

## MINUTES

### BOARD OF REGENTS MEETING

March 7, 1994

The Board of Regents met at 2:30 p.m., Monday, March 7, 1994, in Duncan Recital Hall of Baird Music Hall in Morehead, Kentucky. Chair William R. Seaton presided.

#### CALL TO ORDER

Chair Seaton called the meeting to order.

#### ROLL CALL

On roll call, the following members were present: Mr. Bryan Carlier, Mr. James A. Finch, Mr. Buckner Hinkle, Jr., Mr. L. M. Jones, Dr. Bruce Mattingly, Mrs. Helen Pennington, Dr. Charles M. Rhodes, and Mr. William R. Seaton. Mrs. Lois Baker and Mr. John Rosenberg were absent.

Also, present for the meeting were President Ronald G. Eaglin and members of the administrative staff; Mr. B. Proctor Caudill, President of the MSU Foundation, Inc.; Mr. Dwayne Cable, Representing the Staff Congress; and Mr. John Irvin, with the Law Firm of McBrayer, McGinnis, Leslie & Kirkland.

#### RENAME COLLEGE OF HUMANITIES

Dr. Eaglin read the following recommendation to rename the College of Humanities:

Morehead State University and the family of the late Daniel Boone and Rosetta Proctor Caudill of Morehead, Kentucky, share a common heritage--that of distinguished service and effective leadership in Eastern Kentucky. Members of the Caudill Family, following the personal example of the late Mr. and Mrs. Caudill, have continued to provide individual and collective leadership to the area's medical and business professions.

In addition to leadership in the community, the Caudill Family has encouraged and supported educational attainment and the cultural development

of the area through volunteer service and as generous patrons of the arts. The latest and most significant example of such support is a \$1 million gift from Mrs. Lucille Caudill Little of Lexington, a daughter of Daniel Boone Caudill, to the MSU Foundation, Inc. for the purpose of endowing fine arts programs in the University's College of Humanities. In addition, Mrs. Little has pledged to assist in securing other private gifts from family members and friends toward a goal of \$3 million endowment for the College of Humanities.

The University and the Caudill Family have linked their mutual values to have even greater impact on Eastern Kentucky. Mrs. Little's endowment of the College of Humanities, combined with other resources to follow, is a magnificent vote of confidence in the future of the institution. Accordingly, it is fitting and proper for the University, in turn, to recognize the Caudill Family in an enduring fashion. Therefore, I am recommending that the Board of Regents approve the renaming of the College of Humanities as the Caudill College of Humanities in honor of the late Daniel Boone and Rosetta Proctor Caudill and their descendants and that appropriate physical recognition be afforded the honorees.

MOTION: Mr. Finch moved, seconded by Mr. Hinkle, to approve the President's recommendation.

VOTE: The motion unanimously carried.

#### **ELECTION OF OFFICERS**

Chair Seaton opened the floor for the election of officers--Chair, Vice Chair, Treasurer and Secretary.

Mr. Jones nominated Mr. Seaton as Chair. Mrs. Pennington seconded the motion. Mr. Jones moved, seconded by Mr. Carlier, that nominations cease. Mr. Seaton was elected Chair by acclamation.

Mr. Hinkle nominated Mr. Jones as Vice Chair. Dr. Rhodes seconded the motion. Mr. Carlier moved, seconded by Mr. Finch, that nominations cease. Mr. Jones was elected Vice Chair by acclamation.

Mr. Jones nominated Mrs. Johnson as Secretary. Mr. Carlier seconded the nomination. Mr. Jones moved, seconded by Dr. Rhodes, that nominations cease. Mrs. Johnson was elected Secretary by acclamation.

Mr. Jones nominated Mr. Dailey as Treasurer. Mr. Hinkle seconded the motion. Mr. Carlier moved, seconded by Mrs. Pennington, that nominations cease. Mr. Dailey was elected Treasurer by acclamation.

Mr. Hinkle moved, seconded by Dr. Rhodes, that the Minutes of the November 19, 1993, meeting be approved. Motion unanimously carried.

#### **ACADEMIC AFFAIRS COMMITTEE REPORT**

Mrs. Helen Pennington, Chair of the Academic Affairs Committee, reported on the Committee's meeting held earlier in the day.

##### ***Enrollment Report***

Mrs. Pennington provided a preliminary report on 1994 spring enrollment. She said that there was a 2.6 percent decrease in enrollment with 8,390 students currently enrolled as compared to 8,613 for spring 1993. This decline is attributed to the University's higher admission standards and to a new fee payment policy. (*Preliminary Report on Spring Enrollment, 1994, attached to these Minutes and marked VI-A-1*)

##### ***Faculty Senate Constitution***

**RECOMMENDATION:** That the Board ratify the amendment to the Faculty Senate Constitution.

*(Additional Background Information attached to these Minutes and marked VI-A-2)*

Mrs. Pennington said that the amendment to the Faculty Senate Constitution provides an appeals process for senators who are removed from the Faculty Senate for

missing committee meetings. Action on this amendment will take care of the omission.

MOTION: Mrs. Pennington moved, seconded by Mr. Hinkle, to approve the President's recommendation.

VOTE: The motion unanimously carried.

**Mission Statement**

RECOMMENDATION: That the Board endorse the revised version of the Mission Statement.

*(Additional Background Information and Revised Mission Statement attached to these Minutes and marked VI-A-3)*

Dr. John C. Philley, Executive Vice President for Academic Affairs, noted that the most significant part of the University's input in revising the Mission Statement involved establishing program priorities for the University. Morehead State University has chosen to stress teacher preparation programs which is the heritage of the University. Further, references have been made to business, nursing and allied health sciences, and the fine arts as additional academic priorities. Moreover, Dr. Philley pointed out that under "Collaborative Ventures," the University has chosen to stress its relationships with the public school systems particularly in this time of Education Reform. Reference also has been made to the collaborative efforts with the community colleges in the area of developing mutually transferrable programs of study.

Dr. Philley said that the Council on Higher Education is charged statutorily with creating Mission Statements for all of the state-supported institutions but that the Board of Regents should review and endorse Morehead State University's Mission Statement.

Mrs. Pennington said that the Committee feels that the Mission Statement should be revisited often.

MOTION: Mrs. Pennington moved, seconded by Mr. Hinkle, that the Board approve the President's recommendation.

VOTE: The motion unanimously carried.

PAC-2

RECOMMENDATION: That the Board approve the revised Personnel Policy PAC-2.

*(Additional Background Information and Revised Personnel Policy PAC-2 attached to these Minutes and marked VI-A-4)*

PAC-27

RECOMMENDATION: That the Board approve the revised Personnel Policy PAC-27.

*(Additional Background Information and Revised Personnel Policy PAC-27 attached to these Minutes and marked VI-A-5)*

Mrs. Pennington noted that the recommendations on revision of Personnel Policy PAC-2 on Promotion Review and the revision of Personnel Policy PAC-27 on Tenure Review are closely linked. The significant change in the Promotion Review policy is that in the future an assistant professor who successfully gains tenure will be automatically promoted to the rank of associate professor without further review by the University promotion committees.

Mrs. Pennington said that the Committee felt in the Personnel Policy on Tenure Review that extending the probationary period from five to six years was a very positive step to have this additional time to assess teaching practices, research activities, and other areas.

MOTION: Mrs. Pennington moved, seconded by Dr. Mattingly, that revised Personnel Policies PAC-2 and PAC-27 be approved.

VOTE: The motion unanimously carried.

RECOMMENDATION: That the Board approve the revised Personnel Policy PAc-18 on Faculty Rights and Responsibilities.

*(Additional Background Information and Revised Personnel Policy PAc-18 attached to these Minutes and marked VI-A-6)*

Dr. Philley explained that the Personnel Policy on Faculty Rights and Responsibilities (PAC-18) was being amended to take out the redundancy in our policies. Another policy which deals with Affirmative Action and Equal Opportunity is PG-5. As now constructed, both policies could conceivably provide avenues for grievances to be addressed that are based on discrimination. To correct the matter, it is proposed that PAC-18 would not include a grievance process for discrimination. Instead, these situations would be addressed within PG-5.

Dr. Eaglin said that the appropriate faculty groups have been consulted and there is full awareness of this policy.

MOTION: Mrs. Pennington moved, seconded by Mr. Hinkle, that the Board approve revised Personnel Policy PAc-18.

VOTE: Motion unanimously carried.

RECOMMENDATION: That the Board approve the deletion of the associate degree programs in corrections, journalism, broadcast operations, broadcasting, computer information systems, and the executive secretary option within office systems.

*(Additional Background Information attached to these Minutes and marked VI-A-7)*

Mrs. Pennington explained that the program deletions are a result of consensus. Committees are in place to study various programs and activities and to determine

their cost effectiveness. These are two-year degree programs and students would have the option of finishing their programs, but no new students would be enrolled.

MOTION: Mrs. Pennington moved, seconded Mr. Carlier, that the program deletions be approved by the Board.

VOTE: Motion unanimously carried.

*Tenure*

RECOMMENDATION: That the Board approve the granting of tenure to the following faculty members with the issuance of their contracts for the 1994-95 year:

College of Business

Terry Elliott, Assistant Professor of  
Accounting  
Ishappa Hullur, Associate Professor of Finance

College of Education and Behavioral Sciences

Daniel Grace, Assistant Professor of Education  
Robert Grueninger, Professor of HPER  
Byron Johnson, Associate Professor of  
Sociology  
Judith Stafford, Associate Professor of Social  
Work

College of Humanities

Shirley Gish, Associate Professor of Speech  
George Eklund, Assistant Professor of English  
Eugene Hastings, Associate Professor of  
Romance Languages  
Ronald Mitchelson, Professor of Geography  
Michael Acord, Assistant Professor of Music

College of Science and Technology

Brian Reeder, Associate Professor of Biology  
Marsha White, Assistant Professor of Nursing

*(Additional Background Information attached to  
these Minutes and marked VI-A-8)*

Dr. Philley said that 22 faculty members were eligible to sit for tenure. Two resigned before petitioning, five petitions were denied and one who was approved passed away.

MOTION: Mrs. Pennington moved, seconded by Dr. Mattingly, that the Board approve the President's recommendation.

VOTE: The motion unanimously carried.

**ADMINISTRATION AND  
FISCAL SERVICES  
COMMITTEE REPORT**

Mr. Hinkle, Chair of the Committee on Administration and Fiscal Services, presented the recommendations of the Committee which met earlier in the day.

**Update on 1994-96  
Executive Budget  
Recommendation**

Mr. Hinkle provided an update on the 1994-96 Executive Budget. The report, divided into two sections (VI-B-7), relates to the Capital Construction and Equipment Budget Request and State Operating Appropriation Request.

The Council on Higher Education (CHE) sent to the Governor in November, 1993, a recommendation for \$14.8 million in capital projects for Morehead State University. The Governor's Executive Budget includes \$6.8 million for the Lappin Hall Renovation Project which has been submitted to the Legislature. Also, there is a \$15 million pool earmarked for life safety projects which will be distributed to the various institutions by the CHE.

The CHE also recommended to the Governor a three percent increase in state operating appropriations for Morehead State University and the other institutions for



1994-95 and five percent in 1995-96. The 1995-96 appropriation is contingent upon the University achieving certain performance funding measures. However, the Governor's Executive Budget recommendation included only a two percent increase in 1994-95 and a three percent increase in 1995-96 with the increase being linked to certain performance funding measures. Morehead State would receive \$560,800 in additional operating appropriations in 1994-95 and \$858,000 in 1995-96.

**Quarterly Financial  
Report**

**RECOMMENDATION:** That the Board accept the quarterly financial report as presented.

*(Quarterly Financial Report and Additional  
Background Information attached to these Minutes and  
marked VI-B-1)*

Mr. Hinkle noted that the report covered the period through December 31, 1993. This reports reflects that year end expenditures and revenues will be in accordance with the budget. The figures on page 76 break down revenues by description and original budget and adjustments. For the line of government appropriations, there is a negative adjustment of \$550,000 which represents the extent (in dollar terms) of the cut that Morehead State absorbed in conjunction with the other institutions. Further, the rebudgeted fund balance of \$835,000 represents a commitment of reserves which were set aside in anticipation of budget cuts.

**Banking Services  
Contract**

**RECOMMENDATION:** That the Board exercise the option to renew the banking service agreement with the Citizens Bank of Morehead for the fiscal year beginning July 1, 1994, through June 30, 1995.

*(Additional Background Information attached to these  
Minutes and marked VI-B-2)*

**Audit Contract**

**RECOMMENDATION:** That the Board renew its contract with Kelley, Galloway and Company, CPA's, Ashland, Kentucky, to perform audit services for the 1993-94 fiscal year.

*(Additional Background Information attached to these Minutes and marked VI-B-3)*

Mr. Hinkle said that both recommendations involve contract extensions for services. The first contract deals with banking services provided by the Citizens Bank of Morehead. This is a renewal for a third year with a maximum contract of five years. The University is pleased with the services provided by the Citizens Bank of Morehead.

The second recommendation is a proposed renewal of the University's contract with the accounting firm of Kelley, Galloway and Company which performs the external audit services for the University. If renewed, this would be the third year of a potential five year contract. This proposal takes into account a 2.7 percent increase in fees for accounting services which is basically an adjustment for inflation. The staff at the University is pleased with the services that have been provided by Kelley, Galloway and Company. The Committee noted that when the contract began, the University benefitted from a significant discount in the fees charged by Kelley, Galloway and Company. Moreover, the Committee felt that the 2.7 percent increase still made Kelley, Galloway and Company very competitive and was a very reasonable adjustment.

**Lease Purchase Agreement  
for Microcomputers**

**RECOMMENDATION:** That the Board authorize the President and the Treasurer of the Board to execute the attached Lease Purchase Agreement and any other document necessary to finance the micro-computer replacement and acquisition program.

*(Additional Background Information and Lease Purchase Agreement attached to these Minutes and marked VI-B-4)*

Mr. Hinkle explained that in September, 1993, the Committee and Board approved a program to upgrade the microcomputer facilities at the University as part of a five-year program. This particular proposal is a recommendation to approve the financing of the first phase of the microcomputer purchase. When the program was approved, the Board knew that it would be necessary to go into the marketplace to obtain proposals for this financing. Proposals were sent out to four banks and, while all the banks were receptive and supportive of the program, the administration has concluded that the best proposal was offered by the Citizens Bank of Morehead which would correspond with Star Bank of Cincinnati. This proposal would allow the University to finance \$541,000 of computer purchases at the current rate of 4.87 percent, and the rate of interest would be indexed to treasury notes for future purchases. The agenda book contains a copy of the lease purchase agreement. While there is no provision in the agreement for maintenance, this is covered under a separate agreement with the vendor.

*Personnel Actions*

RECOMMENDATION: That the Personnel Actions for the period of November 1, 1993, through February 11, 1994, be ratified.

*(Additional Background Information and List of Personnel Actions attached to these Minutes and marked VI-B-5)*

Mr. Hinkle noted that the Personnel Actions included the reappointment of three interim deans for the Colleges of Business, Humanities, and Science and Technology.

*PG-5*

RECOMMENDATION: That the Board amend PG-5 - Affirmative Action/Equal Opportunity for Employment policy.

*(Additional Background Information and Personnel Policy PG-5 attached to these Minutes and marked VI-B-6-a)*

Mr. Hinkle indicated that the principal reason for amending the Affirmative Action/Equal Opportunity for Employment Policy is to remove the jurisdiction for sexual harassment from this policy so that there will be a separate grievance procedure for sexual harassment. Other housekeeping changes are also being proposed to clarify the meaning, intent, and understanding of this policy.

PG-51

RECOMMENDATION: That the Board approve Personnel Policy PG-51 - Severe Weather Conditions or Disaster and revoke Personnel Policies PAd-4, PSE-5, and PSNE-6 - Weather or Travel Absences.

