

# M I N U T E S

## BOARD OF REGENTS

### MOREHEAD STATE UNIVERSITY

June 19, 1987

The Board of Regents of Morehead State University met for a special session on Friday, June 19, 1987, at 4 p.m. in the Riggle Room of the Adron Doran University Center in Morehead, Kentucky. Chairman Louie B. Nunn presided.

#### CALL TO ORDER AND INVOCATION

Chairman Nunn called the meeting to order and Regent Charles Wheeler delivered the invocation.

#### ROLL CALL

On roll call, the following members were present: Chairman Nunn, Mr. Aker, Mr. Breathitt, Mr. Cassady, Ms. Curry, Dr. Lansing, Mr. Seaton, Mr. Wheeler and Dr. Wheeler. Mr. Carr was absent. Mr. Chenoweth, Legal Counsel, was also present.

#### OATH OF OFFICE

Chairman Nunn administered the oath of office to Dr. Alban Wheeler, elected by the faculty for a three-year term ending April, 1990, replacing Dr. John R. Duncan.

#### APPROVAL OF MINUTES

Mr. Seaton moved, seconded by Dr. Lansing, that the minutes of the meeting of May 22, 1987, be approved as distributed. Motion unanimously carried.

Dr. Albright reported the following:

#### RESIGNATION OF DR. ANDERSON

--That Dr. Roberta Anderson, Vice President for Academic Affairs, had resigned effective June 30, 1987, to accept the position of Vice President for Academic Affairs at California State University, Stanislaus.

Chairman Nunn said that the Board was grateful for the services Dr. Anderson rendered to the University and extended best wishes for health, happiness and success in the future.

#### BUDGET CUTBACK PLAN

--That due to the State Revenue Cabinet's estimate, state general fund appropriations for the 1988 fiscal year will be \$130 million less than projected when the 1986-88 Executive Budget was enacted. MSU general fund appropriations will be reduced as follows:

General Operating Fund	\$308,400
Salary Incentive Fund	8,700
Debt Service	157,800

The 1987-88 Operating Budget as approved by the Board on May 22 contained sufficient reserves to accommodate the budget cutback plan.

(Additional background information attached to these Minutes and marked V-2)

**DOE PREPAYMENT  
PLAN**

- That the Department of Education Prepayment Plan for Housing and Dining System Revenue Bonds information item be disregarded. The day after the document went to print, the University received word from the Council on Higher Education and the Office of Investment and Debt Management in the Finance and Administration Cabinet that the project is on go again.

(Additional background information attached to these Minutes and marked V-3)

**STRATEGIC PLAN**

- That the Strategic Plan was a forerunner of a concentrated effort on the part of the Alumni Association, the Development Office and others to undertake a fundraising campaign not only to match the Ashland Oil Challenge but to raise funds otherwise.

(Strategic Plan for Private Giving, 1987-90, and additional background information attached to these Minutes and marked V-4)

**OVERLOAD  
PRINCIPLES AND  
PROCEDURES**

- That the overload principles and procedures report emphasizes the management of scheduling and how faculty overload eligibility and compensation will be handled.

(Report on Overload Principles and Procedures attached to these Minutes and marked V-5)

**SOAR PROGRAM**

- That 335 prospective students were on campus for the first of four Summer Orientation and Registration programs (SOAR) scheduled during the 1987 summer. The SOAR program is an effort to orient not only the students but the parents to this institution and what it is trying to do. The students have an opportunity to meet with faculty members and make out their program of study.

**GIRLS AND BOYS STATE**

--That the previous week MSU had Girls State and Boys State on campus. Approximately 700 young people were involved in these activities and both groups have been invited and are planning to return to the University next year for their meetings.

**ENROLLMENT**

--That housing applications are up 400 (70%) over last year; financial aid applications are up over 800 (35%); and admission applications for the fall are up about 650 (35%). Summer Session I enrollment is up nine (9) percent over last year's first summer session.

**PROGRAM FOR  
PROVISIONAL  
STUDENTS**

--That a new program has been started this year for provisional students, who are deficient in math, science and English, to prepare them for success in college. That program seeks to help such students in a relatively short time.

MOTION: Mr. Cassady moved, seconded by Mr. Aker, that the reports of the president and the actions necessary to facilitate the reports be approved.

VOTE: The motion unanimously carried.

President Albright presented the following recommendations for Board action:

**RESOLUTION FOR  
DUNCAN & CASSADY**

(1) That the Board approve resolutions recognizing the contributions of Dr. John R. Duncan, Faculty Regent, who served two consecutive three-year terms, and Mr. Carlos Cassady, Student Regent, for the 1986-87 year.

(Resolutions attached to these Minutes and marked VI-A-1)

Chairman Nunn opened the floor for a third resolution as presented by Mr. Seaton.

**ALBRIGHT  
RESOLUTION**

"In recognition of Dr. A. D. Albright's lifetime of service to public higher education in Kentucky and especially for his outstanding tenure as the 10th President of Morehead State University, it is proposed that he be awarded the Honorary Degree of Doctor of Humane Letters and that the Chairman of the Board of Regents be empowered to confer the degree at the appropriate time and place." (Degree conferred at a dinner honoring President and Mrs. Albright that evening)

**STAFF CONGRESS  
BYLAWS AND  
CONSTITUTION**

MOTION: Mr. Breathitt moved, seconded by Mr. Wheeler, that the resolutions be approved.

VOTE: The motion unanimously carried.

RECOMMENDATION: That the Board approve the Constitution and Bylaws for a Staff Congress.

(Constitution and Bylaws and additional background information attached to these Minutes and marked VI-A-2)

MOTION: Mr. Seaton moved, seconded by Dr. Lansing, that the Board approve the President's recommendation.

VOTE: The motion unanimously carried.

President Albright presented the following recommendations for the Division of Administrative and Fiscal Services in section VI-B:

**RECOMMENDATIONS:**

**87-88 PERSONNEL  
ROSTER**

(1) That the Board approve the 1987-88 Personnel Roster;

**AMENDED PERSONNEL  
POLICY**

(2) That the Board approve the revisions and additions to PAc-23: Compensation Determination for Reassigned or Returning Administrators; and

**PERSONNEL ACTIONS**

(3) That the Board approve the Personnel Actions for the period of May 2, 1987, thru June 11, 1987.

(1987-88 Personnel Roster, Amended Personnel Policy and Personnel Actions attached to these Minutes and marked VI-B-1-3)

MOTION: Motion by Mr. Seaton, seconded by Ms. Curry, that the Board approve the President's recommendations.

VOTE: The motion unanimously carried.

President Albright presented the following recommendations for the Division of Academic Affairs in Section VI-C:

RECOMMENDATIONS:

TENURE

(1) That the Board approve granting tenure to the following faculty members with the issuance of their contracts for the 1987-88 year:

Wade Cain  
Diane Cox  
Travis Lockhart  
Robert Meadows  
Betty Jo Peters  
Mary A. Pollock  
Stephen Tirone

PROMOTIONS

(2) That the Board approve granting promotions to the following faculty members with the issuance of their contracts for the 1987-88 year. Dr. Albright amended his recommendation to exclude David Collins who is on leave for the 1987-88 academic year and to hold in abeyance his promotion to assistant professor until his return to the campus:

Professor

David Brown  
Larry Keenan  
Bruce Mattingly  
Dean Owen  
Jean Wilson  
Steve Young

Associate Professor

Roland Buck  
Lola Crosthwaite  
William Green  
Travis Lockhart  
David McNeely  
Pauline Ramey  
Mike Seelig  
Kay Schafer

Assistant Professor

Dale Greer

Librarians

Bonnie McNeely, Librarian I to Librarian II  
Carol Nutter, Librarian III to Librarian IV  
Helen Williams, Librarian III to Librarian IV  
Betty J. Wilson, Librarian III to Librarian IV

**SABBATICAL LEAVES**

(3) That the Board approve the granting of Sabbatical Leaves to the following faculty members contingent upon available funding:

Charles Whidden	Spring 1988
Earle Louder	Fall 1987
Kent Freeland	Fall 1988
Robert Franzini	Fall 1987
Layla Sabie	Spring 1989

**PROGRAM CHANGES**

(4) That the Board approve the following program changes:

- A. Minor in Social Work
- B. Middle Grades Education Program (5-8)
- C. Revision of Area of Concentration in Chemistry
- D. K-4 Early Elementary Teacher Certification Program
- E. Revision of Middle Grade Teaching Certification in Vocational Home Economics
- F. Revisions in Industrial Education Training, Orientation/Exploration, and Certification for Middle Grades

**POLICY ON DEVELOPMENT OF ACADEMIC POLICIES**

(5) That the Board adopt a policy on the development of academic policies. This policy provides the mechanism for the drafting, reviewing, and overall development of such policies and serves as an agreement on how to proceed.

(Additional background information and Policy on Development of Academic Policies attached to these Minutes and marked VI-C-1-5)

MOTION: Mr. Seaton moved, seconded by Mr. Wheeler, that the Board approve the President's recommendations.

VOTE: The motion unanimously carried.

President Albright presented the following Student Development recommendation:

**STUDENT INSURANCE**

RECOMMENDATION: That the Board of Regents approve a one-year extension of the contract with Guarantee Trust Life Insurance Company with the local agent being Bellamy Insurance of Morehead, Kentucky, for the period July 1, 1987, through June 30, 1988. Students with comparable basic accident/illness insurance will again be exempt from purchasing the student insurance program through Morehead State University. This will be the second one-year extension of this contract.

(Additional background information attached to these Minutes and marked VI-D-1)

MOTION: Following extensive discussion, Mr. Seaton moved, seconded by Mr. Wheeler, that the current student insurance contract with Guarantee Trust Life Insurance Company be continued through the 1987 fall semester and that university officials be authorized in the interim to readvertise the contract for the spring semester.

VOTE: The motion unanimously carried.

**1987 SUMMER  
GRADUATES**

MOTION: Mr. Breathitt moved, seconded by Mr. Seaton, that the Board approve the awarding of degrees to all candidates who have successfully completed all degree requirements as approved by the faculty of the University at the 1987 Summer Commencement on August 1.

VOTE: The motion unanimously carried.

**DR. ALBRIGHT**

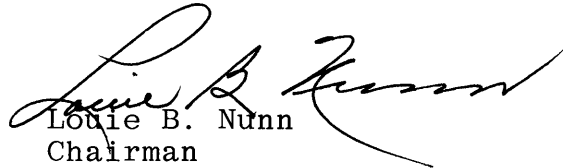
Dr. Albright noted that, in all likelihood, this would be his last meeting with the Board. He expressed his gratitude for the opportunity to serve the university and for the cooperation he had received from the faculty, staff, students and the Board of Regents.

Chairman Nunn said that Dr. Albright's appointment as President had been the Board's single most important decision. He expressed the gratitude of the Board and the entire University for Dr. Albright's service, calling him "an inspiration to the University and the people of Eastern Kentucky."

Judge Aker commented that he was proud of the fact that he had chaired the search committee which recommended Dr. Albright's appointment.

**ADJOURNMENT**

Motion by Mr. Seaton, seconded by Dr. Lansing, that the meeting adjourn at 5:15 p.m. Motion unanimously carried.

  
Louie B. Nunn  
Chairman

  
Carol Johnson  
Secretary

June 19, 1987  
V-1 .

# **RESIGNATION OF VICE PRESIDENT**

Dr. Roberta Anderson, Vice President for Academic Affairs, has resigned effective June 30, 1987. Dr. Anderson has accepted the position of Vice President for Academic Affairs at California State University, Stanislaus.

## BUDGET CUTBACK PLAN

On May 28, 1987, the Governor's Office for Policy and Management presented a State Budget Cutback plan to the Interim Joint Committee on Appropriations and Revenue. A budget cutback plan is being implemented due to the Revenue Cabinet's estimate that state general fund appropriations for the 1988 fiscal year will be \$130 million less than projected when the 1986-88 Executive Budget was enacted.

Higher Education's portion of the \$130 million cutback plan is \$16 million. The specific cutback requirements of each institution were arrived at by reducing the formula generated state support level by two percent (2%), reducing the salary incentive fund by two percent (2%) and utilizing funds appropriated for debt service which will not be needed in FY 88.

MSU general fund appropriations will be reduced accordingly:

General Operating Fund	\$308,400
Salary Incentive Fund	\$ 8,700
Debt Service	\$157,800

In addition to the \$16 million budget cutback requirement that higher education must absorb at this time, Secretary of Cabinet, and State Budget Director Larry Hayes also directed that each institution maintain a reserve of one percent (1%) to protect against any additional revenue shortfall. This reserve requirement amounts to an additional \$113,100.

The 1987-88 Operating Budget approved by the MSU Board of Regents on May 22, 1987, contained sufficient reserves to accommodate the budget cutback plan as presented by the Governor's Office for Policy and Management.

**DEPARTMENT OF EDUCATION PREPAYMENT PLAN  
FOR HOUSING AND DINING SYSTEM REVENUE BONDS**

On May 22, 1987, the Board of Regents adopted and approved a resolution affirming the University's intent to participate, in conjunction with other Universities of the Commonwealth, in a prepayment plan for certain previously issued revenue bonds that were being held by the U.S. Department of Education. The plan would have resulted in debt service savings to the Commonwealth of slightly more than \$2 million, with Morehead State University's position of the savings amounting to about \$100,000.

The above savings were based upon credit market conditions during March and April 1987. Since that time, market conditions have reflected significant increases in interest rates. Based on current market conditions and costs of issuance, the Office of Investment and Debt Management in the Finance and Administration Cabinet, working with the investment banking firm of PaineWebber, has determined that it is not economically feasible to pursue this prepayment plan at this time.

## STRATEGIC PLAN

It is readily apparent that the University must vigorously intensify its efforts to raise funds from private sources. The Alumni Association is revitalizing and expanding its chapter network, the Office of Development soon will have a new director, the athletic funding plan will require a substantial increase in private giving, and the University can realize a significant windfall by matching the Ashland Oil challenge.

Consequently, a task group comprised of Bill Seaton, Terry Jacobs, Dan Lacy, Bill Phelps, Keith Kappes and the President met. Following the development of an outline by Dan Lacy, Mr. Kappes prepared the detailed plan with input from the other task group members.

As a result of this process, the plan is ready for implementation and is being presented to the Board for informational purposes.

MOREHEAD STATE UNIVERSITY  
STRATEGIC PLAN  
FOR PRIVATE GIVING, 1987-90

## CONTENTS

Purpose of the Plan. . . . .	Page 1
External Situation . . . . .	2
Internal Situation . . . . .	4
Mission. . . . .	5
Operational Objectives . . . . .	6
Strategies and Critical Issues . . . . .	7
Appendices . . . . .	10
Appendix A -- Development Committee Organization	
Appendix B -- Timetable	

## PURPOSE OF THE PLAN

The overall purpose of Morehead State University's Strategic Plan for Private Giving, 1987-90, is to implement a comprehensive, coordinated fund raising effort which embraces all of the constituencies of the institution and all of the programs of giving with particular emphasis on annual, unrestricted gifts.

Specifically, the plan is intended to:

- \* Develop a firm staff and volunteer base to insure that annual giving is solidly established as the cornerstone of the University's fund raising programs.

- \* Stress the importance and flexibility of unrestricted gifts, particularly in regard to timely utilization of the Ashland Oil-Albright Challenge Grant.

- \* Delineate the roles and responsibilities of the staff of the Office of Development, of the University's other administrative staff and of the volunteer leadership corps (MSU Foundation Board of Trustees, MSU Alumni Association Executive Council, Eagle Athletic Fund Advisory Board, MSU Parents Association Advisory Committee, and MSU Board of Regents) in the identification, cultivation and solicitation of private gift donors.

- \* Initiate a coordinated schedule of activities and events which support private giving.

- \* Formulate private giving strategies tailored to the educational mission of the University and also to the economic and cultural characteristics of its constituent groups, including alumni, parents, students, active and retired faculty and staff members, business and industrial corporations, foundations and other friends and/or potential friends of the institution.

## EXTERNAL SITUATION

ALUMNI --- Currently, less than five percent (1,150) of the University's alumni of record are giving on an annual basis. Public institutions traditionally do not, under the best of conditions, exceed 30 percent alumni giving. Although the Alumni Association officially abandoned its "alumni dues" system in 1984, the alumni staff periodically receives gifts earmarked as "dues" and alumni frequently ask staff members for a quotation of "dues". Considering that most of the estimated 25,000 living alumni were graduated during the institution's more prosperous period, it is clear that MSU's need for private giving has not been effectively articulated to alumni and other former students. Another factor, albeit very minor, is the reluctance of individuals to give to tax-supported institutions. In most cases, this is a convenient alibi rather than a personal conviction.

BUSINESS/INDUSTRIAL --- Of the 131 businesses and corporations which gave to the University in the 1985-86 campaign, fewer than 10 gave more than \$3,000 and only three exceeded \$5,000 and only one was in excess of \$10,000. Also, MSU received matching gifts from fewer than 40 different corporations. Of corporations which do business with the University in excess of \$50,000 yearly, only one gave more than \$1,000. Other than Ashland Oil, no corporation has increased its gift to MSU by any substantial amount since we began our fund raising program in 1981.

FOUNDATIONS --- Of the more than 22,000 charitable foundations currently registered in this country, fewer than 10 have made grants to MSU in the past six years. Moreover, the Office of Development has averaged only two successful foundation solicitations per year for the past three years. Foundations listed in annual giving reports are involved in corporate matching gifts, in most cases. In fairness, it should be noted that foundations have been our lowest priority and that less than two percent of foundation proposals from public institutions are funded each year. The average for public and private combined is only seven percent.

