the services provided minority students by the minority student advisor. This evaluation will attempt to ascertain levels of need in advising, counseling, and additional support services for black and other minority students on campus. The University will maintain employment for a highly qualified black individual to address these service needs at a level sufficient to enhance the educational and cultural opportunities for all minority students.
6. Special black scholarships and/or grants will be increased following the 1985-86 academic year.

B. Employment of Faculty and Staff

1. Upon the acceptance of this plan, the University affirmative employment procedures will be reduced to writing and placed into the new personnel policy and procedure. All supervisors who participate in hiring will be explicitly instructed by the President of Morehead State University to adhere to these procedures.
2. From July 1984, the University will document efforts to recruit and hire black individuals.
3. Since August 1984, as a routine matter of course, all job announcements have been forwarded to the regional National Association for the Advancement of Colored People (NAACP), the National Urban League in Lexington, Kentucky, and the local job service. In addition, all postings will be sent to Kentucky State University, a traditionally black institution.

4. Since November 1, 1984, the Office of Personnel Services has identified traditionally black institutions with graduate programs and pertinent faculty members and national women organizations which will be added to the job announcement mailing list.
5. By January 1985, the University will request to be on the Southern Regional Educational Board Faculty (SREB) Data Bank Registry mailing list located in Atlanta, Georgia. The purpose of the applicant data pool is to identify all qualified black faculty members who are available for employment in the southern states. By March 1985, a routine request of available faculty openings at this institution will be sent to the SREB Data Bank to request up-to-date files on black applicants who may be interested in our specific vacancy and an individual letter will be sent to each name provided by the SREB notifying the individual of the opening.
6. By early 1985, the Alumni Office under University Relations will identify, from University records, black alumni. Each individual will be contacted by letter requesting their assistance to refer black candidates or black students to the University.
7. Upon acceptance of this plan, the University's President will request the Vice President for Academic Affairs to enlist the participation of faculty and department heads in the recruitment of black faculty. Faculty and department chairs, and particularly black representation who attend national conferences, will be asked to seek out qualified black colleagues at their professional meetings to be considered for employment at the University. Documentation of efforts will be made.
8. For each academic year beginning in March 1985, in which service maintenance or skilled craft openings occur, the University will designate an administrative official to visit within eastern Kentucky areas where there is

a concentration of black populous to interview and recruit black candidates to fill current and anticipated vacancies.

9. By 1985, the University will explore opportunities to enter into agreements with several public, traditionally black institutions (TBI) in adjoining states under which the University will propose an exchange of faculty in selected courses between the TBIs and the University. The presidents of all participating institutions will be responsible for ensuring that all faculty are aware of and encouraged to take advantage of this opportunity.
10. The Personnel Services Office will be responsible for the completeness and preservation of all records. These include, but are not limited to, the efforts to recruit black employees, the number of applications received by race, job offers made by race, and reason for not hiring qualified black applicants.

C. Implementation of Specific Programs to Eliminate Discriminatory Barriers and Achieve Goals

1. By January 15, 1985, an Affirmative Action Committee will be appointed to assist in the implementation of this affirmative action plan.
2. By January 15, 1985, a Desegregation Coordinating Committee will be appointed to (a) assist in coordinating the desegregation plan, (b) help the affirmative action committee and (c) support the affirmative action officer in monitoring the desegregation plan.
3. Upon the acceptance of this plan, the President of Morehead State University will communicate to all employees the policies, goals, and efforts that this institution will make in the affirmative action area.
4. The University' Affirmative Action Officer will submit annual reports to the President of the University throughout

the life of the plan, describing the University's recruitment efforts and the number of black employees hired.

5. As a part of an internal award system, the Affirmative Action Committee will review the above President's Annual Report on Affirmative Action for the purpose to audit, monitor, and evaluate the progress being made toward accomplishing the objectives of Morehead State's affirmative action plan. Separate recommendations to the President will be made on the following, but are not limited to:
 - Individual divisional and departmental efforts
 - Work force and analysis data
 - Goals and Timetables
 - Progress toward goals and timetables
 - Applicant and hire flow
 - Sources of referrals and hires
 - Documented attempts to hire women and black faculty and staff
 - Reasons for rejection of black applicants
6. Upon the development and implementation of a wage and salary system, the Office of Personnel Services will conduct an internal salary equity study associated with the external market. Any internal inequities will be reported to the President. This survey will be conducted annually thereafter in the spring semester of each year.
7. Upon acceptance, this new plan is a good-faith effort to upgrade and develop a stronger and more significant attempt to implement affirmative action at this University.

This plan has been developed and submitted by:

**Affirmative Action Officer
Morehead State University**

Date

This plan has been reviewed and approved by:

**President
Morehead State University**

Date

This plan has been approved and adopted by:

Chairman, Board of Regents

Date

Member, Board of Regents

Date

Member, Board of Regents

Date

Member, Board of Regents

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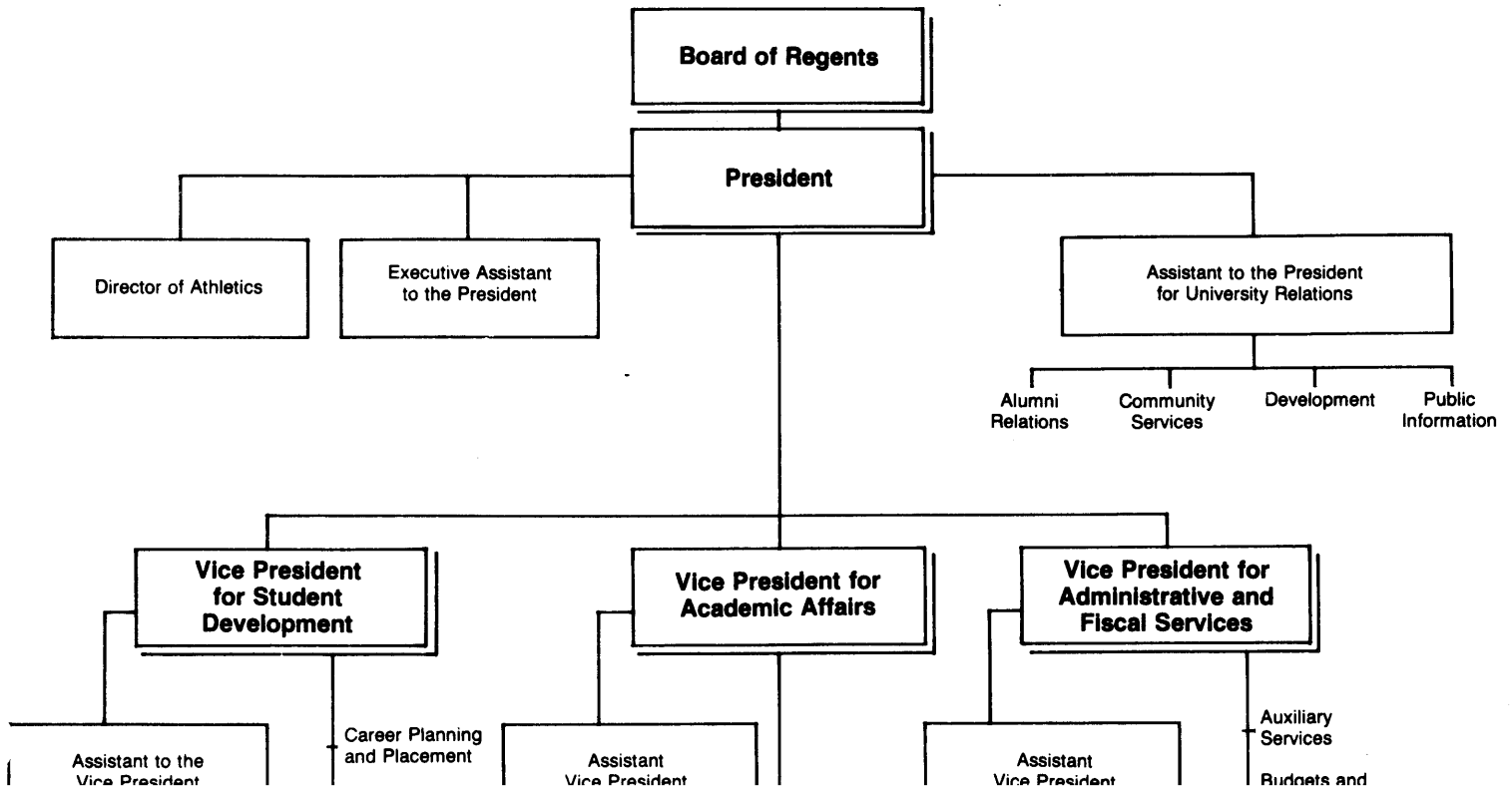
APPENDIX A

Organizational Chart

Organizational Chart



MOREHEAD, KENTUCKY 40351



APPENDIX B

Employment Forms

SUPPORT STAFF SEARCH PROCEDURE CHECKLIST

I. Request for permission to conduct a search:

A. The position is identified as _____

in the _____

*Position was last held by or is a new position _____
(specify)

*The amount currently budgeted for this position is \$ _____

*The anticipated required funding for this position is \$ _____

B. Recommended chairperson for the search committee or interviewing supervisor:

NAME	TITLE	DEPARTMENT
* _____	_____	_____

C. Recommended membership of the search committee:
(only for professional level positions)

NAME	TITLE	DEPARTMENT
* _____	_____	_____
* _____	_____	_____
* _____	_____	_____
* _____	_____	_____
* _____	_____	_____

D. The requested funds for this position are available:

Signed: _____
 (Vice President for Administrative and Fiscal Services or
 Budget Officer) _____
 Date

E. The advertising of this position should be published in:

* _____ *

* _____ *

F. The attached MSU Form 119 "Employment Opportunity" outlines job description.

G. The recommended search deadline is _____

Requested by: _____
 Department Head/Supervisor _____
 Date

Endorsed by: _____
 Dean/Director _____
 Date

Recommended by: _____
 Appropriate Vice President _____
 Date

Approved by: _____
 President _____
 Date

H. Internal posting requirements of five (5) working days prior to external advertising is required. Posting deadline depends on the first day the vacancy appears in the MSU Update.

INTERNAL POSTING STARTING DATE BEGINS _____ ENDS _____

Employment Opportunity

Morehead State University

POSITION:	
DATE OF APPOINTMENT:	SALARY:
DURATION OF APPOINTMENT:	
RESPONSIBILITIES:	
QUALIFICATIONS:	
SPECIAL INFORMATION:	
LETTER OF APPLICATION, RESUME AND REFERENCES TO:	
CLOSING DATE FOR RECEIPT OF CREDENTIALS:	

Morehead State University is an Equal Opportunity, Affirmative Action Employer.



II. Results of search activity:

A. The following candidates submitted credentials and basic EEOC data were registered on the date listed:

JOB APPLICANT FLOW FORM

<u>NAMES OF APPLICANTS</u>	<u>SEX</u>	<u>ETHNIC</u>	<u>INTERVIEWED</u>			<u>DATE INTERVIEWED</u>
			<u>YES</u>	<u>NO</u>	<u>CODE</u>	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

NUMBER OF RESPONSES RECEIVED

NUMBER INTERVIEWED

Number of Men	_____	_____
Number of Minority Men	_____	_____
Number of Females	_____	_____
Number of Minority Females	_____	_____

<u>SEX</u>	<u>ETHNIC</u>	<u>CODE</u>	<u>REASONS REJECTED</u>
M--Male	C--Caucasian	1.	Inadequate performance record
F--Female	B--Black	2.	Limited availability
	H--Hispanic	3.	Not qualified
	I--American Indian or Alaskan Native	4.	Insufficient academic achievement
	O--Asian or Pacific Islander	5.	Uncertain teaching potential
		6.	Uncertain research potential in field
		7.	Insufficient specialization breadth or field to be covered
		8.	Inadequate experience
		9.	Other specific reason: education

Additional form is attached if necessary

III. Recommendation for employment: See attached Personnel Action Request form (PAR) for recommendation.

A. The search procedure has been conducted consistent with EEOC and Affirmative Action requirements:

Signed: _____ Date _____
 Affirmative Action Officer

IV. Contract activity: Used for the Office of Personnel Services only.

A. Contract mailed on: _____

B. Signed contract received on: _____

C. Special contract provisions, if any: _____

V. File copies to: Director of Personnel Services
 Appropriate Vice President/Dean/Department Head

FACULTY SEARCH PROCEDURE CHECKLIST

I. Request for permission to conduct a search:

A. The position is identified as _____

in the _____

*Position was last held by or is a new position (specify) _____

*The amount currently budgeted for this position is \$ _____

*The anticipated required funding for this position is \$ _____

*The position is a Tenure or Non-Tenure Track (specify) _____

B. Contact person for the search committee is:

NAME	TITLE	DEPARTMENT
* _____	_____	_____

C. Recommended membership of the search committee:

NAME	TITLE	DEPARTMENT
* _____	_____	_____
* _____	_____	_____
* _____	_____	_____
* _____	_____	_____
* _____	_____	_____

D. The requested funds for this position are available:

Signed: _____ Date _____
 (Vice President for Administrative and Fiscal Services or Budget Officer)

E. The advertising of this position should be published in:

* _____

* _____

* _____

* _____

* _____

* _____

* _____

* _____

Additional media vehicles are determined by the Office of Personnel Services:

* _____

* _____

* _____

* _____

F. The attached MSU Form 119 "Employment Opportunity" outlines job description.

G. The recommended search deadline is _____

Requested by: _____ Date _____
 Department Head

Endorsed by: _____ Date _____
 Dean

Recommended by: _____ Date _____
 Vice President for Academic Affairs

Approved by: _____ Date _____
 President

Academic Opportunity

Morehead State University

POSITION:	<input type="checkbox"/> TENURE TRACK <input type="checkbox"/> NON-TENURE TRACK
DATE OF APPOINTMENT:	SALARY:
DURATION OF APPOINTMENT:	
RESPONSIBILITIES:	
QUALIFICATIONS:	
SPECIAL INFORMATION:	
LETTER OF APPLICATION, RESUME AND REFERENCES TO:	
CLOSING DATE FOR RECEIPT OF CREDENTIALS:	

Morehead State University is an Equal Opportunity, Affirmative Action Employer.