*(Additional Background Information and Personnel Policy PG-51 attached to these Minutes and marked VI-B-6-b)*

Mr. Hinkle said that this policy involves severe weather and provides that anyone working for the University who cannot make it to work when the University's functions have not been cancelled due to severe weather will either be required to take a vacation day or a day without pay. This proposed recommendation streamlines and consolidates three policies into one.

Acquisition of  
Real Property

RECOMMENDATION: That the Board authorize the acquisition of surplus right-of-way property located between Wilkinson Boulevard and Rowan Street, from the Kentucky Transportation Cabinet, for the use and benefit of Morehead State University.

*(Additional Background Information attached to these Minutes and marked VI-B-8)*

Mr. Hinkle stated that this recommendation requests authorization to acquire two relatively small tracts of real property. These tracts are in the vicinity of Rowan Street and Trumbo Avenue. Contiguous to University property, these two tracts combined are less than one acre and are not in the master plan. These properties are available because they were taken by the state during the construction of the

Morehead ByPass. The University sees a use for these properties for warehouse space. The price has not been determined; however, Vice President Dailey advises that a similarly situated piece of property sold for approximately \$17,000/acre. The University hopes to acquire this property from the state for similar consideration.

MOTION: Mr. Hinkle moved, seconded by Mr. Finch, that the Board approve the recommendations and reports of the Committee.

Mr. Seaton asked about using the tobacco warehouse currently leased by the University. Mr. Dailey responded that leasing the tobacco warehouse is on a year-to-year basis. In addition, the University is using the former Union Grocery Building as warehouse space, and verbal approval has been received from the Transportation Cabinet to proceed with the renovation of that facility. Therefore, about seven to eight thousand square feet of storage space will be lost when renovation begins on the Union Grocery building. This will help offset the loss of some of that space.

Dr. Eaglin noted that the University currently is operating under a facilities Master Plan. However, changes in the Master Plan will be recommended to the Board later this year. This plan utilizes a great deal of residential property for future expansion of the University. These residential properties range in value from \$35,000 up to \$200,000. The original plan for warehousing was to use land owned by the University immediately to the east of the Power Plant. However, because that property is located in a flood plain, the University cannot build the type of facility it needs on that land. Therefore, by consolidating on the west side of the Power Plant, the University will eventually have its warehousing operation close to the physical plant at much less cost. If this permission is granted and as long as the purchase of the property is under \$200,000, the University can move ahead and buy the land.

VOTE: The motion unanimously carried.

Mr. Carlier called the Board's attention to page 74 and asked the Board to endorse Governor Jones' tuition cap of no tuition increase for 1995-96.

**STUDENT LIFE AND  
EXTERNAL RELATIONS  
COMMITTEE REPORT**

**Charter Governing  
Student Media**

Mr. Sonny Jones, Chair of the Student Life and External Relations Committee, presented the Committee's recommendations which met earlier in the day.

**RECOMMENDATION:** That the Board restore the voting privileges of the students serving in editorship positions on the Board of Student Media: the editor of The Trail Blazer, the editor of the Raconteur, and the director of NewsCenter 12.

*(Additional Background Information and Revised Charter Governing Student Media attached to these Minutes and marked VI-C-2)*

Mr. Jones explained that in 1990, the Board approved a charter which eliminated the voting rights of the editors of the Raconteur (student yearbook), The Trail Blazer (student newspaper), and the student director of NewsCenter 12. The proposed action will reinstate those voting rights.

**MOTION:** Mr. Jones moved, seconded by Dr. Rhodes, to approve the recommendation.

**VOTE:** The motion unanimously carried.

Mr. Jones reported on major gifts to the institution from July 1, 1993, through February 25, 1994. Also, Mr. Jones described a fundraising function called a phone-a-thon which is utilized by the Foundation each year to obtain pledges from friends and alumni. Pledges of \$63,000 have been made with \$14,000 already in hand. The collection ratio is approximately 85 percent. The best news is that the majority of the gifts are coming from first-time givers. *(Report of Major Gifts attached to these Minutes and marked VI-C-3)*

**RECOMMENDATION:** That the Board authorize the President to negotiate an agreement with the Ohio Valley Conference to allow institutional members to move to non-scholarship football and to compete as full OVC members in all other sports, thereby preserving Division I status.

*(Additional Background Information attached to these Minutes and marked VI-C-1)*

Mr. Jones indicated that the Board is being asked to authorize the chief executive of Morehead State University to negotiate a non-scholarship football league with members of the Ohio Valley Conference.

**MOTION:** Mr. Jones moved, seconded by Dr. Mattingly, to approve the President's recommendation.

The Board recognized Cole Proctor, Football Coach, whose comments are summarized as follows:

Mr. Proctor expressed his appreciation for the opportunity to address the Board. He said that it was very disappointing to him as the only professional on campus who had spent 26 years of his life in football and not be asked to sit in on one meeting to decide the fate of football at Morehead State University.

Coach Proctor said he had two priorities regarding his position--his players and the University. Early in his tenure, he said he recognized that there was little support or direction for the football program from the athletic administration and that there was no infrastructure of support for football. Stating that football had been singled out unfairly for the cuts, Mr. Proctor asked if anyone had thought of the young men who will lose future opportunities to get an education and play football? He said that black players would lose opportunities to play in a non-scholarship program. While some have said there is a moral responsibility to cut football scholarships at Morehead State University, those who have benefitted from a football

scholarship have a moral responsibility to ensure that the same opportunities exist in the future. Having received two degrees from Morehead State University due to a football scholarship, he said he felt a large responsibility to stand up and defend the football scholarship at MSU.

Dr. Eaglin commended Coach Proctor on the very professional manner in which he had handled his passion and his concern for football. He stated that the University has no choice if we want to stay Division I but to look seriously at our athletic program and where we are spending our dollars. It is not just a football issue--it is an athletic issue. Dr. Eaglin added that academic programs are also being reviewed for degree productivity and cost-effectiveness.

Dr. Eaglin said that the University has made considerable effort to support the athletic program. The last five years, the athletic program budget has grown by over 30 percent. Football alone has grown 22 percent at a time when that has not occurred in the overall institution. He said that there is just not enough dollars to do everything we want to do. He cited a number of fiscal concerns including the decline in general fund support, lack of community and student support, escalating costs and gender equity issues.

Addressing Dr. Rhodes' concerns that non-scholarship football may impact Morehead State University's minority enrollment, Dr. Eaglin said that minority access to higher education was no longer an issue. The University already has begun initiatives which place greater emphasis on the recruitment of undergraduate and graduate minority students.

Mr. Finch questioned the savings to be realized from non-scholarship football and alternative ways to raise money for scholarships. Extensive discussion followed. Mr. Kappes pointed out that this year the Eagle Athletic Scholarship Fund contributed \$135,000 as part of the athletic revenue which represents considerably less than 10 percent of the cost of athletics. In terms of raising \$400,000 to maintain



the current scholarship level in football, total giving to football last year was under \$50,000. He said that private giving is not the answer to the problem.

Mr. Hinkle stated that having sat on the Board a little less than two years and having attended a few of the early meetings of the Higher Education Review Commission, he was persuaded that the University is facing a crisis in terms of the funding of higher education and that the administration was willing to do more than what might be done at some other institutions in order to tackle the problem. Therefore, he said he was going to vote in favor of the recommendation. He added, however, that he had two concerns:

One concerns the minority student situation. He said that if we have to depend upon athletics to do what is right in terms of increasing minority enrollment, then we are headed down the wrong track anyway. Minority enrollment ought to be encouraged first for education. It is helpful to have athletics do that, but in the long run that is not the answer.

Another concern, Mr. Hinkle said that he felt as if he were cocooned from this issue. He stated that in the future for any other delicate or hard decisions, it would be important to have more dialogue before we get to a vote at the table like we are here today.

Mr. Carlier said that his vote is in favor of the recommendation because he had faith in our President that he is doing what is best for athletics and the students at Morehead State.

Dr. Mattingly stated that as a result of serving on various committees dealing with athletics, specifically those dealing with fiscal affairs, it was clear to him that the justification for this move was there. As early as 1985, Dr. A. D. Albright, who was commissioned to do a report on the status of the University, recommended that the University do something about football. Two years ago, the Athletic Committee, made up of senior level administrators

as well as faculty, staff, and students in the Grote administration, unanimously recommended that the University go to non-scholarship football for the same financial reasons. Now we have the recommendation here which is supported by the Intercollegiate Athletics Committee and the Faculty Senate. Dr. Mattingly went on to discuss problems associated with the rising cost of athletics, citing that academic concerns must come first.

VOTE: The motion unanimously carried.

#### **PRESIDENT'S REPORT**

##### ***Governor's Higher Education Review Commission***

Dr. Eaglin reported on the following:

Dr. Eaglin said that two main issues came out of the Governor's Higher Education Review Commission. They are:

1. The reinforcement of Morehead State University's mission (Board ratified earlier in the day); and
2. A move away from a dependency on growth and formula for the funding of higher education toward performance-based funding.

##### ***University Ad Hoc Planning Committee and Task Forces***

Dr. Eaglin reminded the Board that the University faces a severe challenge of redistributing dollars in order to meet the goals and objectives of this institution. When one looks at the budget statements in terms of potential income both from student tuition and from state appropriations, the outlook is not very bright. As a result, he said that we must re-look at what we are doing and take dollars that we now have and reapply them in ways that are important to us in relationship to our mission. He reemphasized that not only are 35 academic programs under review but every unit of this institution that has a budget is being analyzed in terms of its relevance to the University's mission, its historical roots, and the pluses and minuses of whether to continue in that endeavor.

##### ***Rank Confirmation and Salary Enhancement Plan***

Dr. Eaglin provided an update on the rank confirmation and salary enhancement plan for senior faculty

who will not be benefitting from the salary increases that are now in place for promotion in rank. *(Additional Background Information on the Salary Enhancement Plan attached to these Minutes and marked VII-C)*

**Merit Pay**

Dr. Eaglin reported that while it is not his "most popular decision," the University is moving forward with its plan on salary increases being based on 50 percent merit and 50 percent across the board. He said that he was optimistic that concerns with fairness and equity will dissipate because the process will be fair and that over time a broader portion of faculty will see merit pay as a good idea.

**Administrative  
Evaluations**

Dr. Eaglin noted that the evaluation of senior administrators was under way and that some of the results were in, including his.

**Heritage Room  
Campaign and  
Memorial Plaza**

Dr. Eaglin updated the Board on a project to have the portraits of the University's previous 11 presidents painted and on the campaign to solicit funds in support of the project. Further, he announced plans to remodel the Gold Room in the Adron Doran University Center where the paintings will be hung and rename it the "Heritage Room." He also described initial plans to create a "memorial plaza" area between the Combs Building and Lappin Hall to commemorate the service of current and retired University personnel who die.

**Spring Gala**

Dr. Eaglin urged the Board members to make plans to attend the Spring Gala, "A New York Fantasy" on April 30.

**MRS. BAKER**

Mr. Seaton read an excerpt from a letter he had received from Mrs. Baker thanking the Board members for their expressions of sympathy on the untimely death of her brother.


**NEXT MEETING**

The next meeting of the Board is scheduled for Friday, May 20, 1994.

**ADJOURNMENT**

There being no other matters to bring to the attention of the Board, Mr. Finch moved, seconded by Mrs. Pennington, to adjourn. The motion carried.

  
Chair

  
Secretary

## **RENAMING OF THE COLLEGE OF HUMANITIES**

### **Background**

Morehead State University and the family of the late Daniel Boone Caudill of Morehead, Kentucky, share a common heritage—that of distinguished service and effective leadership in Eastern Kentucky. Members of the Caudill Family, following the personal example of the late Mr. Caudill, have continued to provide individual and collective leadership to the area's medical and business professions.

In addition to leadership in the community, the Caudill Family has encouraged and supported educational attainment and the cultural development of the area through volunteer service and as generous patrons of the arts. The latest and most significant example of such support is a \$1 million gift from Mrs. Lucille Caudill Little of Lexington, a daughter of Daniel Boone Caudill, to the MSU Foundation, Inc. for the purpose of endowing fine arts programs in the University's College of Humanities. In addition, Mrs. Little has pledged to assist in securing other private gifts from family members and friends toward a goal of \$3 million endowment for the College of Humanities.

The University and the Caudill Family have linked their mutual values to have even greater impact on Eastern Kentucky. Mrs. Little's endowment of the College of Humanities, combined with other resources to follow, is a magnificent vote of confidence in the future of the institution. Accordingly, it is fitting and proper for the University, in turn, to recognize the Caudill Family in an enduring fashion.

### **Recommendation**

That the Board of Regents approve the renaming of the College of Humanities as the Caudill College of Humanities in honor of the late Daniel Boone Caudill and his descendants and that appropriate physical recognition be afforded the honorees.

**PRELIMINARY REPORT ON SPRING ENROLLMENT, 1994**

**HEAD-COUNT ENROLLMENT**

	<b>Spring</b>	<b>% Increase/Decrease</b>
1988	6291	8.8
1989	7149	13.6
1990	7591	6.2
1991	8257	8.1
1992	8339	1.0
1993	8613	3.3
1994	8390	-2.6

**FULL-TIME EQUIVALENCY**

	<b>Spring</b>	<b>% Increase/Decrease</b>
1988	4990	11.3
1989	5706	14.3
1990	6150	7.8
1991	6612	7.5
1992	6662	0.8
1993	6665	0.0
1994	6408	-3.9

**CREDIT-HOUR PRODUCTION**

	<b>Spring</b>	<b>% Increase/Decrease</b>
1988	77,232	11.6
1989	88,734	14.9
1990	95,781	7.9
1991	103,215	7.7
1992	103,891	0.7
1993	103,820	.07
1994	99,677	-4.0

## **RATIFICATION OF AMENDMENT TO THE FACULTY SENATE CONSTITUTION**

### **Background**

Since implementing the revised Faculty Senate Constitution, approved by the Board of Regents on September 17, 1993, an omission has been discovered, namely that an appeals process had not been established for senators removed from the Senate for missing Senate committee meetings. An appeals process was defined for senators removed from the Senate for missing regular Senate meetings and states that "a senator has ten days after receiving a termination letter to appeal, in writing, to the Executive Council of the Senate if he/she feels there are extenuating circumstances for the absences" (Article Two, Section 5). It was the consensus of the Faculty Senate that the same due process should be granted to senators missing committee meetings.

The proposed amendment to the constitution has been approved by the Faculty Senate and by the general faculty. The omission of a due process procedure for missing committee meetings was an oversight and this amendment is a formality to make the addition of the procedure official. The Faculty Senate immediately implemented the appeals process unofficially in the spirit of fair-play. The appeals procedure would be inserted in Article Five, Section 3 c.

### **Recommendation**

That the Board ratify the amendment to the Faculty Senate Constitution.

- b. Each standing committee shall elect a vice-chair of the committee who shall be responsible for keeping minutes and recording absences in the minutes. In the absence of the chair, the vice-chair shall also assume the responsibilities of the chair.
- c. Senators missing three consecutive, or a total of five regular standing committee meetings during the academic year shall automatically be dropped from Faculty Senate membership. A Senator has ten days after receiving a termination letter to appeal, in writing, to the Executive Council of the Senate if he/she feels there are extenuating circumstances for the absences. The Executive Council at their next meeting will determine whether any absences should be waived and whether membership in the Senate shall be reinstated. Absence from summer meetings or special called meetings will not be considered in the total year's absences.

**Section 4.** The Governance Committee is concerned with University committees, University governance, and faculty representation. It has specific concerns with, but is not limited to, the following areas:

- (a) Structure, membership, and responsibilities of University Standing and Advisory Committees.
- (b) Structure of the University, including the Division of Academic Affairs.
- (c) Conducting the election of Faculty Senators (See ARTICLE TWO, Sections 1, 2, and 3.)
- (d) Conducting any special elections required by the Senate.
- (e) Nomination of faculty members for all University Standing and Advisory committees that have faculty representation.
- (f) Conducting the Faculty Regent's election according to procedure established by the Senate.
- (g) Conducting the election of senators to the Executive Council at the first regularly scheduled Faculty Senate meeting in the fall. (To be conducted by the remaining members of the previous year's Governance Committee. See ARTICLE FOUR, Section 4. If less than three members from the previous Governance Committee are available then additional senators will be appointed by the Senate Chair as needed to conduct the election of the Executive Council).