FRIENDS --- Non-alumni friends of the University in the community, service area and balance of the state have been the most significant individual donors to date. In fact, the average gift for "friends" has been considerably higher than the average for alumni. If parents are factored into this category and the gift of the stadium turf is added, the individual giving totals are astronomical. Interestingly, the approximately 200 "friends" gave as much to MSU last year as did more than 1,000 alumni with the exception of a single capital gift of \$35,000. This category of potential donors holds great promise if our volunteer leadership were to effectively work with networks of business and personal acquaintances.

NEWS MEDIA --- From the strife and turmoil of the two preceding years, the University's media image improved dramatically this year under Dr. A. D. Albright's leadership as the presentation of two major gifts brought an inordinate amount of favorable publicity, regionally and statewide. In MSU's roller-coaster history of late, the large gifts were widely interpreted as votes of confidence in the institution's future. Also, the lack of a private giving tradition makes major gifts more newsworthy in the immediate area.

PARENTS --- Although the MSU Parents Association has been in existence since 1982, it continues to function primarily as a social organization with very limited involvement by parents of our students. For example, parents become members by giving to the University and that process attracted fewer than 70 couples in 1985-86 and raised only \$1,405. Admittedly, parents have not been traditional givers at public institutions but our current effort is less than token. Under normal circumstances, parents represent about 5,000 potential donors each year.

## INTERNAL SITUATION

FACULTY/STAFF --- Again, the absence of a private giving tradition and the polarization of the campus community in recent years have combined to practically negate this donor category. Of the 600 full-time employees who are not alumni, fewer than 40 gave to MSU in 1985-86. Of the 250 who are MSU alumni, the number of donors continued to fall last year and stopped under 60. In consideration of our unofficial "bunker mentality" of recent years, faculty and staff have not been formally solicited since the 1984-85 school year. A few have returned this year with smaller gifts than before. Our faculty and staff generally profess to be proud of MSU but that pride is not manifested in private giving. Faculty and staff at public institutions tend to be far less generous than those at private schools but MSU's current situation is deplorable.

STUDENTS --- Considering that about 80 percent of our students receive some form of financial aid and more than half of our total enrollment comes from homes with annual incomes under \$25,000, we have not attempted to solicit gifts from current students, other than a modest program to encourage them to leave their residence hall room deposits behind when they graduate. We also have received a few memorial gifts in unfortunate situations where students have died while enrolled.

MISSION

Very simply, we must persuade all of our constituencies to give to the University on an unprecedented scale and to do so mainly on an unrestricted basis. Such gifts are the most important because they can be used where the need is greatest. Unrestricted gifts can be applied to unexpected needs or opportunities, especially in situations where public funds are not available. This vital support of the University's day-to-day operations also serves to cultivate major donors for future capital or deferred gifts. Developing the habit of giving is crucial to the success of other fund raising programs. Annual giving is the foundation on which the others are built. It is said that capital giving is "what we grow by" but annual giving is "what we live by."

The most compelling reason for concentrating on annual, unrestricted giving at this time is to fully capitalize on the Ashland Oil-Albright Challenge Grant which could result in another \$150,000 over the three-year period at the rate of \$50,000 per year if each previous year's annual giving total is exceeded by at least that amount. Until now, other than those on the development staff and a few zealous volunteers, no one at MSU has been willing to pay any more than lip service to private giving at Morehead State University.

OPERATIONAL OBJECTIVES

\* To enlist a Development Committee with a general chairperson and chairpersons of subcommittees to solicit alumni, business and industry, faculty and staff, foundations, volunteer leadership corps and parents. Hold committee meetings during annual campaign and keep informed of progress through newsletters.

\* Appoint county chairpersons in 22-county service region and area chairpersons in other regions with concentrations of alumni for purpose of soliciting alumni, parents and friends.

\* Conduct alumni phonothons on a county and area basis utilizing volunteer leadership from existing and future alumni chapters and foster alumni loyalty and support by enthusiastic support of establishment and maintenance of alumni chapters.

\* Revive and strengthen donor recognition program.

\* Increase alumni participation in annual giving to 10 percent in 1987-88, 15 percent in 1988-89 and 20 percent in 1989-90 with per gift average of \$50 by 1989-90.

\* Generate faculty-staff average gifts of \$25 for total workforce in 1987-88, \$35 in 1988-89 and \$50 in 1989-90.

\* Promote corporate matching gift program to achieve minimum of 150 gifts in 1987-88 worth \$15,000, 250 gifts worth \$25,000 in 1988-89 and 400 gifts worth \$40,000 in 1989-90.

\* Secure minimum of \$250,000 in corporate and foundation gifts in 1987-88, \$350,000 in 1988-89 and \$500,000 in 1989-90.

\* Enlarge deferred giving expectancies in life insurance and bequests to \$1.5 million in 1987-88, \$1.75 million in 1988-89 and \$2 million in 1989-90.

STRATEGIES AND CRITICAL ISSUES

Strategy 1 -- Recruit an eager, knowledgeable volunteer to serve as general chairperson of Development Committee.

- \* Affluence and/or influence.
- \* Time and inclination to serve.
- \* Major donor (\$10,000 and up)

CRITICAL ISSUES

- \* Non-controversial
- \* Proximity to campus
- \* Willingness to travel with President, etc.

Strategy 2 -- Recruit enthusiastic, well known alumni volunteers to coordinate campaigns in each county of service region and in areas with alumni density.

- \* Affluence and/or influence.
- \* Time and inclination to serve.
- \* \$1,000 donor preferred

CRITICAL ISSUES

- \* Non-controversial
- \* Prior experience
- \* Respect and credibility
- \* Interviewed before appointed

Strategy 3 -- Conduct alumni phonothons in Bath, Boyd, Breathitt, Carter, Elliott, Fleming, Floyd, Greenup, Johnson, Knott, Lawrence, Letcher, Lewis, Magoffin, Martin, Mason, Menifee, Montgomery, Morgan, Pike, Rowan and Wolfe counties and in Louisville, Lexington, Dayton-Cincinnati-Northern Kentucky and Southern Ohio areas.

- \* Volunteers from local chapters
- \* Local or campus-based calling
- \* Fall and spring

CRITICAL ISSUES

- \* Monday-Thursday only, 7-9 p.m.
- \* Advance notice by mail
- \* Training by staff

Strategy 4 -- Increase alumni participation in annual giving to 20 percent and \$50 average by 1989-90.

- \* Strengthen and expand chapter system
- \* Emphasis by leadership in person and in publications
- \* Improve benefits of active membership
- \* More aggressive communications

CRITICAL ISSUES

- \* "Dues" are dead
- \* Volunteers lead by example
- \* Daily commitment
- \* Alumni and Development staffs cooperate

Strategy 5 -- Revive and revise faculty-staff giving program to \$50 average of total workforce by 1989-90.

- \* Peer solicitation
- \* Department organization
- \* Presidential encouragement

CRITICAL ISSUES

- \* Maintenance of high morale
- \* Satisfactory salary increase
- \* No pressure from supervisors

Strategy 6 -- Promote corporate matching gifts program to achieve 400 gifts worth \$40,000 by 1989-90.

- \* Employers in alumni data base
- \* Personal contact by mail and phone
- \* Peer solicitation when possible

CRITICAL ISSUES

- \* National guidelines observed
- \* Invalid without employee forms
- \* Concentrate on multiple matches

Strategy 7 -- Improve corporate and foundation giving to level of \$500,000 by 1989-90.

- \* Prioritize regional, state, national prospects
- \* Identify MSU contacts
- \* Establish personal relationships
- \* Use networks

CRITICAL ISSUES

- \* Appropriate solicitor
- \* Mutual interests or benefit
- \* Involve President with CEO's

Strategy 8 -- Expand solicitation of friends through personal commitments from volunteer leadership, in vein of "give it or get it," with following minimums:

<u>GROUP</u>	<u>87-88</u>	<u>88-89</u>	<u>89-90</u>
*Regents	\$5,000	\$7,500	\$10,000
Foundation Trustees	\$3,000	\$4,000	\$5,000
EAF Board	\$3,000	\$4,000	\$5,000
Alumni Council	\$1,500	\$2,000	\$2,500
Parents Committee	\$500	\$750	\$1,000

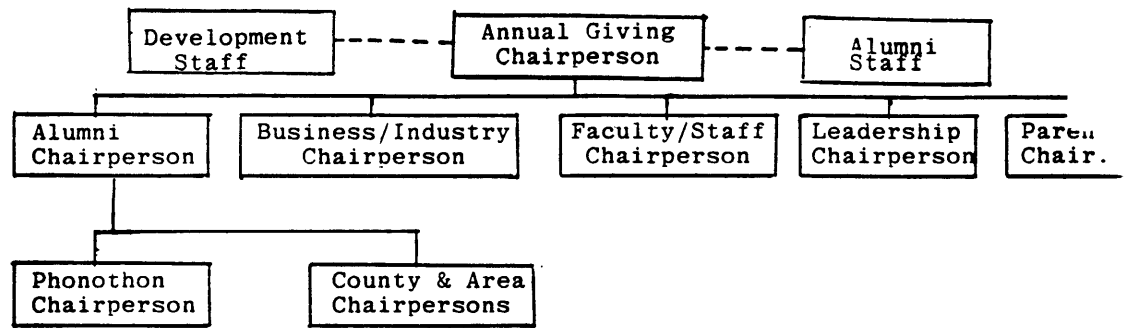
\*citizen members only

- \* Peer solicitation
- \* Follow through by chairs
- \* Coordination with staff

CRITICAL ISSUES

- \* Spirit of teamwork
- \* President excluded from Regents contact
- \* Staff to follow up on leads from volunteers

APPENDIX A -- DEVELOPMENT COMMITTEE ORGANIZATION



APPENDIX B -- TIMETABLE

MONTH	DEV. STAFF ACTIVITY	VOLUNTEER ACTIVITY	ALUMNI STAFF ACTIVITY
JULY	Plan campaign; Mail recognition materials	Select chairs; Review annual plan	Plan alumni activities for year;
AUGUST	Publish annual giving report; Major gift solicitations;	Kickoff meeting for volunteers; Major gift solicitations;	Distribute annual giving report; Finish Homecoming deta:
SEPTEMBER	Prepare 1st direct mail appeal;	Leadership gift solicitations	Mail 1st direct mail appeal;
OCTOBER	Reunion plans; Special effort solicitations;	Homecoming events; Special effort solicitations;	Staff Homecoming activities;
NOVEMBER	Alumni phonothon;	Alumni phonothon;	Alumni phonothon;
DECEMBER	Prepare 2nd direct appeal; Xmas Party for staff, vols.	Leadership gift solicitations; Xmas Party for staff, vols.	Mail 2nd direct mail appeal; Xmas Party for staff, vols.
JANUARY	Acknowledge gifts for IRS;	Special effort solicitations;	Plan spring chapt events;

SAMPLE ONLY

## OVERLOAD PRINCIPLES AND PROCEDURES

### PREAMBLE

Regular full-time faculty will be eligible for overload pay during an academic year when, due to unexpected demands, they are requested to teach an additional course which causes the assigned workload to exceed the maximum as defined by personnel policy PAC-7. The request must be recommended by the department chairperson and approved by the college dean.

In those instances when an overload occurs during the fall semester, attempts will be made to assign a correspondingly reduced teaching load for the consecutive spring semester. Should the reduced load for the spring semester not occur, then the faculty member becomes eligible for the overload pay. If the overload occurs during the spring semester, the faculty member automatically becomes eligible for overload pay.

### PRINCIPLES

1. Overload will be determined on the basis of the assigned teaching load for an academic year (24 semester hours undergraduate; 18 semester hours graduate) rather than on the basis of a semester (12 semester hours undergraduate; 9 semester hours graduate).

2. Courses assigned at the 500 level will be considered graduate courses if the majority of the students are enrolled for graduate credit.

3. Fractions of a credit hour between 12 and 13 semester hours in an undergraduate load and 9 and 10 semester hours in a graduate load shall not be considered in determining an overload for a single semester. Fractions cannot be accumulated in consecutive semesters to determine overload for an academic year.

4. Overload shall not be granted in excess of six semester hours per academic year.

5. Compensation for faculty overload and lecturers will be paid at the rate of \$400 per semester hour.

June 19, 1987  
VI-A-1

## **RESOLUTIONS**

### **Recommendation**

That the Board approve the attached Resolutions.

## R E S O L U T I O N

WHEREAS, Dr. John R. Duncan has represented the faculty of Morehead State University on the Board of Regents of the University, and

WHEREAS, Dr. Duncan has been a Faculty Regent for a period of six years, including numerous instances of critical decision-making for the institution, and

WHEREAS, Dr. Duncan has served the University with distinction and has honorably performed his duties as prescribed by the Kentucky Revised Statutes and the policies of the Board of Regents,

• THEREFORE, BE IT RESOLVED by the Morehead State University Board of Regents that Dr. John R. Duncan be and hereby is commended for his invaluable service to the University as a member of said Board of Regents.

Done this 19th day of June, 1987, in Morehead, Kentucky.

---

Chairman, Board of Regents

ATTEST:

---

Secretary, Board of Regents

## R E S O L U T I O N

WHEREAS, Mr. Carlos Cassady has represented the students of Morehead State University on the Board of Regents of the University, and

WHEREAS, Mr. Cassady has been a Student Regent for the past year and has been deeply involved in student recruitment and other productive activities on behalf of the University, and

WHEREAS, Mr. Cassady has served the University with distinction and has honorably performed his duties as prescribed by the Kentucky Revised Statutes and the policies of the Board of Regents,

THEREFORE, BE IT RESOLVED by the Morehead State University Board of Regents that Mr. Carlos Cassady be and hereby is commended for his invaluable service to the University as a member of said Board of Regents.

Done this 19th day of June, 1987, in Morehead, Kentucky.

---

Chairman, Board of Regents

ATTEST:

---

Secretary, Board of Regents

## STAFF CONGRESS

### Recommendation

That the attached Constitution and Bylaws for a Staff Congress be approved.

### Background

At the last meeting, the Board of Regents approved the concept of a Staff Congress and asked that:

1. Bylaws be presented along with the Constitution, and
2. Wording in the Constitution be clarified in reference to the use of mandatory language in the initial draft.

## **CONSTITUTION**

### **Morehead State University**

#### **Staff Congress**

##### **PREAMBLE**

In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff of Morehead State University; we, the staff of this University, do establish a representative body to be known as the Staff Congress. The Staff Congress is established as an advisory body reporting to the University's chief executive officer. Further, we pledge to administer faithfully the policies and objectives which best fulfill the needs, concerns, and interests of the University in achieving its educational goals.

##### **ARTICLE I - NAME**

This organization shall be known as the Morehead State University Staff Congress.

##### **ARTICLE II - PURPOSE**

The Morehead State University Staff Congress is responsible for eliciting and expressing opinions, suggestions, and recommendations of the staff on all matters of concern to them. The Staff Congress will be responsible for continual review of University policies, documents, and decisions affecting staff and may make recommendations concerning these matters, when appropriate, to the University administration. The Staff Congress may request appropriate information necessary to discharge its responsibilities. The Staff Congress may seek representation on appropriate University Standing Committees, in the development and implementation of policies and procedures, and in all aspects of University operations that affect staff.

##### **ARTICLE III - REPRESENTATION**

The Staff Congress represents staff employees at the University. A staff employee is defined in the Personnel Policy Manual, PG - 2, items 3 and 4, which states:

3. Staff Exempt--Those individuals whose primary responsibilities are the performance of professional,

administrative, and supervisory work. Designation in this category is the responsibility of the Director of Personnel Services.

4. Staff Nonexempt--Those individuals who perform technical, paraprofessional, secretarial, clerical, service, maintenance, and/or skilled trades work and who are designated as nonexempt. Designation in this category is the responsibility of the Director of Personnel Services.

Staff employment categories and representation are further defined in the Bylaws.

#### **ARTICLE IV - MEMBERSHIP AND ELIGIBILITY**

Section 1. The Staff Congress consists of Representatives who are eligible staff members and who were elected by eligible staff members of their respective category. The date and manner of elections shall be determined in the Bylaws of the Staff Congress.

Section 2. The total membership of the Staff Congress shall consist of not more than thirty Representatives.

Section 3. Each permanent staff member with a minimum of one year continuous University employment is eligible to vote and to seek election.

Section 4. Representatives shall be elected for a term of three years excluding the first election. Terms for the first election are defined in the Bylaws. Each Representative may retain his/her Congress seat until an election has been conducted to elect a successor, and the successor has been seated.

Section 5. Each Representative has one vote and may not vote by proxy.

Section 6. Any Representative may be removed from the Staff Congress for cause, as defined in the Bylaws, by a two-thirds vote of his/her constituency.

#### **ARTICLE V - OFFICERS**

Section 1. Officers. The Staff Congress shall elect three officers from its membership: Chair; Vice Chair; and Secretary of the Morehead State University Staff Congress.

Section 2. Eligibility. Each member elected to the Staff Congress is eligible for election to the offices described in

Section 1 of this Article, and only elected members of the Staff Congress may nominate and cast ballots in the election of any officer.

Section 3. Duties. The officers described in Section 1 of this Article shall perform those duties as defined in the Bylaws of the Staff Congress and such other duties as are designated by the Staff Congress.

Section 4. Term of Office. Officers of the Staff Congress shall serve for a term of one year in the manner defined in the Bylaws. Each officer remains in office until an election has been conducted to elect a successor and the successor has been seated.

Section 5. Limitation. No Representative shall hold more than one office at any one time. No Representative may serve more than two successive terms in the same office.

Section 6. Removal from Office. Any officer may be removed from office for cause as defined in the Bylaws and by approval of two-thirds vote of the Staff Congress members.

#### **ARTICLE VI - MEETINGS**

The Staff Congress shall meet at least monthly at a convenient time and day as defined in the Bylaws of the Staff Congress.

#### **ARTICLE VII - STANDING COMMITTEES**

Standing committees of the Staff Congress shall be defined in the Bylaws.