—PLEASE POST—

MSU Form 116

II. Results of search activity:

A. The following candidates submitted credentials and basic EEOC data were registered on the date listed:

JOB APPLICANT FLOW FORM

<u>NAMES OF APPLICANTS</u>	<u>SEX</u>	<u>ETHNIC</u>	<u>INTERVIEWED</u>			<u>DATE INTERVIEWED</u>
			<u>YES</u>	<u>NO</u>	<u>CODE</u>	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

NUMBER OF RESPONSES RECEIVED

NUMBER INTERVIEWED

Number of Men	_____	_____
Number of Minority Men	_____	_____
Number of Females	_____	_____
Number of Minority Females	_____	_____

<u>SEX</u>	<u>ETHNIC</u>	<u>CODE</u>	<u>REASONS REJECTED</u>
M--Male	C--Caucasian	1.	Inadequate performance record
F--Female	B--Black	2.	Limited availability
	H--Hispanic	3.	Not qualified
	I--American Indian or Alaskan Native	4.	Insufficient academic achievement
	O--Asian or Pacific Islander	5.	Uncertain teaching potential
		6.	Uncertain research potential in field
		7.	Insufficient specialization breadth or field to be covered
		8.	Inadequate experience
		9.	Other specific reason: education

Additional form is attached if necessary

III. Recommendation for employment: See attached Personnel Action Request form (PAR) for recommendation.

A. The search procedure has been conducted consistent with EEOC and Affirmative Action requirements:

Signed: _____ Date _____
 Affirmative Action Officer

IV. Contract activity: Used for the Office of Personnel Services only.

A. Contract mailed on: _____

B. Signed contract received on: _____

C. Special contract provisions, if any: _____

D. Tenure or Non-Tenure track: _____

V. File copies to: Director of Personnel Services
 Appropriate Vice President/Dean/Department Head



Supplemental Personnel Data for Affirmative Action Recruitment

MOREHEAD, KENTUCKY

To all applicants:

Morehead State University is an Equal Opportunity Employer committed to the policies and principles of Affirmative Action in its recruitment procedures.

The information requested below will be used only for the following purposes:

- 1. to advance the implementation of our Affirmative Action policies;
- 2. to assist in evaluation of Affirmative Action recruiting efforts;
- 3. to aid the university in responding to valid inquiries about equal opportunity from federal and state agencies.

Safeguards have been instituted which will insure that the information cannot be used as a basis for discrimination in any form. By providing this information you will help us assure that our program is administered in a nondiscriminatory manner.

This information will in no way affect you as an individual candidate. Data reported on this form will not be made available to anyone involved in the selection process or hiring decision.

Date: _____
month / day / year

Name: _____

Position applied for: _____
title department

1. Predominant ethnic background:

- American Indian or Alaskan native: all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islanders: all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands.
- Black (not Hispanic origin): all persons having origins in any black racial group.
- Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish culture or origin, regardless of race.
- White (not of Hispanic origin): all persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian sub-continent.

2. Sex:

- female
- male

3. Date of birth:

month / day / year

4. Are you a U.S. citizen?

yes

no

If no, what is your visa category? _____

5. Do you have a physical disability (a physical or mental impairment which substantially limits one or more major life activities)?

yes

no

If yes, please describe _____

6. Do you qualify as a Vietnam Era veteran (any veteran of the armed services who served on active duty for at least 181 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged honorably or released sooner because of a serious related disability)?

yes

no

7. Are you considered a disabled veteran by the U.S. Veteran's Administration (any person entitled to compensation by the VA for a disability rated at 30 percent or more, or who was discharged or released from active duty by reason of service connected disability)?

yes

no

8. How did you learn about the position?

employee

contacted by the university

newspaper ad

professional journal or magazine

_____ name of newspaper

_____ name of journal

employment agency

job posting

other organization or agency

_____ name

Thank you for your assistance.

This information should be sent directly to:

Personnel Services
Morehead State University
106 Howell-McDowell Ad. Bldg.
Morehead, Kentucky 40351



Personnel Action Request

Department _____
 Name _____
(last, first, middle)
 Address _____
(street, city, state, zip)
 Social Security number _____ / _____ / _____

Date _____ / _____ / _____
month day year
 Effective date of action _____
 Ending date _____
 Previous MSU employment No
 Yes—If yes, month _____ year _____

Marital Status <input type="checkbox"/> single <input type="checkbox"/> married	Date of Birth _____ / _____ / _____ <small>month day year</small>	Educational Level <input type="checkbox"/> high school college or university year graduated <input type="checkbox"/> AAS _____ <input type="checkbox"/> BS/BA _____ <input checked="" type="checkbox"/> MA/MS/MBA _____ <input type="checkbox"/> JD/MD/DVM _____ <input type="checkbox"/> PhD/EdD _____
Sex <input type="checkbox"/> male <input type="checkbox"/> female	Origin <input type="checkbox"/> caucasian <input type="checkbox"/> non-caucasian	

Nature of Action

Appointment Status <input type="checkbox"/> regular <input type="checkbox"/> temporary <input type="checkbox"/> seasonal <input type="checkbox"/> emergency <input type="checkbox"/> probationary <small>ending date _____</small> <input type="checkbox"/> probation completed <input type="checkbox"/> Transfer from _____ to _____ <small>title department/division name of employee</small>	<input type="checkbox"/> full-time <input type="checkbox"/> part-time	<input type="checkbox"/> appointment <input type="checkbox"/> promotion <input type="checkbox"/> demotion <input type="checkbox"/> discharge <input type="checkbox"/> layoff	Action <input type="checkbox"/> release <input type="checkbox"/> retirement <input type="checkbox"/> death <input type="checkbox"/> resignation <input type="checkbox"/> salary adjustment	<input type="checkbox"/> reclassification <input type="checkbox"/> title change <input type="checkbox"/> special project <input type="checkbox"/> leave of absence <small>without pay</small> <input type="checkbox"/> leave of absence <small>with pay</small>
--	--	--	--	---

Replacement _____
title department/division name of employee

Official job title _____ Salary _____

	account number	percent	amount
payroll account			
payroll account			
new appropriation			
restricted funds			
other			
budget transfer			
salary adjustment <small>(incr./decr.)</small>			

Budget office approval _____
budget director

Recommended by _____ / _____ date _____ Remarks: _____
department head/supervisor

Authorized by _____ / _____ date _____ Approved by: _____
director/dean

Authorized by _____ / _____ date _____ President of university _____ date _____
vice president/unit director

For Payroll and Personnel Use Only

Payroll Pay status <input type="checkbox"/> 12 months (monthly) <input type="checkbox"/> 10 months (monthly) <input type="checkbox"/> 9 months (monthly) <input type="checkbox"/> 9 months (paid over 12 mos.) Wage rate _____ <small>monthly hourly</small> _____ <small>director of payrolls</small>	<input type="checkbox"/> bi-weekly <input type="checkbox"/> one payment <input type="checkbox"/> supplemental <input type="checkbox"/> other	Personnel EEO categories <input type="checkbox"/> executive admin., mgr. <input type="checkbox"/> faculty <input type="checkbox"/> professional, non-faculty <input type="checkbox"/> secretarial/clerical <input type="checkbox"/> technical, paraprofessional <input type="checkbox"/> skilled crafts <input type="checkbox"/> service and maintenance <input type="checkbox"/> exempt <input type="checkbox"/> non-exempt	Benefits <input type="checkbox"/> medical <input type="checkbox"/> single <input type="checkbox"/> family <input type="checkbox"/> life <input type="checkbox"/> KTRS <input type="checkbox"/> KERS <input type="checkbox"/> tuition waiver <input type="checkbox"/> no benefits
--	---	---	---

Distribution: white—personnel/payroll gold—employee pink—dean/director yellow—budget unit

Accrued hrs./days _____
vacation sick leave

_____ director of personnel

APPENDIX C

Workforce Analysis

Total University

HIRING UNIT

WORKFORCE ANALYSIS FOR ACADEMIC AND NON-ACADEMIC PERSONNEL

EEO Category	Current Work Force									
	Total	Number of Blacks	Number of Hispanics	Number of Asian Pac. Islanders	Number of Amer. Indian Nat. Alaskians	Number of Whites	Number/Percentage of Females		Number/Percentage of Males	
Exec./Admin./Mgt.	45	0	0	0	0	45	17	37.8%	28	62.2%
Faculty	301	3 (1.0)	0	4 (1.3)	0	294	81	26.9%	220	73.1%
Professional/Non-Faculty	149	5 (3.4)	0	0	0	144	71	47.6%	78	52.4%
Secretarial/Clerical	163	0	0	0	0	163	154	94.5%	9	5.5%
Technical/Para. Prof.	27	1 (3.7)	0	0	0	26	16	59.3%	11	40.7%
Skilled Crafted	51	0	0	0	0	51	6	11.8%	45	88.2%
Service Maintenance	185	0	0	0	0	185	57	30.8%	128	69.2%
GRAND TOTALS	921	9 (.98)	0	0	0	908 (98.6)	402	43.7%	519	56.3%

Total University

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	32*	0	0	4.8	4.5	2 (6.3)	0	0	1	2
Faculty	143**	2	1.4	3.7	2.3	4 (2.8)	0	0	2	4

*11 White Females
**65 White Females
2 Asians

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	13	0	0	3.7	3.7	1 (7.7)	0	0	0	1
Faculty	158 **	1	.63	3.9	3.9	6 (4.2)	0	0	3	6

SOURCE: 1. Summary Report 1983, Doctorate Recipients from United States Universities, "Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield." National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on the average of all disciplines (Bachelor/Masters; Masters/Doctorate).

Office of the President
HIRING UNIT

WORKFORCE ANALYSIS FOR ACADEMIC AND NON-ACADEMIC PERSONNEL

EEO Category	Current Work Force									
	Total	Number of Blacks	Number of Hispanics	Number of Asian Pac. Islanders	Number of Amer. Indian Nat. Alaskians	Number of Whites	Number/Percentage of Females		Number/Percentage of Males	
Exec./Admin./Mgt.	6	0	0	0	0	6	0		6	100.0%
Faculty	0	0	0	0	0	0			0	
Professional/Non-Faculty	27	1 (3.7%)	0	0	0	26	6	22.2%	21	77.8%
Secretarial/Clerical	13	0	0	0	0	13	13		0	
Technical/Para. Prof.	2	0	0	0	0	2	1	50.0%	1	50.0%
Skilled Crafted	4	0	0	0	0	4	2	50.0%	2	50.0%
Service Maintenance	0	0	0	0	0	0	0		0	

Office of the President

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR NON-ACADEMIC PERSONNEL**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Professional	27	1	3.7				0	0		
Sec. and Office	13	0	0	1.28	1.28	0	0	0	0	0
Tech./ Para. Prof.	2	0	0	1.28	1.28	0	0	0	0	0
Skilled Crafted	4	0	0	1.20	1.20	0	0	0	0	0
Service Mainten.	0	0		1.28	1.28	0	0	0	0	0

SOURCE: 1980 Equal Opportunity File
Federal Census Bureau

Office of the President
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86
Admin. Executive	4	0	0	4.5	4.5	0	0	0	0

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86
Admin. Executive	2	0	0	3.7	3.7	0	0	0	0

NOTE: No female representatives

SOURCE: 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees.

Vice President for Academic Affairs

HIRING UNIT

WORKFORCE ANALYSIS FOR ACADEMIC AND NON-ACADEMIC PERSONNEL

EEO Category	Current Work Force									
	Total	Number of Blacks	Number of Hispanics	Number of Asian Pac. Islanders	Number of Amer. Indian Nat. Alaskians	Number of Whites	Number/Percentage of Females		Number/Percentage of Males	
Exec./Admin./Mgt.	17	0	0	0	0	17	6	35.3%	11	64.7%
Faculty	301	3 (1.0)	0	4 (1.3)	0	294	81	26.9%	220	73.1%
Professional/Non-Faculty	65	1 (1.5)	0	0	0	64	39	60.0%	26	40.0%
Secretarial/Clerical	83	0	0	0	0	83	82	98.8%	1	1.2%
Technical/Para. Prof.	12	1 (8.3)	0	0	0	11	9	75.0%	3	
Skilled Crafted	2	0	0	0	0	2	1	50.0%	1	50.0%
Service Maintenance	10	0	0	0	0	10	4	40.0%	6	60.0%

Academic Affairs
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR NON-ACADEMIC PERSONNEL**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Profess- ional	65	1	1.5							
Sec. and Office	83	0	0	1.28	1.28	2(2.4)	0	0	1	2
Tech./ Para. Prof.	12	1	8.3	1.28	1.28	0	0	0	0	0
Skilled Crafted	2	0	0	1.20	1.20	0	0	0	0	0
Service Mainten.	10	0	0	1.28	1.28	0	0	0	0	0

SOURCE: 1980 Equal Opportunity File
Federal Census Bureau

Vice President for Academic Affairs

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Admin. Executive	8	0	0	4.5	4.5	1 (12.5)	0	0	0	1

Note: 1 White Female

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Admin. Executive	9	0	0	3.7	3.7	0	0	0	0	0

NOTE: 5 White Female

SOURCE: 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees.