**Section 5.** The Fiscal Affairs Committee is concerned with University finances as they affect faculty effectiveness, instructional effectiveness, faculty compensation, and benefits.

**Section 6.** The Academic Policies Committee is concerned with policies and regulations that affect faculty effectiveness and instructional effectiveness. Specific areas of concern include:

- (a) Admission
- (b) Registration
- (c) Academic integrity
- (d) Classroom conditions
- (e) Evaluation of instructional effectiveness
- (f) Graduation requirements
- (g) General education
- (h) Special academic programs, e. g., Honors Program, provisional studies, Extended Campus Programs, etc.
- (i) Academic calendar issues



## **ENDORSE REVISION OF MISSION STATEMENT**

### **Background**

The Governor's Higher Education Review Commission has requested that all state-supported institutions' mission statements, which were written over 15 years ago, be reviewed and refined. To facilitate this process, the Council on Higher Education developed a mission-statement framework and asked all institutions to propose revisions consistent with the framework for review by the Commission. Revised mission statements shall serve as the basic enabling document for setting priorities, directions, and expectations. They are also more specific in application and will be reviewed periodically for appropriateness and relevance.

While the Kentucky Council on Higher Education has the statutory authority to develop and approve institutional mission statements, it is desirable that the University's Board of Regents officially endorse the revised Mission Statement.

### **Recommendation**

That the Board endorse this revised version of the Mission Statement.

**MISSION STATEMENT  
MOREHEAD STATE UNIVERSITY  
Refined December 15, 1993**

Morehead State University shall serve as a comprehensive, regionally focused university providing high-quality instruction at the undergraduate and master's degree levels.

**Geographic Region.** Its programs shall serve primarily the citizens of northeastern and eastern Kentucky.

**Institutional Admission Standards.** Morehead State University shall admit students to the institution under selective admission standards which exceed the minimum guidelines established by the Council on Higher Education, with only limited exceptions. Institutional guidelines shall be consistent with the systemwide policy for admitting underprepared students, including the removal of academic deficiencies within a specified timeframe. Through this approach, the University seeks to provide both broad access and high quality programs.

**Degree Levels.** The University shall offer selected baccalaureate degree programs and selected associate degree programs to meet the educational, economic, and cultural needs of the region. Subject to demonstrated need, selected master's degree programs as well as specialist programs in education shall be offered.

**Strategic Directions/Program Priorities.** Recognizing the uniqueness of its service region, the University shall stress teacher-preparation programs. Based on constituent needs and on the academic strengths of Morehead State University, academic priorities in addition to programs in the traditional collegiate and liberal studies areas shall include business, nursing and allied health sciences, and fine arts. These strategic priorities translate into a core of liberal arts baccalaureate degree programs, in addition to degree program priorities at the associate [A], baccalaureate [B], master's [M] and education specialist [S] levels that may include the following: -- *[relevant categories from the Classification of Instructional Programs by level are included in brackets]* -- education [B,M,S - 13]; communications [M - 09]; English and literature [B,M - 23]; biological sciences [M - 26]; psychology [M - 42]; social sciences [B,M - 45]; business [A,B,M - 52]; nursing and allied health sciences [A,B,M - 51]; fine arts [B,M - 50].

**Enhancement of Instruction.** Morehead State University recognizes teaching and meeting the academic needs of students as its paramount responsibilities.

**Service and Research Functions.** The University shall create centers to facilitate applied research, organized public service, and continuing education directly related to the needs of business, industry, and the local schools in the primary service region.

**Collaborative Ventures.** Emphasis shall be placed on developing and delivering cooperative programming with other higher education institutions and area school systems as well as partnerships with business and industry. The University shall develop and employ technological resources to communicate with other institutions in the fulfillment of its mission. Student advising, articulation agreements, curriculum development, and electronic technology will be employed to facilitate transfer of credits from other institutions toward degree completion.

**Efficiency and Effectiveness.** Morehead State University shall promote cost effectiveness in academic programming and institutional management. Strategic planning resulting in the elimination of duplicative or unproductive programs is essential while the development of carefully selected new programs compatible with this mission is appropriate. Measures of quality and performance shall be the foundation of the University's accountability system which promotes continuous improvement of programs and services.

**APPROVE REVISION OF PERSONNEL POLICY PAC-2  
PROMOTION REVIEW**

**Background**

The substantive revision proposed for this policy is contingent upon the approval of amendments to personnel policy Pac-27 which deals with tenure review. In the future, an assistant professor who successfully gains tenure will be automatically promoted to the rank of associate professor without further review by the University promotion committees. However, subsequent petitions for promotion will be governed by this policy and reviewed by the appropriate University promotion committees and administrators.

The revision in this policy will be applicable to all tenure-track faculty employed initially for the 1994-95 academic year. However, present faculty with the assistant professor rank who have not yet gained tenure will have the option to seek tenure and the subsequent promotion to the associate professor rank if exercised and approved prior to August 1, 1994.

**Recommendation**

That the Board approve the revised personnel policy PAC-2.

Policy: PAC-2

Subject

Promotion Review

Approval Date: 07/01/85

Revision Date: 06/22/90

Revision Date:

**PURPOSE:**

To define the criteria, procedures, and conditions of the review of University academic personnel for granting promotion.

**I. GENERAL PRINCIPLES**

**ACADEMIC  
PRINCIPLES:**

Faculty members have an important responsibility in providing evaluations of peers in the promotion process. This responsibility involves the application of academic and professional judgments in a framework of shared authority among various levels of review and between faculty and academic administrators.

The promotion procedures consist of several levels of judgment and review: the department, the college, and the University. The initial reviews will take place at the level of the department and college and will focus on professional and scholarly judgments of the quality of the individual's academic work. Subsequent levels of University review will bring broader faculty and administrative judgment to bear and will also monitor general standards of quality, equity, and adequacy of the procedures used. At each level, the review process will reflect the competence and perspective of the reviewing body.

The assistant professor who successfully gains tenure will be automatically promoted to the next higher rank without further review. Therefore, tenure decisions must reflect satisfactory performance for promotion.

## **EXPECTATIONS AND STANDARDS OF EACH UNIT:**

An important part of the whole promotion process for faculty members is that all parties to process share common expectations and understandings. Since general statements of principles will be broad and inclusive, each academic unit may develop its own specific expectations and standards in addition to the broad, University-wide standards as the operational basis for promotion recommendations. Statements concerning these additional expectations and standards will be available and on file in the Office of the Executive Vice President for Academic Affairs and Dean of Faculty, and will be given to each faculty member.

The review process for promotion is concerned with the academic and professional merits of particular candidates, judged in reference to all alternative candidates, including prospective faculty members. Promotion standards, therefore, cannot be fixed and absolute but will reflect to some extent the varying competitive positions of the University in attracting faculty. Accordingly, evaluations will be influenced by such considerations of relative standing. Likewise, progressively more exacting scrutiny will take place as the faculty member advances in academic rank.

## **II. CRITERIA FOR PROMOTION**

### **GENERAL CRITERIA:**

Promotions shall be based on recognized performance in each of the following areas as appropriate to the particular responsibilities assigned to the faculty member. Promotion is neither an unqualified right nor an automatic consequence of having completed a certain period of service.

The minimal requirements listed below are not the sole determinants in the review process:

1. Teaching excellence--as recognized by colleagues, department chairs, and deans and as assessed by students. Other evidence may include, but not be limited to, the following: student contact activities

(advisement, supervision of internships and theses); development of new courses, programs, or innovative instructional techniques; teaching awards and honors.

2. Professional achievement--as related to the teaching area may include, but not be limited to, the following: research, scholarly or creative achievements; attendance at professional meetings and leadership roles in professional organizations; participation in seminars and workshops; additional graduate study in the teaching field; work experience; and consulting.
3. Service to the institution and the community--may include, but not be limited to, the following: active participation on University, college, department, and Faculty Senate ad hoc and standing committees; service as an official representative of the University; sponsorship of approved co-curricular activities; coordination of and participation in University workshops, conferences, clinics, inservice and special events; development of proposals; development of relationships with professional groups in business, industry, trade, education, and government; non-University service rendered as a citizen, not as a representative of Morehead State University (MSU).

#### **TIME IN RANK:**

### **III. STATEMENTS REGARDING PROMOTION**

Up to three years of equivalent professional service at other regionally accredited institutions of higher education may be applied to the time in rank requirements for promotion outlined in PAC-1. Credit for equivalent professional service will be recommended to the Executive Vice President for Academic Affairs and Dean of Faculty by the University Promotion Committee in accordance with the criteria established for promotion.

#### **PERIODIC PERFORMANCE REVIEWS:**

Periodic performance reviews are made of all faculty members according to established University procedures. Candidates for promotion may include these periodic performance review summaries in their promotion portfolios.

## **PROMOTION PORTFOLIO:**

The promotion portfolio must contain a curriculum vita, supporting documents and a letter of intent. The format for the presentation of promotion material will be determined by the University Promotion Committee. The letter of intent, addressed to the College Dean, will state the desire to be considered for promotion and should contain a summary of major responsibilities and activities since the last rank assignment that merit consideration for the promotion. If a faculty member applies previous service at another institution to the time in rank requirement, the previous service must be documented with respect to teaching excellence, professional achievement and service to that institution and community. The candidate's portfolio must document all qualifications, and it must be complete at the time of submission.

## **CURRICULUM VITAE:**

The following are guidelines for constructing the curriculum vita. All categories will not apply to each candidate. Whenever appropriate specific titles, dates, pages, and publishers should be included. A reasonable sample of items under numbers 3 and 4 should be presented.

1. Personal Data
  - a. Name
  - b. Present rank, administrative title (if applicable), and department
  - c. Dates of initial rank assignment and promotions at Morehead State University
  - d. Field or fields of specialization
  - e. Education completed: degrees, certifications, and/or licenses with institutions and dates awarded or granted
  - f. Teaching prior to Morehead State University or related work experience prior to Morehead State University
    - (1) Institutions
    - (2) Dates
    - (3) Responsibilities
    - (4) Rank changes and dates
  - g. Memberships in academic honor organizations
2. Teaching--Note whenever reassigned time was given.

- a. Teaching load each semester
    - (1) Numbers and titles of courses taught
    - (2) Credit hours/workload
  - b. Student contact activities
    - (1) Number of advisees: graduate, undergraduate
    - (2) Supervisor of internships
    - (3) Direction of theses and service on theses committees
    - (4) Direction of independent studies
    - (5) Service on oral examination committees
    - (6) Other
  - c. New courses and programs developed
  - d. Innovative instructional techniques developed
  - e. Teaching awards and honors
  - f. Other evidence of effective teaching
3. Professional Achievement
- a. Scholarship
    - (1) List of published articles
    - (2) List of published books
    - (3) List of published reviews
    - (4) List of papers read at conferences
    - (5) Editorship of or service on editorial boards of professional journals
    - (6) Scholarly grants
    - (7) Sabbaticals
    - (8) Pure research completed
    - (9) Fellowships awarded
    - (10) Awards for scholarship
  - b. Creative Productions--List of:
    - (1) Exhibits
    - (2) Musical compositions published
    - (3) Poems, plays, stories, novels published
    - (4) Artistic performances
    - (5) Speaking engagements
    - (6) Inventions
    - (7) Awards for creative productions
  - c. Academic and/or professional organizations
    - (1) Memberships
    - (2) Leadership roles
    - (3) Attendance at conferences
    - (4) Awards for service.
  - d. Continuing education
    - (1) Seminars attended and form of participation



- (2) Workshops attended and form of participation
    - (3) Graduate study
      - (a) Institution
      - (b) Degree being pursued and anticipated date of completion
      - (c) Credit hours completed
  - e. Relevant work experience and consulting
    - (1) Institution/agency
    - (2) Responsibilities
    - (3) Dates
  - f. Other evidence of professional growth
4. Service
- a. List of University, college, department, and Faculty Senate ad hoc and standing committees with level indicated in each case
  - b. Sponsorship or advisor of University-approved extracurricular activities
  - c. Service as official representative of the University
    - (1) Place
    - (2) Responsibility
    - (3) Date
  - d. Coordination of and participation in Morehead State University workshops, conferences, clinics, inservice, and special events
    - (1) Title
    - (2) Form of participation
    - (3) Date
  - e. Development of proposals to benefit the University
    - (1) Title of proposal
    - (2) Date submitted
    - (3) Accepted or rejected
  - f. Development of relations with professional groups (business, industry, trade, education, and government)
  - g. Honors and awards for service
  - h. Other University service
  - i. Non-University service

**SUPPORTING DOCUMENTS:** The supporting documents should be arranged in the following categories:

- 1. Documents which support personal data (for example):
  - a. Copies of official transcripts

- b. Copies of official letters of promotion at other institutions
- 2. Documents which support teaching excellence (for example):
  - a. Copies of results of teacher ratings
  - b. Copies of descriptions of innovative instructional techniques
  - c. Copies of teaching awards and honors
- 3. Documents which support evidence of professional achievement (for example):
  - a. Copies of published articles, books, reviews
  - b. Copies of papers read at conferences
  - c. Copies of conference programs
  - d. Copies, slides, tapes of, or patents for creative productions
  - e. Evidence of roles in academic organizations
  - f. Evidence of continuing education including transcripts of graduate work
  - g. Programs identifying speaking engagements
- 4. Documents which support service (for example):
  - a. Copies of proposals to benefit the University
  - b. Copies of honors or awards for service

**PROMOTION  
COMMITTEES:**

Department, College, and University Promotion Committees will be formed exclusively with tenured faculty (see exception in #8) and operate within the following structure and procedures:

- 1. No candidate for promotion, candidate's spouse, department chairs, or deans will serve on promotion committees.
- 2. No faculty member will serve on more than one promotion committee
- 3. The chairperson of each promotion committee will be elected by the committee from the membership.
- 4. In academic areas where schools are the administrative

unit above the department level, the peer review will be by the department, college, and University promotion committees.

5. The University Promotion Committee shall consist of ~~nine~~ (9) faculty members selected by the Faculty Senate from the tenured, full-time faculty and must include one representative from each college and five additional at large faculty members, and shall include both males and females. No two representatives shall be from the same department. Committee members shall be full professors. In the event that full professors are unavailable, associate professors may serve. Term of service shall be three years, with one-third being replaced each year. A member may not hold successive terms. The Faculty Senate shall elect members to the committee by May 1 of the prior academic year. Committee members shall be notified in writing as to their own and others' selection to the committee prior to the committee's first meeting.
6. No member shall serve on the University Promotion, Tenure, or Faculty Rights and Responsibilities Committees at the same time.
7. The College Promotion Committee shall consist of one representative from each department of the college. These members should be tenured, full-time faculty members. Each department will elect, by secret ballot, a representative to serve a two-year term on the college committee by September 1. Committee members shall be notified in writing as to their own and others' selection prior to the Committee's first meeting.
8. The Department Promotion Committee should consist of all eligible tenured faculty. If the departmental committee consists of fewer than five members, the committee may add enough full-time tenure-track faculty members to form a five-member committee.
9. The quorum necessary for voting will be two-thirds of the total membership of a committee.

10. All voting on candidates will be by secret ballot. Recommendation for promotion requires an affirmative vote by a majority of the committee membership voting. There shall be no abstentions in the voting process. In all committee recommendations the number of "yes" votes and the number of "no" votes must be recorded.
11. Justification for the recommendation of each candidate must be in detailed narrative format on the appropriate form. The narrative must reflect the candidate's teaching excellence, professional achievement, and service activities and include statements of strengths and weaknesses. Minority views shall also be included.
12. Promotion committee's deliberations must be treated confidentially and must not be discussed outside of promotion committee meetings.