#### **ARTICLE VIII - QUORUM**

A quorum for conducting business at meetings shall be a majority of the Staff Congress members.

#### **ARTICLE IX - PARLIAMENTARY AUTHORITY**

Section 1. The Staff Congress shall be governed by procedures contained in Robert's Rules of Order, latest edition, in the consideration of all matters properly referred.

Section 2. Any conflict between the source cited in Section 1 of this Article and the Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution first and the Bylaws second.

Section 3. Where necessary and proper, interpretation and application of governing procedures outlined in the source cited in Section 1 of this Article shall be the responsibility of the Staff Congress Parliamentarian who is appointed by the Chair of the Staff Congress.

#### ARTICLE X - AMENDMENTS AND BYLAWS

Section 1. The Staff Congress has the power to enact Bylaws to implement the provisions of this Constitution.

Section 2. A proposal to amend or change the Bylaws shall be signed by five Representatives of the Staff Congress and shall require approval by two-thirds of the membership of the Congress.

Section 3. Any proposal to amend or change this Constitution shall be signed by five Representatives of the Staff Congress or twenty-five percent of the staff.

Section 4. Proposals to amend or change this Constitution or the Bylaws must be submitted to the Secretary of the Staff Congress for placement on the agenda of the next regular meeting of the Staff Congress at least two weeks prior to said meeting.

Section 5. First consideration of a proposal to amend or change this Constitution or the Bylaws shall be voted on at a regular meeting of the Staff Congress. If the proposal receives approval by two-thirds of those Representatives present and voting, it shall be placed on the agenda of the next regular meeting for final consideration.

Section 6. Final consideration of a proposal to amend or change this Constitution shall require approval of two-thirds of the Staff Congress Representatives, and approval of the President and the Board of Regents of Morehead State University.

Section 7. Final consideration of a proposal to amend or change the Bylaws shall require approval of two-thirds of those Representatives present and voting.

#### ARTICLE XI - RATIFICATION

This Constitution shall be ratified upon approval by a simple majority of the staff in a special meeting called for the purpose of ratifying this Constitution and upon approval of the President and the Board of Regents of Morehead State University.

**BYLAWS INDEX**  
**MOREHEAD STATE UNIVERSITY**  
**STAFF CONGRESS**

**Article I - Representation**

- Section 1 - Responsibility
- Section 2 - Election Process
- Section 3 - Representation
- Section 4 - Term of Office
- Section 5 - Permanent Vacancy
- Section 6 - Duties

**Article II - Vice President for Administrative and Fiscal Services**

**Article III - Officers**

- Section 1 - Officers
- Section 2 - Eligibility--Who May Vote
- Section 3 - Election of Officers
- Section 4 - Duties of the Chair
- Section 5 - Duties of the Vice Chair
- Section 6 - Duties of the Secretary
- Section 7 - Appointment and Duties of the Parliamentarian
- Section 8 - Removal of Staff Congress Officers

**Article IV - Meetings**

- Section 1 - Time
- Section 2 - Place
- Section 3 - Notice of Meetings
- Section 4 - Agenda
- Section 5 - Special Meetings
- Section 6 - Open Meetings
- Section 7 - Executive Session

**Article V - Voting**

- Section 1 - Voting
- Section 2 - Roll Call Votes
- Section 3 - Quorum
- Section 4 - Debate
- Section 5 - Tie Votes

Article VI - Standing Committees of the Staff Congress

Section 1 - Function

Section 2 - Appointment

Section 3 - Standing Committees

Personnel Policies

Fiscal Affairs

Personnel Benefits

Credentials and Elections

Liaison

Section 4 - Chairpersons of Standing Committees

**BYLAWS**  
**MOREHEAD STATE UNIVERSITY**  
**STAFF CONGRESS**

**ARTICLE I**  
**REPRESENTATION**

Section 1. Responsibility. Each Representative is bound to keep informed and to represent the interests of his/her constituency.

Section 2. Election Process.

- A. Staff Congress elections shall be the responsibility of the Credentials and Elections Committee except the first election. For the first election, the following will apply.
- (1) The Staff Congress Steering Committee shall serve as the Credentials and Elections Committee.
  - (2) The Staff Congress Steering Committee shall prepare a draft copy of Staff Congress Bylaws.
  - (3) Initial Staff Congress elections shall be held in a manner and at a time to be determined.
  - (4) Initially, within each employment category, the candidate receiving the largest number of votes shall serve a three-year term, the candidate receiving the second largest number of votes shall serve a two-year term, and the candidate receiving the third largest number of votes shall serve a one-year term. In case a term cannot be determined because of a tie vote or for some other reason, the term shall be decided by a runoff election.
  - (5) Initially, for the at-large candidates and according to apportionment, the four candidates receiving the first, second, third, and fourth largest number of votes shall serve three-year terms; the four candidates receiving the fifth, sixth, seventh, and eighth largest number of votes shall serve two-year terms; and the four candidates receiving the ninth, tenth, eleventh, and twelfth largest number of votes shall serve a one-year term.
  - (6) Once the Constitution has been ratified and Representatives elected, the Staff Congress Steering Committee shall call the first Staff Congress meeting for the purpose of electing a Chair, Vice Chair, and Secretary. Steering Committee members shall be ineligible to vote for Congress officers unless they have been duly elected as a Representative.

- (7) The Staff Congress Steering Committee shall present a draft copy of Staff Congress Bylaws to the Chair. At this point, the Staff Congress Steering Committee shall be dissolved.
- B. Staff Congress elections shall be conducted each year during the month of May.
  - C. Information shall be circulated prior to the election month to announce and explain the election process.
  - D. Each eligible staff employee may be a candidate for election to the Staff Congress by making his/her wishes known in writing to the Credentials and Elections Committee. A candidate may represent and be elected by only one of the six employment categories or by the at-large category.
  - E. One member of the Credentials and Elections Committee will be responsible for receiving all nominations at his/her address. Each nomination must include the nominee's full name, constituency name, and the nominee's agreement to be elected.
  - F. Central polling locations shall be designated by the Credentials and Elections Committee, and voting provisions made for afternoon, night shift, and off-campus employees.
  - G. Eligible staff members who cannot vote during the designated times will be allowed to vote by absentee ballot. Absentee ballot procedures will be determined and distributed by the Credentials and Elections Committee.
  - H. Eligible voters shall only vote for nominees in their employment category and in the at-large category. The maximum number of votes per staff member shall be the number to be elected from his/her employment category and from the at-large category.

### Section 3. Representation.

- A. Each permanent staff employee who has one or more years of continuous employment with the University, as of the date of the election, is eligible for nomination and election to the Staff Congress.
- B. The Representatives can be elected to represent each of the following employment categories:

- Skilled Crafts
- Technical/Paraprofessional
- Secretarial/Clerical
- Service/Maintenance
- Professional/Nonfaculty
- Executive/Management

- C. Twelve Staff Representatives can be elected to represent the at-large category. At-large candidates shall be apportioned so that no more than three at-large Representatives be elected from any one employment category.

Section 4. Term of Office.

- A. Each Representative shall be elected for a term of three years.
- B. Terms shall be staggered so that one third of the Representatives are elected each year.
- C. Each Representative shall retain his/her seat until an election has been conducted to select a successor, and the successor has been seated.
- D. Terms shall begin with the first regularly scheduled meeting in July.

Section 5. Permanent Vacancy.

- A. A permanent vacancy occurs for a term when an elected Representative terminates employment with the University.
- B. A permanent vacancy for a term occurs when a Representative misses three consecutive meetings or five meetings within the Congress year without cause as determined by the Credentials and Elections Committee.
- C. A permanent vacancy for a term occurs when a candidate is not nominated for election to serve the unexpired term of a permanent vacancy or for an expired term.
- D. When a permanent vacancy occurs, the person receiving the next highest number of votes in the last election in the employment category in which the vacancy occurs shall be appointed. In the event no candidate received the next highest number of votes, a replacement shall be recommended to the Congress for its approval by the Credentials and Elections Committee. In the event no candidate received the next highest number of votes or a replacement is not recommended by the Credentials and Elections Committee or the Congress disapproves of the recommendation of the Credentials and Elections Committee, the term shall remain permanently vacant until a successor has been elected.
- E. A temporary leave of absence of up to one year may be granted by petitioning the Congress. If approved, a replacement shall be chosen according to Item D of this section except electing a successor.

## Section 6. Duties.

- A. Each Representative will attend all meetings and serve on committees as needed.
- B. Each Representative shall be familiar with Congress actions and respond to questions from his/her constituency.
- C. Each Representative shall have one vote and may not vote by proxy.

## ARTICLE II

The Vice President for Administrative and Fiscal Services can be invited to attend a meeting of the Staff Congress.

## ARTICLE III

### OFFICERS

Section 1. Officers. The Staff Congress shall annually elect three officers from its own membership to serve for one year or until their respective successors have been elected and seated. These officers are the Chair, Vice Chair, and Secretary of the Staff Congress. These officers shall comprise the Executive Council. The immediate past Chair of the Staff Congress shall serve as an ex-officio member of the Executive Council. For the first session of Congress, the Chair of the Steering Committee will be designated as the immediate past chair.

Section 2. Eligibility - Who May Vote. All elected members of the Staff Congress are eligible for election to the offices stated in Section 1 of this Article. Only elected members of the Congress may make nominations and cast ballots in the election of any officer of the Congress.

Section 3. Election of Officers. Elections to the offices stated in Section 1 of this Article shall be conducted by secret ballot at the July meeting of the Staff Congress.

- A. The Parliamentarian of the Staff Congress shall be the presiding officer for that portion of the meeting devoted to such elections. The Parliamentarian shall appoint two Representatives to serve as tellers in the counting of votes cast in these elections. Any teller nominated for an office shall be ineligible to serve as a teller in the counting of the votes for the office to which he/she has been nominated; in which case, the Parliamentarian shall appoint a temporary teller to count the votes.
- B. An election to fill a vacancy in the office of either Vice Chair or Secretary of the Staff Congress shall be conducted

at the next regular meeting after such vacancy occurs and such election shall be conducted as described in Section 3 (A) of this Article.

Section 4. Duties of the Chair. The duties and functions of the Chair of the Staff Congress shall be:

- A. To preside at all meetings of the Congress.
- B. To determine, in consultation with the Secretary of the Congress, the agenda for all meetings.
- C. To issue calls for both regular and special meetings through the Secretary and in accordance with Section 5 of Article IV of these Bylaws.
- D. To receive all matters directed to the Staff Congress and to refer these to the Staff Congress or to one of its committees, as appropriate.
- E. To represent the Staff Congress in the University community and in the community at large.
- F. To appoint all ad hoc committees as described in Article VII of these Bylaws, and, as appropriate, to appoint Staff Representatives to University groups with designated staff representation.
- G. To enforce the Constitution and Bylaws of the Staff Congress.
- H. To exercise other duties and functions as specified by the Staff Congress.

Section 5. Duties of the Vice Chair. The duties of the Vice Chair of the Staff Congress shall be:

- A. To preside at meetings of the Staff Congress in the absence of the Chair.
- B. To become Chair in the event a vacancy occurs in the office of the Chair and to notify Representatives of the Staff Congress, in writing, that he/she has become Chair.
- C. To represent the Staff Congress when appointed to do so by the Chair.
- D. To perform other duties as specified by the Chair.

Section 6. Duties of the Secretary. The duties and functions of the Secretary of the Staff Congress shall be:

- A. To keep accurate minutes of regular and special meetings of the Staff Congress and to distribute copies of same to the Representatives of the Staff Congress at least five working days prior to the next meeting.

- B. To keep a roll of the membership of the Staff Congress and an accurate record of each Representative's attendance at meetings of the Staff Congress.
- C. To assist the Chair in determining the agenda for meetings of the Staff Congress as set forth in Section 4 of Article IV of these bylaws.
- D. To issue notices for all meetings of the Staff Congress as set forth in Section 3 of Article IV of these Bylaws.
- E. To preside at meetings of the Staff Congress in the absence of both the Chair and Vice Chair and to appoint a Secretary Pro-tem to record the minutes of such meetings.
- F. To perform other duties as specified by the Chair.

Section 7. Appointment and Duties of the Parliamentarian. Within one week following the election of officers, the Chair of the Staff Congress shall appoint a Representative to serve as Parliamentarian. The duties of the Parliamentarian shall be:

- A. To assist the Chair in maintaining order at meetings of the Staff Congress.
- B. To interpret and apply Robert's Rules of Order (latest revision) when so requested by either the Chair or by motion duly adopted by the Staff Congress.
- C. To serve as presiding officer of the Staff Congress only for that portion of the July meeting in which officers are to be elected in accordance with Section 3 of this Article.
- D. To keep and maintain an accurate and up-to-date copy of the Constitution, Bylaws, and all amendments made thereto and to transmit the same to his/her successor.
- E. To serve as Parliamentarian for a term of one year concurrent with the term of Chair of the Staff Congress.

Section 8. Removal of Staff Congress Officers. An officer of the Staff Congress may be removed from office upon determination of willful violation of the Staff Congress Constitution, Bylaws, or policies or procedures; malfeasance in office; or neglect of duty to the Congress. No officer shall be removed without approval of two-thirds of the Representatives of the Staff Congress.

- A. A petition requesting the removal of an officer must be signed by one third of the currently-elected Representatives and must specify the grounds for such removal.

- B. Such petition shall be delivered to the Chair of the Credentials and Elections Committee who shall immediately deliver a copy of such petition, without signatures, to the officer named therein and schedule a meeting of the Credentials and Elections Committee to consider the petition.
- C. The officer named in the petition shall have five working days from the date of receipt of the copy of the petition from the Credentials and Elections Committee to respond either in writing or in person to the Credentials and Elections Committee.
- D. The Credentials and Elections Committee shall consider all information pertinent to the petition and make its recommendation to the Congress no later than the second regular meeting of the Staff Congress following receipt of the petition. The Credentials and Elections Committee shall maintain a complete and confidential record of its proceedings.
- E. Debate on the recommendation of the Credentials and Elections Committee concerning the removal of an officer shall be conducted by the Congress in an executive session. The Chair of the Credentials and Elections Committee shall preside.
- F. The Congress, in open session, shall vote by secret ballot on the recommendation of the Credentials and Elections Committee. Ballots will be tallied by the members of the Credentials and Elections Committee, and the result announced to the Congress by the Chair of the Credentials and Elections Committee.
- G. If the officer named in the petition for removal voluntarily resigns from office at any point during the procedures indicated in this Section, the petition for removal shall be considered void.

## ARTICLE IV

### MEETINGS

Section 1. Time. The Staff Congress shall hold regular meetings as annually determined by the Executive Council.

Section 2. Place. The Staff Congress shall hold its regular meetings in a location and at a time as determined by the Executive Council. The scheduling for the meeting location shall be done by the Secretary.

Section 3. Notice of Meetings. Written notice, stating the place, date, time, and agenda of each meeting shall be delivered to Representatives of the Staff Congress not less than five working days before a regular meeting and not less than three working days before a special meeting.

Section 4. Agenda. The Chair of the Staff Congress, in consultation with the Secretary, shall determine the agenda for each meeting.

- A. Each committee and Representative of the Staff Congress may submit agenda items to the Secretary not less than seven working days before a regular meeting.
- B. The order of the agenda shall be in accordance with Robert's Rules of Order (latest revision). Any conflict between this source and the Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution first and the Bylaws second.

Section 5. Special Meetings. A special meeting of the Staff Congress may be called at the discretion of the Chair or shall be called within ten days of a written petition submitted to the Chair by seven Representatives or by a majority vote of those Representatives present during a regular meeting.

Section 6. Open Meetings. Meetings of the Staff Congress shall be open to visitors. Visitors shall be seated separately from the Representatives and will be recognized by the Chair only when prior arrangements have been made with the Chair or the Secretary of the Staff Congress.

Section 7. Executive Session. The Congress reserves the right to move into executive session upon majority vote of the Representatives present.

## ARTICLE V

### VOTING

Section 1. Voting. The method of voting during each meeting of the Staff Congress shall be determined by the Chair at the time of the vote. The total vote shall be determined by the Chair, who may appoint two Representatives to assist in totaling the number of votes.

Section 2. Roll Call Votes. A roll call vote may be called at the discretion of the Chair or shall be called upon request of a Representative with concurrence of one third of the voting members present. A roll call vote shall be called automatically in case of a contested vote.

Section 3. Quorum. Article VIII of the Constitution provides that a quorum shall be a majority of the current elected membership.

Section 4. Debate. Debate or discussion shall be limited to twenty minutes per motion unless an extension of time is voted by two-thirds of voting members present. The time shall be kept by the Vice Chair.

Section 5. Tie Votes. The Chair or presiding officer shall vote only in case of a tie vote.

## ARTICLE VI

### STANDING COMMITTEES OF THE STAFF CONGRESS

Section 1. Function. The function of standing committees is to provide the Staff Congress with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction for the business of the Staff Congress.

Section 2. Appointment.

- A. Each school year at the first scheduled meeting, or when a permanent vacancy occurs, the Executive Council shall report to the Staff Congress vacancies in standing committee memberships and shall nominate to the Staff Congress the name of a Representative for each vacancy.
- B. After nominations by the Executive Council have been reported to the Staff Congress, the Chair shall call for nominations from the floor before nominations are closed and voting commences. A majority vote shall be required to elect.
- C. A Representative may serve on three standing committees at a time and shall serve for the duration of his/her term.
- D. Standing committees shall be composed of a minimum of five members including a chairperson.

Section 3. Standing Committees.