Art Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	6	0	0	3.9	3.9	0	0	0	0	0

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	3	0		.7	.7	0	0	0	0	0

Note: No female representation

- SOURCE:** 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Fine Art; B.S. level (4.6), M.S. level (3.1).

Biological and Environmental Sciences Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86
Faculty	3	0	0	4.0	4.0	0	0	0	0

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86
Faculty	10	0	0	1.4	1.4	0	0	0	0

Note: No female representation

SOURCE:

1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Biological Sciences; B. level (5.2), M.S. level (2.8)

Communications Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	10	0	0	6.9	6.9	1 (10.0)	0	0	0	1

Note: 1 female

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	10	0	0	3.2	3.2	0	0	0	0	0

Note: a) 1 Asian Pacific Islander
b) No female representation

SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on (.7), M.S. level (6.0). tions; B.S. level

English, Foreign Languages and Philosophy Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	11	1	9.1	4.0	0	0	0	0	0	0

Note: 7 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	14	0	0	5.8	5.8	1 (7.1)	0	0	0	1

**Note: 1 Asian/Pacific Islander
5 Females**

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Letters; B.S. level (4.9), M.S. level (3.0).

Geography, Government and History Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	1	0	0	11.3	11.3	0	0	0	0	0

Note: No female representation

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	15	1	6.7	3.7	0	0	0	0	0	0

Note: 1 Female

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1983, National Research Council. Availability figures is the mean of: Geography (3.25); Political Sciences (5.5%); American History (5.5%).
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Public Affairs; B.S. level (13.2), M.S. level (9.3).

Mathematics Department

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	8	0	0	4.0	4.0	0	0	0	0	0

Note: 4 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	5	0	0	.9	.9	0	0	0	0	0

Note: No female representation

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Math; B.S. level (5.3), M.S. level (2.6).

Music Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	16	0	0	4.0	4.0	1(6.3)	0	0	0	1

Note: 1 Female

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	6	0	0	1.7	1.7	0	0	0	0	0

Note: No female representation

- SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Fine Arts; B.S. level (4.6), M.S. level (3.1).

Physical Sciences Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	1	0	0	2.9	2.9	0	0	0	0	0

Note: No female representation

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	13	0	0	.9	.9	0	0	0	0	0

Note: No female representation

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Physical Sciences; B.S. level (3.7), M.S. level (2.0).

Business and Economics Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	21	0	0	5.4	5.4	1(4.2)	0	0	1	1

Note: 7 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	16	0	0	3.4	3.4	0	0	0	0	0

Note: 3 Females

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Availability figures is the mean of: Economics (3.7%) and Business Administration (2.3%).
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Business Management; S. level (6.6), M.S. level (4.1).

Health, Physical Education and Recreation Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	7	0	0	5.5	5.5	0	0	0	0	0

Note: 2 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	9	0	0	2.0	2.0	0	0	0	0	0

Note: No female representation

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Health; B.S. level (5.6), M.S. level (5.3).

Psychology and Sociology Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	4	0	0	6.6	6.6	0	0	0	0	0

Note: 3 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	16	0	0	6.0	6.0	1 (6.25)	0	0	0	1

Note: 1 Female

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Availability figures is the mean of: Psychology (3.6); Sociology (5.9); and Social Work (8.6).
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Social Science; B.S. level (8.0), M.S. level (5.1).

Home Economics Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	8	0	0	5.6	5.6	0	0	0	0	0

Note: 7 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	1	0	0	9.2	9.2	1(100%)	0	0	0	1

Note: No female representation

- SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Home Economics; B.S. level (6.1), M.S. level (5.1).

Industrial Education and Technology Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	10	0	0	8.7	8.7	0	0	0	0	0

**Note: 1 Asian/Pacific Islander
No female representation**

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	5	0	0	6.6	6.6	0	0	0	0	0

Note: No female representation

SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Subgroup Industrial Arts.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Education; B.S. level (8.6), M.S. level (8.8).

Nursing and Allied Health Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	10	0	0	5.5	5.5	1(10.0)	0	0	0	1

Note: 10 females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	1	0	0	5.2	5.2	0	0	0	0	0

Note: No female representation

- SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Health; B.S. level (5.6), M.S. level (5.3).

Agriculture and Natural Resources Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	9	0	0	2.4	2.4	0	0	0	0	0

Note: 1 Asian/Pacific Islander
4 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	7	0	0	3.3	3.3	1(14.3)	0	0	0	1

Note: 1 Female

SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Availability figures is the mean of: Agronomy (5.0) and overall (1.5).
2. 1980-1981 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Agriculture; B.S. level (.09), M.S. level (3.9).

Education Department

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	18	1	5.6	8.7	3.1	0	0	0	0	0

Note: 13 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	27	0	0	8.5	8.5	2(7.4)	0	0	1	2

Note: 5 Females

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Availability figures is the mean of: Curriculum and Instruction (6.2); and Foundations (10.8).
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Education; B.S. level (8.6), M.S. level (8.8).

Administrative and Fiscal Services

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR NON-ACADEMIC PERSONNEL**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Professional	33	0	0							
Sec. and Office	42	0	0	1.28	1.28	1(2.4)	0	0	0	1
Tech./ Para. Prof.	11	0	0	1.28	1.28	0	0	0	0	0
Skilled Crafted	45	0	0	1.20	1.20	1(2.2)	0	0	0	1
Service Mainten.	145	0	0	1.28	1.28	2(1.38)	0	0	2	3

SOURCE: 1980 Equal Opportunity File
Federal Census Bureau

Vice President for Administrative and Fiscal Services
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	8	0	0	4.5	4.5	1(12.5)	0	0	0	1

Note: 1 White Female

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	2	0	0	3.7	3.7	0	0	0	0	0

NOTE: No female representatives

SOURCE: 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees.

Vice President for Student Development
HIRING UNIT

WORKFORCE ANALYSIS FOR ACADEMIC AND NON ACADEMIC PERSONNEL

EEO Category	Current Work Force									
	Total	Number of Blacks	Number of Hispanics	Number of Asian Pac. Islanders	Number of Amer. Indian Nat. Alaskians	Number of Whites	Number/ Percentage of Females		Number/ Percentage of Males	
Exec./Admin./ Mgt.	12	0	0	0	0	12	4	33.3%	8	66.7%
Faculty	0	0	0	0	0	0	0		0	
Professional/ Non-Faculty	24	3 (12.5)	0	0	0	21	15	62.5%	9	37.5%
Secretarial/ Clerical	25	0	0	0	0	25	18	72.0%	7	28.0%
Technical/ Para. Prof.	2	0	0	0	0	2	2		0	
Skilled Crafted	0	0	0	0	0	0	0		0	
Service Maintenance	2	0	0	0	0	2	2	100%	0	

Student Development

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR NON-ACADEMIC PERSONNEL**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Profession- ional	24	3	12.5							
Sec. and Office	25	0	0	1.28	1.28	1(4.0)	0	0	1	1
Tech./ Para. Prof.	2	0	0	1.28	1.28	0	0	0	0	0
Skilled Crafted	0	0	0	1.20	1.20	0	0	0	0	0
Service Mainten.	2	0	0	1.28	1.28	0	0	0	0	0

SOURCE: 1980 Equal Opportunity File
Federal Census Bureau

Vice President for Student Development
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	11	0	0	4.5	4.5	1(9.1)	0	0	1	0

Note: 4 White Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	1	0	0	3.7	3.7	0	0	0	0	0

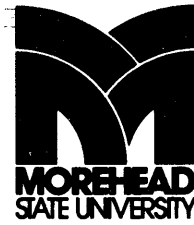
NOTE: No female representatives

APPENDIX D

EMPLOYMENT GOALS AND TIMETABLE

**MOREHEAD STATE UNIVERSITY
ACCUMULATIVE EMPLOYMENT GOALS AND TIMETABLE**

EEO-6 Job Categories	Goal Percentage	1983-84	ANNUAL GOALS		1986-87
			1984-85	1985-86	
Executive/Administrative Managerial					
a. Not Requiring (Doctoral/terminal degree)	2	0	0	1	1
b. Requiring (Doctoral/ terminal degree)	1	0	0	0	1
Faculty					
a. Not requiring (Doctoral/terminal degree)	4	0	0	1	4
b. Requiring (Doctoral/ terminal degree)	6	0	0	1	6
Professional/Non Faculty					
Secretarial/Clerical	3 (1.84)	0	0	2	4
Technical/Paraprofessional	1 (3.7)	1	1	1	1
Skilled Crafts	1 (1.96)	0	0	0	1
Service/Maintenance	3 (1.62)	0	0	1	3



MEMORANDUMOFFICE OF THE PRESIDENT
MOREHEAD, KENTUCKY 40351

TO: Members, Board of Regents

FROM: 

Herb. F. Reinhard

DATE: January 11, 1985

I will recommend for your approval at our next meeting the attached recommendations from the Ad Hoc Scholarship Review Committee. Dr. William Whitaker chaired the committee at my request and the composition of the committee is listed in the last paragraph of the attached memorandum of January 2, 1985. While I believe all six (6) recommendations are positive changes for our overall scholarship program, the major improvements might well be the reduction of eight (8) programs to five (5) enabling our total program to be better understood and administered and permitting a student to renew each of the programs after the freshman year and for up to four (4) years. Heretofore, the majority of our scholarships were available only during the freshman year which created a financial difficulty after that initial year.

You will note that item (1) Distinguished Scholar Award for National Merit Semifinalists was approved by you at the last meeting of the Board of Regents.

Please let me know if you have any questions or any concerns regarding the attached recommendations.

Thank you.

HFR:cj

Attachments



MOREHEAD, KENTUCKY 40351

MEMORANDUM

DATE: January 2, 1985

TO: Dr. Herb. F. Reinhard, President

FROM: William Whitaker ~~William Whitaker III~~

RE:

By memorandum of October 22, 1984, you requested that I chair a special ad hoc committee to review our existing scholarships and awards and to make any recommendations to you we felt appropriate. The committee met four times between October 22 and December 5, 1984 and is ready to report. The attached minutes of the fourth meeting with attachment represent our report.

Our major recommendations include:

1. Create the Distinguished Scholar Award for National Merit Semi-finalists.
2. Reduce eight (8) scholarship/grant categories to five (5).
3. Permit renewal for up to four (4) years on all five (5) scholarship/grant categories.
4. Permit qualified sophomores, juniors and seniors to apply for vacancies created by attrition in Regents Scholarship awards.
5. Establish the policy of institutional aid as the last aid granted with total aid not to exceed the total cost of attending MSU.
6. Establish a stacking policy for grouping institutional scholarships with either the MSU grant or IOG account scholarships.

Some issues were addressed but no recommendation is made at this time:

1. A scholarship committee might be appropriate for continuing review and appeals. The issue is cloudy because there is a scholarship committee (not university standing) in the Office of Financial Aid and some scholarships are awarded through Financial Aid in addition to those offered by Admissions (athletics is an example).

Dr. Herb. F. Reinhard
Page 2
January 2, 1985

2. A definition of minority students is needed to guide the awarding of Leadership Grants to minorities. We do not choose to create a definition but desire to comply with the appropriate definition generated for us by outside agencies.

The members of the ad hoc committee included: Ms. Kyle Barnett, Dr. Steve Taylor, Dean Robert Burns, Mr. Richard Baxter, Dr. John R. Duncan, Dr. Davis Saxon, Dr. Bradley Clough, Dr. Walter Emge and Mr. Dennis Karwatka. By copy of this memorandum, I would like to thank each member for their participation. I would also like to thank Mr. Porter Dailey, Mr. Al Bowen and Dr. Ron Walke for their input to our deliberations.

dm

Attachments

cc: K. Barnett
S. Taylor
R. Burns
R. Baxter
J. R. Duncan
D. Saxon
B. Clough
W. Emge
D. Karwatka
P. Dailey
A. Bowen
R. Walke

PROPOSED SCHOLARSHIP PROGRAM

① Distinguished Scholar Award

Value: Tuition and fees, room, board and books

Number available: Unlimited

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an incoming freshman;
2. be a National Merit Semifinalist or Finalist;
3. submit a completed scholarship application to MSU;
4. agree to continuous full-time enrollment (fall and spring);
5. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the award for a total of four years: the student must maintain

1. a minimum 3.0 cumulative g.p.a. during the freshman year and a minimum cumulative 3.25 g.p.a. thereafter;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

② Presidential Scholarship

Value: \$2,000

Number available: 25 Maximum outstanding: 100

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an incoming freshman;
2. have a 3.75 g.p.a. (on a 4.0 scale) based on seven semesters of work;
3. have a composite ACT score of 25;
4. submit a completed scholarship application to MSU;
5. agree to continuous full-time enrollment (fall and spring);
6. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the scholarship for a total of four academic years: the student must maintain

1. a minimum cumulative 3.0 g.p.a. during the freshman year and a minimum cumulative 3.25 g.p.a. thereafter;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

③ Regents Scholarship

Value: \$1,000

Number available: 50 Maximum outstanding: 200

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an incoming freshman;
2. have a 3.5 g.p.a. (on a 4.0 scale) based on seven semesters of work;
3. have a composite ACT score of 20;
4. submit a completed scholarship application to MSU;
5. agree to continuous full-time enrollment (fall and spring);
6. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the scholarship for a total of four academic years: the student must maintain

1. a minimum cumulative 2.75 g.p.a. during the freshman year and a minimum cumulative 3.0 g.p.a. thereafter;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

A limited number of Regents Scholarships are also available to qualified sophomores, juniors and seniors currently enrolled at MSU. The number varies each year, depending on the amount of unused Regents Scholarship funds.