#### **IV. PROMOTION PROCESS**

##### **GUIDELINES:**

All new faculty and prospective candidates for promotion may elect to attend an orientation workshop sponsored and presented by the Executive Vice President for Academic Affairs and Dean of Faculty and the previous year's chair of the University Promotion Committee that shall be held no later than October 15 of each year. Each candidate for promotion will receive peer review at the department, college, and University levels. In addition to peer review, each candidate will be reviewed by his/her Department Chair, Associate Dean (if applicable), College Dean, and the Executive Vice President for Academic Affairs and Dean of Faculty. The President makes the final recommendation to the Board of Regents.

##### **INITIATION OF THE REVIEW PROCESS:**

**BY JANUARY 15:** The candidate applying for promotion review has the responsibility for submitting the required promotion portfolio, which includes a letter of intent (to the Dean), curriculum vita and supporting documents. The dean will place the portfolio in a secure area for review by the appropriate Department Promotion Committee, College

Promotion Committee, Department Chair, Associate Dean (if applicable), and College Dean.

## **REVIEW OF PORTFOLIOS:**

The review process will proceed as described below:

1. **BY FEBRUARY 1:** Department Promotion Committee, Department Chair, College Promotion Committee, Associate Dean (if applicable), and College Dean independently will have reviewed the portfolios and made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale for promotion are documented on the appropriate form and submitted to the Executive Vice President for Academic Affairs and Dean of Faculty.
2. **BY FEBRUARY 5:** As soon as these reviews have been completed, the College Dean sends the portfolios to the Executive Vice President for Academic Affairs and Dean of Faculty, who places the portfolios in a secure area for review by the University Promotion Committee. At that time the Executive Vice President for Academic Affairs and Dean of Faculty will convene the University Promotion Committee and convey, to the committee, two copies of recommendations from all prior committees and administrators described in Section IV.1. above.
3. **BY FEBRUARY 5:** College representatives of the University Promotion Committee, will have informed the candidates of the appropriate Department and College Promotion Committees', Department Chair's, Associate Dean's (if applicable), and College Dean's recommendations through presentation of a photocopy of those recommendations and a summary of the candidate's options at that point.
4. **BY FEBRUARY 10:** All portfolios will be automatically reviewed unless a written request to withdraw the portfolio is submitted to a college representative of the University Promotion Committee, who will then return the portfolio to the candidate. If

the candidate receives any negative recommendation, he/she may request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the Chair of the University Promotion Committee.

5. **BY MARCH 5:** The University Promotion Committee will have reviewed the candidate's portfolio; the recommendations by the Department and College Promotion Committees, the Department Chair, Associate Dean (if applicable), and College Dean; and any letter of response and will have made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale for promotion is documented on the appropriate form.
6. **BY THE END OF TWO WORK WEEKS:** College representatives on the University Promotion Committee representatives will have informed their college's candidates for promotion of the University Promotion Committee's recommendation. If the recommendation was for promotion, the portfolio will automatically be made available for review by the Executive Vice President for Academic Affairs and Dean of Faculty, the President, and the Board of Regents. If the University Promotion Committee's recommendation was against promotion, a college representative will have informed the candidate; and the candidate may withdraw the portfolio, request that it be sent on without responding, or request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the Executive Vice President for Academic Affairs and Dean of Faculty. To withdraw the portfolio, a candidate must submit a written request to the college representative of the University Promotion Committee, who will then return the portfolio to the candidate.
7. **BY APRIL 15:** The Executive Vice President for Academic Affairs and Dean of Faculty will have reviewed the portfolio, the recommendations, and the

letters of response. The Executive Vice President will provide feedback to the University Promotion Committee prior to making a recommendation on each portfolio to the President. The President, in turn will recommend to the Board of Regents, which will make the final decision at its next Board of Regents' meeting.

8. **BY ONE WEEK AFTER BOARD'S DECISION:**  
Within one week of the Board of Regents' decision, the President will have informed each candidate in writing of the decision. The promotion portfolio will be available for return.
9. **BY TWO WEEKS AFTER BOARD'S DECISION:**  
Each candidate who does not receive promotion will have been invited to meet with the Executive Vice President for Academic Affairs and Dean of Faculty for further explanation. The candidate has the option to decline this invitation.

**APPROVE REVISION OF PERSONNEL POLICY PAc-27  
TENURE REVIEW**

**Background**

The proposed revisions to this policy (1) change the point at which probationary faculty sit for tenure from the fifth year of continuous employment to the sixth year, (2) require that a positive recommendation for tenure for assistant professor result also in advancement to the associate professor rank, and (3) provide a means by which certain academic administrators can be appointed with tenure.

The first two changes will make the University's promotion and tenure procedures more consistent with those advocated by the American Association of University Professors, and the third change will make our employment practice for academic administrators more consistent with other institutions.

The revisions in this policy will be applicable to all tenure-track faculty employed initially for the 1994-95 academic year. However, present faculty with the assistant professor rank who have not yet gained tenure will have the option to seek tenure and the subsequent promotion to the associate professor rank if exercised and approved prior to August 1, 1994.

**Recommendation**

That the Board approve the revised personnel policy PAc-27.



Policy: PAc-27

Subject

Tenure Review

Approval Date: 08/06/88

Revision Date: 12/14/90

Revision Date:

**PURPOSE:**

To define the criteria, procedures, and conditions of the review of University academic personnel for the awarding of tenure.

**I. GENERAL PRINCIPLES**

**ACADEMIC  
PRINCIPLES:**

Faculty members have an important responsibility in providing evaluations of peers in the tenure process. This responsibility involves the application of academic and professional judgments in a framework of shared authority among various levels of review and between faculty and academic administrators.

The tenure procedures consist of several levels of judgment and review: the department, the college, and the University. The initial reviews will take place at the level of the department and college and will focus on professional and scholarly judgments of the quality of the individual's academic work. Subsequent levels of University review will bring broader faculty and administrative judgment to bear and will also monitor general standards of quality, equity, and adequacy of the procedures used. At each level, the review process will reflect the competence and perspective of the reviewing body.

The assistant professor who successfully gains tenure will be automatically promoted to the next higher rank without further review. Therefore, tenure decisions must reflect satisfactory performance for promotion.

## **EXPECTATIONS AND STANDARDS OF EACH UNIT:**

An important part of the whole tenure process for faculty members is that all parties to process share common expectations and understandings. Since general statements of principles will be broad and inclusive, each academic unit may develop its own specific expectations and standards in addition to the broad, University-wide standards as the operational basis for tenure recommendations. Statements concerning these additional expectations and standards will be available and on file in the Office of the Executive Vice President for Academic Affairs and Dean of Faculty, and will be given to each faculty member.

The review process for tenure is concerned with the academic and professional merits of particular candidates, judged in reference to all alternative candidates, including prospective faculty members. Tenure standards, therefore, cannot be fixed and absolute but will reflect to some extent the varying competitive positions of the University in attracting faculty.

## **APPOINTMENT WITH TENURE FOR ACADEMIC ADMINISTRATORS:**

The appointment of certain academic administrators, namely the Executive Vice President for Academic Affairs and Dean of Faculty, college and academic deans, and academic department chairs may be made with a recommendation to the Board of Regents for tenure if the following procedures are followed:

1. The position's search committee must recommend the potential appointee for tenure and forward its recommendation with the potential appointee's credentials through the Executive Vice President for Academic Affairs' office to the University Tenure Committee for its review and recommendation.
2. The University Tenure Committee, in a timely manner, will forward its recommendation and the potential appointee's credentials to the Executive Vice President for Academic Affairs and Dean of Faculty.

## II. CRITERIA FOR TENURE

Tenure is a system by which competent, productive faculty members who meet certain stated criteria are informed that they have successfully completed their probationary period and are recognized as continuing members of the faculty free to pursue their academic interests and responsibilities with the confident knowledge that termination of their appointment can be only for cause (see Section III).

Although the tenure process is geared, narrowly and properly, to evaluating individual performance, the changing needs and priorities of the institution may also affect the decision to grant tenure. Both equity and the long-range interests of the institution, however, require directing primary attention to University needs and priorities at the time of appointment.

These types of appointments are not applicable for the chairperson of the Department of Military Science. Furthermore, successful attainment of tenure in these appointments will not result in automatic promotion to the next higher rank.

6. The President will present them to the Board of Regents for approval.

5. The Executive Vice President for Academic Affairs and Dean of Faculty will forward recommendations for these appointments with tenure to the President.

4. When considering an appointment with tenure for an academic department chair, the Executive Vice President for Academic Affairs and Dean of Faculty will solicit a recommendation from the appropriate college dean.

3. When considering an appointment with tenure for a college dean, the Executive Vice President for Academic Affairs and Dean of Faculty will solicit a recommendation from the appropriate department.

TENURE DEFINED:

CHANGING NEEDS  
AND PRIORITIES:

## **II. CRITERIA FOR TENURE**

### **GENERAL CRITERIA:**

Tenure shall be based on the potential for future advancement in each of the areas as indicated by performance during the probationary period.

The minimal requirements listed below are not the sole determinants in the process:

1. Teaching excellence--as recognized by colleagues, department chairs, and deans and as assessed by students. Other evidence may include, but not be limited to, the following: student contact activities (advisement, supervision of internships and theses); development of new courses, programs, or innovative instructional techniques; teaching awards and honors.
2. Professional achievement--as related to the teaching area may include, but not be limited to, the following: research, scholarly or creative achievements; attendance at professional meetings and leadership roles in professional organizations; participation in seminars and workshops; additional graduate study in the teaching field; work experience; and consulting.
3. Service to the institution and the community--may include, but not be limited to, the following: active participation on University, college, department, and Faculty Senate ad hoc and standing committees; service as an official representative of the University; sponsorship of approved co-curricular activities; coordination of and participation in University workshops, conferences, clinics, inservice and special events; development of proposals; development of relationships with professional groups in business, industry, trade, education, and government; non-University service rendered as a citizen, not as a representative of Morehead State University.

### **III. STATEMENTS REGARDING TENURE**

#### **TO WHOM TENURE PROVISIONS APPLY:**

Provisions for holding academic tenure apply to all faculty members of Morehead State University holding full-time, regular Standing Appointments to the rank of Professor, Associate Professor, and Assistant Professor. Academic tenure is granted only in an academic program area.

#### **PROBATIONARY OR PRE-TENURE:**

The probationary appointment period in the University is ~~five~~ **seven** years of continuous employment, beginning with the first full-time regular standing appointment. Time while on leave without pay shall be determined according to PG-9.

However, up to three years of equivalent professional service at other accredited institutions of higher education or an earlier appointment at Morehead State University may be applied toward this ~~five-year~~ **seven-year** probationary period upon appointment or return to active service at Morehead State University. Credit for equivalent professional service will be recommended to the ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty by the University Tenure Committee in accordance with the criteria established for tenure.

A faculty member will not be retained beyond a total of ~~six~~ **seven** years of full-time continuous employment in regular standing appointments without attaining tenure. To be tenured, a faculty member must make application for tenure through the appropriate tenure review structure, be recommended for tenure by the President of the University, and be approved by the Board of Regents for tenure.

~~This requirement will apply to eligible faculty members hired by the University who did not hold full-time regular Standing Appointments for the 1986-1987 academic year.~~

A faculty member who holds tenure-eligible rank must be reviewed for the awarding of tenure no later than the ~~fifth~~ **sixth** year of probationary status.

**NON-TENURABLE ACADEMIC  
APPOINTMENTS:**

The tenure provisions defined herein do not apply to the following academic appointments:

1. Appointments designated as Standing II, Fixed-Term I, Fixed-Term II, or Visiting.
2. Appointments without remuneration.
3. Academic appointments to ranks other than Professor, Associate Professor, or Assistant Professor.

~~NOTE: Fixed Term Appointments are discontinued automatically at the stated ending date or for cause during the term of the appointment but may be renewed. Standing II Appointments and Standing I Appointments in nontenure eligible ranks are terminable under the conditions of termination stated in PAe 26.~~

**TRANSITION  
PROVISIONS:**

~~Faculty who held full-time regular Standing Appointments for the 1986-1987 academic year are subject to the following transition provisions:~~

- ~~1. The probationary period for these faculty shall be no less than five years in a tenurable rank or five years beginning with the 1987-1988 academic year, whichever comes first.~~
- ~~2. Untenured faculty who by the fifth year of probationary status have been employed as faculty by the University for seven or more consecutive years shall not be required, but may elect, to undergo tenure review. (See PAe 26, page 2, statement 4.) Faculty so exempted who do not request review for tenure within five years of attaining tenure eligible rank forfeit the right to request tenure review in any subsequent year.~~
- ~~3. Those exempted faculty electing to apply for academic tenure forfeit their exempted status and shall undergo the same process with the same benefits/consequences as other faculty who apply for tenure.~~

**NOTIFICATION ABOUT  
PROBATIONARY PERIOD  
FOR NEW FACULTY:**

Each new faculty member is given a Contract for Academic Service on which the starting amount of probationary credit is stipulated. Candidates for tenure applying previous credit toward tenure should include a copy of the contract documenting faculty years in service credit in their tenure portfolio.

A faculty member granted credit for probationary years upon appointment or promotion to a tenure eligible rank may request part or all of that time to be rescinded if he/she needs more time to develop credentials for tenure. However, such request may not be made after the tenure review process has started in the ~~sixth~~ fifth probationary year.

A document signed by the Dean, ~~Executive Vice President for Academic Affairs and Dean of Faculty~~, and the faculty member confirming the change in years of probationary status shall be executed.

**COMPUTING A YEAR OF CREDIT  
TOWARD TENURE:**

In order to facilitate the administration of tenure review procedures, there shall be a common tenure anniversary date of July 1. This tenure anniversary date does not necessarily coincide with the faculty member's date of initial appointment. A year of credit toward tenure is earned in any year in which the tenure-eligible faculty member has full-time active employment status of no less than half of the July 1 through June 30 year (one semester if he/she normally is appointed for two semesters).

Since the purpose of the probationary period is to provide opportunity for observing the faculty member, time spent on leave of absence will not be counted as active employment, except as specified in PG-9 or PAc-28.

**NOTICE OF  
NON-REAPPOINTMENT  
AND TERMINATION:**

Standards for notice of non-reappointment for tenure-eligible positions are as follows:

1. Dates
  - a. Not later than March 1 of the first academic year of service.

- b. Not later than December 15 of the second academic year of service.
  - c. After two or more years of service in the University, twelve months.
2. The President notifies the faculty member to be non-reappointed after consultation with the appropriate Academic Administrators.

All full-time and part-time faculty members of Morehead State University whose appointments are not being renewed have the right to a written statement of reasons for non-renewal upon request to the President. A faculty member must request the written statement of reason(s) within thirty (30) calendar days of notice of non-reappointment. Such reasons for non-reappointment will be given by the President within thirty (30) calendar days following the request. All faculty members have the right to appeal to the Faculty Rights and Responsibilities Committee who will share their recommendation with the President.

#### **PERIODIC PERFORMANCE REVIEWS:**

Periodic performance reviews are made of all faculty members according to established University procedures. Candidates for tenure may include these periodic performance review summaries in their tenure portfolios.

#### **TENURE PORTFOLIO:**

The tenure portfolio must contain a curriculum vita, supporting ~~documentation (documents, letters, papers, etc.)~~ and a letter of intent. The format for the presentation of tenure material will be determined by the University Tenure Committee. The letter of intent, addressed to the College Dean, will state the desire to be considered for tenure and should contain a summary of major responsibilities and activities during the probationary appointment period. Documentation of the candidate's periodic Performance Review may also be included in the portfolio. If a faculty member applies previous service at another institution to the probationary period the previous service must be documented with respect to teaching excellence, professional achievement and service to that institution and community. The candidate's portfolio must document all qualifications, and it must be complete at the



time of submission.

## **CURRICULUM VITAE:**

The following are guidelines for constructing the curriculum vita. All categories will not apply to each candidate. Whenever appropriate specific titles, dates, pages, and publishers should be included. A reasonable sample of items under numbers 3 and 4 should be presented.