- A. Personnel Policies Committee. This committee shall function in an advisory and coordinating capacity to continuously make recommendations for adjustments, improvements, and refinements in all personnel policies. This committee shall also study other matters as may be referred by the Staff Congress.
- B. Fiscal Affairs Committee. The Fiscal Affairs Committee may make studies, review projected expenditures, and advise the Staff Congress on those matters affecting the economic welfare of the University and the staff, their families and dependents.
- C. Personnel Benefits Committee. This committee shall function in an advisory and coordinating capacity to continuously make recommendations for adjustments, improvements, and refinements in all matters related to personnel benefits. This committee shall also study other matters as may be referred by the Staff Congress.
- D. Credentials and Elections Committee. The basic goal of the Credentials and Elections Committee shall be to conduct

continuing studies of the structure of the University staff in order to insure that the Staff Congress continues to represent all staff employees. In addition, the Credentials and Elections Committee shall be charged with certifying candidates for election, conducting elections of Representatives to the Staff Congress as set forth in Article I of these Bylaws, and other matters as referred by the Staff Congress.

- E. Liaison Committee. The Liaison Committee shall maintain continuing liaison with the Faculty Senate, Student Government, the Administration, and other University governing bodies that may be pursuing similar or common goals to facilitate coordination and permit joint effort and cooperation on matters of mutual interest and direction.

The Congress retains the right to add or delete standing committees as needed.

#### Section 4. Chairpersons of Standing Committees.

- A. The Executive Council shall nominate to the Staff Congress a Representative for each chairperson vacancy existing on standing committees.
- B. Appointment is by majority vote of the Staff Congress.
- C. Duties of Standing Committee Chairpersons shall be:
- (1) To call for and preside at all meetings of the respective committee.
  - (2) To determine an agenda for each committee meeting.
  - (3) To insure that all matters as referred to the committee by the Staff Congress are followed through to conclusion.
  - (4) Where necessary, to insure that committee conduct is governed by procedures contained in Robert's Rules of Order (latest revision) in the consideration of all matters so referred.

### ARTICLE VII

#### AD HOC COMMITTEES

Section 1. Authority. The Chair of the Staff Congress, in consultation with the Executive Council, may appoint ad hoc committees as may be necessary for accomplishment of certain specific projects and for special purposes. Composition of ad hoc committees shall be recommended by the Executive Council.

Section 2. Limitation. An ad hoc committee that has responded and completed its assigned task or project is automatically discharged.

Section 3. Appointments. Appointments made under the authority granted above shall be approved by a majority vote of the Staff Congress. These appointments shall expire with the term of the Chair of the Staff Congress.

## ARTICLE XIII

### AMENDMENTS TO THE BYLAWS

Section 1. Petition. Any proposal to amend the Bylaws shall be submitted as a written petition to the Staff Congress signed by five members of the Staff Congress.

Section 2. Process. Bylaws may be amended when properly referred to the Staff Congress for consideration in accordance with Section 1 of this Article with a two-thirds vote of those Representatives present and voting.

Section 3. Effective Date. Approved amendments, in accordance with Section 2 of this Article, shall become effective when reported by the Secretary of the Staff Congress at the next meeting.

## **PERSONNEL ROSTER**

### **Recommendation**

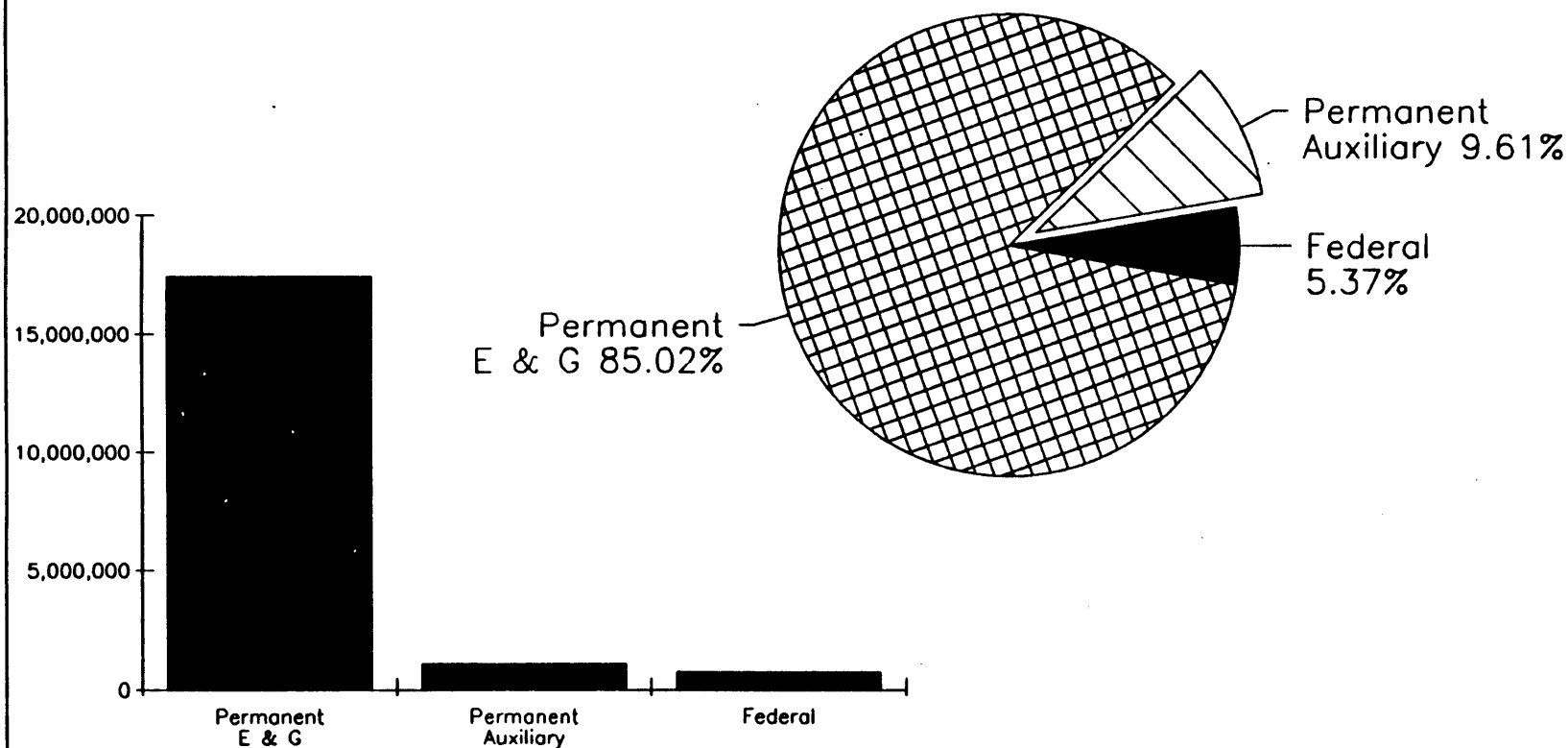
That the Board approve the 1987-88 Personnel Roster.

### **Background**

The Personnel Roster was developed in accordance with the budget parameters previously established.

Attached is the information relative to the 1987-88 position roster.

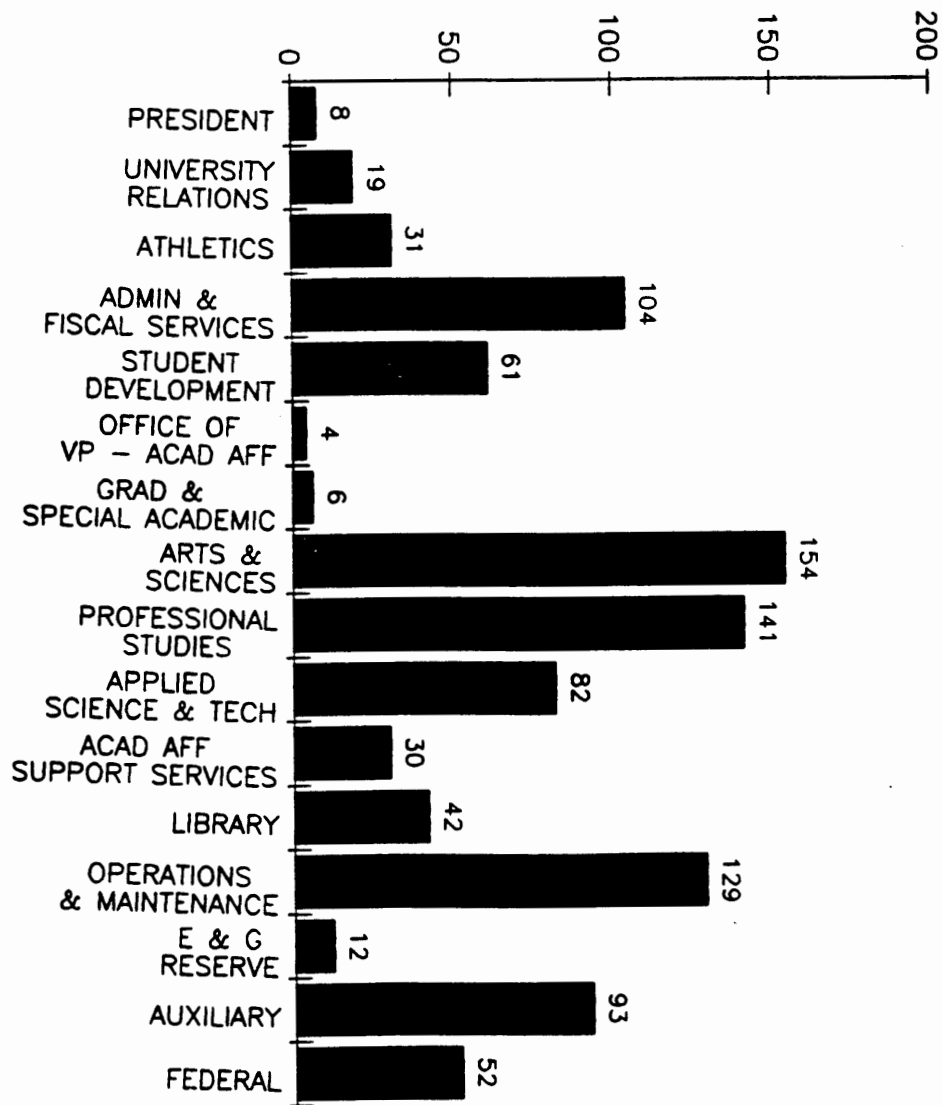
# 1987-88 Personnel by Total Salary and by Total Positions