Minimum criteria for consideration for upperclassmen: the applicant must:

1. be enrolled at MSU at the sophomore, junior or senior level;
2. have a cumulative 3.3 college g.p.a.;
3. submit one recommendation from an MSU faculty member;
4. submit a completed scholarship application to MSU;
5. agree to continuous full-time enrollment (fall and spring);
6. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the scholarship for a maximum of three years: the student must maintain

1. a minimum cumulative 3.0 g.p.a.;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

④ Leadership Grant

Value: \$500

Number available: 100 Maximum outstanding: 400

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an entering freshman;
2. have exhibited strong leadership and achievement capabilities through school and community activities;
3. submit a completed scholarship application to MSU;
4. agree to continuous full-time enrollment (fall and spring);
5. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the scholarship for a total of four years: the applicant must maintain

1. a minimum cumulative 2.5 g.p.a. during the freshman year and a minimum cumulative 2.75 g.p.a. thereafter;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

The following two scholarships are subgroups of the Leadership Grant. They have the same value and renewal criteria as the Leadership Grant, and they count as part of the total number of Leadership Grants available. They will, however, be advertised separately according to applicable populations.

1. Minority Student Grant

Number available: 10

Maximum outstanding: 40

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an entering freshman;
2. be an individual whose predominant ethnic background is Black (not Hispanic origin), Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, or any Spanish culture or origin), American Indian or Alaskan native, Asian or Pacific Islander;
3. be a Kentucky resident;
4. have demonstrated achievement in academic and/or extracurricular activities;
5. submit a completed scholarship application to MSU;
6. agree to continuous full-time enrollment (fall and spring);
7. agree to continuous residence in university housing (fall and spring).*

2. Transfer Student Grant

Number available: 30

Maximum outstanding: 120

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as a transfer student;
2. have completed at least twelve hours of college work;
3. have a cumulative 3.3 college g.p.a.;
4. submit a completed scholarship application and a copy of his/her college transcript(s);
5. agree to continuous full-time enrollment (fall and spring);
6. agree to continuous residence in university housing (fall and spring).*

(5) MSU Grant

Value: \$1,000

Number available: Unlimited

Eligibility:

1. residents of Adams, Brown, Clermont, Hamilton, Highland, Lawrence, or Scioto counties in Ohio; or
2. children of MSU alumni who reside outside Kentucky; or
3. other out-of-state students that are U. S. citizens (a total of 50 MSU Grants are available for this group of applicants).

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as a freshman or transfer student;
2. have a 2.75 high school g.p.a. (on a 4.0 scale) based on seven semesters of work or a 20 composite ACT score; transfer students must have a 2.5 g.p.a. (on a 4.0 scale) for the equivalent of at least one full term;
3. submit a completed scholarship application to MSU;
4. agree to continuous full-time enrollment (fall and spring);
5. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the grant for a total of four years: the student must maintain

1. a minimum cumulative 2.5 g.p.a.;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

*Recipients from Rowan and contiguous counties living with parents and commuting to campus may request a waiver of the requirement to live in university housing.

Application of scholarship to cost of attendance

The value of each scholarship will be applied toward, and cannot exceed, the total cost of attending MSU.

These awards are to be the final form of gift aid applied toward the students' tuition and fees, room, board and books. Implementation of this crediting process is contingent upon a revision of software on the university administrative computer.

Scholarship Review Committee
December 6, 1984

PROPOSED SCHOLARSHIP STACKING POLICY 12/6/84

The Morehead State University Grant, awarded to out-of-state students, can be stacked with any other scholarships awarded directly by the Scholarship/Award Officer within the Office of Admissions. These include the Distinguished Scholar Award, the Presidential Scholarship, the Regents Scholarship, and the Leadership Grant and its subgroups. The value of these awards is to be applied toward, and cannot exceed, the total cost of attending MSU.

Any scholarship contained within the Institutional Opportunity Grant Account may be stacked with any scholarship awarded directly by the Scholarship/Award Officer within the Office of Admissions. The value of these awards is to be applied toward, and cannot exceed, the total cost of attending MSU.

Scholarship Review Committee
December 6, 1984

Total University

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	32*	0	0	4.8	4.5	2 (6.3)	0	0	1	2
Faculty	143**	2	1.4	3.7	2.3	4 (2.8)	0	0	2	4

*11 White Females
**65 White Females
2 Asians

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	13	0	0	3.7	3.7	1 (7.7)	0	0	0	1
Faculty	158 **	1	.63	3.9	3.9	6 (4.2)	0	0	3	6

SOURCE: 1. Summary Report 1983, Doctorate Recipients from United States Universities, "Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield." National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on the average of all disciplines (Bachelor/Masters; Masters/Doctorate).

Office of the President
HIRING UNIT

WORKFORCE ANALYSIS FOR ACADEMIC AND NON-ACADEMIC PERSONNEL

EEO Category	Current Work Force									
	Total	Number of Blacks	Number of Hispanics	Number of Asian Pac. Islanders	Number of Amer. Indian Nat. Alaskians	Number of Whites	Number/Percentage of Females		Number/Percentage of Males	
Exec./Admin./Mgt.	6	0	0	0	0	6	0		6	100.0%
Faculty	0	0	0	0	0	0			0	
Professional/Non-Faculty	27	1 (3.7%)	0	0	0	26	6	22.2%	21	77.8%
Secretarial/Clerical	13	0	0	0	0	13	13		0	
Technical/Para. Prof.	2	0	0	0	0	2	1	50.0%	1	50.0%
Skilled Crafted	4	0	0	0	0	4	2	50.0%	2	50.0%
Service Maintenance	0	0	0	0	0	0	0		0	

Office of the President

HIRING UNIT

WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR NON-ACADEMIC PERSONNEL

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86
Professional	27	1	3.7			0	0		
Sec. and Office	13	0	0	1.28	1.28	0	0	0	0
Tech./ Para. Prof.	2	0	0	1.28	1.28	0	0	0	0
Skilled Crafted	4	0	0	1.20	1.20	0	0	0	0
Service Mainten.	0	0		1.28	1.28	0	0	0	0

SOURCE: 1980 Equal Opportunity File
Federal Census Bureau

Office of the President
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86
Admin. Executive	4	0	0	4.5	4.5	0	0	0	0

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86
Admin. Executive	2	0	0	3.7	3.7	0	0	0	0

NOTE: No female representatives

SOURCE: 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees.

Vice President for Academic Affairs

HIRING UNIT

WORKFORCE ANALYSIS FOR ACADEMIC AND NON-ACADEMIC PERSONNEL

EEO Category	Current Work Force									
	Total	Number of Blacks	Number of Hispanics	Number of Asian Pac. Islanders	Number of Amer. Indian Nat. Alaskians	Number of Whites	Number/Percentage of Females		Number/Percentage of Males	
Exec./Admin./Mgt.	17	0	0	0	0	17	6	35.3%	11	64.7%
Faculty	301	3 (1.0)	0	4 (1.3)	0	294	81	26.9%	220	73.1%
Professional/Non-Faculty	65	1 (1.5)	0	0	0	64	39	60.0%	26	40.0%
Secretarial/Clerical	83	0	0	0	0	83	82	98.8%	1	1.2%
Technical/Para. Prof.	12	1 (8.3)	0	0	0	11	9	75.0%	3	
Skilled Crafted	2	0	0	0	0	2	1	50.0%	1	50.0%
Service Maintenance	10	0	0	0	0	10	4	40.0%	6	60.0%

Academic Affairs

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR NON-ACADEMIC PERSONNEL**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Professional	65	1	1.5							
Sec. and Office	83	0	0	1.28	1.28	2(2.4)	0	0	1	2
Tech./ Para. Prof.	12	1	8.3	1.28	1.28	0	0	0	0	0
Skilled Crafted	2	0	0	1.20	1.20	0	0	0	0	0
Service Mainten.	10	0	0	1.28	1.28	0	0	0	0	0

SOURCE: 1980 Equal Opportunity File
Federal Census Bureau

Vice President for Academic Affairs

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Admin. Executive	8	0	0	4.5	4.5	1 (12.5)	0	0	0	1

Note: 1 White Female

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Admin. Executive	9	0	0	3.7	3.7	0	0	0	0	0

NOTE: 5 White Female

SOURCE: 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees.

Art Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	6	0	0	3.9	3.9	0	0	0	0	0

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	3	0		.7	.7	0	0	0	0	0

Note: No female representation

- SOURCE:** 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Fine Art; B.S. level (4.6), M.S. level (3.1).

Biological and Environmental Sciences Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	3	0	0	4.0	4.0	0	0	0	0	0

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	10	0	0	1.4	1.4	0	0	0	0	0

Note: No female representation

SOURCE:

1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Biological Sciences; B. level (5.2), M.S. level (2.8)

Communications Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	10	0	0	6.9	6.9	1 (10.0)	0	0	0	1

Note: 1 female

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	10	0	0	3.2	3.2	0	0	0	0	0

Note: a) 1 Asian Pacific Islander
b) No female representation

SOURCE:

1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on (.7), M.S. level (6.0). tions; B.S. level

English, Foreign Languages and Philosophy Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	11	1	9.1	4.0	0	0	0	0	0	0

Note: 7 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	14	0	0	5.8	5.8	1 (7.1)	0	0	0	1

Note: 1 Asian/Pacific Islander
5 Females

- SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Letters; B.S. level (4.9), M.S. level (3.0).

Mathematics Department

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	8	0	0	4.0	4.0	0	0	0	0	0

Note: 4 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	5	0	0	.9	.9	0	0	0	0	0

Note: No female representation

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Math; B.S. level (5.3), M.S. level (2.6).

Music Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	16	0	0	4.0	4.0	1(6.3)	0	0	0	1

Note: 1 Female

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	6	0	0	1.7	1.7	0	0	0	0	0

Note: No female representation

- SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Fine Arts; B.S. level (4.6), M.S. level (3.1).

Physical Sciences Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	1	0	0	2.9	2.9	0	0	0	0	0

Note: No female representation

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	13	0	0	.9	.9	0	0	0	0	0

Note: No female representation

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Physical Sciences; B.S. level (3.7), M.S. level (2.0).

Business and Economics Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	21	0	0	5.4	5.4	1(4.2)	0	0	1	1

Note: 7 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	16	0	0	3.4	3.4	0	0	0	0	0

Note: 3 Females

- SOURCE:** 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Availability figures is the mean of: Economics (3.7%) and Business Administration (2.3%).
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Business Management; S. level (6.6), M.S. level (4.1).

Health, Physical Education and Recreation Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	7	0	0	5.5	5.5	0	0	0	0	0

Note: 2 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	9	0	0	2.0	2.0	0	0	0	0	0

Note: No female representation

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Health; B.S. level (5.6), M.S. level (5.3).

Psychology and Sociology Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	4	0	0	6.6	6.6	0	0	0	0	0

Note: 3 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	16	0	0	6.0	6.0	1 (6.25)	0	0	0	1

Note: 1 Female

- SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Availability figures is the mean of: Psychology (3.6); Sociology (5.9); and Social Work (8.6).
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Social Science; B.S. level (8.0), M.S. level (5.1).

Home Economics Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86
Faculty	8	0	0	5.6	5.6	0	0	0	0

Note: 7 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	1	0	0	9.2	9.2	1(100%)	0	0	0	1

Note: No female representation

SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Home Economics; B.S. level (6.1), M.S. level (5.1).

Industrial Education and Technology Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	10	0	0	8.7	8.7	0	0	0	0	0

Note: 1 Asian/Pacific Islander
No female representation

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	5	0	0	6.6	6.6	0	0	0	0	0

Note: No female representation

SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Subgroup Industrial Arts.
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Education; B.S. level (8.6), M.S. level (8.8).

Nursing and Allied Health Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	10	0	0	5.5	5.5	1(10.0)	0	0	0	1

Note: 10 females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Faculty	1	0	0	5.2	5.2	0	0	0	0	0

Note: No female representation

- SOURCE:**
1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council.
 2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Health; B.S. level (5.6), M.S. level (5.3).

Agriculture and Natural Resources Department
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	9	0	0	2.4	2.4	0	0	0	0	0

Note: 1 Asian/Pacific Islander
4 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	7	0	0	3.3	3.3	1(14.3)	0	0	0	1

Note: 1 Female

SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Availability figures is the mean of: Agronomy (5.0) and overall (1.5).
2. 1980-1981 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Agriculture; B.S. level (.09), M.S. level (3.9).

Education Department

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	18	1	5.6	8.7	3.1	0	0	0	0	0

Note: 13 Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Faculty	27	0	0	8.5	8.5	2(7.4)	0	0	1	2

Note: 5 Females

- SOURCE: 1. Number of Doctorate Recipients by Citizenship, Racial/Ethnic Group and Subfield, 1982, National Research Council. Availability figures is the mean of: Curriculum and Instruction (6.2); and Foundations (10.8).
2. 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees. Availability figures based on Education; B.S. level (8.6), M.S. level (8.8).