1. Personal Data
  - a. Name
  - b. Present rank, administrative title (if applicable), and department
  - c. Dates of initial rank assignment and promotions at Morehead State University
  - d. Field or fields of specialization
  - e. Education completed: degrees, certifications, and/or licenses with institutions and dates awarded or granted
  - f. Teaching prior to Morehead State University or related work experience prior to Morehead State University
    - (1) Institutions
    - (2) Dates
    - (3) Responsibilities
    - (4) Rank changes and dates
  - g. Memberships in academic honor organizations
2. Teaching--Note whenever reassigned time was given.
  - a. Teaching load each semester
    - (1) Numbers and titles of courses taught
    - (2) Credit hours/workload
  - b. Student contact activities
    - (1) Number of advisees: graduate, undergraduate
    - (2) Supervisor of internships
    - (3) Direction of theses and service on theses committees
    - (4) Direction of independent studies
    - (5) Service on oral examination committees
    - (6) Other
  - c. New courses and programs developed
  - d. Innovative instructional techniques developed
  - e. Teaching awards and honors
  - f. Other evidence of effective teaching

### 3. Professional Achievement

#### a. Scholarship

- (1) List of published articles
- (2) List of published books
- (3) List of published reviews
- (4) List of papers read at conferences
- (5) Editorship or service on editorial boards of professional journals
- (6) Scholarly grants
- (7) Sabbaticals
- (8) Pure research completed
- (9) Applied research completed
- (10) Fellowships awarded
- (11) Awards for scholarship

#### b. Creative Productions--List of:

- (1) Exhibits
- (2) Musical compositions published
- (3) Poems, plays, stories, novels published
- (4) Artistic performances
- (5) Speaking engagements
- (6) Inventions
- (7) Awards for creative productions

#### c. Academic organizations

- (1) Memberships
- (2) Leadership roles
- (3) Attendance at conferences
- (4) Awards for service.

#### d. Continuing education

- (1) Seminars attended and form of participation
- (2) Workshops attended and form of participation
- (3) Graduate study
  - (a) Institution
  - (b) Degree being pursued and anticipated date of completion
  - (c) Credit hours completed

#### e. Relevant work experience and consulting

- (1) Institution/agency
- (2) Responsibilities
- (3) Dates

#### f. Other evidence of professional growth

### 4. Service

- a. List of University, college, department, and Faculty Senate ad hoc and standing committees

- with level indicated in each case
- b. Sponsorship or advisor of University-approved extracurricular activities
  - c. Service as official representative of the University
    - (1) Place
    - (2) Responsibility
    - (3) Date
  - d. Coordination of and participation in Morehead State University workshops, conferences, clinics, inservice, and special events
    - (1) Title
    - (2) Form of participation
    - (3) Date
  - e. Development of proposals to benefit the University
    - (1) Title of proposal
    - (2) Date submitted
    - (3) Accepted or rejected
  - f. Development of relations with professional groups (business, industry, trade, education, and government)
  - g. Honors and awards for service
  - h. Other University service
  - i. Non-University service

**SUPPORTING DOCUMENTS:** The supporting documents should be arranged in the following categories:

- 1. Documents which support personal data (for example);
  - a. Copies of official transcripts
  - b. Copies of official letters of promotion at other institutions
- 2. Documents which support effectiveness of teaching (for example)
  - a. Copies of results of teacher ratings
  - b. Copies of descriptions of innovative instructional techniques
  - c. Copies of teaching awards and honors
  - d. Letters reflecting teaching competence
- 3. Documents which support evidence of professional growth (for example)
  - a. Copies of published articles, books, reviews
  - b. Copies of papers read at conferences

- d. Copies, slides, tapes of, or patents for creative productions
  - e. Evidence of roles in academic organizations
  - f. Evidence of continuing education including transcripts of graduate work
  - g. Programs identifying speaking engagements
4. Documents which support service (for example)
    - a. Copies of proposals to benefit the University
    - b. Copies of honors or awards for service

#### **TENURE COMMITTEES:**

Department, College, and University Tenure Committees will be formed exclusively with tenured faculty (see exception in #8) and operate within the following structure and procedures:

1. No candidate for tenure, candidate's spouse, department chairs, or deans will serve on tenure committees.
2. No faculty member will serve on more than one tenure committee
3. The chairperson of each tenure committee will be elected by the committee from the membership.
4. In academic areas where schools are the administrative unit above the department level, the peer review will be by the department, college, and University tenure committees.
5. The University Tenure Committee shall consist of faculty members selected by the Faculty Senate from the tenured, full-time faculty and must include two representatives from each college and one at large faculty member, and shall include both males and females. No two representatives shall be from the same department. The Senate should select members to the Committee by May 1 of the prior academic year. Committee members shall be notified in writing as to their own and others' selection to the Committee prior to the Committee's first meeting. Term of service shall be three years, with one-third being

replaced each year. A member may not hold successive terms.

6. No member shall serve on the University Promotion, Tenure, or Faculty Rights and Responsibilities Committees at the same time.
7. The College Tenure Committee shall consist of one representative from each department of the college. These members should be tenured, full-time faculty members. Each department will elect, by secret ballot, a representative to serve a two-year term on the college committee by September 1. Committee members shall be notified in writing as to their own and others' selection prior to the Committee's first meeting.
8. The Department Tenure Committee should consist of all eligible tenured faculty. If the departmental committee consists of fewer than five members, the committee may add enough full-time tenure-track faculty members to form a five-member committee.
9. The quorum necessary for voting will be two-thirds of the total membership of a committee.
10. All voting on candidates will be by secret ballot. Recommendation for tenure requires an affirmative vote by a majority of the committee membership voting. There shall be no abstentions in the voting process. In all committee recommendations the number of "yes" votes and the number of "no" votes must be recorded.
11. Justification for the recommendation of each candidate must be in detailed narrative format on the appropriate form. The narrative must reflect the candidate's teaching excellence, professional achievement, and service activities and include statements of strengths and weaknesses. Minority views shall also be included.
12. Tenure committee's deliberations must be treated confidentially and must not be discussed outside of

tenure committee meetings.

#### **IV. TENURE PROCESS**

##### **GUIDELINES:**

All prospective candidates for tenure review may elect to attend an orientation workshop sponsored and presented by the ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty and the previous year's chair of the University Tenure Committee that shall be held no later than April 15 of each year. Each candidate for tenure will receive peer review at the department, college, and University levels. In addition to peer review, each candidate will be reviewed by his/her Department Chair, Associate Dean (if applicable), College Dean, and the ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty. The President makes the final recommendation to the Board of Regents.

##### **INITIATION OF THE REVIEW PROCESS:**

**BY SEPTEMBER 15:** The candidate applying for tenure review has the responsibility for submitting the required tenure portfolio, which includes a ~~letter of intent (to the Dean)~~, the curriculum vita and supporting documents, ~~to the college dean~~. The dean will place the portfolio in a secure area for review by the appropriate Department Tenure Committee, College Tenure Committee, Department Chair, Associate Dean (if applicable), and College Dean.

##### **REVIEW OF PORTFOLIOS:**

The review process will proceed as described below:

1. **BY OCTOBER 8:** Department Tenure Committee, Department Chair, College Tenure Committee, Associate Dean (if applicable), and College Dean independently will have reviewed the portfolios and made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale for tenure are documented on the appropriate form and submitted to the ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty.

2. **BY OCTOBER 12:** As soon as these reviews have been completed, the College Dean will send the portfolios to the ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty, who will place the portfolios in a secure area for review by the University Tenure Committee. At that time the ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty will convene the University Tenure Committee and convey, ~~to the committee~~, two copies of recommendations from all prior committees and administrators described in Section IV.1. above to that committee.
3. **BY OCTOBER 12:** ~~Following convening of the University Tenure Committee,~~ College representatives of the University Tenure Committee ~~will~~ have informed the candidates of the appropriate Department and College Tenure Committees's, Department Chair's, Associate Dean's (if applicable), and College Dean's recommendations through presentation of a photocopy of those recommendations and a summary of the candidate's options at that juncture.
4. **BY OCTOBER 17:** All portfolios will be automatically reviewed unless a written request to withdraw the portfolio is submitted to a college representative of the University Tenure Committee, who will then return the portfolio to the candidate. If the candidate receives any negative recommendation, he/she may request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the Chair of the University Tenure Committee.
5. **BY NOVEMBER 8:** The University Tenure Committee will have reviewed the candidate's portfolio; the recommendations by the Department ~~and College~~ Tenure Committees, the Department Chair, ~~the College Tenure Committee~~, Associate Dean (if applicable), and College Dean; and any letter of response; and will have made a determination regarding a positive or negative recommendation. The recommendation and supporting rationale for tenure is documented on the appropriate form.

6. **BY NOVEMBER 20:** College representatives on the University Tenure Committee ~~representatives from each college~~ will have informed their college's candidates for tenure of the University Tenure Committee's recommendation. If the recommendation ~~was~~ is for tenure, the portfolio will automatically be made available for review by the ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty, the President, and the Board of Regents. If the University Tenure Committee's recommendation ~~was~~ is against tenure, a college representative will ~~have~~ informed the candidate; and the candidate may withdraw the portfolio, request that it be sent on without responding, or request that it be sent on with a letter of response. If the candidate chooses to submit a letter of response, it must be submitted to the ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty. To withdraw the portfolio, a candidate must submit a written request to the college representative of the University Tenure Committee, who will then return the portfolio to the candidate.
7. **BY DECEMBER 8:** The ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty will have reviewed the portfolio, the recommendations, and the letters of response. The Vice President will provide feedback to the University Tenure Committee prior to making a recommendation on each portfolio to the President. The President, in turn recommends to the Board of Regents which will make the final decision at the next Board of Regents' meeting.
8. **BY ONE WEEK AFTER BOARD'S DECISION:** Within one week of the Board of Regents' decision, the President will have informed each candidate in writing of the decision. The tenure portfolio will be available for return.
9. **BY TWO WEEKS AFTER BOARD'S DECISION:** Each candidate who does not receive tenure will be invited to meet with the ~~Executive~~ Vice President for Academic Affairs and Dean of Faculty for further explanation. The candidate has the option to decline this invitation.



**APPROVE REVISION OF PERSONNEL POLICY PAC-18  
FACULTY RIGHTS AND RESPONSIBILITIES**

**Background**

All University employees may file claims of discrimination under the provisions of PG-5, Affirmative Action/Equal Opportunity for Employment. PG-5 applies to all employees of the University whether they are faculty, staff or administrators. The current PAC-18, Faculty Rights and Responsibilities policy, creates a redundant situation whereby faculty members may also file a claim of discrimination under that policy. Under PG-5, formal complaints not resolved earlier in the process will be heard by a Grievance Review Board selected from members of the Affirmative Action Committee. Under PAC-18, complaints are heard by a Hearing Board made up of members of the Committee on Faculty Rights and Responsibilities. There is no mandated ethnic or gender diversity in the membership of the Committee on Faculty Rights and Responsibilities while there is such diversity on the Affirmative Action Committee.

The current policies could result in a situation where a faculty member may file claims of discrimination under both policies and have his/her case heard by separate boards, conceivably resulting in opposing findings and recommendations by the two boards.

Thus, the revisions to PAC-18 are recommended to eliminate the redundancy between the two policies which could result in opposing findings and recommendations by the respective boards, and to have all complaints of discrimination responded to through the same process and, where applicable, heard by a board that is diverse in its ethnicity and gender.

The proposed revisions to PAC-18 have been reviewed and endorsed by the University Attorney and the University Affirmative Action Officer.

**Recommendation**

That the Board approve the revised personnel policy PAC-18.

## Policy PAc-18

Subject: Faculty Rights and Responsibilities

Approval Date: 07/01/85

Revision Date: 06/22/90

Revision Date:

### PURPOSE:

To define the procedures to be followed when issues involving faculty rights and responsibilities have not been resolved successfully through the normal channels of administrative responsibility and procedure.

### ELIGIBILITY:

All individuals in the academic classification category (including librarians) plus those individuals in the administrative category who have tenure-eligible academic rank and who have grievances of an academic nature are eligible to submit a petition.

### SCOPE:

The Committee on Faculty Rights and Responsibilities established by these procedures may review petitions from all faculty members and librarians (described under Eligibility above) in any situation in which a faculty member or librarian asserts that he/she has suffered a substantial injustice resulting from a violation of academic freedom, professional ethics, or procedural fairness, discrimination or due process.

Formal claims of alleged discrimination are to be filed in accordance with PG-5 Affirmative Action/Equal Opportunity for Employment.

Disputes about the dismissal of a probationary tenure eligible faculty member or a fixed-term appointee before the end of the term of appointment or of a tenured faculty member are covered under Kentucky Revised Statutes (KRS 164.360 and KRS 164.365).

Any issue to be reviewed under these procedures must be presented by the particular faculty member or librarian who filed the issue grievance.

## **COMMITTEE ON FACULTY RIGHTS AND RESPONSIBILITIES:**

The Committee on Faculty Rights and Responsibilities shall consist of two tenured professors faculty members from each college, and one tenured faculty professor member at large and two Librarian IV. It is preferred that committee members have prior service on the University Promotion or Tenure Committees or the Library Promotion Committee.

Nominees for faculty representatives for each college or the library shall be made by the Faculty Senate and voted on by the members of the faculty in that college or library. The Faculty Senate shall elect the faculty member at-large. The term of this member shall be for one two years.

Terms for faculty members from each college and librarian shall be for two years with one-half being replaced each year. No member may serve for more than two consecutive terms. No member shall serve on the Library Promotion Committee, University Tenure, Promotion or Faculty Rights and Responsibilities Committees at the same time simultaneously.

## **OPERATION OF THE COMMITTEE:**

A quorum of the Committee will be a majority of those remaining after any member is disqualified because of blood or marriage relationship to the aggrieved party or because of a member's personal involvement in the case conflict of interest.

Upon receiving a petition, the Committee will make a preliminary determination as to the extent of its review of the matter. The Committee will reserve the right not to take up to dismiss without prejudice a complaint that it judges without merit or where it appears that other remedies should be sought before coming to the Committee.

The Committee may decide to have an information review or to establish a Hearing Board, in order. If a Hearing Board is not established, the Committee may attempt to bring about a satisfactory settlement.

A Hearing Board will be established only on the vote of a

majority of membership of the Committee upon a determination that a prima facie basis for the complaint has been shown and may not reasonably be dealt with through an informal resolution process.

The burden of proof in establishing a prima facie case will be on the complaining party.

The Committee on Faculty Rights and Responsibilities should attempt to settle matters brought to it as quickly as possible without sacrificing fairness to all parties. Only in extraordinary circumstances or by mutual agreement should there be a time span longer than 30 days between the receipt of a complaint by the Committee and a decision as to whether there will be a formal hearing.

The Committee shall not consider the substantive academic judgment aspects of such matters as promotion, tenure, compensation, and evaluation of performance. In such matters as these, academic freedom, professional ethics, discrimination, procedural fairness, or due process may be reviewed.

## THE HEARING BOARD

For a particular case, a Hearing Board, consisting of all eligible members of the Committee will be established to hear the case. Members will remove themselves from a case if they deem themselves disqualified by reason of bias or conflict of interest.

If a specific hearing is scheduled, notice will be served with a specific statement of the complaint at least 20 days prior to the hearing. The party complained against may waive a hearing or may respond to the complaint in writing at any time before the hearing.

Hearings before a Hearing Board will not be public. Publicity and public statements about the case by either the complaining party or the Hearing Board will be avoided until the proceedings have been completed. The Hearing Board and both parties may have present at the hearing such assistance as they each deems necessary. If such assistance is desired, the party will give notice of that intention to the other party and/or the Hearing Board not

less than six (6) working days prior to the hearing date.

During the proceedings the parties will be entitled to have an advisor and counsel of their own choice. The Hearing Board will not be bound by strict rules of legal evidence and may admit any evidence of probative value in determining the issues involved.

Every possible effort will be made to obtain the most reliable evidence available and to avoid excessively legalistic procedures.

A tape recording of the hearings will be made and will be available to both parties.

The parties will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The University administration will make reasonable efforts to cooperate with the Hearing Board in securing witnesses and making available documentary and other evidence.