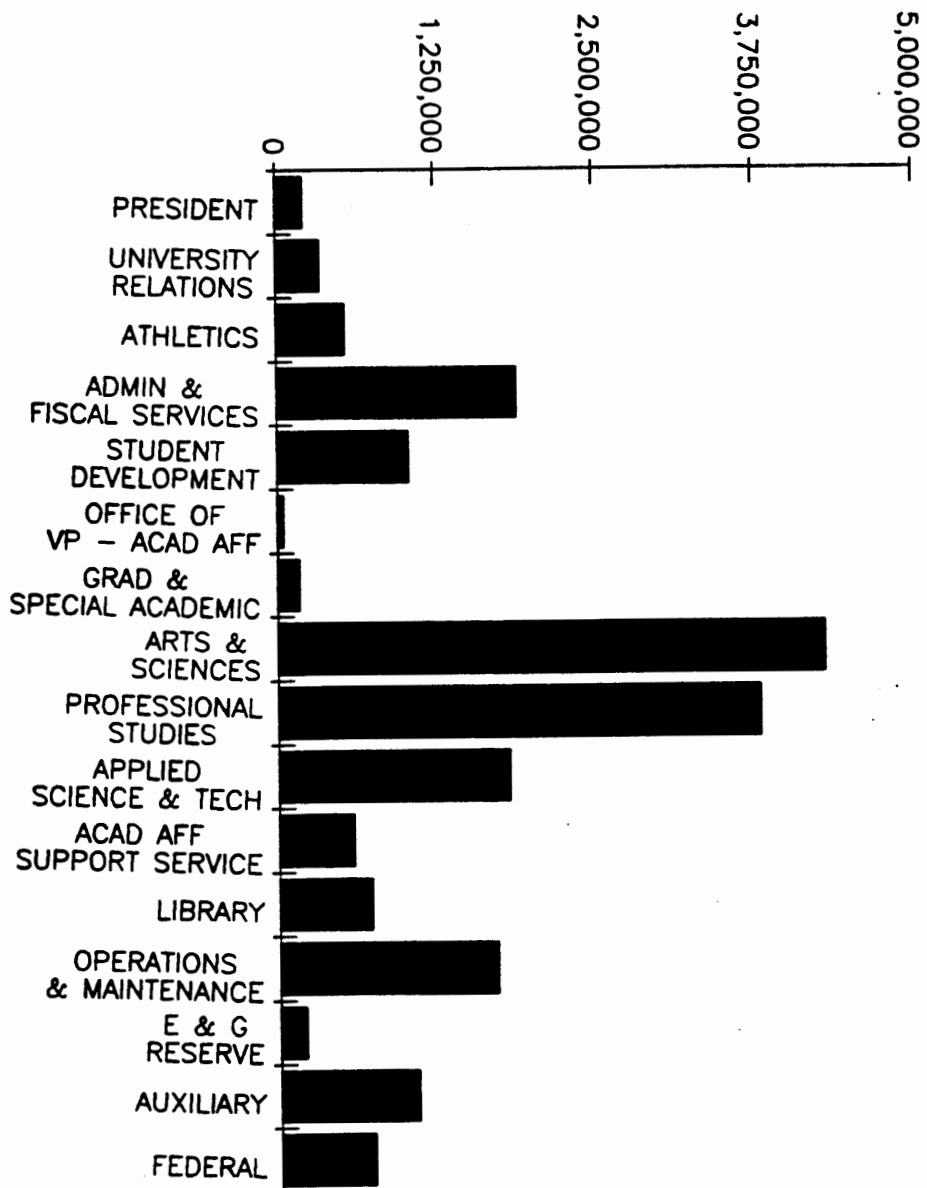
*Total Salary = \$19,301,203*

*Number of Positions = 968*

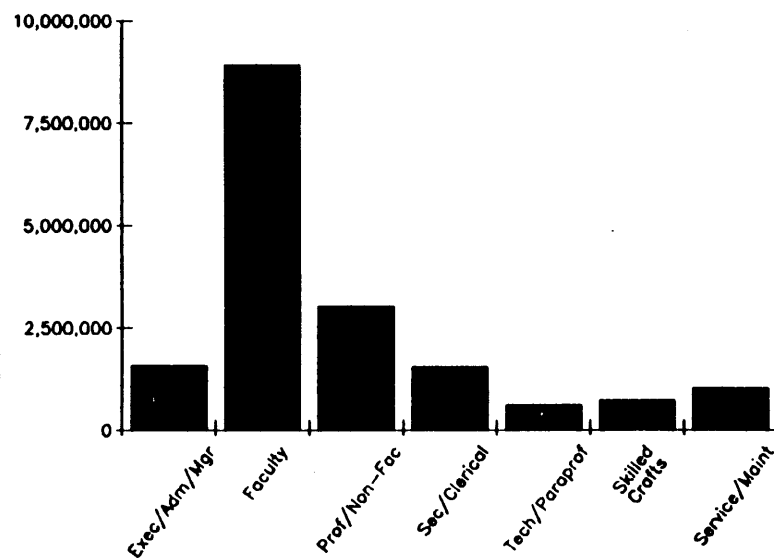
# Positions Roster 1987-88



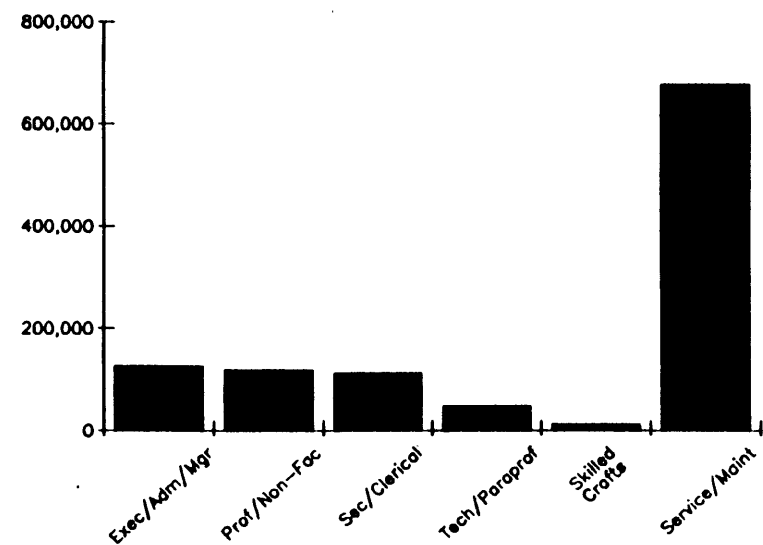
# Salary Expenditures 1987-88



# 1987-88 Personnel by EEO Category

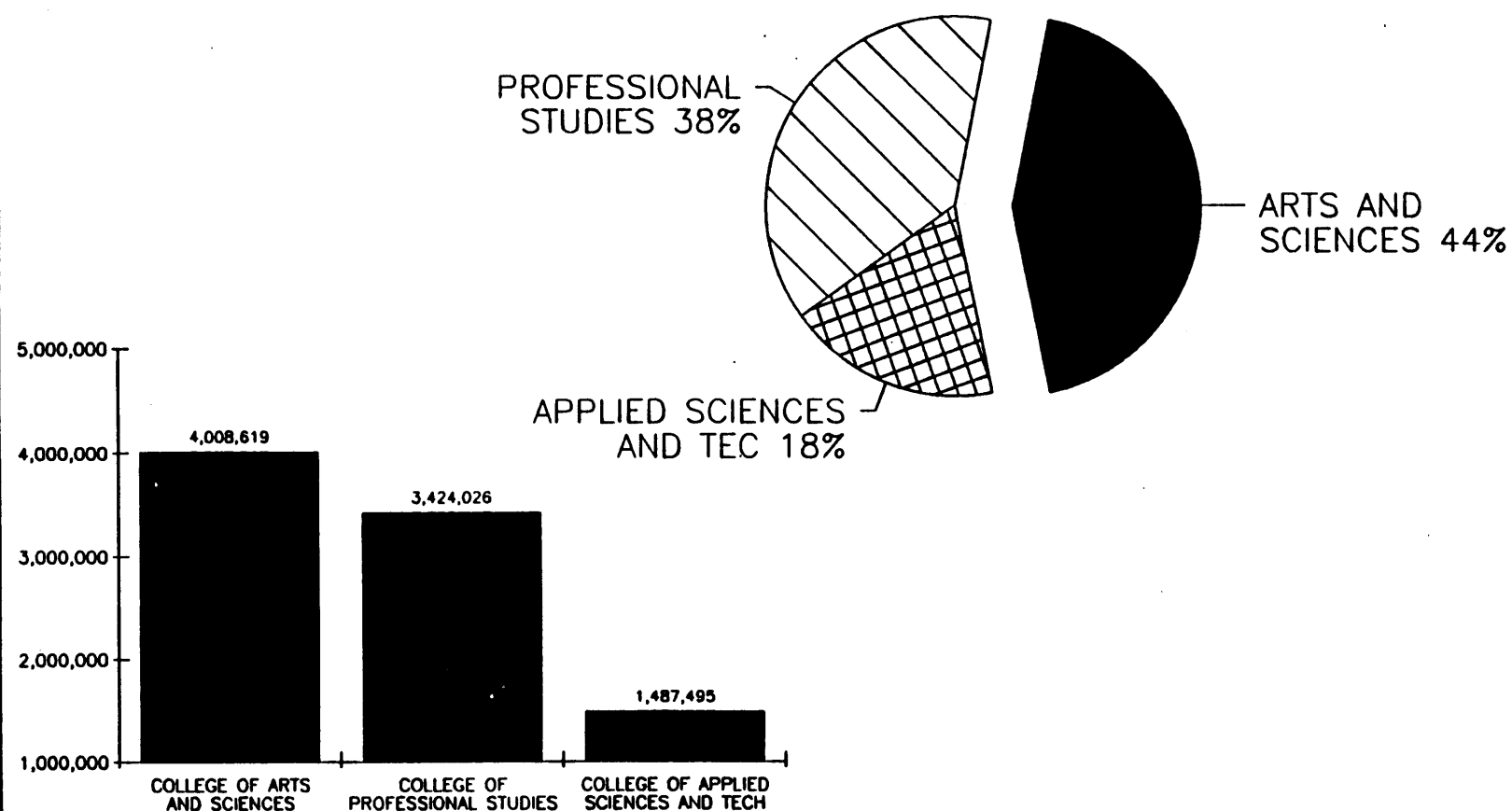


*Permanent E & G*  
Total Salaries = \$17,457,088



*Auxiliary Positions*  
Total Salaries = \$1,097,092

# 1987-88 Faculty by College by Total Salary and by Total Positions



*Total Salaries = \$8,920,140*

*Total number of faculty = 302*

## **AMENDED PERSONNEL POLICY**

### **Recommendation**

That the Board approve the revisions and additions to PAC-23: Compensation Determination for Reassigned or Returning Administrators.

### **Background**

In the spring of 1986 the Board of Regents charged an ad hoc committee with the responsibility of proposing policy dealing with the compensation determination of reassigned or returning administrators. A part of that ad hoc committee's proposal was accepted as PAC-23. The Senate has revised the policy to include tenured administrators returning to faculty positions. With the adoption of this policy, PAC-23, administrative tenure will be discontinued for all new administrative appointments.

Subject: Compensation  
Determination  
for Reassigned  
Administrators

Section Number: PAC - 23

Approval Date: 6/15/85

Revision Date: 6/13/86

NOTE: Additions are shown in boldface and underlined.

PURPOSE:

To outline the pay and reassignment policy for administrators who either return or are reassigned to the faculty, full time teaching.

**FACULTY APPOINTMENT**

**NONTENURED  
ADMINISTRATORS  
RETURNING TO  
FACULTY:**

Administrators with or without academic rank, nontenured, may return to a full time teaching, research and/or service contract so long as they qualify and successfully compete for an existing vacancy.

**TENURED  
ADMINISTRATORS  
RETURNING TO  
FACULTY:**

Tenured administrators with academic rank may return to a full time teaching, research, and/or service contract upon the approval of the appropriate dean and/or vice president. If no vacant position exists, one will be created.

Administrators with tenure, who hold no rank, will be given the same employment retention consideration as faculty with tenure, upon the approval of the appropriate dean and/or vice president. These administrators will not necessarily be reassigned to classroom teaching.

**SALARY  
DETERMINATION:**

Administrators with academic rank reassigned or returning to a nine-month full time teaching, research, and/or service contract shall be paid thereafter their base salary plus merit earned.

**COMPENSATION:**

Base faculty salary for returning or reassigned administrators shall reflect salary increments which would have occurred had they served in a faculty position during the same time.

**CALCULATION:**

The Vice President for Academic Affairs will be responsible for the calculation of salaries for administrators, with rank, returning to the faculty and entering full time teaching. Salary proposals shall be submitted to the President for approval and presentation to the Board of Regents.

June 19, 1987  
VI-B-3

## PERSONNEL ACTIONS

### Recommendation

That the Board approve the Personnel Actions for the period of May 2, 1987 thru June 11, 1987.

## DEFINITIONS OF ACTIONS

<b>Standing I</b>	Appointment to full-time faculty, administrative, or staff (exempt or non-exempt) position. Employed through permanent budget funds with benefits fully covered. Regular status.* No ending date.
<b>Standing II</b>	Appointment to part-time administrative or staff (exempt or non-exempt) position. Employed through permanent budget funds with no benefits. Non-Regular status.*** No ending date.
<b>Fixed Term I</b>	Appointment to full-time or part-time (up to (1) year) faculty position or special project for less than six (6) months. May be employed through Soft Money** or available permanent budget funds, with no benefits. Non-Regular status.*** Terminable after one (1) year.
<b>Supplementary</b>	Additional contract obligation in supplement to original agreement (adds calendar time) for faculty or staff (exempt or non-exempt) currently Standing I or II appointments. For example, Summer I & II appointments or 9-month appointment extended to 10, 11, or 12 month appointment. Regular status* with benefits fully covered. <u>OR</u> Additional contract obligation in supplement to Standing I, II or Fixed Term I appointment (same contractual period). For example, administrators teaching night classes or on-the-road payment. Should not handle overtime. Regular status* with benefits fully covered.
<b>Visiting Appointment</b>	Faculty with "visiting" as part of title. Can be full or part-time. Limited to one year. Employed through Soft Money** with no benefits. Non-Regular status.
<b>Wage Payroll</b>	Temporary assignment for staff (exempt or non-exempt) position or special project. Full-time up to 6 months or part-time up to 1 year. Terminable after specified time. May be employed through Soft Money.** Non-Regular status with no benefits. Specified ended date.

\* Regular status is a faculty or staff member who is appointed to a full-time position that will exist for more than six consecutive calendar months with the exception of continuance.

\*\* Soft Money is defined as nonrecurring funds from University or external funds.

\*\*\* Non-Regular status is a faculty or staff member who works less than full-time or who works full-time but is not appointed to a position that will last more than six consecutive months.

06/12/87

MOREHEAD STATE UNIVERSITY  
 POSITIONS SUMMARY,  
 06/11/87

Page: 1

DEPARTMENT NAME	JULY 1 AUTHORIZED POSITIONS	CURRENT AUTHORIZED POSITIONS	+/- POSITION ADJUSTMENTS	CURRENT POSITION STRENGTH	% OF CURRENT STRENGTH
OFFICE OF THE PRESIDENT	8	8	0	7	87.50
UNIVERSITY RELATIONS	19	19	0	15	78.95
ATHLETICS	31	31	0	30	96.77
DIVISION OF ADMINISTRATIVE AND FISCAL SERVICES	104	104	0	101	97.12
PHYSICAL PLANT	129	129	0	128	99.22
DIVISION OF STUDENT DEVELOPMENT	61	61	0	56	91.80
DIVISION OF ACADEMIC AFFAIRS	46	46	0	44	95.65
GRADUATE AND SPECIAL ACADEMIC PROGRAMS	6	6	0	4	66.67
COLLEGE OF ARTS AND SCIENCES	154	154	0	151	98.05
COLLEGE OF PROFESSIONAL STUDIES	140	140	0	132	94.29
COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY	82	82	0	70	85.37
ACADEMIC SUPPORT SERVICES	30	30	0	28	93.33
UNDISTRIBUTED INSTITUTIONAL SUPPORT	12	12	0	0	0.00
AUXILIARY SERVICES	67	67	0	58	86.57

06/12/87

MOREHEAD STATE UNIVERSITY

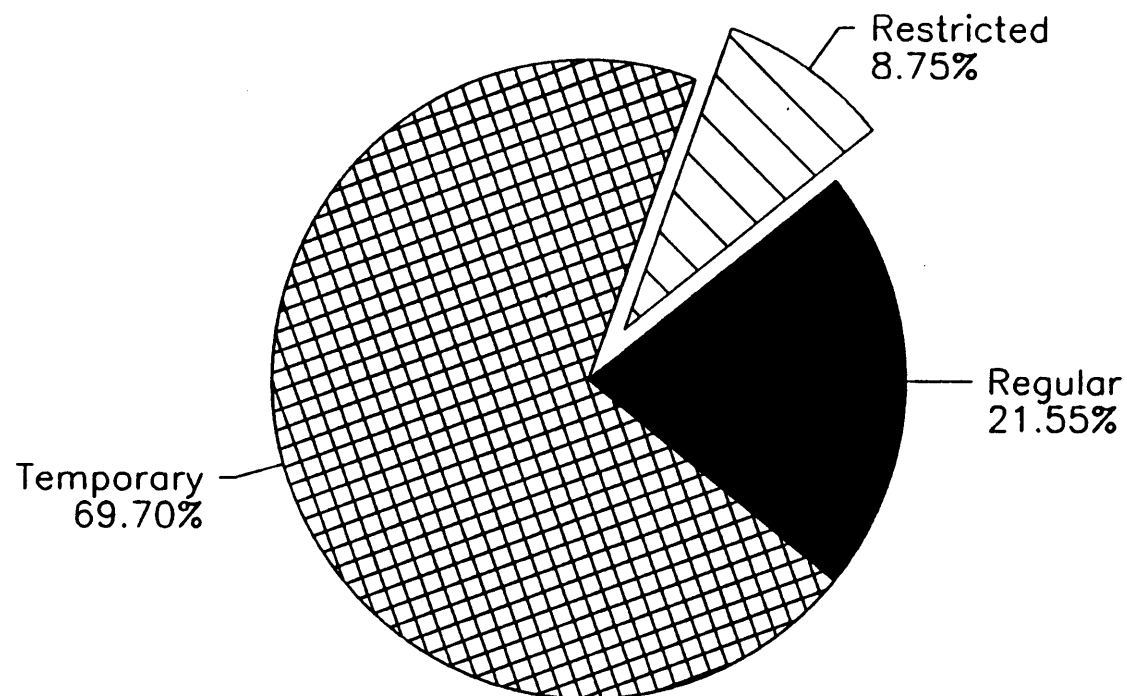
Page: 2

POSITIONS SUMMARY.

06/11/87

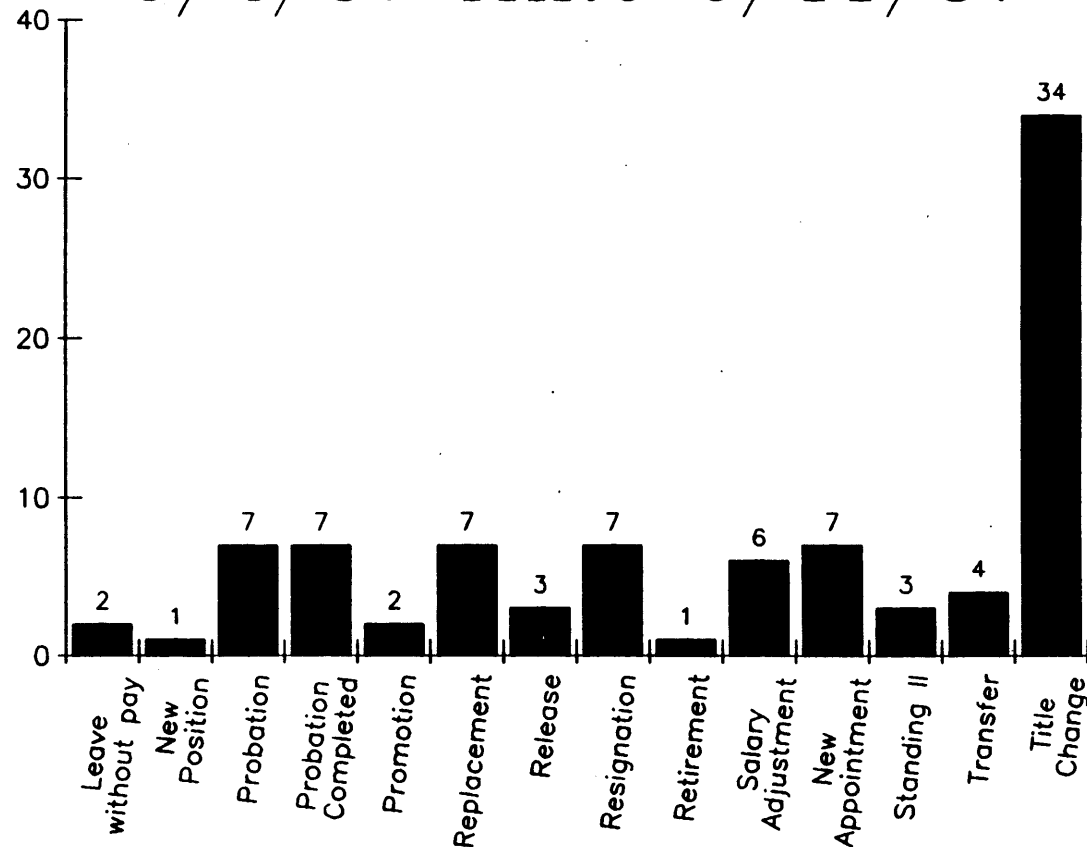
<u>DEPARTMENT NAME</u>	<u>JULY 1 AUTHORIZED POSITIONS</u>	<u>CURRENT AUTHORIZED POSITIONS</u>	<u>+/- POSITION ADJUSTMENTS</u>	<u>CURRENT POSITION STRENGTH</u>	<u>% OF CURRENT STRENGTH</u>
FEDERAL PROGRAMS	52	52	0	44	84.62
OBSOLETE DEPARTMENTS	27	0	-27	0	0.00

# PERSONNEL ACTION REQUESTS 5/2/87 THRU 6/11/87



*Total number of PAR's = 297*

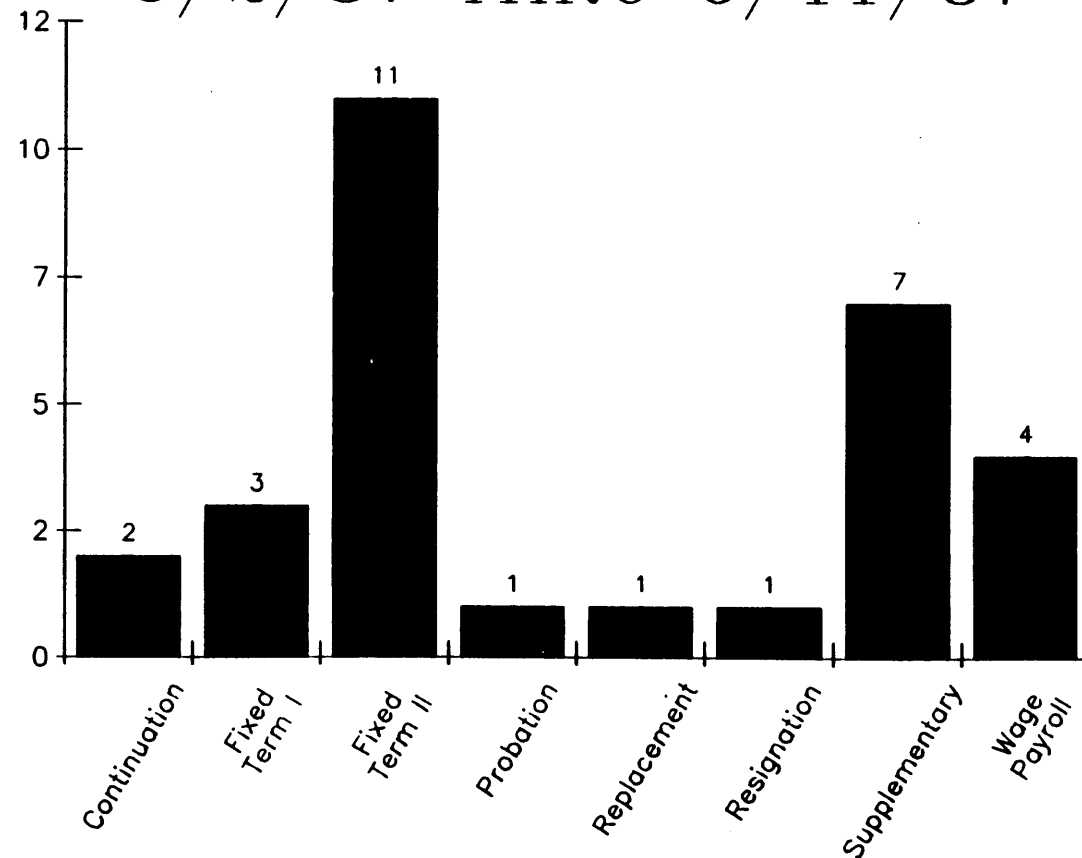
PERSONNEL ACTIONS FOR  
REGULAR POSITIONS  
5/2/87 THRU 6/11/87