Vice President for Administrative and Fiscal Services
HIRING UNIT

WORKFORCE ANALYSIS FOR ACADEMIC AND NON-ACADEMIC PERSONNEL

EEO Category	Current Work Force									
	Total	Number of Blacks	Number of Hispanics	Number of Asian Pac. Islanders	Number of Amer. Indian Nat. Alaskians	Number of Whites	Number/Percentage of Females		Number/Percentage of Males	
Exec./Admin./Mgt.	10	0	0	0	0	0	1	10.0%	9	90.0%
Faculty	0	0	0	0	0	0	0		0	
Professional/Non-Faculty	33	0	0	0	0	33	11	33.3%	22	66.7%
Secretarial/Clerical	42	0	0	0	0	42	41	97.6%	1	2.4%
Technical/Para. Prof.	11	0	0	0	0	11	4	36.4%	7	63.6%
Skilled Crafted	45	0	0	0	0	45	3	6.7%	42	93.3%
Service Maintenance	173	0	0	0	0	173	51	29.5%	122	70.5%

Administrative and Fiscal Services

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR NON-ACADEMIC PERSONNEL**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Profession- ional	33	0	0							
Sec. and Office	42	0	0	1.28	1.28	1(2.4)	0	0	0	1
Tech./ Para. Prof.	11	0	0	1.28	1.28	0	0	0	0	0
Skilled Crafted	45	0	0	1.20	1.20	1(2.2)	0	0	0	1
Service Mainten.	145	0	0	1.28	1.28	2(1.38)	0	0	2	3

SOURCE: 1980 Equal Opportunity File
Federal Census Bureau

Vice President for Administrative and Fiscal Services
HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Admin. Executive	8	0	0	4.5	4.5	1(12.5)	0	0	0	1

Note: 1 White Female

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Admin. Executive	2	0	0	3.7	3.7	0	0	0	0	0

NOTE: No female representatives

SOURCE: 1980-81 HEGIS Report, National Statistics, Bachelors, Masters and Doctorate Degrees.

Vice President for Student Development

HIRING UNIT

WORKFORCE ANALYSIS FOR ACADEMIC AND NON ACADEMIC PERSONNEL

EEO Category	Current Work Force									
	Total	Number of Blacks	Number of Hispanics	Number of Asian Pac. Islanders	Number of Amer. Indian Nat. Alaskians	Number of Whites	Number/Percentage of Females		Number/Percentage of Males	
Exec./Admin./Mgt.	12	0	0	0	0	12	4	33.3%	8	66.7%
Faculty	0	0	0	0	0	0	0		0	
Professional/Non-Faculty	24	3 (12.5)	0	0	0	21	15	62.5%	9	37.5%
Secretarial/Clerical	25	0	0	0	0	25	18	72.0%	7	28.0%
Technical/Para. Prof.	2	0	0	0	0	2	2		0	
Skilled Crafted	0	0	0	0	0	0	0		0	
Service Maintenance	2	0	0	0	0	2	2	100%	0	

Student Development

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR NON-ACADEMIC PERSONNEL**

Job Category	(A) Current Work Force		(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals				
	Total	Number of Blacks				Percent of Blacks	1983-84	1984-85	1985-86	1986-87
Profession- ional	24	3	12.5							
Sec. and Office	25	0	0	1.28	1.28	1(4.0)	0	0	1	1
Tech./ Para. Prof.	2	0	0	1.28	1.28	0	0	0	0	0
Skilled Crafted	0	0	0	1.20	1.20	0	0	0	0	0
Service Mainten.	2	0	0	1.28	1.28	0	0	0	0	0

SOURCE: 1980 Equal Opportunity File
Federal Census Bureau

Vice President for Student Development

HIRING UNIT

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
NOT REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	11	0	0	4.5	4.5	1(9.1)	0	0	1	0

Note: 4 White Females

**WORKFORCE ANALYSIS WITH GOALS AND TIMETABLES
FOR ADMINISTRATIVE AND FACULTY POSITIONS
REQUIRING THE DOCTORAL/TERMINAL DEGREE**

Job Category	(A) Current Work Force			(B) Percent of Black Availability	(C) Percent of Underutilization	(D) Number of Black New Employees Needed to Eliminate Underutilization	(E) Annual Goals			
	Total	Number of Blacks	Percent of Blacks				1983-84	1984-85	1985-86	1986-87
Admin. Executive	1	0	0	3.7	3.7	0	0	0	0	0

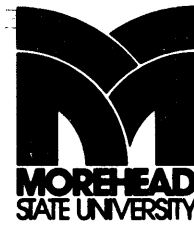
NOTE: No female representatives

APPENDIX D

EMPLOYMENT GOALS AND TIMETABLE

**MOREHEAD STATE UNIVERSITY
ACCUMULATIVE EMPLOYMENT GOALS AND TIMETABLE**

EEO-6 Job Categories	Goal Percentage	1983-84	ANNUAL GOALS		
			1984-85	1985-86	1986-87
Executive/Administrative Managerial					
a. Not Requiring (Doctoral/terminal degree)	2	0	0	1	1
b. Requiring (Doctoral/ terminal degree)	1	0	0	0	1
Faculty					
a. Not requiring (Doctoral/terminal degree)	4	0	0	1	4
b. Requiring (Doctoral/ terminal degree)	6	0	0	1	6
Professional/Non Faculty					
Secretarial/Clerical	3 (1.84)	0	0	2	4
Technical/Paraprofessional	1 (3.7)	1	1	1	1
Skilled Crafts	1 (1.96)	0	0	0	1
Service/Maintenance	3 (1.62)	0	0	1	3



MEMORANDUM

OFFICE OF THE PRESIDENT
MOREHEAD, KENTUCKY 40351

TO: Members, Board of Regents

FROM:


Herb. F. Reinhard

DATE: January 11, 1985

I will recommend for your approval at our next meeting the attached recommendations from the Ad Hoc Scholarship Review Committee. Dr. William Whitaker chaired the committee at my request and the composition of the committee is listed in the last paragraph of the attached memorandum of January 2, 1985. While I believe all six (6) recommendations are positive changes for our overall scholarship program, the major improvements might well be the reduction of eight (8) programs to five (5) enabling our total program to be better understood and administered and permitting a student to renew each of the programs after the freshman year and for up to four (4) years. Heretofore, the majority of our scholarships were available only during the freshman year which created a financial difficulty after that initial year.

You will note that item (1) Distinguished Scholar Award for National Merit Semifinalists was approved by you at the last meeting of the Board of Regents.

Please let me know if you have any questions or any concerns regarding the attached recommendations.

Thank you.

HFR:cj

Attachments



MEMORANDUM

MOREHEAD, KENTUCKY 40351

DATE: January 2, 1985

TO: Dr. Herb. F. Reinhard, President

FROM: William Whitaker ~~William Whitaker~~

RE:

By memorandum of October 22, 1984, you requested that I chair a special ad hoc committee to review our existing scholarships and awards and to make any recommendations to you we felt appropriate. The committee met four times between October 22 and December 5, 1984 and is ready to report. The attached minutes of the fourth meeting with attachment represent our report.

Our major recommendations include:

1. Create the Distinguished Scholar Award for National Merit Semi-finalists.
2. Reduce eight (8) scholarship/grant categories to five (5).
3. Permit renewal for up to four (4) years on all five (5) scholarship/grant categories.
4. Permit qualified sophomores, juniors and seniors to apply for vacancies created by attrition in Regents Scholarship awards.
5. Establish the policy of institutional aid as the last aid granted with total aid not to exceed the total cost of attending MSU.
6. Establish a stacking policy for grouping institutional scholarships with either the MSU grant or IOG account scholarships.

Some issues were addressed but no recommendation is made at this time:

1. A scholarship committee might be appropriate for continuing review and appeals. The issue is cloudy because there is a scholarship committee (not university standing) in the Office of Financial Aid and some scholarships are awarded through Financial Aid in addition to those offered by Admissions (athletics is an example).

Dr. Herb. F. Reinhard
Page 2
January 2, 1985

2. A definition of minority students is needed to guide the awarding of Leadership Grants to minorities. We do not choose to create a definition but desire to comply with the appropriate definition generated for us by outside agencies.

The members of the ad hoc committee included: Ms. Kyle Barnett, Dr. Steve Taylor, Dean Robert Burns, Mr. Richard Baxter, Dr. John R. Duncan, Dr. Davis Saxon, Dr. Bradley Clough, Dr. Walter Emge and Mr. Dennis Karwatka. By copy of this memorandum, I would like to thank each member for their participation. I would also like to thank Mr. Porter Dailey, Mr. Al Bowen and Dr. Ron Walke for their input to our deliberations.

dm

Attachments

cc: K. Barnett
S. Taylor
R. Burns
R. Baxter
J. R. Duncan
D. Saxon
B. Clough
W. Emge
D. Karwatka
P. Dailey
A. Bowen
R. Walke

PROPOSED SCHOLARSHIP PROGRAM

① Distinguished Scholar Award

Value: Tuition and fees, room, board and books

Number available: Unlimited

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an incoming freshman;
2. be a National Merit Semifinalist or Finalist;
3. submit a completed scholarship application to MSU;
4. agree to continuous full-time enrollment (fall and spring);
5. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the award for a total of four years: the student must maintain

1. a minimum 3.0 cumulative g.p.a. during the freshman year and a minimum cumulative 3.25 g.p.a. thereafter;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

② Presidential Scholarship

Value: \$2,000

Number available: 25 Maximum outstanding: 100

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an incoming freshman;
2. have a 3.75 g.p.a. (on a 4.0 scale) based on seven semesters of work;
3. have a composite ACT score of 25;
4. submit a completed scholarship application to MSU;
5. agree to continuous full-time enrollment (fall and spring);
6. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the scholarship for a total of four academic years: the student must maintain

1. a minimum cumulative 3.0 g.p.a. during the freshman year and a minimum cumulative 3.25 g.p.a. thereafter;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

③ Regents Scholarship

Value: \$1,000

Number available: 50 Maximum outstanding: 200

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an incoming freshman;
2. have a 3.5 g.p.a. (on a 4.0 scale) based on seven semesters of work;
3. have a composite ACT score of 20;
4. submit a completed scholarship application to MSU;
5. agree to continuous full-time enrollment (fall and spring);
6. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the scholarship for a total of four academic years: the student must maintain

1. a minimum cumulative 2.75 g.p.a. during the freshman year and a minimum cumulative 3.0 g.p.a. thereafter;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

A limited number of Regents Scholarships are also available to qualified sophomores, juniors and seniors currently enrolled at MSU. The number varies each year, depending on the amount of unused Regents Scholarship funds.

Minimum criteria for consideration for upperclassmen: the applicant must:

1. be enrolled at MSU at the sophomore, junior or senior level;
2. have a cumulative 3.3 college g.p.a.;
3. submit one recommendation from an MSU faculty member;
4. submit a completed scholarship application to MSU;
5. agree to continuous full-time enrollment (fall and spring);
6. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the scholarship for a maximum of three years: the student must maintain

1. a minimum cumulative 3.0 g.p.a.;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

④ Leadership Grant

Value: \$500

Number available: 100 Maximum outstanding: 400

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an entering freshman;
2. have exhibited strong leadership and achievement capabilities through school and community activities;
3. submit a completed scholarship application to MSU;
4. agree to continuous full-time enrollment (fall and spring);
5. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the scholarship for a total of four years: the applicant must maintain

1. a minimum cumulative 2.5 g.p.a. during the freshman year and a minimum cumulative 2.75 g.p.a. thereafter;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

The following two scholarships are subgroups of the Leadership Grant. They have the same value and renewal criteria as the Leadership Grant, and they count as part of the total number of Leadership Grants available. They will, however, be advertised separately according to applicable populations.

1. Minority Student Grant

Number available: 10 Maximum outstanding: 40

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as an entering freshman;
2. be an individual whose predominant ethnic background is Black (not Hispanic origin), Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, or any Spanish culture or origin), American Indian or Alaskan native, Asian or Pacific Islander;
3. be a Kentucky resident;
4. have demonstrated achievement in academic and/or extracurricular activities;
5. submit a completed scholarship application to MSU;
6. agree to continuous full-time enrollment (fall and spring);
7. agree to continuous residence in university housing (fall and spring).*

2. Transfer Student Grant

Number available: 30 Maximum outstanding: 120

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as a transfer student;
2. have completed at least twelve hours of college work;
3. have a cumulative 3.3 college g.p.a.;
4. submit a completed scholarship application and a copy of his/her college transcript(s);
5. agree to continuous full-time enrollment (fall and spring);
6. agree to continuous residence in university housing (fall and spring).*

(5) MSU Grant

Value: \$1,000

Number available: Unlimited

Eligibility:

1. residents of Adams, Brown, Clermont, Hamilton, Highland, Lawrence, or Scioto counties in Ohio; or
2. children of MSU alumni who reside outside Kentucky; or
3. other out-of-state students that are U. S. citizens (a total of 50 MSU Grants are available for this group of applicants).

Minimum criteria for consideration: the applicant must

1. be admitted to MSU as a freshman or transfer student;
2. have a 2.75 high school g.p.a. (on a 4.0 scale) based on seven semesters of work or a 20 composite ACT score; transfer students must have a 2.5 g.p.a. (on a 4.0 scale) for the equivalent of at least one full term;
3. submit a completed scholarship application to MSU;
4. agree to continuous full-time enrollment (fall and spring);
5. agree to continuous residence in university housing (fall and spring).*

Criteria for renewal of the grant for a total of four years: the student must maintain

1. a minimum cumulative 2.5 g.p.a.;
2. continuous full-time enrollment (fall and spring);
3. continuous residence in university housing (fall and spring).*

*Recipients from Rowan and contiguous counties living with parents and commuting to campus may request a waiver of the requirement to live in university housing.

Application of scholarship to cost of attendance

The value of each scholarship will be applied toward, and cannot exceed, the total cost of attending MSU.