Parties will have the right to confront and cross-examine all witnesses.

The Hearing Board's findings of fact and conclusions will be based solely on the hearing record.

The Hearing Board shall not consider the substantive academic judgment aspects of such matters as promotion, tenure, compensation, and evaluation of performance. In such matters as these, academic freedom, professional ethics, ~~discrimination~~, ~~procedural fairness~~, or due process may be reviewed.

The Hearing Board may not review any petitions which are being or have been processed in the courts, ~~or through the University's Affirmative Action/Equal Employment Opportunity Policy, federal or state agency, or through any other University appeal or grievance procedure.~~

The Hearing Board shall reach its conclusions by majority vote and shall submit these conclusions to the President of the University through the Chairperson of the Committee on Faculty Rights and Responsibilities. The President shall

notify the Chairperson of the decision that has been reached. In the event that the President's decision is not in accord with the conclusions of the Hearing Board, the reasons for that decision shall be specified to the Chairperson of the Committee on Faculty Rights and Responsibilities who will inform the Committee and the parties directly involved.

## **APPROVE PROGRAM DELETIONS**

### **Background**

In response to a series of significant reductions in state appropriations to the University, action was undertaken about 18 months ago to review all degree programs to determine relevance to our mission as well as to cost-effectiveness. In the waning months of 1993, the Governor's Higher Education Review Commission conducted a state-wide review which focused, in part, on academic programs at all state-assisted colleges and universities. The Commission was particularly concerned with program duplication and degree productivity. Overlapping the work of the Commission, an ad hoc group of University faculty and staff was assembled to review about 50 specifically identified administrative units and academic programs and to make recommendations to the President to produce operational economies. This review process is not yet completed.

The University proposed to the Governor's Higher Education Review Commission to take action that would affect 35 degree programs, namely 21 associate degree programs, 13 baccalaureate degree programs, and one master's degree program. Ten of these programs would be eliminated, while the balance of them would be consolidated or merged into other programs. While cost-efficiencies are a desired goal of these emerging actions, it is not anticipated that any tenured faculty will be terminated.

Proposals for significant changes to academic degree programs must be reviewed and endorsed by appropriate standing committees. At this time it is recommended that the associate degree programs in corrections, journalism, broadcast operations, broadcasting, computer information systems, and office systems be deleted.

### **Recommendation**

That the Board approve the deletion of the associate degree programs in corrections, journalism, broadcast operations, broadcasting, computer information systems, and office systems.

## **APPROVE TENURE, 1994-95**

### **Background**

In accordance with PAc-27, faculty members desiring tenure are responsible for developing their own portfolios for submission to their peers and administrative supervisors for analysis and review during the first semester of the last year of their probationary period. These portfolios are reviewed independently by departmental and college peers as well as by the candidate's department chair and college dean. The University Tenure Committee receives and reviews the recommendations from these peer groups and administrators and forwards its recommendations to the Executive Vice President for Academic Affairs and Dean of Faculty. The President, based upon recommendations from the Executive Vice President for Academic Affairs and Dean of Faculty, submits his recommendations to the Board of Regents.

### **Recommendation**

That the Board of Regents approve the granting of tenure to the following faculty members with the issuance of their contracts for the 1994-95 year:

#### **College of Business**

**Terry Elliott**, assistant professor of accounting  
**Ishappa Hullur**, associate professor of finance

#### **College of Education and Behavioral Sciences**

**Daniel Grace**, assistant professor of education  
**Robert Grueninger**, professor of HPER  
**Byron Johnson**, associate professor of social work  
**Judith Stafford**, associate professor of social work

#### **College of Humanities**

**Shirley Gish**, associate professor of speech  
**George Eklund**, assistant professor of English  
**Eugene Hastings**, associate professor of romance languages  
**Ronald Mitchelson**, professor of geography  
**Michael Acord**, assistant professor of music

#### **College of Science and Technology**

**Brian Reeder**, associate professor of biology  
**Marshia White**, assistant professor of nursing



## **QUARTERLY FINANCIAL REPORT**

### **Background**

#### **Financial Statements**

KRS 164.420 provides that a financial report shall be issued to the Board of Regents on a timely basis. In accordance with the statute, financial statements have been prepared with information as of December 31, 1993.

#### **Operating Budget Reports**

Also included in the financial report, as required by the 1993-94 Operating Budget Resolution, are budget reports for revenues and expenditures. These reports provide detail of adjustments to the original budget and a comparison of budgeted revenues and expenditures to actual as of December 31, 1993.

#### **Capital Outlay**

The 1993-94 Operating Budget Resolution also requires that a report of equipment purchases and capital construction projects greater than \$50,000 be provided as part of the quarterly financial report. Such reports are presented herein.

### **Analysis**

Total operating revenues and expenditures at December 31, 1993 are budgeted at **\$61,842,058**, an increase of \$348,928 from the amended budget of \$61,493,130 approved by the Board on November 19, 1993. The amended budget has increased primarily due to the use of additional fund balances for capital projects and other non-recurring expenditures.

Budget transfers and adjustments necessary in the second quarter are reflected in the financial reports. Additional detail of major budget transfers is also presented.

### **Recommendation**

That the Board accept the quarterly financial report as presented.



OFFICE OF ACCOUNTING AND BUDGETARY CONTROL

202 HOWELL-MCDOWELL AD. BLDG.  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2019  
FAX: 606-783-2678

December 31, 1993

Dr. Ronald G. Eaglin, President  
Members of the Board of Regents  
Morehead State University  
Morehead, Kentucky 40351

Dear Dr. Eaglin and Members of the Board:

I am submitting to you the December 31, 1993, Balance Sheet for Morehead State University and the related Statement of Current Fund Revenues and Expenditures for the six months then ended.

These statements have been prepared on the accrual basis and present fairly the financial position of Morehead State University at December 31, 1993, and the current fund revenues and expenditures for the six months then ended.

Respectfully submitted,

James A. Fluty, CPA  
Director of Accounting And Budgetary Control

Enclosures

MOREHEAD STATE UNIVERSITY  
FY 1993-94 BALANCE SHEET  
DEC. 31, 1993

Page: 001

1 Current Funds	ASSETS CURRENT YEAR -----
10 Unrestricted	
101 Cash	8,720,467.01
102 Receivables, Invest	10,139,669.53
103 Inventories	1,788,596.08
	-----
 TOTAL Unrestricted	 20,648,732.62
	-----
11 Restricted Current	
101 Cash	289,783.08
102 Receivables, Invest	1,381,560.11
	-----
 TOTAL Restricted Current	 1,671,343.19
	-----
 TOTAL Current Funds	 22,320,075.81
	=====

	LIABILITIES & FUND BALANCE
	CURRENT
	YEAR
	-----
10 Unrestricted	
201 Accounts Payable	3,965.55
202 Accrued P/R W/H	877,062.14
203 Unearned Revenues	5,700.00
205 Due To Other Funds	182,079.95
206 Other Accruals	16,211.02
209 Contingent Liability	967,332.02
210 Deposits	195,806.44
	-----
TOTAL LIABILITIES	2,248,157.12
301 Fund Balance	18,400,575.50
	-----
TOTAL Unrestricted	20,648,732.62
	-----
11 Restricted Current	
201 Accounts Payable	1,004,791.28
202 Accrued P/R W/H	0.00
203 Unearned Revenues	505,378.78
205 Due To Other Funds	18,464.62
206 Other Accruals	0.00
210 Deposits	16,386.46
	-----
TOTAL LIABILITIES	1,545,021.14
303 Rest. Fund Balance	126,322.05
	-----
TOTAL Restricted Current	1,671,343.19
	-----
TOTAL Current Funds	22,320,075.81

MOREHEAD STATE UNIVERSITY  
FY 1993-94 BALANCE SHEET  
DEC. 31, 1993

Page: 002

		ASSETS		LIABILITIES & FUND BALANCE	
		CURRENT		CURRENT	
		YEAR		YEAR	
		-----		-----	
2 Loan Funds					
20 Fed Perkins Loan Fnd			20 Fed Perkins Loan Fnd		
101 Cash	242,988.61		201 Accounts Payable	51,434.00	
102 Receivables, Invest	3,277,588.86		205 Due To Other Funds	0.00	
	-----			-----	
			TOTAL LIABILITIES	51,434.00	
			302 Loan Fund Balance	3,469,143.47	
				-----	
TOTAL Fed Perkins Loan Fnd	3,520,577.47		TOTAL Fed Perkins Loan Fnd	3,520,577.47	
	-----			-----	
21 Nursing Loans			21 Nursing Loans		
101 Cash	806.53		201 Accounts Payable	0.00	
102 Receivables, Invest	8,285.59			-----	
	-----		TOTAL LIABILITIES	0.00	
			302 Loan Fund Balance	9,092.12	
				-----	
TOTAL Nursing Loans	9,092.12		TOTAL Nursing Loans	9,092.12	
	-----			-----	
TOTAL Loan Funds	3,529,669.59		TOTAL Loan Funds	3,529,669.59	
	=====			=====	

MOREHEAD STATE UNIVERSITY  
FY 1993-94 BALANCE SHEET  
DEC. 31, 1993

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3 Endowment Funds	ASSETS		LIABILITIES & FUND BALANCE	
	CURRENT YEAR		CURRENT YEAR	
30 Endowment			30 Endowment	
101 Cash	22,419.55		301 Fund Balance	23,122.13
102 Receivables, Invest	702.58			
TOTAL Endowment	23,122.13		TOTAL Endowment	23,122.13
31 Fund for Excellence			31 Fund for Excellence	
101 Cash	123,699.58		301 Fund Balance	123,699.58
102 Receivables, Invest	0.00			
TOTAL Fund for Excellence	123,699.58		TOTAL Fund for Excellence	123,699.58
TOTAL Endowment Funds	146,821.71		TOTAL Endowment Funds	146,821.71

MOREHEAD STATE UNIVERSITY  
FY 1993-94 BALANCE SHEET  
DEC. 31, 1993

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4 Plant Funds	ASSETS		LIABILITIES & FUND BALANCE	
	CURRENT YEAR		CURRENT YEAR	
40 Unexpended			40 Unexpended	
101 Cash	4,639,794.89		201 Accounts Payable	0.00
102 Receivables, Invest	0.00			
			TOTAL LIABILITIES	0.00
			304 Plant Fund Balance	4,639,794.89
TOTAL Unexpended	4,639,794.89		TOTAL Unexpended	4,639,794.89
41 Renewal/Replacement			41 Renewal/Replacement	
101 Cash	184,464.01		304 Plant Fund Balance	468,620.20
102 Receivables, Invest	284,156.19			
TOTAL Renewal/Replacement	468,620.20		TOTAL Renewal/Replacement	468,620.20
42 Ret.of Indebtedness			42 Ret.of Indebtedness	
101 Cash	323,504.62		304 Plant Fund Balance	5,303,817.32
102 Receivables, Invest	4,980,312.70			
TOTAL Ret.of Indebtedness	5,303,817.32		TOTAL Ret.of Indebtedness	5,303,817.32
43 Investment In Plant			43 Investment In Plant	
102 Receivables, Invest	0.00		208 Long Term Liabilites	51,829,217.48
109 Fixed Assets	76,579,961.60			
			TOTAL LIABILITIES	51,829,217.48
TOTAL Investment In Plant	76,579,961.60		304 Plant Fund Balance	24,750,744.12
			TOTAL Investment In Plant	76,579,961.60
TOTAL Plant Funds	86,992,194.01		TOTAL Plant Funds	86,992,194.01

MOREHEAD STATE UNIVERSITY  
FY 1993-94 BALANCE SHEET  
DEC. 31, 1993

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5 Agency Funds	ASSETS CURRENT YEAR
50 Club Accounts	
101 Cash	52,059.27
102 Receivables, Invest	6,300.00
	-----
TOTAL Club Accounts	58,359.27
	-----
51 Scholarship Account	
101 Cash	74,260.72
102 Receivables, Invest	0.00
	-----
TOTAL Scholarship Account	74,260.72
	-----
52 Deposit Account	
101 Cash	280,087.83
102 Receivables, Invest	0.00
	-----
TOTAL Deposit Account	280,087.83
	-----
53 Consolidated Agency	
101 Cash	541,916.15
102 Receivables, Invest	7,846.22
	-----
TOTAL Consolidated Agency	549,762.37
	-----
55 Installment Deposits	
101 Cash	204,928.30
102 Receivables, Invest	0.00
	-----
TOTAL Installment Deposits	204,928.30
	-----
TOTAL Agency Funds	1,167,398.49
	=====

	LIABILITIES & FUND BALANCE CURRENT YEAR -----
50 Club Accounts	
201 Accounts Payable	2,479.04
204 Deposits Held/Others	55,880.23
	-----
TOTAL LIABILITIES	58,359.27
	-----
TOTAL Club Accounts	58,359.27
	-----
51 Scholarship Account	
201 Accounts Payable	13,299.42
204 Deposits Held/Others	60,961.30
	-----
TOTAL LIABILITIES	74,260.72
	-----
TOTAL Scholarship Account	74,260.72
	-----
52 Deposit Account	
201 Accounts Payable	-300.00
204 Deposits Held/Others	280,387.83
205 Due To Other Funds	0.00
	-----
TOTAL LIABILITIES	280,087.83
	-----
TOTAL Deposit Account	280,087.83
	-----
53 Consolidated Agency	
201 Accounts Payable	6,964.38
204 Deposits Held/Others	533,066.42
205 Due To Other Funds	9,731.57
	-----
TOTAL LIABILITIES	549,762.37
	-----
TOTAL Consolidated Agency	549,762.37
	-----
55 Installment Deposits	
201 Accounts Payable	203,741.00
204 Deposits Held/Others	1,187.30
206 Other Accruals	0.00
	-----
TOTAL LIABILITIES	204,928.30
	-----
TOTAL Installment Deposits	204,928.30
	-----
TOTAL Agency Funds	1,167,398.49
	-----

## Statement of Current Fund Revenues and Expenditures

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## Morehead State University