*Total number of PAR's = 64*

*Total number of actions = 91*

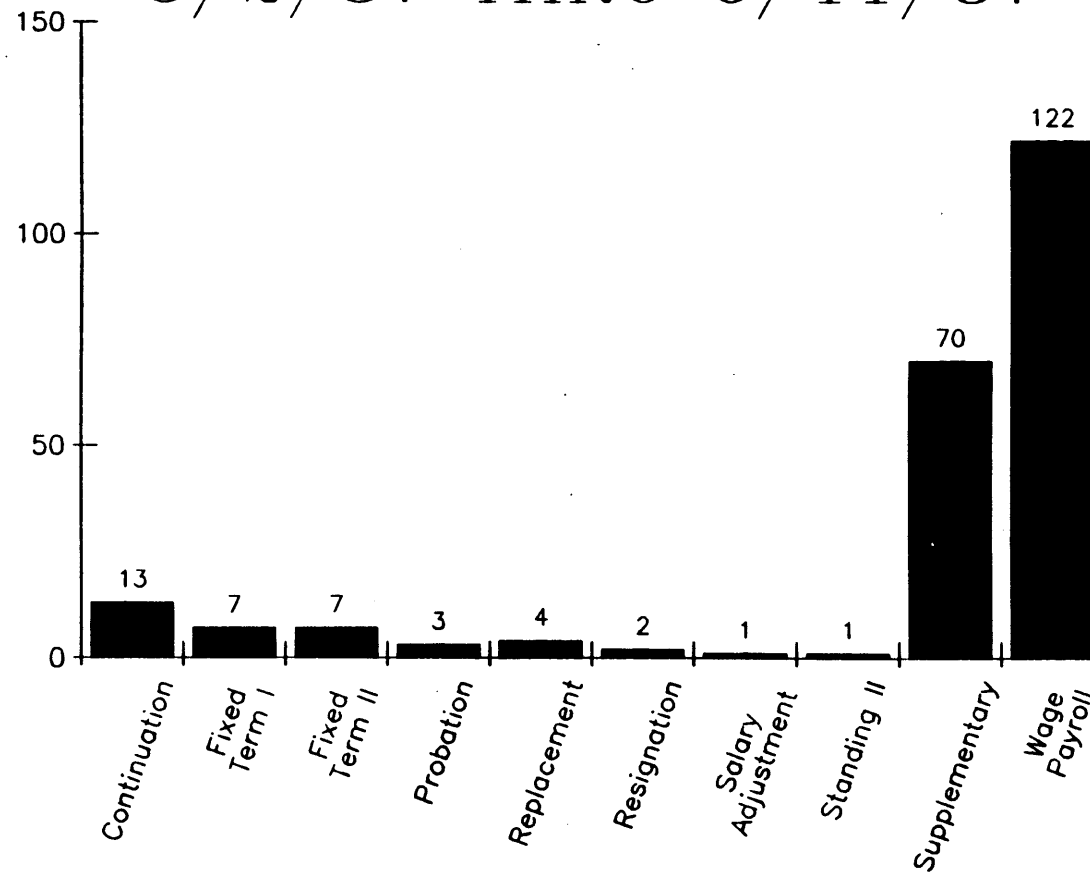
PERSONNEL ACTIONS FOR  
RESTRICTED POSITIONS  
5/2/87 THRU 6/11/87



*Total number of PAR's = 26*

*Total number of actions = 30*

# PERSONNEL ACTIONS FOR TEMPORARY POSITIONS 5/2/87 THRU 6/11/87



*Total number of PAR's = 207*

*Total number of actions = 230*

06/12/87

## P E R S O N N E L   A C T I O N S

Page: 001

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
<b>Office of the President</b>				
<u>Office of the President</u>				
CRAGER, JAMES BUFORD	Supplementary	Assistant Professor of HPER (Coordinate Special Observances)	5/18/87 - 6/18/87	\$4,638.22
 <b>Office of University Relations</b>				
<u>Office of Public Information</u>				
KINCAID, LORI FRANCES	Wage Payroll	Staff Writer	6/1/87 - 7/31/87	\$4.00/hr.
 <u>Office of Alumni Relations</u>				
CRUMP, JEFFREY SCOTT	Title Change	From Bulk Mail Operator to Alumni Records Specialist	6/1/87	\$10,000.00
REDWINE, WILLIAM HOWARD	Title Change Salary Adjustment Probation Replacement Transfer	From Director of Dev. to Director of Alumni Relations (Replacing Don Young, \$31,000)	7/1/87	\$28,000.00
REDWINE, WILLIAM HOWARD	Supplementary	Director of Development (Serve as Acting Director of Alumni Relations on a part-time basis for six weeks)	5/18/87 - 6/30/87	\$450.00
STAMPER, CANDACE ANN	Title Change	From Secretary I to Alumni Records Clerk	6/1/87	\$9,860.00

06/12/87

## PERSONNEL ACTIONS

Page: 002

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
Off of Director, Athletics				
<u>Basketball</u>				
BURKHAMER, JEFFREY A.	Fixed Term I Probation Replacement	Assistant Men's Basket- ball Coach (Replacing Randy McCoy \$23,239)	4/1/87 - 4/30/88	\$23,000.00
GAITHER, THOMAS K.	Fixed Term I Probation Replacement	Men's Head Basketball Coach (Replacing Wayne Martin, \$39,714)	4/1/87 - 4/30/90	\$46,000.00
MCCOY, RANDY DALE	Release	Assistant Basketball Coach	6/30/87	\$23,239.00
MORRIS, CRAIG ALLEN	Release	Assistant Basketball Coach	6/30/87	\$22,712.00
MUSE, WILLIAM MILLER	Fixed Term I Probation Replacement	Assistant Basketball Coach (Replacing Craig Morris, \$22,712)	4/15/87 - 4/30/88	\$23,000.00
<u>Football</u>				
MONDS, MICHAEL ROBERT	Standing I Probation Replacement	Assistant Football Coach (Replacing K. Michael Smith, \$20,057)	5/1/87	\$17,840.00
Off VP, Adm., Fiscal Services				
<u>Off. Budget &amp; Mat. Info. Serv.</u>				
LOO, CHIH YIH	Wage Payroll	Research Assistant	6/1/87 - 8/14/87	\$3.35/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 003

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
Off VP, Adm., Fiscal Services				
<u>Office of Business Services</u>				
JUSTICE, BENNY HAROLD	Probation Completed	Student Accounts Counselor	4/13/87	\$16,000.00
<u>Office of Computing Services</u>				
BLEVINS, BRIGITTE ANN	Wage Payroll	Receptionist/Typist	5/18/87 - 6/30/87	\$4.67/hr.
<u>Office of Personnel Services</u>				
MUSSER, ANITA R	Fixed Term I	Employee Benefits Counselor	7/1/87 - 6/30/88	\$12,321.00
<u>Office of WMKY Radio</u>				
FLAVELL, JOHN STEPHEN	Wage Payroll	Staff Photographer	5/18/87 - 5/23/87	\$10.00/hr.
HITCHCOCK, PAUL WILSON	Wage Payroll	Sports Assistant	5/17/87 - 8/22/87	\$4.41/hr.
LALLY, LISA M	Wage Payroll	News Assistant	5/17/87 - 8/22/87	\$4.41/hr.
MRAZ, CHARLES K.	Probation Completed	Sports and Special Events Director	5/22/87	\$17,600.00
<u>Office of Safety and Security</u>				
JOINTER, DAVID JOHN	Probation Completed	Security Officer	5/31/87	\$14,500.00

06/12/87

## P E R S O N N E L   A C T I O N S

Page: 004

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
Off VP, Adm., Fiscal Services				
<u>Office of Communication Serv</u>				
HALL, JAMES DARRELL	Title Change	From Electronic Technician to Senior Electronic Technician	7/1/87	\$18,484.00
HOGGE, MICHAEL WAYNE	Title Change	From Electronic Technician to Senior Electronic Technician	7/1/87	\$17,839.00
HOWARD, BENTON CARPENTER	Salary Adjustment Title Change	From Communication Technician to Electronic Technician II	7/1/87	\$14,006.00 (\$1,685.00 Inc.)
JONES, BRENT NEWTON	Title Change Salary Adjustment	From Electronic Technician to Electronic Technician II	7/1/87	\$17,000.00 (\$3,679.00 Inc.)
SLOAN, ROBERT	Retirement	Audio Visual Technician	5/30/87	\$17,985.00
Off. VP, Student Development				
<u>Office of Financial Aid</u>				
FRAZIER, JENNIFER ANN	Wage Payroll	Secretary I	5/18/87 - 6/30/87	\$4.00/hr.
<u>Office of Residence Education</u>				
ADKINS, LISA K	Standing II	Student Assistant	8/3/87 - 5/20/88	\$4,300.00
BOTHEL, DENNIS R.	Resignation	Residence Hall Director	6/30/87	\$13,650.00
HILL, BELINDA W.	Resignation	Residence Hall Director	6/30/87	\$13,650.00
MCKAY, WILLIAM DENNIS	Standing II Replacement	Student Assistant (Replacing Steve Sauber, \$4,300)	8/3/87 - 5/20/88	\$4,300.00
POTEET, AMY JO	Wage Payroll	Student Assistant	6/3/87 - 6/30/87	\$4.20/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 005

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
Off. VP, Student Development				
<u>Office of Residence Education</u>				
ROBINSON, REGINA GALE	Standing II	Student Assistant	8/3/87 - 5/20/88	\$4,300.00
 <u>Office of Admissions</u>				
BALDWIN, RHONDA LOUISE	Probation Promotion Salary Adjustment Title Change Transfer Replacement	From Residence Hall Director to Coordinator of Recruiting Activities (Replacing Bruce Heasley, \$28,350)	5/26/87	\$21,000.00 (\$7,350.00 Inc.)
 Off., VP Academic Affairs				
<u>Off., VP Academic Affairs</u>				
ANDERSON, ROBERTA T.	Resignation	Vice President for Academic Affairs	7/1/87	\$68,135.00
BUSROE, FRED M	Supplementary	Associate Professor of Biology (Serve as Community Health AHES Project Director)	5/15/87 - 6/30/87	\$1,080.00
DARLING, JACKLYNN KAY	Supplementary	Instructor of Radiologic Tech. (Rad. Tech. AHES Project Director)	5/15/87 - 6/30/87	\$1,080.00
DEMAREE, ANNA L	Supplementary	Associate Professor of Psychology (Serve as Academic Affairs Associate for Retention)	5/16/87 - 6/30/87	\$1,793.00
HAMMONS, CHARLES RODGER	Supplementary	Professor of Mathematics (Serve as Academic Affairs Associate for Fiscal Resources)	5/16/87 - 6/30/87	\$2,014.00

06/12/87

## PERSONNEL ACTIONS

Page: 006

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
Off., VP Academic Affairs				
<u>Off., VP Academic Affairs</u>				
LUCKEY, JR., GEORGE M	Supplementary	Professor of Philosophy (Write proposal for Center of Excellence)	12/19/86 - 2/18/87	\$900.00
LUCKEY, SUE Y	Supplementary	Professor of Business Ed. (Serve as Academic Affairs Associate for Advising)	5/16/87 - 6/30/87	\$1,939.00
PASS, II, TED	Supplementary	Professor of Biology (Medical Tech. AHES Project Director)	5/15/87 - 6/30/87	\$1,080.00
RAMEY, PAULINE	Supplementary	Coordinator of Nursing and Allied Health (Serve as Academic Affairs Associate for Administra- tion)	5/16/87 - 6/11/87	\$1,604.00
ROGERS, GLENN C	Supplementary	Professor of English (Serve as Academic Affairs Associate for Faculty Wellness)	5/16/87 - 6/30/87	\$1,299.00
WILSON, ALEDA JEAN	Supplementary	Associate Professor of Education (Serve as Academic Affairs Associate for Curriculum)	5/16/87 - 6/30/87	\$1,626.00
Off. of Dean, Col. Arts&Scienc				
<u>Bio.&amp;Envi. Sci.-Water Analysis</u>				
PASS, II, TED	Supplementary	Professor of Biology (Serve as Director, MSU Water Laboratory)	7/1/87 - 6/30/88	\$1,500.00
WRIGHT, RITA B.	Supplementary	Water Analyst & Med. Tech. Coord. (Serve as typist for MSU Water Laboratory)	7/1/87 - 6/30/88	\$480.00

06/12/87 .

## P E R S O N N E L   A C T I O N S

Page: 007

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<u>Off. of Dean, Col. Arts&amp;Scienc</u>				
<u>Communications</u>				
ALBERT, LAWRENCE S.	Supplementary	Assistant Professor of Speech (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00
GOUGH, PAUL ALEXANDER	Fixed Term I Replacement	Instructor of Radio-TV (Replacing David Collins, \$22,211)	8/21/87 - 5/14/88	\$16,000.00
HAMILTON, KOZY K.	Fixed Term I	From Costumer to Instructor of Theatre and Costumer (3/4 time faculty appointment. Teach 2 courses per term and act as costumer.)	8/21/87 - 5/14/88	\$10,200.00
LAYNE, WILLIAM JOSEPH	Standing I Replacement	Associate Professor of Theatre/Technical Director (Replacing Charles Grimsley, \$23,202)	8/14/87	\$26,000.00
LINDELL, CALVIN O.	Supplementary	Instructor of Speech (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00
LINDELL, CALVIN O.	Fixed Term I	Instructor of Speech	8/14/87 - 5/14/88	\$18,800.00
<u>English, Foreign Lang. &amp; Phil.</u>				
YOUNG, EUGENE O.	Supplementary	Associate Professor of English (Payment for services rendered under grant contract)	3/1/87 - 4/30/87	\$460.00

06/12/87

## P E R S O N N E L   A C T I O N S

Page: 008

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<u>Geog., Govt., History</u>				
CONKLIN, PEGGY LYNN	Fixed Term II	Lecturer	4/3/87 - 4/30/87	\$900.00
COX, GARY C	Supplementary	Professor of Geography (Over the road pay to Pikeville - teach GEO 502 and GEO 676)	1/14/87 - 5/15/87	\$1,022.00
GREEN, WILLIAM CRAWFORD	Supplementary	Assistant Professor of Government (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00
KLEBER, JOHN EDWARD	Supplementary	Professor of History (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00
YOUNG, GEORGE T	Fixed Term II	Faculty Emeritus (Teach Kentucky Historical Tours, HIS 544)	1/14/87 - 5/15/87	\$2,000.00
<u>Mathematics</u>				
FLORA, BEN V	Supplementary	Professor of Mathematics (Minor revisions to Math Correspondence Courses 231 and 232 to match revised textbooks.)	5/11/87 - 7/31/87	\$200.00
JAISINGH, LLOYD R.	Supplementary	Assistant Professor of Mathematics (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00

06/12/87

## PERSONNEL ACTIONS

Page: 009

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
Off. of Dean, Col. Arts&Scienc				
<u>Music</u>				
BIGHAM JR, WILLIAM MARVIN	Supplementary	Professor of Music (Preparation for the 1987 Summer Chamber Music Celebration)	6/1/87 - 6/15/87	\$100.00
BLAIR, HAROLD LED	Supplementary	Associate Professor of Music (Preparation for the 1987 Summer Chamber Music Celebration)	6/1/87 - 6/15/87	\$100.00
BLAIR, SUANNE H	Supplementary	Assistant Professor of Music (Preparation for the 1987 Summer Chamber Music Celebration)	6/1/87 - 6/15/87	\$400.00
LOUDER, EARLE L.	Supplementary	Professor of Music (Preparation for the 1987 Summer Chamber Music Celebration)	6/1/87 - 6/15/87	\$50.00
MUELLER, FREDERICK	Supplementary	Professor of Music (Preparation for the 1987 Summer Chamber Music Celebration)	6/1/87 - 6/15/87	\$100.00
ODDIS, FRANK ALAN	Supplementary	Assistant Professor of Music & Director of Percussion Program (Pre- paration for the 1987 Summer Chamber Music Celebration)	6/1/87 - 6/15/87	\$50.00
<u>Physical Sciences</u>				
CUTTS, DAVID R	Supplementary	Professor of Physics (Robotics Workshop Presentation)	6/22/87 - 6/26/87	\$150.00
FALLS, WILLIAM R	Supplementary	Dept. Chair of Physical Sciences (Title II Grant--Ret. Prog./Sci. Tchrs.)	5/1/87 - 5/30/87	\$4,177.00

06/12/87

## P E R S O N N E L   A C T I O N S

Page: 010

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
<u>Off. of Dean, Col. Arts&amp;Scienc</u>				
<u>Physical Sciences</u>				
MASON, CHARLES E	Supplementary	Assistant Professor of Geoscience (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00
 <u>Office of TV Production</u>				
YOUNG, BARBARA S.	Title Change	From Receptionist/Typist to Secretary I	5/26/87	\$10,358.00
 <u>Off. of Dean, Prof. Studies</u>				
<u>Business and Economics</u>				
BUCK, ROLAND	Supplementary	Assistant Professor of Economics (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00
CONYERS, ALEX D	Supplementary	Associate Professor of Finance (Major revisions of Correspondence courses ECON 201 and 202 to con- form with new text)	5/4/87 - 6/30/87	\$600.00
DAVIS, BERNARD	Supplementary	Kilpatrick Professor of Banking (Research Specialist)	5/18/87 - 6/1/87	\$701.00
MCCORMICK, BEVERLY JOYCE	Supplementary	Assistant Professor of Real Estate (Workshop Coordinator/Monitor for Real Estate seminar at Jenny Wiley State Park)	5/1/87 - 5/1/87	\$200.00
PETOT, JOHN S.	Fixed Term II	Lecturer	1/15/87 - 5/15/87	\$900.00
WILLIAMS, LOWELL KIM	Resignation	Assistant Professor of Accounting	7/2/87	\$23,464.00

06/12/87 .