These awards are to be the final form of gift aid applied toward the students' tuition and fees, room, board and books. Implementation of this crediting process is contingent upon a revision of software on the university administrative computer.

Scholarship Review Committee
December 6, 1984



MEMORANDUMOFFICE OF THE PRESIDENT
MOREHEAD, KENTUCKY 40351

TO: Members, Board of Regents

FROM: Herb F. Reinhard
Herb. F. Reinhard c.j.

DATE: January 11, 1985

We need to solicit in the very near future two requests for proposals: (1) for banking services and (2) for auditing services at Morehead State University. I am attaching for your review copies of the information we plan to submit to potential vendors.

In accordance with KRS 45.A, the contract for auditing services will be awarded by a personal service contract. Under the new policy guidelines issued June 20, 1984, by Governor Collins, personal service contracts must be awarded on a competitive basis. We must advertise and seek proposals from at least five qualified providers. Enclosed is a list of newspapers in which we intend to advertise for the Request for Proposals.

The contract for banking services will be awarded as it was in 1983 through competitive negotiation. Attached is a list of the potential providers of those bids. It is necessary that the request for both auditing and banking services be advertised and in the hands of potential vendors by February 1, 1985. While it would be most appropriate to have all of this material submitted to and reviewed by either an Administrative and Fiscal Services Committee or an Auditing and Finance Committee of the Board, it is necessary to furnish this to the full Board in the absence of a committee structure.

HFR:cj

Attachments

**VENDOR LIST - BANKING SERVICES
MOREHEAD STATE UNIVERSITY**

Peoples Bank of Morehead

Citizens Bank of Morehead

Morehead National Bank

**VENDOR LIST - AUDIT SERVICE
MOREHEAD STATE UNIVERSITY**

The audit request for proposals will be advertised for three consecutive days in the following newspapers:

The Ashland Daily-Independent
Ashland, Kentucky

The Herald-Leader
Lexington, Kentucky

The Courier-Journal
Lexington, Kentucky

REQUEST FOR PROPOSAL

ANNUAL AUDITS

OF

**MOREHEAD STATE UNIVERSITY
(A State Agency)**

1. General Information

A. 1. Requester:

Porter Dailey
Acting Vice President for Administrative
& Fiscal Services
H-M 202
Morehead State University
Morehead, KY 40351

2. Questions may be addressed to:

Porter Dailey
Acting Vice President for Administrative
& Fiscal Services
606-783-2119

Michael R. Walters
Director of Business Services
606-783-2119

Robert W. Stokes
Purchasing Services
606-783-2117

An open forum for the purpose of answering questions relating to the Request for Proposal will be held in Room 306 of the Administration Building, February 13, 1985, 10:00 a.m.

3. Bound and sealed proposals should be submitted, original plus 5 copies to:

Porter Dailey
Acting Vice President for Administrative
& Fiscal Services
H-M 202
Morehead State University
Morehead, KY 40351

Deadline: March 1, 1985

4. Firms must meet the following criteria:
 - (a) The firm must enjoy a regional or national reputation
 - (b) The firm must have a sufficient number of personnel with expertise in handling college and university accounts.
 - (c) The firm must have the capability of management services, in addition to auditing services
5. The contract will be issued for a one year period with options to renew for two additional one year periods, both parties concurring. Proposals as submitted are received without any obligation on the part of Morehead State University, Commonwealth of Kentucky, and will be retained as part of the official records.

B. Nature of Services Required

1. To perform the necessary and sufficient audit, examination or review functions to certify the financial position, change in fund balances, revenues and expenditures pertaining to Morehead State University and report to management any inherent weakness of controls, procedures, policies or noncompliance with governmental laws or regulations along with recommended changes.
2. Such examinations will be in accordance with generally accepted auditing standards, such as those contained in:

Statements on Auditing Standards

Audits of Colleges and Universities

NACUBO - College and University Business Administration

Pronouncements of the Financial Accounting Standards Board

Uniform Financial Reporting Manual

Federal Grants Management

3. The University may be subject to laws or regulations regarding audits or grants management:

- KRS 164.A
- KRS 45.A
- Other applicable KRS Chapters
- OMB Circular A-21
- OMB Circular A-110, Section F
- Other federal regulations pertaining to grants management

4. The time period to be audited is:

July 1, 1984, through June 30, 1985

5. Reports to be provided:

- Morehead State University
Examinations of Financial Statements Years Ended
June 30, 1985 and 1984 (50 copies)

- Accountants' Report on Additional Financial Information

- Letter of Recommendations (15 copies)

- Accountants' Report on Additional Financial Information

6. Separate exit conferences will be required to be held with:

- Morehead State University
- University Board of Regents
- Board of Regents Administrative & Fiscal Services
Committee, if applicable
- President
- Vice President for Administrative & Fiscal Services
- Director of Business Services

Also, it is expected that exit conferences will be held with major unit heads as appropriate to the areas or functions audited.

C. Descriptive Information Provided

- Morehead State University 1983-84
Annual Audit Report

D. Assistance Available to Auditor

1. Workpapers, reconciliations, reports, etc. as prepared by the Accounting staff will be made available upon request of the Auditor.
2. Reasonable request for access to computer personnel, hardware, software, etc. will be honored on request, subject to availability.
3. Other assistance may be requested and provided based on the Auditor's proposal and detailed work plan.

E. Time Considerations and Requirements

1. Contract is expected to be awarded by March 22, 1985
2. Audit can commence upon execution of the contract. However, the Accounting staff will not be available during the University's class registration period.
3. Post closing work may commence on or after July 15, 1985. A final draft of financial statements is expected to be completed by the Accounting staff on or before August 15, 1985.
4. The Auditor's opinion must be dated on or before Sept. 15, 1985.

F. Contractual Arrangements

1. Successful proposer will be awarded a contract, for the entity to be audited.
2. Contract will be a fixed price basis.
3. No commitments will be made for subsequent services.

G. Auditors Workpapers

1. Auditor will retain workpapers for a period of not less than seven (7) years from date of completion.
2. Auditor will make workpapers available to individuals or firms as identified by the University.
3. Upon completion of the Audit, copies of selected workpapers, schedules or systems descriptions will be provided upon request.

H. Rights to Reject

The University reserves the right to reject any and all proposals or to request additional information from any and all proposers.

II. Required Proposal Information

A. Cover Page

1. Proposed service and date of preparation
2. Name and address of the firm
3. Names and telephone numbers of individuals to be contacted for additional information, if necessary.

B. Table of Contents

Categorize and identify all documents submitted.

C. Letter of Transmittal

1. Addressed to:

Porter Dailey
Acting Vice President for Administrative
& Fiscal Services
H-M 202
Morehead State University
Morehead, KY 40351

2. Content

- a. Proposer's understanding of the service to be provided
- b. The fixed fee, fee schedule and payment schedule
- c. Identification of individuals who may make representation on behalf of the firm
- d. Identify the individual(s) who may bind the firm to a contract

D. Credentials of the Firm

1. Describe the resources and expertise available to the firm.
2. Location of the office from which those resources will be provided
3. Describe the range of activities or support services provided by that office
4. Enumerate the credentials and relevant experience of the specific individuals who would be assigned to the audit.

E. Mandatory Criteria

Affirmation that the firm is a licensed certified public accounting firm which meets the standards of independence appropriate to the audit.

F. Proposer's Approach to the Audit as Described in Section I.B.

Submit a detailed work plan each item of which is to include, but not limited to, the following (a PERT Chart might be appropriate):

1. Audit area
2. Estimated amount of time
3. Anticipated date or dates
4. Any precedence or priority order
5. Required or desired assistance from the University
6. Delegation to and reliance on audit areas as performed by the accounting staff
7. Other information as appropriate

G. Supplier Certification

See Attachment 1.

H. Compensation

1. Quote of the fixed fee for the services to Morehead State University
2. Provide a detailed fee schedule which is used by the firm for billing purposes. The schedule should include by classification (Partner, Manager, etc.) the number of hours anticipated, the hourly rate and the total amount of the fee that classification represents.

I. Additional Data

You may provide any additional data that you feel is appropriate to the proposal.

III. Evaluation of Proposals

Proposals will be evaluated on the following factors:

A. Cost Factors 40%

1. Quoted fixed fee 20%
2. Assignment of Auditor's Staff and delegation to accounting staff as demonstrated by the detailed work plan. 20%

B. Technical 60%

1. Proposal Structure: 5%
 - (a) Appropriateness and adequacy of proposal
 - (b) Adequacy of detail comprising scope of audit
 - (c) Adequacy of the detailed work plan
2. Technical experience of the firm 25%
3. Qualifications and relevant experience of the assigned audit staff 25%
4. Size and structure of the firm 5%

IV. Award

One firm, which in the opinion of the University, has submitted the best proposal as determined by the above evaluation criteria, will be awarded the contract for the Morehead State University.

Attachment 1

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 432.170:

1. That the attached proposal covering Morehead State University has been prepared independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment of services described in the invitation designed to limit independent competition.

2. That the bidder is legally entitled to enter into the contracts with Morehead State University and is not in violation of any prohibited conflict of interest, including those prohibited by the Provisions of KRS.164.390, 61.096, and 42.990.

3. That I have fully informed myself regarding the accuracy of the statements made above.

Signed by _____

Firm _____

Address _____

**REQUEST FOR PROPOSAL
BANKING SERVICES**

NOTICE IS HEREBY GIVEN that in accordance with KRS 45A.085, sealed proposals will be received in the the Office of the Vice President for Administrative and Fiscal Services, Morehead State University, Morehead, Kentucky, until March 1, 1985.

THE UNIVERSITY RESERVES THE RIGHT to reject any or all proposals or to accept the proposal considered by them to be in the best interests of the University. Any proposal received after the time and date specified will not be considered and no proposer may withdraw his proposal for a period of thirty (30) days after the date set for the opening.

PROPOSALS SHALL BE ADDRESSED to the Vice President for Administrative and Fiscal Services, Morehead State University, H-M 202, Morehead, Kentucky 40351, and all must be plainly marked on the outside of the envelope, "Proposal for Depository Services."

**PROCEDURES AND SPECIFICATIONS
FOR RECEIVING AND AWARDING THE DEPOSITORY CONTRACT**

Procedures

1. The proposals are for the selection of a bank depository for the period, beginning July 1, 1985, and ending June 30, 1986, with an option to extend for the one year period beginning July 1, 1986 and ending June 30, 1987.
2. Sealed proposals must be delivered to the Office of Vice President for Administrative and Fiscal Services of Morehead State University, H-M 202, on or before March 1, 1985, 4:30 p.m
3. A cashier's check in the amount of \$1,000.00 made payable to Morehead State University must be submitted with the proposal as a guaranty of good faith on the part of the proposer. The check will be returned after the depository bid has been selected.
4. A pre-bid conference will be held Morehead State University in Room 306 of the Administration Building, 10:00 a.m., February 15, 1985, to answer any questions from prospective proposers.
5. All funds held in the depository bank must be secured by pledging governmental securities having a current quoted market value at least equal to 120% of book value of the deposits, less those amounts secured by FDIC.
6. The University reserves the right to invest any or all funds in excess of the demand accounts required daily balances in any manner which will be in the best interest of the University.
7. The University reserves the right to reject any and all proposals.
8. The University will have a minimum of sixteen (16) accounts with a total average daily balance of approximately \$2 million, and issuing approximately 80,000 checks per year.
9. The agreement may be extended for a one (1) year increment upon approval of both parties. In the event an extension is not approved, notice must be given by certified mail, no later than 120 days prior to the ending date of the contract.
10. These contracts may be cancelled by either party without cause effective the last day of the month following 120 days written notice, or for cause at any time. Notice of intent to cancel shall be made by certified mail.

DEMAND DEPOSITS/DEPOSITORY NEEDS

Indicate the charge for each of the following banking services. If charges are in the form of compensating balances, please indicate if fixed minimum balance or an average daily balance.

1. Providing University account reconciliation data at least monthly, including sorting of checks by account in numerical order and including data to show checks cleared.
2. Providing a tape with each monthly statement, for each account, with a record for each check containing the check number, check amount and check date. Tape format and specifications must be submitted along with the proposal and must be compatible with the existing software system at MSU.
3. Providing the University printed checks for non-computerized check stock.
4. Providing deposit slips.
5. Providing stop payment orders.
6. Providing deposit lock bags, money bags, and coin wrappers.
7. Providing (2) safe deposit boxes.
8. Providing traveler's or cashier's checks to any employee of MSU.
9. Providing a copy of the Availability Schedule or an explanation of check clearing procedures.
10. Providing a monthly account analysis statement for each account providing the:
 - Average Daily Ledger Balance
 - Average Daily Float
 - Average Daily Collected Balance
 - Breakdown of account cost by Service
 - Collected Balances required to cover the costs
 - Excess or Deficit maintained in the account
11. Providing same day transfers to other banks either by bank wire, Federal Reserve Wire, or correspondence account.

DEMAND DEPOSITS/DEPOSITORY NEEDS
Page Two

12. Provide procedure for handling overdrafts should they occur.
13. Provide bank wire service for MSU employees participating in the direct payroll deposit system. At present, approximately 140 employees participate in this program.
14. Propose any other service that you might provide to the University for consideration as a prospective depository.

INTEREST RATES AND INVESTMENTS

1. The proposal must specify the indexed rate(s) of interest the proposer will pay upon the daily balances in accordance with KRS 41.230.
2. Please indicate how you would propose to provide overnight investment services and the determination of interest rates.