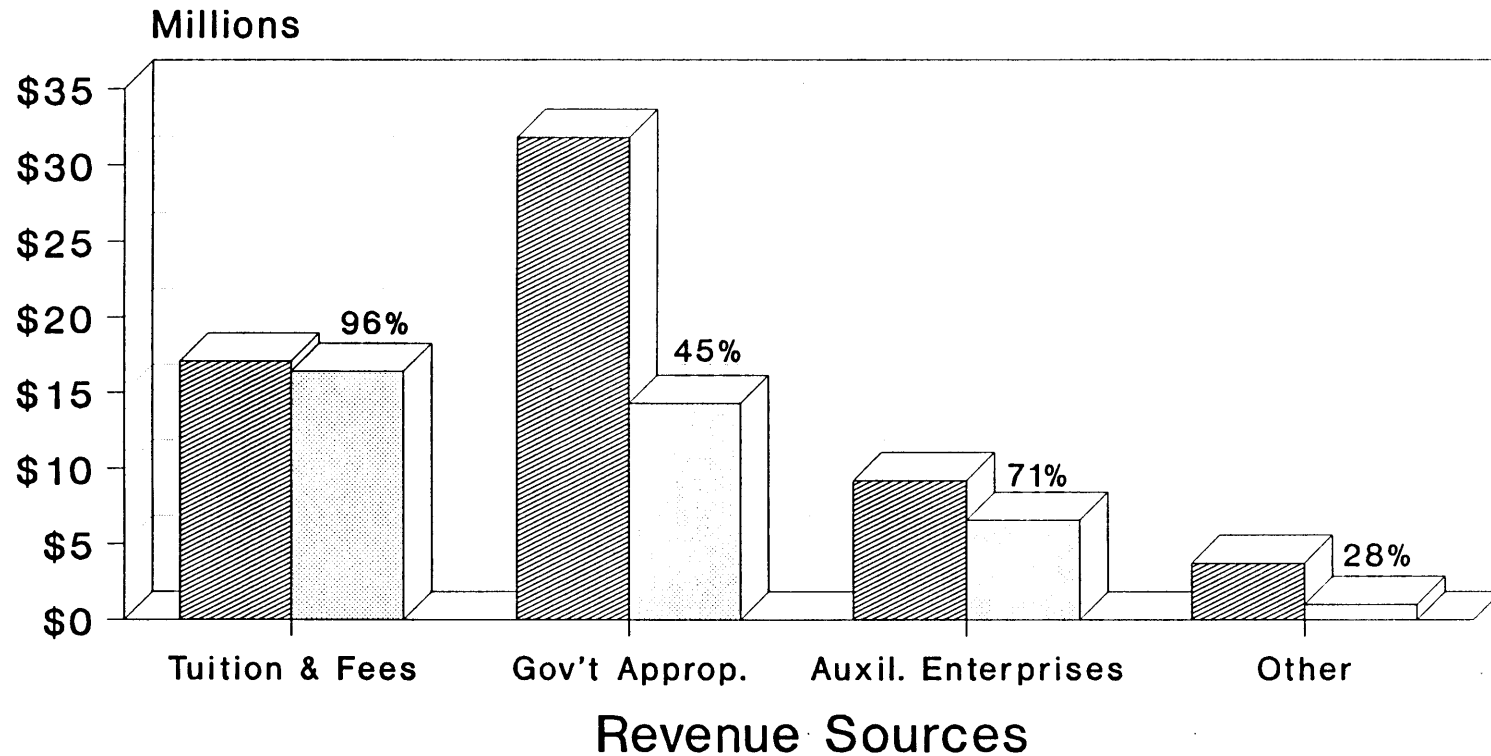
For the 6 months ending 12/31/93

	Unrestricted	Restricted	Total
<b>REVENUES</b>			
Tuition and Fees	16,419,727.37	0.00	16,419,727.37
Gov't Appropriations	14,286,800.00	0.00	14,286,800.00
Private Gifts	0.00	0.00	0.00
Indirect Cost Reimb.	96,531.26	0.00	96,531.26
S&S of Ed.Activities	467,653.64	0.00	467,653.64
Other Sources	469,009.55	0.00	469,009.55
Auxiliary Enterprise	6,574,271.50	0.00	6,574,271.50
Restricted Fin Aid	0.00	4,856,255.61	4,856,255.61
Restrict-State-Other	0.00	263,227.28	263,227.28
Res-State-Education	0.00	75,045.00	75,045.00
Restrict-State VoEd	0.00	142,159.37	142,159.37
Restricted Federal	0.00	1,131,573.39	1,131,573.39
Restricted Private	0.00	142,064.26	142,064.26
<b>Total CURRENT REVENUES</b>	<b>38,313,993.32</b>	<b>6,610,324.91</b>	<b>44,924,318.23</b>
<b>EXPENDITURES AND MANDATORY TRANSFERS</b>			
<b>EDUCATION AND GENERAL</b>			
INSTRUCTION	9,531,993.92	750,571.30	10,282,565.22
RESEARCH	9,418.62	171,310.80	180,729.42
PUBLIC SERVICE	388,036.61	921,897.90	1,309,934.51
LIBRARY	1,009,745.96	47,121.73	1,056,867.69
ACADEMIC SUPPORT	1,304,061.47	24,229.33	1,328,290.80
STUDENT SERVICES	2,623,124.16	323,848.89	2,946,973.05
INSTITUTIONAL SUPPORT	3,498,238.62	125,168.94	3,623,407.56
OPERATIONS AND MAINTENANCE OF PLANT	2,392,676.78	824.51	2,393,501.29
STUDENT FINANCIAL AID PROGRAM	1,530,463.14	3,993,970.00	5,524,433.14
<b>Sub-Total EDUCATION AND GENERAL</b>	<b>22,287,759.28</b>	<b>6,358,943.40</b>	<b>28,646,702.68</b>
<b>MANDATORY TRANSFERS</b>	<b>1,618,313.07</b>	<b>0.00</b>	<b>1,618,313.07</b>
<b>Total EDUCATION AND GENERAL</b>	<b>23,906,072.35</b>	<b>6,358,943.40</b>	<b>30,265,015.75</b>
<b>AUXILIARY ENTERPRISES</b>			
EXPENDITURES	3,156,560.04	153,726.51	3,310,286.55
MANDATORY TRANSFERS	1,490,618.82	0.00	1,490,618.82
<b>Total AUXILIARY ENTERPRISES</b>	<b>4,647,178.86</b>	<b>153,726.51</b>	<b>4,800,905.37</b>
<b>Total EXPENDITURES AND MANDATORY TRANSFERS</b>	<b>28,553,251.20</b>	<b>6,512,669.91</b>	<b>35,065,921.11</b>



# MOREHEAD STATE UNIVERSITY UNRESTRICTED CURRENT FUND REVENUES

For the Quarter Ended Dec.31, 1993



Projected FY 93-94



Actual 12/31/93

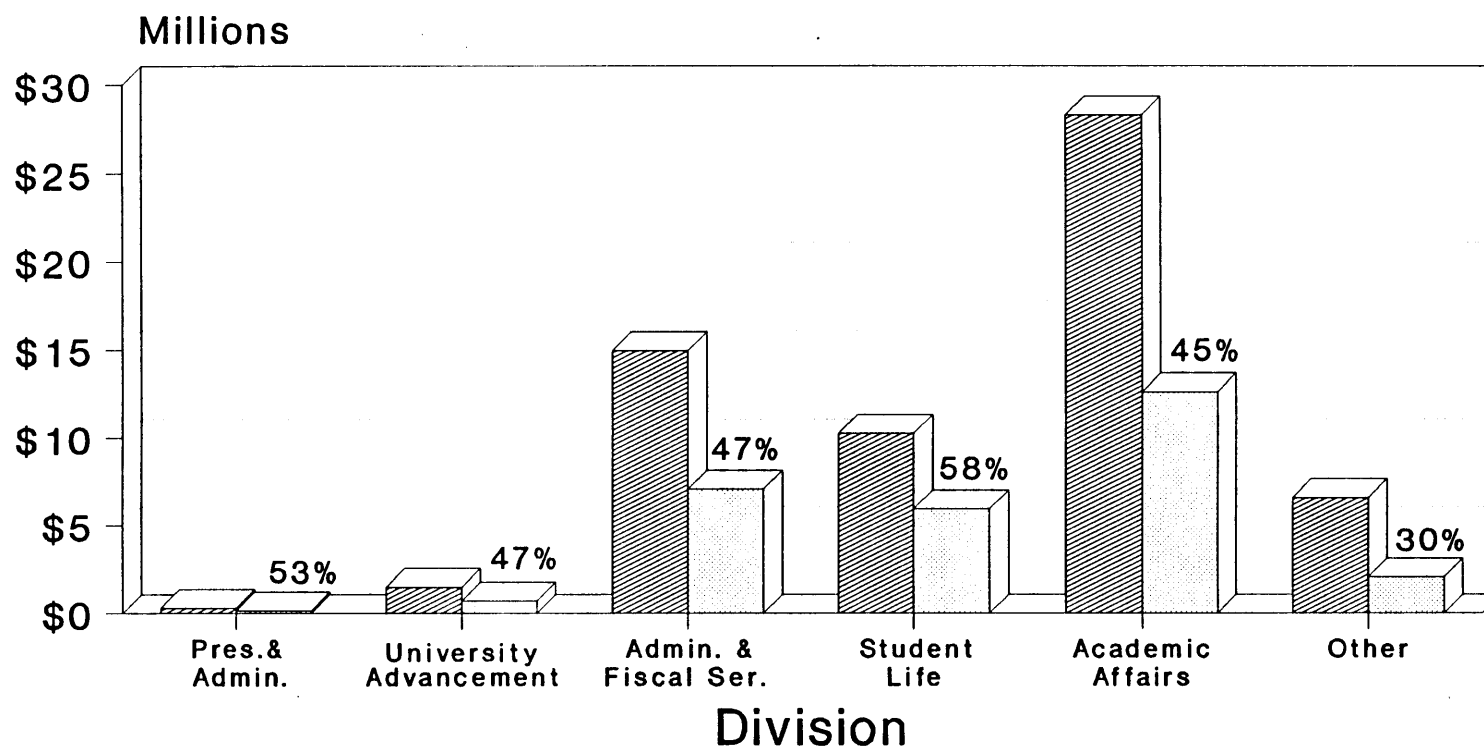
**MOREHEAD STATE UNIVERSITY**  
**FY 1993-94 REVENUES**  
**FOR PERIOD 07/01/93 TO 12/31/93**

<u>DESCRIPTION</u>	<u>ORIGINAL BUDGET</u>	<u>ADJUSTMENTS</u>	<u>AMENDED BUDGET</u>	<u>PERCENT OF CHANGE</u>	<u>YEAR-TO-DATE 12/31/93</u>	<u>UNREALIZED REVENUES</u>
TUITION AND FEES	\$17,072,800	\$574	\$17,073,374	0.0%	\$16,419,727	\$653,647
GOV'T APPROPRIATIONS	\$32,355,000	(\$550,700)	\$31,804,300	-1.7%	\$14,286,800	\$17,517,500
INDIRECT COST REIMB	\$180,000	\$2,500	\$182,500	1.4%	\$96,531	\$85,969
SALES AND SERVICES	\$867,400	\$15,733	\$883,133	1.8%	\$467,654	\$415,479
OTHER SOURCES	\$599,100	\$47,651	\$646,751	8.0%	\$469,010	\$177,741
REBUDGETED FUND BALANCE	\$1,200,000	\$835,625	\$2,035,625	69.6%	\$0	\$2,035,625
AUXILIARY ENTERPRISES	\$9,215,700	\$675	\$9,216,375	0.0%	\$6,574,272	\$2,642,103
<b>FISCAL YEAR TOTALS:</b>	<b>\$61,490,000</b>	<b>\$352,058</b>	<b>\$61,842,058</b>	<b>0.6%</b>	<b>\$38,313,994</b>	<b>\$23,528,064</b>

# MOREHEAD STATE UNIVERSITY

## UNRESTRICTED CURRENT FUND EXPENDITURES

For the Quarter Ended Dec.31, 1993



Projected FY 93-94



Actual 12/31/93

02/02/94

MOREHEAD STATE UNIVERSITY  
FY 1993-94 EXPENDITURE BUDGET  
FOR PERIOD 07/01/93 TO 12/31/93

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DESCRIPTION	ORIGINAL BUDGET	ADJUSTMENTS	AMENDED BUDGET	PERCENT OF CHANGE	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
-----							
Division of President & Administr							
-----							
BOARD OF REGENTS	\$12,231	\$750	\$12,981	6.1%	\$6,296	\$0	\$6,685
PRESIDENT	\$256,091	\$-4,448	\$251,643	-1.7%	\$136,973	\$250	\$114,421
AFFIRMATIVE ACTION	\$0	\$14,290	\$14,290	100.0%	\$4,003	\$0	\$10,287
Subtotal	\$256,091	\$9,842	\$265,933	3.8%	\$140,976	\$250	\$124,707
Total President & Administr	\$268,322	\$10,592	\$278,914	3.9%	\$147,272	\$250	\$131,392
Amendments to date:							
Approved November 19, 1993		\$8,695		3.2%			
Requested March 7, 1994		\$1,897		0.7%			
		<hr/>		<hr/>			
Total		\$10,592		3.9%			

02/02/94

MOREHEAD STATE UNIVERSITY  
FY 1993-94 EXPENDITURE BUDGET  
FOR PERIOD 07/01/93 TO 12/31/93

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DESCRIPTION	ORIGINAL BUDGET	ADJUSTMENTS	AMENDED BUDGET	PERCENT OF CHANGE	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>Division of University Advancement</b>							
VP UNIV ADVANCEMENT	\$240,252	\$25,774	\$266,026	10.7%	\$132,364	\$1,810	\$131,852
INSTITUTIONAL REL	\$141,831	\$5,632	\$147,463	4.0%	\$77,742	\$403	\$69,318
DEVELOPMENT	\$0	\$0	\$0	0.0%	\$1,275	\$0	\$-1,275
ALUMNI REL & DEVELOP	\$435,797	\$-26,178	\$409,619	-6.0%	\$212,192	\$6,038	\$191,389
PUBLICATIONS	\$0	\$1,302	\$1,302	100.0%	\$646	\$0	\$656
CONFERENCE SERVICES	\$0	\$1,302	\$1,302	100.0%	\$64	\$0	\$1,238
PUB & PRINTING SRVS	\$278,850	\$-7,760	\$271,091	-2.8%	\$78,817	\$129,282	\$62,992
WMKY RADIO	\$441,040	\$-63,658	\$377,382	-14.4%	\$194,168	\$4,158	\$179,056
Subtotal	\$1,537,770	\$-63,585	\$1,474,185	-4.1%	\$697,268	\$141,691	\$635,226
Total University Advancement	\$1,537,770	\$-63,585	\$1,474,185	-4.1%	\$697,268	\$141,691	\$635,226
<b>Amendments to date:</b>							
Approved November 19, 1993		(\$108,162)		-7.0%			
Requested March 7, 1994		\$44,577		2.9%			
Total		(\$63,585)		-4.1%			