## P E R S O N N E L   A C T I O N S

Page: 011

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<u>Education</u>				
ADKINS, LENA E	Title Change	From Receptionist/Typist to Secretary I	5/11/87	\$10,148.00
BACK, REEDUS	Supplementary	Professor of Education (Overload)	1/14/87 - 5/15/87	\$1,050.00
DANIEL, RICHARD W.	Supplementary	Professor of Education (Overload)	1/14/87 - 5/15/87	\$150.00
EDINGER, DENNIS L	Release	Professor of Education	7/8/88	-0-
NEEDHAM, ROBERT C	Supplementary	Professor of Education (Overload)	1/14/87 - 5/15/87	\$1,500.00
PRICKETT, ROBERT L	Supplementary	Assistant Professor of Education (Overload)	1/14/87 - 5/15/87	\$1,350.00
ROSE, N HAROLD	Supplementary	Professor of Education (Supplemental pay for Project Management Activities)	7/1/86 - 6/30/87	\$900.00
ROSE, N HAROLD	Supplementary	Professor of Education (Supplemental pay for Project Management Activities)	1/1/87 - 6/30/87	\$1,200.00
THIBADEAU, EUGENE F.	Standing I Replacement	Associate Professor of Education (Replacing John Scahill, \$19,500)	8/14/87	\$31,100.00
WEIKEL, WILLIAM JOSEPH	Supplementary	Professor of Education (Overload)	1/14/87 - 5/15/87	\$1,800.00
WILSON, ALEDA JEAN	Supplementary	Assoc. Professor of Education (Overload)	1/14/87 - 5/15/87	\$600.00
<u>Health/P.E./Recreation</u>				
KUHN, HELEN MAE	Fixed Term II	Lecturer	8/14/87 - 5/14/88	\$7,500.00

06/12/87

## PERSONNEL ACTIONS

Page: 012

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
<u>Off. of Dean, Prof. Studies</u>				
<u>Health/P.E./Recreation</u>				
ONEY, LINDA LOU	Supplementary	Receptionist/Typist (Calligraphy assistance during Honors Week)	5/21/87 - 5/21/87	\$25.00
<u>Sociology, Soc. Work &amp; Corr</u>				
BYLUND, ROBERT A	Supplementary	Associate Professor of Sociology (Research Data Analysis for "Adherence of Med. Regimen: A Study of Hemodialysis Patients" Grant)	3/1/87 - 5/16/87	\$250.00
SEELIG, JOHN MICHAEL	Supplementary	Assistant Professor of Social Work (Overload - 3 hrs. - CDR 515)	1/13/87 - 5/15/87	\$900.00
WHITSON, S. MONT	Supplementary	Professor of Sociology (Research Assistant)	5/18/87 - 6/1/87	\$701.00
<u>Psychology</u>				
CODY, STEVEN G.	Supplementary	Assistant Professor of Psychology (Supervisory and/or direct services at CDPCRC)	5/11/87 - 6/30/87	\$300.00
CODY, STEVEN G.	Supplementary	Assistant Professor of Psychology (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00
MATTINGLY, BRUCE A	Supplementary	Associate Professor of Psychology (1987 Dis- tinguished Researcher Award)	5/15/87 - 6/15/87	\$3,800.00

06/12/87

## PERSONNEL ACTIONS

Page: 013

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
<b>Off. of Dean, Prof. Studies</b>				
<u>Psychology</u>				
OSBORNE, FRANCIS H	Supplementary	Professor of Psychology (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00
TAPP, GEORGE S	Supplementary	Dept. Chair and Professor of Psychology (Super- visory and/or direct services at CDPARC)	5/11/87 - 6/30/87	\$300.00
 <b>Off. of Dean, App. Scie. &amp; Tec</b>				
<u>Ag-Nat. Resources-Agriculture</u>				
ARMSTRONG, KAREN CUMMINGS	Wage Payroll	Staff Assistant	5/1/87 - 6/30/87	\$2,400.00
BENDIXEN, JOE F	Supplementary	Professor of Agriculture (Overload)	1/14/87 - 5/15/87	\$1,200.00
KIRKWOOD, HAROLD CARL	Wage Payroll	Laborer	5/18/87 - 6/30/87	\$3.50/hr.
WELLS, JIM	Fixed Term II	Agronomist (Part-time)	7/1/87 - 12/31/87	\$6,000.00
 <u>Ag./Nat. Resources-Farm</u>				
FULTZ, JEFFREY LEE	Wage Payroll	Laborer	5/18/87 - 6/30/87	\$3.50/hr.
 <u>Ag./Nat. Resources-Vet Tech</u>				
APPLEGATE, DONALD LYN	Supplementary	Coordinator of Vet Tech (Summer Research Fellowship)	5/18/87 - 9/15/87	\$701.00

06/12/87

## PERSONNEL ACTIONS

Page: 014

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<u>Home Economics</u>				
BETHELL, CYNTHIA M	Resignation	Secretary I	6/12/87	\$9,560.00
ELLINGTON, JANE COOK	Supplementary	Assistant Professor of Home Economics (Overload)	1/14/87 - 5/15/87	\$756.00
GRAHAM, NANCY K	Supplementary	Instructor of Home Economics (Overload)	1/14/87 - 5/15/87	\$1,392.00
MOREHEAD, RICK LEE	Supplementary	Instructor of Home Economics (Overload)	1/14/87 - 5/15/87	\$708.00
PATTON, DEBORAH C.	Supplementary	Assistant Professor of Home Economics (Overload)	1/14/87 - 5/15/87	\$486.00
SAMPLEY, MARILYN Y.	Standing I Replacement	Department Chair of Home Economics (Replacing Carolyn Taylor, \$31,626)	7/6/87	\$40,000.00
TAYLOR, CAROLYN D	Supplementary	Dept. Chair of Home Economics (Overload)	1/14/87 - 5/15/87	\$84.00
VICE, KARLYN C.	Fixed Term II	Lecturer (Overload)	1/14/87 - 5/15/87	\$870.00
<u>Ind. Educ. &amp; Technology</u>				
KNICKERBOCKER, FRED L.	Fixed Term II	Lecturer	6/22/87 - 6/26/87	\$150.00
RUSSELL, GREGORY R.	Supplementary	Assistant Professor of IET (Robotics Workshop Presentation)	6/22/87 - 6/26/87	\$150.00

06/12/87

## PERSONNEL ACTIONS

Page: 015

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
<u>Off. of Dean, App. Scie. &amp; Tec</u>				
<u>Nursing &amp; Allied Health</u>				
GROSS, JANET J	Supplementary	Assistant Professor of Nursing (Assist with the development of the strategic plan of forest industry products)	5/15/87 - 6/30/87	\$1,723.00
KING, KATHRYN CLANCY	Standing II Resignation	Nursing Campus Laboratory Assistant	5/29/87	\$8,033.00
 <u>Academic Support Services</u>				
<u>Off. Extended Campus Programs</u>				
COX, GARY C	Supplementary	Professor of Geography (Serve as Tour Guide for Elderhostel)	7/14/87 - 7/16/87	\$200.00
DUNCAN, JOHN R	Supplementary	Professor of Education (Deliver seminar on "Conferencing")	6/15/87 - 6/19/87	\$300.00
DUNCAN, JOHN R	Supplementary	Professor of Education (Deliver inservice session to KEDC super-intendents in Lexington)	4/20/87 - 4/20/87	\$150.00
SHAY, PHILLIP K.	Supplementary	Grants Officer (Deliver seminars on "Writing Grants")	6/16/87 - 6/18/87	\$450.00
WILSON, ALEDA JEAN	Supplementary	Associate Professor of Education (Deliver seminar on "Children at Risk")	6/19/87 - 6/19/87	\$150.00

06/12/87

## PERSONNEL ACTIONS

Page: 016

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<u>Academic Support Services</u>				
<u>Academic Services Center</u>				
BIGNON, JANET I	Title Change	From Learning Specialist to Special Services Coordinator	5/18/87	\$21,600.00
MORAN, BETTY MORGAN	Supplementary	Director of Academic Services Center (Upward Bound Summer Leadership Training Talent Search Grant Writing Workshop)	5/9/87 - 5/31/87	\$600.00
SHELTON, MARK STEPHEN	Wage Payroll	Residence Supervisor for University Enrichment Program	6/7/87 - 6/30/87	\$600.00
SHELTON, MARK STEPHEN	Wage Payroll Continuation	Residence Supervisor for University Enrichment Program	7/1/87 - 7/17/87	\$300.00
TOTICH, DONNA JEAN	Wage Payroll	Residence Supervisor for University Enrichment Program	6/7/87 - 6/30/87	\$583.75
TOTICH, DONNA JEAN	Wage Payroll Continuation	Residence Supervisor for University Enrichment Program	7/1/87 - 7/17/87	\$316.25
<u>Univ. Regional Dev. Services</u>				
YOUNG, EUGENE D.	Supplementary	Associate Professor of English (Manage the musicians reunion and pay expenses for the music component of the 1987 Appalachian Celebration)	6/22/87 - 6/27/87	\$300.00
YOUNG, MARGARET L.	Supplementary	Secretary I (Assist with mailings for Appalachian Celebration)	5/20/87 - 5/26/87	\$50.00

06/12/87

## P E R S O N N E L   A C T I O N S

Page: 017

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	Description	Effective Date	----- Salary -----
Off. Library & Instruc. Media				
<u>Off. Library &amp; Instruc. Media</u>				
BRANHAM, CYNTHIA JANE	Title Change	From Clerk Typist I to Library Assistant III	7/1/87	\$10,061.00
BUTTS, FERN H.	Title Change	From Clerk Typist I to Library Assistant III	7/1/87	\$10,496.00
CAMPBELL, VELMA LEE	Title Change	From Library Technical Assistant to Library Assistant II	7/1/87	\$10,161.00
DERRICKSON, LENA MYRTLE	Title Change	From Paraprofessional Librarian to Library Assistant II	7/1/87	\$9,022.00
EASTON, RHONDA G	Title Change	From Clerk Typist I to Library Assistant II	7/1/87	\$10,496.00
FIELDS, ALMA L	Title Change	From Library Technical Assistant to Library Assistant II	7/1/87	\$10,824.00
FIELDS, ALMA L	Probation Completed	Library Technical Assis- tant	5/27/87	\$10,824.00
HOGGE, B. MARILYN	Title Change	From Clerk Typist I to Library Assistant III	7/1/87	\$10,769.00
HOWARD, DEBORAH JANE	Title Change	From Library Technical Assistant to Library Assistant III	7/1/87	\$11,025.00
JACKSON, MYRTLE H.	Title Change	From Library Technical Assistant to Library Assistant I	7/1/87	\$9,126.00
JONES, BRENDA K.	Title Change	From Clerk Typist I to Library Assistant III	7/1/87	\$10,496.00
LANE, BETTY BASCOM	Title Change	From Library Technical Assistant to Library Assistant Senior	7/1/87	\$11,285.00
LESTER, DEANNA LYNN	Title Change	From Clerk Typist I to Library Assistant Senior	7/1/87	\$11,030.00
LOWE, BONITA RACHEL	Title Change	From Clerk Typist I to Library Assistant III	7/1/87	\$10,298.00

06/12/87

## PERSONNEL ACTIONS

Page: 018

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<u>Off. Library &amp; Instruc. Media</u>				
MAYSE, JOHN DAVID	Title Change	From Library Technical Assistant to Library Assistant II	7/1/87	\$10,875.00
MULKEY, TAMALA NEU	Title Change	From Library Technical Assistant to Library Assistant III	7/1/87	\$10,341.00
NUTTER, DANICE ELIZABETH	Title Change	From Clerk Typist I to Library Assistant III	7/1/87	\$10,467.00
RIDDLE, KATHY S	Title Change	From Clerk Typist I to Library Assistant II	7/1/87	\$10,446.00
STEVENS, BETTY JUNE	Title Change	From Library Technical Assistant to Library Assistant II	7/1/87	\$10,080.00
STONE, IRIS JEANETTE	Title Change	From Clerk Typist I to Library Assistant II	7/1/87	\$11,827.00
WATSON, LINDA G	Title Change	From Clerk Typist I to Library Assistant Senior	7/1/87	\$11,694.00
 <u>Physical Plant Administration</u>				
BLACK, JACKIE	Wage Payroll	Laborer	6/1/87 - 12/1/87	\$5.50/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 019

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<b>Physical Plant Administration</b>				
<u>General Services</u>				
MABRY, BOBBY E.	Salary Adjustment Title Change Transfer	From General Cafeteria Worker, Office of Food Services, to General Serviceman, Office of the Physical Plant	6/1/87	\$11,386.00 (\$2,387.00 Inc.)
<u>Build. Maint.-Mechanical Shop</u>				
BLEVINS, LARRY RAYBURN	Wage Payroll	Electrician	5/18/87 - 10/14/87	\$6.00/hr.
CARROLL, ROBERT WAYNE	Probation Completed	Electrician	5/1/87	\$13,686.00
FURNISH, MICHAEL DALE	Probation Completed	Lead Plumber	5/1/87	\$14,600.00
MAHANEY, JOHN BRISTOW	Standing I Probation	Preventive Maintenance Technician	6/1/87	\$12,500.00
MCCLURG, ZACHARY FELIX	Probation Completed	Lead Electrician	5/1/87	\$14,600.00
PARKER, RICHARD ALLEN	Wage Payroll Salary Adjustment	Electrician	5/18/87 - 9/1/87	\$6.00/hr. (\$2.00/hr. Inc.)
PRATHER, CHARLES WENDELL	Leave without pay	Electrician	7/12/87 - 10/19/87	\$12,510.00
SMITH, GARY PHILLIP	Standing I Probation	Environmental Control Technician	6/1/87	\$13,000.00
<u>Build. Maint.-Carpenters</u>				
ABD RAHIM, SHAHARUDDIN	Wage Payroll	Painter	6/1/87 - 8/21/87	\$3.35/hr.
BLAIR, ERIC STEPHEN	Wage Payroll	Painter	6/8/87 - 8/21/87	\$3.35/hr.
HOWARD, HAROLD DEAN	Standing I Probation	Painter	6/16/87	\$12,100.00
MABRY, THOMAS ALLEN	Wage Payroll	Carpenter's Helper	6/8/87 - 12/8/87	\$4.50/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 020

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<b>Physical Plant Administration</b>				
<u>Build. Maint.-Carpenters</u>				
MAGGARD, RANDELL DEAN	Wage Payroll	Painter	6/2/87 - 8/21/87	\$3.35/hr.
WADDELL, JOHNIE S.	Wage Payroll	Painter	6/1/87 - 8/21/87	\$4.00/hr.
 <u>Landscaping &amp; Grounds Maint.</u>				
CAUDILL, LARRY RAY	Wage Payroll	Groundsman	5/18/87 - 8/23/87	\$3.35/hr.
DAROS, PERAMLI BIN	Wage Payroll	Groundsman	6/8/87 - 8/21/87	\$3.35/hr.
FRALEY, CHRIS BRYAN	Wage Payroll	Groundsman	5/18/87 - 8/21/87	\$3.35/hr.
HAMM, JAMES DARREL	Wage Payroll	Groundsman	5/18/87 - 8/21/87	\$3.35/hr.
 <u>Custodial</u>				
BAYS, KEITH DOUGLAS	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
BROWN, BRIAN LEE	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
BROWN, KEVIN LEE	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
CAUDILL, SHERL	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
CLICK, LARRY E.	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
COOPER, SHARON K.	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
FANNIN, BONNIE RUTH	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 021

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<b>Physical Plant Administration</b>				
<u>Custodial</u>				
FERREL, NOVA JEAN	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
HAMM, LISA S.	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
JOHNSON, JOSEPH SEAN	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
KING, EARSEL LEE	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
MAY, GARDNER J	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
ROSS, RAYMOND PERRY	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
TACKETT, BARRY SCOTT	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
VAN METER, DANIEL RAYMOND	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
WINTERBERGER, MIKE ALLEN	Wage Payroll	Custodian (Summer Cleanup)	5/18/87 - 7/31/87	\$3.35/hr.
 <b>Student Development -- Auxiliary</b>				
<u>Custodial-Res. Hall Ser.-Old</u>				
THORNSBERRY, IRENE	Resignation	Custodian	4/30/87	\$10,456.00
WHITT, KENNETH PAUL	Wage Payroll	Custodian	5/16/87 - 8/31/87	\$5.00/hr.
YATES, JIMMY DOUGLAS	Wage Payroll	Custodian	5/16/87 - 8/31/87	\$5.00/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 022

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
Adm. and Fiscal Services -- Auxiliary				
<u>Office of Food Services</u>				
BLACK, ETHEL L.	Wage Payroll	General Cafeteria Worker	6/10/87 - 6/12/87	\$3.35/hr.
BLANTON, THELMA	Leave without pay	General Cafeteria Worker (Medical leave until further notice)	5/11/87	\$8,999.00
BOWLING, DWANE ARTHUR	Wage Payroll Resignation	General Cafeteria Worker	5/27/87	\$3.35/hr.
BRADLEY, MIKE JOHN	Wage Payroll	General Cafeteria Worker (Will work 100 hours per month on an as needed basis)	6/5/87 - 6/30/87	\$3.35/hr.
BUTCHER, MAXINE J	Wage Payroll	General Cafeteria Worker (Will be working 40 hours during the week of Boys State)	6/7/87 - 6/13/87	\$3.35/hr.
CRAIL, STEVE J	Wage Payroll Continuation	General Cafeteria Worker (Will work 100 hours per month on an as needed basis)	5/17/87 - 4/6/88	\$3.35/hr.
MAYS, CLYDE DOUGLAS	Wage Payroll	General Cafeteria Worker (Will work 100 hours per month)	6/7/87 - 6/30/87	\$3.35/hr.
MCCLURG, KAREN	Wage Payroll Continuation	General Cafeteria Worker	5/4/87 - 6/30/87	\$3.35/hr.
STATON, AUDREY	Wage Payroll	General Cafeteria Worker (Will work 40 hours per week)	6/7/87 - 6/30/87	\$3.35/hr.
WARREN, TAMMY	Wage Payroll Continuation	General Cafeteria Worker (Will work 20 to 25 hours per week on an as needed basis)	5/13/87 - 5/16/87	\$3.35/hr.
WELLS, BESSIE RAY	Wage Payroll	General Cafeteria Worker (Will be working 40 hours during the week of Boys State)	6/7/87 - 6/13/87	\$3.35/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 023

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
<b>Adm. and Fiscal Services -- Auxiliary</b>				
<u>University Store</u>				
WALLS, WILLIAM SCOTT	Resignation	Inventory Clerk	6/16/87	\$9,656.00
<u>Housing Office</u>				
BUSH, BRIAN	Wage Payroll	Laborer	6/1/87 - 8/31/87	\$3.35/hr.
HACKNEY, JAMES DARRIN	Wage Payroll	Laborer	6/1/87 - 8/31/87	\$3.35/hr.
HURST, TROY W.	Wage Payroll	Laborer	6/1/87 - 8/31/87	\$3.35/hr.
SAMMONS, DALLAS FAY	Transfer Promotion Probation Salary Adjustment Title Change New Position	From Residence Hall Director to Assistant Director of Housing	5/18/87	\$15,000.00 (\$189.00 Inc.)
<u>Communication Services</u>				
ADKINS, JAMES R	Title Change	From Cable TV Technician to Senior Cable TV Technician	7/1/87	\$21,558.00
<u>Custodial-Res. Hall Services</u>				
BEAMON, MYRTLE KATHY	Wage Payroll Continuation	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
BEAMON, PHYLLIS JEAN	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
BELDON, TODD JOSEPH	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.