DATE ISSUED:

METHOD OF AWARD: Negotiation

TYPE OF COMMODITY: Banking Services

TELEPHONE: (606- 783-2119

Pursuant to KRS.45A.085, Morehead State University, Office of the Vice President for Administrative and Fiscal Services will receive sealed proposals for the providing of banking services to this party at the address hereon until the time and date shown below:

Mail or deliver proposals to : Morehead State University
Office of the Vice President for
Administrative & Fiscal Services
Attn: Porter Dailey

Proposals must be received no later than: 4:30 p.m. EST, March 1, 1985.

Negotiating sessions may be scheduled as desired with responsible offerors whose proposals are determined to be complete and technically responsive and would thus be susceptible of being selected for award of contract. Proposals will not be opened and read publicly, and will not be available for public review until all negotiations are concluded and a contract has been awarded.

Equal employment opportunity - All parties must be in compliance with executive order 11246 of September 24, 1965, as amended by executive order 11375 of October 13, 1967, and any and all subsequent amendments.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 432.170:

1. That the attached proposal covering Morehead State University has been prepared independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment of services described in the invitation designed to limit independent competition.

2. That the bidder is legally entitled to enter into the contracts with Morehead State University and is not in violation of any prohibited conflict of interest, including those prohibited by the Provisions of KRS.164.390, 61.096, and 42.990.
3. That I have fully informed myself regarding the accuracy of the statements made above.

Signed by _____

Firm _____

Address _____

METHODOLOGY OF PROPOSAL EVALUATION

The evaluation of proposals will be based on items listed as **DEMAND DEPOSITS/DEPOSITORY NEEDS** and **INTEREST** and **INVESTMENTS**. A numerical value has been assigned to each of these items as follows:

DEMAND DEPOSITS/DEPOSITORY NEEDS

<u>WEIGHTING FACTOR POINTS</u>	<u>ITEM NO.</u>
12	1
15	2
1	3
1	4
1	5
1	6
1	7
1	8
1	9
5	10
4	11
3	12
5	13
2	14

INTEREST AND INVESTMENTS

25	1
22	2

Each proposal will be reviewed in detail and numerically scored on each item. The maximum score is 100 points.



BUSINESS SERVICES

207 HOWELL-MCDOWELL AD. BLDG.
MOREHEAD, KENTUCKY 40351
TELEPHONE 606-783-2115

January 16, 1985

Dr. Herb. F. Reinhard, President
Members of the Board of Regents
Morehead State University
Morehead, Kentucky 40351

Dear Dr. Reinhard and Members of the Board:

I am submitting to you the Balance Sheets for Morehead State University at December 31, 1984 and the related Statement of Current Fund Revenues and Expenditures for the six months then ended.

These statements have been prepared on an accrual basis and present fairly the financial position of Morehead State University at December 31, 1984 and the current fund revenues and expenditures for the six months then ended.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Michael R. Walters'.

Michael R. Walters, CPA
Director of Business Services

MRW:nb

Enclosures

BUDGET STATUS REPORT

July 1, 1984 - December 31, 1984

The second quarter's financial report that you received reflects activity through December 31, 1984. As previously reported, fall tuition, fees and auxiliary enterprise revenues have been received consistent with earlier revenue projects. Funds in the amount of \$186,000 have been made available from university sources to acquire needed academic equipment. In addition, \$50,000 was provided the Physical Plant to acquire replacement equipment and materials to ensure the efficient and uninterrupted operation of the physical plant.

In December, the Physical Plant completed renovation of Breckinridge Hall. The Department of Communications has moved into the facility and has available for its instructional purposes state-of-the-art technical facilities and equipment for its programs in radio and television. In addition, the completion of the top floor of Baird Music Hall has been completed and is now in use by the music faculty.

Revenues from the spring semester do not reflect in this report, however, based on budget projections for the spring, tuition, fees and housing revenues will be realized again consistent with projections.

BUDGET STATUS REPORT
July 1, 1984 - December 31, 1984
Page 2

Budget guidelines for 1985-86 have been issued to all budget units and requests will be forthcoming. The Budget Committee, composed of the three Vice Presidents and the Executive Assistant to the President, will review the requests and make a recommendation to me in early March for the allocation of funds for FY 86. Within the resources available, priority funding will be given to meeting the institution's fixed costs and salary adjustments for faculty and staff. All university employee benefits will be reviewed with hopes of improving the benefits for our faculty and staff.

The budget process for FY 86 will also emphasize the decentralization of budgetary allotments. To the extent historical information provides a basis for the reallocation of funds, the centralized budget control accounts will be allocated to the budget unit level. For example, postage allocations, publications, membership, travel and equipment funds will be allotted to the unit level for the purpose of placing the management responsibility for those funds on the department and office heads.

The financial condition of the institution is sound.

PERSONNEL ACTIONS

NOVEMBER 29, 1984 thru JANUARY 11, 1985

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
INTERCOLLEGIATE ATHLETICS OFFICE OF				
Alt, Paul	A/SA	Assistant Football Coach Off. Coordinator	January 1, 1985, to December 31, 1985	\$25,000.00 to \$25,500.00
Baker, Clarence H.	A/SA	Assistant Football Coach	January 1, 1985, to December 31, 1985	\$25,000.00 to \$25,500.00
Baldrige, Bill J.	A/SA	Head Football Coach	January 1, 1985, to December 31, 1985	\$36,000.00 to \$36,720.00
Ballard, Matt	A/SA	Assistant Football Coach Defensive Coord.	January 1, 1985, to December 31, 1985	\$21,000.00 to \$21,420.00
Jones, Glen	SA	Assistant Football Coach part-time (JOINT APPOINTMENT) Minority Student Advisor Bureau of Academic Affairs	January 1, 1985, to December 31, 1985	\$ 8,000.00 to \$ 8,160.00 \$ 8,000.00 to \$ 8,160.00
Mariani, Fred	A/SA	Assistant Football Coach Off. Line	January 1, 1985, to December 31, 1985	\$20,000.00 to \$20,400.00

Action Code:

(A) Appointment	(LAWOP) Leave of Absence Without Pay	(REL) Release	(SL) Sabbatical Leave
(C) Continuation	(NP) New Position	(RES) Resignation	(SP) Special Project
(D) Demotion	(P) Promotion	(RET) Retirement	(T) Transfer
(DIS) Discharge	(R) Replacement	(SA) Salary Adjustment	(TA) Temporary Appointment
(L) Layoff	(REC) Reclassification	(SC) Summer Contract	(TC) Title Change
(AWP) Leave of Absence With Pay			

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
<p>Mayes, Jerry</p> <p>UNIVERSITY RELATIONS, OFFICE OF <u>Community Services, Office of</u></p> <p>Ryan, Harry W.</p> <p><u>Public Information, Office of</u></p> <p>Wright, Danny R.</p> <p>STUDENT DEVELOPMENT, DIVISION OF <u>Financial Aid and Veteran Af-</u> <u>fairs, Office of</u></p> <p>Shepherd, Charmaine</p>	<p>A/SA</p> <p>RES</p> <p>RES</p> <p>A</p>	<p>Assistant Football Coach Receivers</p> <p>Director of Community Ser- vices</p> <p>Director of Public Informa- tion</p> <p>Coordinator of Loan Pro- grams (temporary)</p>	<p>January 1, 1985, to December 31, 1985</p> <p>January 31, 1985</p> <p>January 25, 1985</p> <p>December 5, 1984, to February 8, 1985</p>	<p>\$18,000.00 to \$18,360.00</p> <p></p> <p></p> <p>\$4.00 p/hr.</p>

Action Code:

- | | | | |
|----------------------------------|--------------------------------------|------------------------|----------------------------|
| (A) Appointment | (LAWOP) Leave of Absence Without Pay | (REL) Release | (SL) Sabbatical Leave |
| (C) Continuation | (NP) New Position | (RES) Resignation | (SP) Special Project |
| (D) Demotion | (P) Promotion | (RET) Retirement | (T) Transfer |
| (DIS) Discharge | (R) Replacement | (SA) Salary Adjustment | (TA) Temporary Appointment |
| (L) Layoff | (REC) Reclassification | (SC) Summer Contract | (TC) Title Change |
| (LAWP) Leave of Absence With Pay | | | |

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
STUDENT DEVELOPMENT, DIVISION OF <u>Housing, Office of</u> Greene, Janice	A	Temporary Student Assistant part-time	January 2, 1985, to May 15, 1985	\$ 2,000.00
ACADEMIC AFFAIRS, DIVISION OF <u>Vice President, Office of</u> Anderson, Roberta T.	A	Vice President for Academic Affairs	January 28, 1985	\$63,000.00
<u>Academic Advisement and Testing,</u> <u>Office of</u> Taylor, Steve	REC/SA TC/T	From Acting Vice President for Student Affairs to Di- rector of Academic Advise- ment and Testing	January 1, 1985	\$40,868.00 to \$37,868.00
<u>Admissions, Office of</u> Cornett, Pamela	RES	Receptionist/Typist	December 30, 1984	

Action Code:

(A) Appointment	(LAWOP) Leave of Absence Without Pay	(REL) Release	(SL) Sabbatical Leave
(C) Continuation	(NP) New Position	(RES) Resignation	(SP) Special Project
(D) Demotion	(P) Promotion	(RET) Retirement	(T) Transfer
(DIS) Discharge	(R) Replacement	(SA) Salary Adjustment	(TA) Temporary Appointment
(L) Layoff	(REC) Reclassification	(SC) Summer Contract	(TC) Title Change
(LAWP) Leave of Absence With Pay			

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
ADMINISTRATIVE AND FISCAL SER- VICES, DIVISION OF <u>Communication Services, Office of</u>				
Gillum, Leah F.	LAWOP	Postal Clerk (Maternity Leave)	December 7, 1984, to January 21, 1985	
Hicks, Allen D.	A	Postal Clerk (Temporary)	December 10, 1984, to January 18, 1985	\$3.35 p/hr.
Young, Barbara S.	T	From Receptionist/Typist in Media Services to Re- ceptionist/Typist in the Department of Communica- tions	October 1, 1984,	\$ 9,105.00
<u>Physical Plant, Office of</u>				
Adkins, Randall	A	Painter (Temporary)	January 7, 1985, to March 31, 1985	\$4.00 p/hr.
Burnett, Lloyd	A	Carpenter (Temporary, con- tinuation)	January 1, 1985, to March 31, 1985	\$5.00 p/hr.
Dowdy, Lawrence	A	Block Layer (Temporary)	January 14, 1985, to June 30, 1985	\$12.00 p/hr.

Action Code:

(A) Appointment	(LAWOP) Leave of Absence Without Pay	(REL) Release	(SL) Sabbatical Leave
(C) Continuation	(NP) New Position	(RES) Resignation	(SP) Special Project
(D) Demotion	(P) Promotion	(RET) Retirement	(T) Transfer
(DIS) Discharge	(R) Replacement	(SA) Salary Adjustment	(TA) Temporary Appointment
(L) Layoff	(REC) Reclassification	(SC) Summer Contract	(TC) Title Change
(LAWP) Leave of Absence With Pay			

November 29, 1984 thru January 11, 1985

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
Elliott, Avery D.	A	Carpenter (Temporary)	January 1, 1985, to March 31, 1985	\$5.00 p/hr.
Hunter, Tab	A	Carpenter's Helper (Temp- orary)	January 1, 1985, to March 31, 1985	\$4.00 p/hr.
Hurt, Willie Lee	A	Housekeeper (Temporary)	January 1, 1985, (100 hours or less)	\$3.35 p/hr.
Ison, Timothy	A	Labor (Temporary)	January 1, 1985, to March 31, 1985	\$3.35 p/hr.
Johnson, Howard Randy	A	Carpenter (Temporary)	January 1, 1985, to March 31, 1985	\$5.00 p/hr.
Lewis, Danny E.	A	Carpenter's Helper (Temp- orary)	January 1, 1985, to March 31, 1985	\$4.00 p/hr.
Winkle, Wendell Lee	A	Carpenter (Temporary)	January 1, 1985, to March 31, 1985	\$5.00 p/hr.
<u>WMKY Radio</u>				
Hansen, Joseph	A	Production Assistant (Temp- orary)	January 7, 1985, to May 11, 1985	\$3.40 p/hr.

Action Code:

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|----------------------------------|--------------------------------------|------------------------|----------------------------|
| (A) Appointment | (LAWOP) Leave of Absence Without Pay | (REL) Release | (SL) Sabbatical Leave |
| (C) Continuation | (NP) New Position | (RES) Resignation | (SP) Special Project |
| (D) Demotion | (P) Promotion | (RET) Retirement | (T) Transfer |
| (DIS) Discharge | (R) Replacement | (SA) Salary Adjustment | (TA) Temporary Appointment |
| (L) Layoff | (REC) Reclassification | (SC) Summer Contract | (TC) Title Change |
| (LAWP) Leave of Absence With Pay | | | |

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
ADMINISTRATIVE AND FISCAL SERV- ICES, DIVISION OF (cont.) <u>Computing Services, Office of</u> Haffner, Lawrence	RES	Assistant Manager for Academic Systems	January 1, 1985	

Action Code:

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|------------------|--------------------------------------|------------------------|----------------------------|
| (A) Appointment | (LAWOP) Leave of Absence Without Pay | (REL) Release | (SL) Sabbatical Leave |
| (C) Continuation | (NP) New Position | (RES) Resignation | (SP) Special Project |
| (D) Demotion | (P) Promotion | (RET) Retirement | (T) Transfer |
| (DIS) Discharge | (R) Replacement | (SA) Salary Adjustment | (TA) Temporary Appointment |
| (L) Layoff | (REC) Reclassification | (SC) Summer Contract | (TC) Title Change |
- (LAWP) Leave of Absence With Pay

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
<u>Auxiliary Services, Office of</u>				
Amburgey, Evelyn	RET	General cafeteria (ADUC 1)	January 1, 1985	
Callahan, Mary	A	Cashier (University Store) (Temporary)	January 7, 1985, to January 15, 1985	\$3.35 p/hr.
Davis, Theresa	A	Cashier (University Store) (Temporary)	January 7, 1985, to January 15, 1985	\$3.35 p/hr.
Dixon, Joni	A	Cashier (University Store) (Temporary)	January 7, 1985, to January 11, 1985	\$3.35 p/hr.
Howard, Teresa Lynn	A	Cashier (University Store) (Temporary)	January 7, 1985, to January 11, 1985	\$3.35 p/hr.
Keeton, Allen	A	General Worker (probationary ending date 4/7/85) (Alumni Tower Cafeteria)	January 7, 1985	\$3.35 but \$4.00 after 90 day probation
Walls, William Scott	A	Inventory Clerk (University Store)	January 7, 1985	\$ 8,650.00

Action Code:

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|----------------------------------|--------------------------------------|------------------------|----------------------------|
| (A) Appointment | (LAWOP) Leave of Absence Without Pay | (REL) Release | (SL) Sabbatical Leave |
| (C) Continuation | (NP) New Position | (RES) Resignation | (SP) Special Project |
| (D) Demotion | (P) Promotion | (RET) Retirement | (T) Transfer |
| (DIS) Discharge | (R) Replacement | (SA) Salary Adjustment | (TA) Temporary Appointment |
| (L) Layoff | (REC) Reclassification | (SC) Summer Contract | (TC) Title Change |
| (LAWP) Leave of Absence With Pay | | | |

November 29, 1984 thru January 11, 1985

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
<p><u>Personnel Services, Office of</u> Douglas, Anita Robin</p>	<p>T</p>	<p>From Secretary I, Appala- chian Development Center, to Secretary I, Office of Personnel Services</p>	<p>December 17, 1984</p>	<p>\$ 8,865.00</p>
<p>GRADUATE AND SPECIAL ACADEMIC PROGRAMS</p>				
<p><u>Appalachian Development Center</u> Ginter, Diane H.</p>	<p>TC/T</p>	<p>From Clerk/Typist I, Job Training Program, Appala- chian Development Center, to Secretary I, Appala- chian Development Center</p>	<p>January 2, 1985</p>	<p>\$ 8,235.00</p>
<p>Gulley, Constance M.</p>	<p>A</p>	<p>Clerk/Typist I (Probation- ary ending date 4/8/85) Job Training Program, Appalachian Development Center</p>	<p>January 14, 1985</p>	<p>\$ 8,235.00</p>
<p>Sammons, Georgia</p>	<p>A</p>	<p>Secretary I (Probationary ending date 4/8/85) Appalachian Development Center</p>	<p>January 8, 1985</p>	<p>\$ 9,105.00</p>

Action Code:

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|----------------------------------|--------------------------------------|------------------------|----------------------------|
| (A) Appointment | (LAWOP) Leave of Absence Without Pay | (REL) Release | (SL) Sabbatical Leave |
| (C) Continuation | (NP) New Position | (RES) Resignation | (SP) Special Project |
| (D) Demotion | (P) Promotion | (RET) Retirement | (T) Transfer |
| (DIS) Discharge | (R) Replacement | (SA) Salary Adjustment | (TA) Temporary Appointment |
| (L) Layoff | (REC) Reclassification | (SC) Summer Contract | (TC) Title Change |
| (LAWP) Leave of Absence With Pay | | | |

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
ARTS AND SCIENCES, COLLEGE OF <u>English, Foreign Languages and Philosophy, Department of</u> Costigan, Billie <u>Music, Department of</u> Witter, Jan D.	REL	Career Specialist (End of Contract, 6 month contract)	December 31, 1984	\$ 9,479.00
	RES	Assistant Director of Bands	May 5, 1985	\$16,000.00
PROFESSIONAL STUDIES, COLLEGE OF <u>Business and Economics, Depart- ment of</u> Gorham, Kurt <u>Education, Department of</u> Holton, John Thomas Powell, Mary N.	REL	Systems Analyst	May 11, 1985	\$15,300.00
	RES	Associate Professor of Edu- cation	December 31, 1984	
	A	Visiting Professor of Edu- cation	January 7, 1985, to May 11, 1985	\$ 7,320.00 per semester

Action Code:

(A) Appointment	(LAWOP) Leave of Absence Without Pay	(REL) Release	(SL) Sabbatical Leave
(C) Continuation	(NP) New Position	(RES) Resignation	(SP) Special Project
(D) Demotion	(P) Promotion	(RET) Retirement	(T) Transfer
(DIS) Discharge	(R) Replacement	(SA) Salary Adjustment	(TA) Temporary Appointment
(L) Layoff	(REC) Reclassification	(SC) Summer Contract	(TC) Title Change
(LAWP) Leave of Absence With Pay			

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
<u>Education, Department of</u> (cont.) Baldridge, Jane	T	From Acting Director of Placement Services to Vis- iting Instructor of Edu- cation (Temporary)	January 14, 1985, to May 11, 1985	\$ 8,500 (per semester)

Action Code:

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|----------------------------------|--------------------------------------|------------------------|----------------------------|
| (A) Appointment | (LAWOP) Leave of Absence Without Pay | (REL) Release | (SL) Sabbatical Leave |
| (C) Continuation | (NP) New Position | (RES) Resignation | (SP) Special Project |
| (D) Demotion | (P) Promotion | (RET) Retirement | (T) Transfer |
| (DIS) Discharge | (R) Replacement | (SA) Salary Adjustment | (TA) Temporary Appointment |
| (L) Layoff | (REC) Reclassification | (SC) Summer Contract | (TC) Title Change |
| (LAWP) Leave of Absence With Pay | | | |

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
APPLIED SCIENCES AND TECHNOLOGY, COLLEGE OF <u>Agriculture and Natural Re-</u> <u>sources, Department of</u>				
Dupree, Bobby	A	Farm Laborer (Temporary)	December 10, 1984	\$3.35 p/hr.
Mullins, Bobby Lee	A	Swine Herdsman (Martiki)	January 14, 1985	\$10,000.00 plus incen- tive, salary plus fringe benefits
Nichols, Jerry Lee	A	Farm Laborer (Swine) (Temporary)	December 10, 1984, to June 30, 1985	\$3.35 p/hr.
Reeder, Charles J.	A	Farm Laborer (tobacco) (Temporary)	December 11, 1984, to March 1, 1985	\$3.35 p/hr.
Scott, Bobby Lee	A	Farm Laborer (General) (Probationary ending date 3/1/85)	December 10, 1984	\$3.35 p/hr.

Action Code:

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|----------------------------------|--------------------------------------|------------------------|----------------------------|
| (A) Appointment | (LAWOP) Leave of Absence Without Pay | (REL) Release | (SL) Sabbatical Leave |
| (C) Continuation | (NP) New Position | (RES) Resignation | (SP) Special Project |
| (D) Demotion | (P) Promotion | (RET) Retirement | (T) Transfer |
| (DIS) Discharge | (R) Replacement | (SA) Salary Adjustment | (TA) Temporary Appointment |
| (L) Layoff | (REC) Reclassification | (SC) Summer Contract | (TC) Title Change |
| (LAWP) Leave of Absence With Pay | | | |

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
<u>Home Economics, Department of</u> Tucker, Barbara F.	A	Visiting Instructor/Home Economics	January 7, 1985, to May 10, 1985	\$9,000.00
<u>Industrial Education and Tech- nology, Department of</u> Baron, Gerald	A	Associate Professor/Indus- trial Arts Teacher Ed.	January 7, 1985, to May 10, 1985	\$13,000.00
Benedict, Tom	A	Lecturer-Electronics (Temporary)	Spring Semester 1985	\$ 9,250.00
Gillock, Scott	A	Lecturer-machine Tool (Temporary)	Spring Semester 1985	\$ 9,250.00
Hanrahan, Gregory	A	Lecturer-Welding Techno- logy (Temporary)	Spring Semester 1985	\$ 9,250.00
McWard, Lawrence James	A	Faculty in Construction (Temporary)	January 7, 1985, to May 15, 1985	\$14,000.00
<u>Nursing and Allied Health, De- partment of</u> Clark, Katherine	A	Assistant Professor/Nursing	January 7, 1985, to May 24, 1985	\$19,000.00 (annual)

Action Code:

(A) Appointment	(LAWOP) Leave of Absence Without Pay	(REL) Release	(SL) Sabbatical Leave
(C) Continuation	(NP) New Position	(RES) Resignation	(SP) Special Project
(D) Demotion	(P) Promotion	(RET) Retirement	(T) Transfer
(DIS) Discharge	(R) Replacement	(SA) Salary Adjustment	(TA) Temporary Appointment
(L) Layoff	(REC) Reclassification	(SC) Summer Contract	(TC) Title Change
(AWP) Leave of Absence With Pay			

PERSON ACTION

November 29, 1984 to January 11, 1985

Administrative Unit/ Name	Action Code	Title	Effective Date of Action	Salary
Hoft, Mary	RES	Clinical Instructor of Nursing	December 15, 1984	
McNabb, Linda Rogers	A	Clinicl Instructor of of Nursing (part-time) (Temporary)	January 7, 1985, to May 24, 1985	\$ 3,950.00

Action Code:

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|----------------------------------|--------------------------------------|------------------------|----------------------------|
| (A) Appointment | (LAMOP) Leave of Absence Without Pay | (REL) Release | (SL) Sabbatical Leave |
| (C) Continuation | (NP) New Position | (RES) Resignation | (SP) Special Project |
| (D) Demotion | (P) Promotion | (RET) Retirement | (T) Transfer |
| (DIS) Discharge | (R) Replacement | (SA) Salary Adjustment | (TA) Temporary Appointment |
| (L) Layoff | (REC) Reclassification | (SC) Summer Contract | (TC) Title Change |
| (LAWP) Leave of Absence With Pay | | | |

AMENDMENTS TO BYLAWS
BOARD OF REGENTS
MOREHEAD STATE UNIVERSITY

The Chairman hereby recommends that Article IV pertaining to the Standing Committees of the Board of Regents be amended as follows:

1. That the titles of the Committees be changed to coincide with the titles of the three Vice Presidents of the University, i.e., Administrative and Fiscal Services Committee (Audit and Finance), Academic Affairs Committee and Student Development Committee.

2. That the Administrative and Fiscal Services Committee serve as both the Audit and Finance Committees.

3. That the membership of the Student Development Committee be changed from three (3) to four (4).

PROPOSED COMMITTEE STRUCTURE

ARTICLE IV

- A. The Standing Committees of the Board of Regents are: Administrative and Fiscal Services Committee, Academic Affairs Committee and Student Development Committee. The Board may reorganize its committee structure after a new member is appointed to the Board of Regents and may from time to time establish ad hoc committees to facilitate its work.

1. Administrative and Fiscal Services Committee--
The Administrative and Fiscal Services Committee is composed of three (3) members of the Board who are appointed by the Chairman.

The Administrative and Fiscal Services Committee will familiarize itself with institutional policies and procedures and state agency and legislative requirements for fiscal administration to enable it to initially review and evaluate and advise the full Board in its evaluation of recommendations made by the President to the Board on financial and budget proposals and policies relating to:

- (a) The biennial budget request which is submitted to the Council on Higher Education in accordance with KRS 164.020;
- (b) The annual operating budget of the University for the fiscal period July 1 through June 30;
- (c) Adjustments in the annual operating budget resulting from unanticipated increases or decreases in revenue;
- (d) The allocation of unencumbered fund balances which accrue to the University at the close of fiscal accounting periods;

- (e) Any proposal for the construction of academic, administrative, or service facilities through the issuance of revenue bonds of the Consolidated Educational Buildings Revenue Fund or the Housing and Dining System Revenue Fund;
 - (f) Provides assistance to the full Board in fulfilling its fiduciary responsibilities relating to accounting and financial reporting practices;
 - (g) Recommends to the Board independent accountants for the audit of year-end expenditures;
 - (h) Establishes the minimum scope of the annual audit;
 - (i) Obtains all other information necessary in providing a full report to the Board, by specifying the type reports to be submitted by management to the Committee or by discussions with management and engages in discussions with the independent auditors to ascertain additional information on the fiscal integrity of the institution; and
 - (j) Other administrative or fiscal matters which the President or the Board may ask the Committee to consider from time to time.
2. Academic Affairs Committee--The Academic Affairs Committee is composed of three (3) members of the Board who are appointed by the Chairman.

The Academic Affairs Committee advises the President on new programs and matters of an academic affairs nature which require in-depth study prior to their submission to the total Board.

3. Student Development Committee--The Student Development Committee is composed of four (4) members of the Board who are appointed by the Chairman.

The Student Development Committee reviews proposals on open house hours, disciplinary matters and other items relating to student activities and services prior to submission to the total Board.

4. Participation by Non-Members--The President will 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 or otherwise participate in the meetings except pursuant to a previously approved request for appearance to be heard.

Except as provided above, 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 a hearing before the Board of Regents ten (10) days prior to scheduled meeting. The President shall call the request to the attention of the Chairman, who shall determine whether or not the subject matter is relevant and material to Morehead State University. The Chairman may, at his discretion, designate the appropriate committee of the Board to give initial consideration to the matter and make a report to the Board.