06/12/87

## P E R S O N N E L   A C T I O N S

Page: 024

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
Adm. and Fiscal Services -- Auxiliary				
<u>Custodial-Res. Hall Services</u>				
BIGGS, VELDA JEWELL	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
BOYD, CAROL A.	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
BROWN, MAEBELLE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
BUTLER, DONA DIANE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
CALVERT, MICHAEL EDWIN	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
CANTRELL, RONALD DEAN	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
CARTER, ETTA J.	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
CLARK, PENNY LYNN	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
CONN, PAULA DIANE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
COOPER, VIRGINIA L	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
DAY, LUCY ARLENE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
EDDIGHAWERIE, MERCY ABIEYUWA	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
ELDRIDGE, LINDA SUE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
EVANS, GREGORY LEE	Wage Payroll Continuation	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
FERGUSON, CAROLYN DENISE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
FRALEY, DELORES	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 025

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
Adm. and Fiscal Services -- Auxiliary				
<u>Custodial-Res. Hall Services</u>				
FRALEY, KATHY J.	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
FRALEY, SHARON FAYE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
GRANT, RHONDA ANN	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
GULLEY, BRENDA LEE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
HALL, JEWELL	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
HARRIS, JANET L.	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
HART, LILLIAN CAROL	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
HAVENS, NAOMI	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
HOWARD, BRENDA S.	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
HOWARD, MARY ELIZABETH	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
JENT, DONNA KAY	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
KELSEY, JUDY GAIL	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
KISSINGER, PAMMY LOU	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
LAKE, DEBRA SUE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
LANDS, DOROTHY JANE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
MABRY, ELLA KAY	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 026

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
Adm. and Fiscal Services -- Auxiliary				
<u>Custodial-Res. Hall Services</u>				
MANNING, MARQUETTA	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
MARLER, LORENE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
MCDANIEL, LYDA ROSE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
MCKINNEY, MELISSA SUE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
MILLER, CARL E	Wage Payroll	Custodian	5/16/87 - 8/31/87	\$5.00/hr.
MILLER, MICHAEL DEAN	Wage Payroll Continuation	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
MOORE, HELEN KAYE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
MUSE, MARY M.	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
PENNINGTON, FLORA ANN	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
PURNELL, BERTHA FAYE	Wage Payroll Continuation	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
RILEY, JEANETTA SUE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
ROYSE, CONITA J.	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
ROYSE, MICHELLA RENAE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
ROYSE, PHYLLIS	Wage Payroll Continuation	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
SARGENT, RYNONDA L.	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
SMITH, KATHERINE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 027

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
Adm. and Fiscal Services -- Auxiliary				
<u>Custodial-Res. Hall Services</u>				
SOUDER, SHERRY LYNN	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
THOMPSON, LOU VERNIE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
THORNSBERRY, DELLA	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
THORNSBERRY, FLORENCE SARAH	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
TRENT, THELMA FAYE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
WHITT, PAMMY KAY	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
WILLIAMS, PATRICIA JOANNE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
WILSON, MATTHEW ERIC	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
WINKLE, JUDITH MAYE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
WINKLE, SHELLEY DEE	Wage Payroll	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
WOODROW, INA	Wage Payroll Continuation	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
YATES, STEVIE JOE	Wage Payroll Continuation	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.
YATES, TAMMY MARIE	Wage Payroll Continuation	Custodian (Part-time Summer Cleanup)	5/16/87 - 8/31/87	\$3.35/hr.

06/12/87

## PERSONNEL ACTIONS

Page: 028

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
Federal -- Restricted Program				
<u>Upward Bound - TRIO</u>				
BALLARD, BRENDA H.	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,200.00
BUCK, JOHN FREDERICK	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,200.00
CALICO, GEORGE W	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,200.00
CALLAHAN, ROBERT ERVIN	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,200.00
CRAGER, JENNY B	Supplementary	Counselor (Serve as Guest Lecturer for the Upward Bound Summer Program)	6/8/87 - 7/10/87	\$1,200.00
EDINGER, JUDITH ANNE	Supplementary	Coordinator of Upward Bound (Extend contract to the new fiscal year)	6/1/87 - 6/30/87	\$1,875.00
HEDGECOCK, HERBERT C	Supplementary	Assistant Professor of Chemistry (Serve as Guest Lecturer for the Upward Bound Summer Program)	6/8/87 - 7/10/87	\$1,200.00
HILTERBRAND, ANGELA C	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,500.00
JAMES, JENNIFER RAE	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,200.00
LAUDERMAN, KATHY DIANE	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,500.00
LUCKEY, JR., GEORGE M	Supplementary	Professor of Philosophy (Serve as guest lecturer at the Upward Bound Summer Staff Orientation)	5/9/87 - 5/9/87	\$75.00
MARSHALL, TED A	Supplementary	Assoc. Professor of Sociology (Serve as a guest lecturer at the Upward Bound Summer Staff Orientation)	5/9/87 - 5/9/87	\$75.00
MCKENZIE, NANCY CHANEY	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,400.00
PACK, PATRICIA MARIE	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,200.00
TIBERGHEIN, DANIEL CHARLES	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,700.00

06/12/87

## PERSONNEL ACTIONS

Page: 029

05/02/87 thru 06/11/87

Administrative Unit/ Name	----- Action -----	----- Description -----	Effective Date	----- Salary -----
Federal -- Restricted Program				
<u>Upward Bound - TRIO</u>				
WILSON, LARRY ADRIAN	Supplementary	Manager of University Lanes (Serve as Guest Lecturer for the Upward Bound Summer Program)	6/8/87 - 7/10/87	\$400.00
WRIGHT, VIVIAN FAY	Fixed Term II	Lecturer	6/8/87 - 7/10/87	\$1,200.00
<u>Child Development Assoc. Prog.</u>				
MATTINGLY, DEBRA NAPIER	Fixed Term I	CDA Director (Extension of existing contract to negotiate CDA training contracts for 1987-88 school year.)	6/1/87 - 6/14/87	\$1,822.00/monthly
<u>KEDC</u>				
ROSS, NANCY R.	Resignation	Data Entry Operator	5/22/87	\$9,560.00
<u>Agriculture &amp; Natural Resource</u>				
AKERS, JAMES E.	Fixed Term I	Sheep Specialist	6/1/87 - 6/30/87	\$1,750.00
AKERS, JAMES E.	Supplementary	Sheep Specialist (Extension of contract)	7/1/87 - 7/31/87	\$1,750.00

06/12/87

## PERSONNEL ACTIONS

Page: 030

05/02/87 thru 06/11/87

Administrative Unit/ Name	Action	Description	Effective Date	Salary
Federal -- Restricted Program				
<u>Long-Range Planning Grant</u>				
LUCKEY, JR., GEORGE M	Supplementary	Professor of Philosophy (Assistant Project Director, Long-Range Planning Grant)	3/23/87 - 12/31/87	\$1,800.00
<u>Martiki Research Project</u>				
FIKE, GARRETT STEVEN	Wage Payroll	Laborer	6/1/87 - 8/15/87	\$3.35/hr.
HOWARD, MARCUS	Wage Payroll Continuation	Laborer	5/18/87 - 6/30/87	\$3.70/hr.
ROWLAND, KEVIN SCOTT	Wage Payroll Continuation	Laborer	5/25/87 - 5/31/87	\$3.35/hr.
ROWLAND, KEVIN SCOTT	Fixed Term I Probation Replacement	Swine Herdsman (Replacing Tim Wheatley, \$13.860)	6/1/87 - 6/30/87	\$15,000.00/yr.
WETZEL, CHARLES FREDERICK	Wage Payroll	Laborer	5/18/87 - 8/16/87	\$3.35/hr.

June 19, 1987  
VI-C-1

**TENURE**

**Recommendation**

That the Board approve the granting of tenure to the following faculty members with the issuance of their contracts for the 1987-88 year:

Wade Cain  
Diane Cox  
Travis Lockhart  
Robert Meadows  
Betty Jo Peters  
Mary A. Pollock  
Stephen Tirone

## PROMOTIONS

### Recommendation

That the Board approve granting promotions to the following faculty members with the issuance of their contracts for the 1987-88 year:

#### Professor

David Brown  
Larry Keenan  
Bruce Mattingly  
Dean Owen  
Jean Wilson  
Steve Young

#### Associate Professor

Roland Buck  
Lola Crosthwaite  
William Green  
Travis Lockhart  
David McNeely  
Pauline Ramey  
Mike Seelig  
Kay Schafer

#### Assistant Professor

Dale Greer  
David Collins

#### Librarians

Bonnie McNeely, Librarian I to Librarian II  
Carol Nutter, Librarian III to Librarian IV  
Helen Williams, Librarian III to Librarian IV  
Betty J. Wilson, Librarian III to Librarian IV

**SABBATICAL LEAVES**

**Recommendation**

That the Board approve the granting of Sabbatical Leaves to the following faculty members contingent upon funding being available from the faculty development fund or within the respective academic department:

Charles Whidden	Spring 1988
Earle Louder	Fall 1987
Kent Freeland	Fall 1988
Robert Franzini	Fall 1987
Layla Sabie	Spring 1989

## **PROGRAM CHANGES**

### **Recommendation**

That the Board approve the following Program Changes:

- A. Minor in Social Work
- B. Middle Grades Education Program (5-8)
- C. Revision of Area of Concentration in Chemistry
- D. K-4 Early Elementary Teacher Certification Program
- E. Revision of Middle Grade Teaching Certification  
in Vocational Home Economics
- F. Revisions in Industrial Education Teaching,  
Orientation/Exploration, and Certification for  
Middle Grades

### **Background**

These changes have been recommended by the appropriate department in concurrence with the College and University Curriculum Committees and the Vice President for Academic Affairs.

#### A. Minor in Social Work

In preparing for accrediting the Social Work program by the Council on Social Work Education, the Social Work faculty have spent the past two years reviewing the accrediting standards adding new, expanding program opportunity and linking with other institutions of higher education and the region. Currently MSU has a Bachelor in Social Work and an Associate of Applied Art Program in Social Work. Adding a Minor in Social Work is one of the designs implemented for providing increased options and opportunities to students at MSU.

#### B. Middle Grades Education Program (5-8)

In response to new state certification requirements, the current elementary program preparing teachers for grades 1-8 has been replaced with a middle grades education program to prepare teachers in grades 5-8 and a K-4 Early Elementary Program to prepare teachers in kindergarten through grade four. A new feature of the middle grades program is the requirement that students gain expertise in content areas by completing two 24 semester hour academic component

#### C. Revision of Area of Concentration in Chemistry

The Area of Concentration in Chemistry recently approved by the University's curriculum committee is designed to eliminate one of the major discrepancies in our chemistry program that has kept us, as an institution, from receiving accreditation by the American Chemical Society (ACS). The Committee for Professional Training of the ACS has specific standards that institutions must meet to qualify for membership. Our present professional chemistry program is not adequate to meet one of the committee's specific guidelines; however, this standard will be reached once the area of concentration becomes part of our curricular offerings.

#### D. K-4 Early Elementary Teacher Certification Program

As stated above, the State Department of Education has mandated elementary teaching certification programs be modified. The K-4 Early Elementary Program is a new program designed to prepare and certify teachers for kindergarten through grade four. It provides courses specializing in educating children aged 5-8.

E. Middle Grades Teaching Certification in Vocational Home Economics

The Home Economics Department is extending its programs to prepare teachers in Vocational Home Economics. In addition to preparing high school teachers, the Middle Grade Teaching Certification Program will prepare teachers of home economics for middle schools in Kentucky. This program is developed due to state guidelines requiring middle school certification for teachers of grade 5-8.

F. Revision of Industrial Education Teaching Orientation/Exploration and Certification for Middle Grades

The present Industrial Education Teaching Program prepares teachers for high school level. The revised program is modified to prepare industrial education teachers for grades 5-8. It was designed to comply with guidelines from the Kentucky Department of Education.

## **POLICY ON THE DEVELOPMENT OF ACADEMIC POLICIES**

### **Recommendation**

That the Board adopt a policy on the development of academic policies.

### **Background**

Throughout the 1986-87 academic year, an "ad hoc" committee of University administrators and members of the MSU Faculty Senate's Educational Standards Committee identified existing academic policies of the University; identified existing practices not supported by policy; and identified areas where policies need to be developed. This policy would provide the mechanism for the drafting, reviewing, and overall development of these policies so that the work of the "ad hoc" committee can continue. This policy serves as an agreement on how to proceed.

## **POLICY ON THE DEVELOPMENT OF ACADEMIC POLICIES**

### **PROPOSED PROCEDURE:**

1. Any interested individual or group within the university may suggest policy for Academic Affairs. The suggestion for new or amended academic policy must take the form of a written proposal with rationale. The proposal shall be delivered to the Vice-President for Academic Affairs (hereafter referred to as VPAA) and to the Chair of the Faculty Senate. In the event that the originating group is the Faculty Senate, the proposal shall be delivered to the VPAA by the Senate Chair.
2. The VPAA will schedule each proposal for consideration by the Academic Affairs Council. The Council will recommend whether to develop the proposed policy or to take no action. In the case of no action, written notification with rationale will be sent to the individual or group responsible for the written proposal and to the Senate Chair.
3. When the Academic Affairs Council determines that the proposal is indeed a needed policy, the VPAA will submit an administrable draft of the proposed policy to the Faculty Senate. Actions of the VPAA and the Academic Affairs Council prescribed herein by paragraphs 2 and 3 must be completed within 30 calendar days of initial delivery of the written proposal to the VPAA.
4. When the Academic Affairs Council takes no action on the proposal, the individual or group suggesting the policy may request that the Faculty Senate consider the written proposal.
5. As the Faculty Senate considers the development of policy as a result of submission from the VPAA (see paragraph 3) or of request from an individual or group (see paragraph 4), it will request that its final draft of the proposed policy be reviewed by the VPAA and the Academic Affairs Council for advice as to its administrative feasibility before final Senate action.
6. The President of the university will be notified of the final Faculty Senate recommendation on the proposed policy. It is the prerogative of the President to recommend to the Board of Regents regarding the proposed policy.

**PROPOSED FORMAT:**

The format for academic policy statements shall follow that used in the MSU Personnel Policy Manual. Namely:

<b>SUBJECT:</b>	Section Number AA _____ Approval Date: Revision Date:
-----------------	---

**Purpose:**

**Policy:**

**Procedures:**

**PUBLICATION OF ACADEMIC POLICIES:**

The adopted academic policy statements will appear in three places: a continuously-updated manual that will be distributed to the faculty containing all current academic policies; a published faculty handbook; and a student handbook.

## STUDENT INSURANCE PLAN

### Recommendation

That the Board of Regents approve a one-year extension of the contract with Guarantee Trust Life Insurance Company with the local agent being Bellamy Insurance of Morehead, Kentucky, for the period July 1, 1987, through June 30, 1988. Students with comparable basic accident/illness insurance will again be exempt from purchasing the student insurance program through Morehead State University. This will be the second one-year extension of this contract.

### Background

The Board of Regents approved a proposal at the April 26, 1985, meeting to require all full-time Morehead State University students to take the university's basic accident and illness insurance program or to show evidence of comparable coverage through personal or family policies. At that same meeting, the Board approved the Guarantee Trust Life Insurance Company of Chicago, Illinois, as the insurance carrier. This program was chosen due to the reasonable annual cost and because Guarantee Trust Life had a local agent, Greg Bellamy of the Bellamy Insurance Agency of Morehead, Kentucky.

A provision of the contract called for a renewal option for up to two additional one-year extensions, both parties agreeing. We did elect to renew the coverage with Guarantee Trust Life for 1986-87. Guarantee Trust Life has notified the university that there will be no increase in the insurance rates for the coming year.