MOREHEAD STATE UNIVERSITY  
FY 1993-94 EXPENDITURE BUDGET  
FOR PERIOD 07/01/93 TO 12/31/93

DESCRIPTION	ORIGINAL BUDGET	ADJUSTMENTS	AMENDED BUDGET	PERCENT OF CHANGE	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>Division of Admin &amp; Fiscal Svcs</b>							
VP ADMIN-FISCAL SERV	\$155,890	\$1,302	\$157,192	0.8%	\$71,966	\$0	\$85,226
BUDGETS & MNGT INFO	\$152,802	\$-2,000	\$150,802	-1.3%	\$71,716	\$1,087	\$77,998
FISCAL SERVICES	\$225,278	\$-8,836	\$216,442	-3.9%	\$79,720	\$1,184	\$135,538
ACCT & BUD CONTROL	\$550,333	\$16,344	\$566,677	3.0%	\$309,337	\$16,829	\$240,511
PAYROLL	\$72,241	\$8,108	\$80,349	11.2%	\$41,708	\$0	\$38,641
PURCHASING	\$139,153	\$-27	\$139,126	-0.0%	\$72,562	\$28	\$66,536
STUDENT ID CARD	\$60,334	\$-1,700	\$58,634	-2.8%	\$27,355	\$1,332	\$29,947
HUMAN RESOURCES	\$327,679	\$-26,137	\$301,542	-8.0%	\$118,294	\$1,315	\$181,932
RISK MANAGEMENT	\$85,422	\$10,602	\$96,024	12.4%	\$40,470	\$864	\$54,691
OSHA	\$109,541	\$-3,500	\$106,041	-3.2%	\$55,877	\$1,134	\$49,030
POST OFFICE	\$83,900	\$0	\$83,900	0.0%	\$55,469	\$1,934	\$26,497
INTERNAL AUDITOR	\$50,362	\$0	\$50,362	0.0%	\$25,784	\$0	\$24,578
STAFF CONGRESS	\$8,738	\$500	\$9,238	5.7%	\$2,988	\$0	\$6,250
INFO TECHNOLOGY	\$419,582	\$-142,415	\$277,167	-33.9%	\$96,916	\$1,078	\$179,173
ACADEMIC COMPUTING	\$699,360	\$-19,586	\$679,774	-2.8%	\$98,563	\$2,836	\$578,375
USER SERVICES	\$536,985	\$18,039	\$555,024	3.4%	\$288,852	\$3,851	\$262,321
TECHNICAL SERVICES	\$312,742	\$-60,867	\$251,875	-19.5%	\$116,142	\$194	\$135,539
NETWORK SERVICES	\$450,211	\$262,519	\$712,730	58.3%	\$442,488	\$5,808	\$264,434
COMPUTER CENTER	\$132,243	\$-5,101	\$127,142	-3.9%	\$53,099	\$610	\$73,433
INFO TECH ALLOCATION	\$-486,000	\$0	\$-486,000	0.0%	\$0	\$0	\$-486,000
Subtotal	\$4,086,796	\$47,245	\$4,134,041	1.2%	\$2,069,307	\$40,083	\$2,024,650
PHYSICAL PLANT ADMIN	\$467,906	\$-10,217	\$457,689	-2.2%	\$247,017	\$59,977	\$150,696
GENERAL SERVICES	\$259,732	\$766	\$260,498	0.3%	\$105,456	\$100	\$154,941
POWER PLANT	\$659,141	\$-30,000	\$629,141	-4.6%	\$256,965	\$138,351	\$233,825
BUILDING MAINTENANCE	\$1,323,687	\$-34,920	\$1,288,767	-2.6%	\$584,994	\$58,608	\$645,165
LAND & GROUND MAINT	\$198,668	\$-6,000	\$192,668	-3.0%	\$75,287	\$6,935	\$110,447
CUSTODIAL SERVICES	\$840,901	\$-6,600	\$834,301	-0.8%	\$383,177	\$1,437	\$449,688
PEST CONTROL	\$25,562	\$0	\$25,562	0.0%	\$10,097	\$40	\$15,426
MOTOR POOL	\$314,297	\$176,540	\$490,837	56.2%	\$61,132	\$80,379	\$349,325
UPHOLSTERY SHOP	\$40,000	\$0	\$40,000	0.0%	\$12,087	\$19,990	\$7,923
WAREHOUSE	\$0	\$0	\$0	0.0%	\$22,681	\$36,374	\$-59,055
E&G UTILITIES	\$867,665	\$-30,000	\$837,665	-3.5%	\$351,413	\$0	\$486,252
E&G FACILITY REMODEL	\$785,070	\$-160,485	\$624,585	-20.4%	\$211,765	\$153,826	\$258,994
MAINT ALLOCATIONS	\$-817,325	\$0	\$-817,325	0.0%	\$0	\$0	\$-817,325
RECYCLING PROGRAM	\$28,429	\$0	\$28,429	0.0%	\$14,729	\$225	\$13,475
Subtotal	\$4,993,733	\$-100,916	\$4,892,817	-2.0%	\$2,336,800	\$556,241	\$1,999,776
HOUSING TELECOMM	\$554,557	\$-109,535	\$445,022	-19.8%	\$359,243	\$0	\$85,778
STUDENT FAM HOU-O&M	\$120,690	\$0	\$120,690	0.0%	\$25,922	\$0	\$94,768
RESIDENCE HALL - O&M	\$1,525,622	\$0	\$1,525,622	0.0%	\$304,482	\$99,283	\$1,121,857
UNIV CTR - O&M	\$62,750	\$0	\$62,750	0.0%	\$18,925	\$0	\$43,825
HOUSING LAUNDRY	\$15,000	\$0	\$15,000	0.0%	\$0	\$0	\$15,000
AUX MAINT ALLOCATION	\$0	\$0	\$0	0.0%	\$0	\$0	\$0
RES HALL - CUSTODIAL	\$639,931	\$2,100	\$642,031	0.3%	\$236,989	\$0	\$405,042
FOOD SERVICES	\$153,862	\$-20,000	\$133,862	-13.0%	\$22,301	\$0	\$111,561

02/02/94

MOREHEAD STATE UNIVERSITY  
FY 1993-94 EXPENDITURE BUDGET  
FOR PERIOD 07/01/93 TO 12/31/93

PAGE: 004

DESCRIPTION	ORIGINAL BUDGET	ADJUSTMENTS	AMENDED BUDGET	PERCENT OF CHANGE	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
UNIVERSITY STORE	\$2,535,624	\$-20,000	\$2,515,624	-0.8%	\$1,541,490	\$2,467	\$971,667
GOLF COURSE	\$161,199	\$-6,146	\$155,053	-3.8%	\$67,638	\$85	\$87,330
FAC/STAFF HOU - O&M	\$55,300	\$0	\$55,300	0.0%	\$18,479	\$0	\$36,821
VENDING & CONCESSION	\$248,859	\$-1,000	\$247,859	-0.4%	\$90,251	\$23,854	\$133,754
AUX FACILITY REMODEL	\$0	\$0	\$0	0.0%	\$0	\$0	\$0
Subtotal	\$6,073,394	\$-154,581	\$5,918,813	-2.5%	\$2,685,720	\$125,689	\$3,107,403
Total Admin & Fiscal Svcs	\$15,153,923	\$-208,253	\$14,945,670	-1.4%	\$7,091,827	\$722,014	\$7,131,830
Amendments to date:							
Approved November 19, 1993		(\$420,143)		-2.8%			
Requested March 7, 1994		\$211,890		1.4%			
Total		(\$208,253)		-1.4%			

02/02/94

MOREHEAD STATE UNIVERSITY  
FY 1993-94 EXPENDITURE BUDGET  
FOR PERIOD 07/01/93 TO 12/31/93

PAGE: 005

DESCRIPTION	ORIGINAL BUDGET	ADJUSTMENTS	AMENDED BUDGET	PERCENT OF CHANGE	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
Division of Student Life							
VP STUDENT LIFE	\$191,901	\$33,205	\$225,106	17.3%	\$118,944	\$3,689	\$102,473
STUDENT ACTIVITIES	\$553,807	\$37,536	\$591,343	6.8%	\$388,390	\$2,077	\$200,875
STUDENT DEVELOPMENT	\$90,983	\$-2,988	\$87,995	-3.3%	\$48,529	\$431	\$39,035
COUN & HEALTH CENTER	\$434,529	\$-21,290	\$413,239	-4.9%	\$204,312	\$81,151	\$127,776
MINORITY AFFAIRS	\$78,606	\$13,000	\$91,606	16.5%	\$38,660	\$402	\$52,544
OFFICE OF FIN AID	\$360,711	\$19,654	\$380,365	5.4%	\$193,146	\$1,683	\$185,535
GRANTS & SCHOLARSHIP	\$2,137,492	\$-100,000	\$2,037,492	-4.7%	\$1,046,042	\$0	\$991,450
INST WORK STUDY	\$290,000	\$-288,830	\$1,170	-99.6%	\$0	\$0	\$1,170
TUITION WAIVER	\$445,000	\$-37,000	\$408,000	-8.3%	\$484,421	\$0	\$-76,421
CHEERLEADERS	\$14,970	\$298	\$15,268	2.0%	\$7,236	\$6,005	\$2,027
PUBLIC SAFETY	\$547,232	\$23,200	\$570,432	4.2%	\$266,232	\$15,910	\$288,290
DIR OF ATHLETICS	\$271,817	\$14,190	\$286,007	5.2%	\$161,101	\$9,036	\$115,869
TRAINER	\$129,517	\$23,509	\$153,026	18.2%	\$112,367	\$529	\$40,130
SPORTS INFO DIRECTOR	\$75,121	\$2,202	\$77,323	2.9%	\$36,815	\$3,963	\$36,546
BASEBALL	\$141,295	\$8,302	\$149,597	5.9%	\$67,651	\$26,427	\$55,519
BASKETBALL-MEN'S	\$330,709	\$-3,211	\$327,498	-1.0%	\$166,777	\$36,402	\$124,319
FOOTBALL	\$792,187	\$-41,500	\$750,687	-5.2%	\$428,838	\$0	\$321,849
GOLF-MEN'S	\$37,737	\$0	\$37,737	0.0%	\$20,568	\$0	\$17,169
TENNIS-MEN'S	\$32,738	\$0	\$32,738	0.0%	\$14,019	\$67	\$18,652
SWIMMING	\$37,995	\$0	\$37,995	0.0%	\$16,313	\$2,552	\$19,131
CROSS COUNTRY	\$66,351	\$0	\$66,351	0.0%	\$31,848	\$0	\$34,503
BASKETBALL-WOMEN'S	\$218,652	\$3,302	\$221,954	1.5%	\$97,595	\$21,362	\$102,997
SOFTBALL-WOMEN'S	\$66,733	\$8,582	\$75,315	12.9%	\$28,498	\$11,107	\$35,710
TENNIS-WOMEN'S	\$33,774	\$-1,071	\$32,703	-3.2%	\$12,567	\$3,436	\$16,700
VOLLEYBALL-WOMEN'S	\$130,271	\$2,550	\$132,821	2.0%	\$73,186	\$0	\$59,635
RIFLE	\$14,958	\$0	\$14,958	0.0%	\$7,100	\$1,638	\$6,220
Subtotal	\$7,525,086	\$-306,359	\$7,218,727	-4.1%	\$4,071,154	\$227,868	\$2,919,705
STUDENT HOUSING ADM	\$729,472	\$23,407	\$752,879	3.2%	\$346,303	\$17,232	\$389,344
UNIV CTR CUSTODIAL	\$81,145	\$1,625	\$82,770	2.0%	\$41,423	\$1,670	\$39,678
RECREATION ROOM	\$29,000	\$-3,729	\$25,272	-12.9%	\$9,316	\$175	\$15,781
HOUSING DEBT SERVICE	\$2,178,910	\$0	\$2,178,910	0.0%	\$1,490,619	\$0	\$688,291
Subtotal	\$3,018,527	\$21,304	\$3,039,831	0.7%	\$1,887,661	\$19,076	\$1,133,094
Total Student Life	\$10,543,613	\$-285,056	\$10,258,557	-2.7%	\$5,958,815	\$246,943	\$4,052,799

## Amendments to date:

Approved November 19, 1993	(\$310,643)	-2.9%
Requested March 7, 1994	\$25,587	0.2%
Total	(\$285,056)	-2.7%



MOREHEAD STATE UNIVERSITY  
FY 1993-94 EXPENDITURE BUDGET  
FOR PERIOD 07/01/93 TO 12/31/93

DESCRIPTION	ORIGINAL BUDGET	ADJUSTMENTS	AMENDED BUDGET	PERCENT OF CHANGE	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>Division of Academic Affairs</b>							
EXEC VP ACAD AFFAIRS	\$282,346	\$24,614	\$306,960	8.7%	\$108,434	\$3,117	\$195,409
FACULTY SENATE	\$14,629	\$0	\$14,629	0.0%	\$6,367	\$0	\$8,262
RES,GRANTS,CONTRACTS	\$187,665	\$4,000	\$191,665	2.1%	\$99,116	\$326	\$92,223
LIBRARY	\$1,839,647	\$34,199	\$1,873,846	1.9%	\$1,009,746	\$33,586	\$830,514
FACULTY DEVELOPMENT	\$53,679	\$78	\$53,757	0.1%	\$16,258	\$201	\$37,298
UNDIST INSTRUC SUPP	\$171,828	\$-132,127	\$39,701	-76.9%	\$-8,501	\$0	\$48,202
Subtotal	\$2,549,794	\$-69,236	\$2,480,558	-2.7%	\$1,231,420	\$37,230	\$1,211,907
GRAD & EXT CAMP,DEAN	\$567,695	\$-307,752	\$259,943	-54.2%	\$110,670	\$150	\$149,123
FOLK ART PROGRAM	\$123,779	\$12,675	\$136,454	10.2%	\$73,797	\$1,328	\$61,329
ASHLAND AREA EXT CAM	\$141,868	\$5,900	\$147,768	4.2%	\$70,621	\$100	\$77,047
MSU-LICKING VALLEY	\$84,739	\$6,725	\$91,464	7.9%	\$46,517	\$408	\$44,539
MSU-BIG SANDY EXT CT	\$136,768	\$800	\$137,568	0.6%	\$68,177	\$1,012	\$68,379
CONTINUING EDUCATION	\$226,177	\$18,931	\$245,108	8.4%	\$118,320	\$4,220	\$122,568
FACULTY RESEARCH	\$50,000	\$15,810	\$65,810	31.6%	\$9,419	\$781	\$55,610
INDIRECT COST REBATE	\$0	\$0	\$0	0.0%	\$0	\$0	\$0
REGIONAL CAMPUS	\$282,304	\$-129,896	\$152,408	-46.0%	\$66,660	\$7,530	\$78,218
SUMMER SCHOOLS	\$981,865	\$-497,958	\$483,907	-50.7%	\$0	\$0	\$483,907
FACULTY RECRUITING	\$0	\$15,508	\$15,508	100.0%	\$14,641	\$0	\$867
OFF-CAMPUS CTR LEASE	\$344,253	\$-45,400	\$298,853	-13.2%	\$138,796	\$0	\$160,057
TV PRODUCTION	\$101,532	\$-188	\$101,344	-0.2%	\$48,630	\$1,061	\$51,653
Subtotal	\$3,040,980	\$-904,845	\$2,136,135	-29.8%	\$766,249	\$16,590	\$1,353,295
COLL OF HUMANITIES	\$180,612	\$-56,286	\$124,326	-31.2%	\$81,317	\$247	\$42,761
ART	\$590,092	\$67,663	\$657,755	11.5%	\$317,964	\$4,789	\$335,002
COMMUNICATIONS	\$1,131,215	\$42,931	\$1,174,146	3.8%	\$528,466	\$1,114	\$644,565
END/FOR LANG/PHIL	\$1,600,637	\$141,434	\$1,742,071	8.8%	\$788,918	\$1,252	\$951,901
GEOGRAPHY,GOV,& HIST	\$971,246	\$81,678	\$1,052,924	8.4%	\$493,832	\$2,496	\$556,596
MUSIC	\$1,249,939	\$59,326	\$1,309,265	4.7%	\$582,259	\$7,858	\$719,148
STUDENT PUBLICATIONS	\$84,744	\$4,803	\$89,547	5.7%	\$21,694	\$525	\$67,328
UNIVERSITY BAND	\$28,000	\$3,607	\$31,607	12.9%	\$13,101	\$-259	\$18,766
ART GALLERY	\$6,685	\$0	\$6,685	0.0%	\$3,711	\$1,322	\$1,652
Subtotal	\$5,843,170	\$345,155	\$6,188,325	5.9%	\$2,831,262	\$19,344	\$3,337,719
COL BUSINESS, DEAN	\$214,137	\$11,906	\$226,043	5.6%	\$54,563	\$2,215	\$169,264
ACCOUNTING & ECON	\$761,902	\$74,181	\$836,083	9.7%	\$425,672	\$560	\$409,851
INFORMATION SCIENCES	\$764,386	\$-13,479	\$750,907	-1.8%	\$336,545	\$566	\$413,797
MANAGEMENT & MARKET	\$702,042	\$72,186	\$774,228	10.3%	\$351,228	\$1,302	\$421,698
CENT COMM ECON DEV	\$0	\$20,435	\$20,435	100.0%	\$-50	\$942	\$19,543
Subtotal	\$2,442,467	\$165,229	\$2,607,696	6.8%	\$1,167,959	\$5,585	\$1,434,153
COL ED & BE SCI,DEAN	\$209,311	\$15,088	\$224,399	7.2%	\$117,153	\$2,520	\$104,725
ELEMENTARY EDUCATION	\$1,308,236	\$169,941	\$1,478,177	13.0%	\$709,331	\$1,307	\$767,539
SECONDARY EDUCATION	\$1,045,125	\$71,699	\$1,116,824	6.9%	\$488,891	\$1,460	\$626,474
STUDENT TEACH/CLINIC	\$218,562	\$4,700	\$223,262	2.2%	\$116,937	\$3,859	\$102,467
CLEARHOUSE SCH SRVS	\$28,587	\$-1,233	\$27,355	-4.3%	\$15,547	\$1,115	\$10,693

MOREHEAD STATE UNIVERSITY  
FY 1993-94 EXPENDITURE BUDGET  
FOR PERIOD 07/01/93 TO 12/31/93

DESCRIPTION	ORIGINAL BUDGET	ADJUSTMENTS	AMENDED BUDGET	PERCENT OF CHANGE	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
IN-SERVICE TEACH ED	\$53,536	\$0	\$53,536	0.0%	\$11,277	\$755	\$41,505
HPER	\$842,946	\$55,260	\$898,206	6.6%	\$404,348	\$1,473	\$492,385
MILITARY SCIENCE	\$29,385	\$0	\$29,385	0.0%	\$12,470	\$877	\$16,038
PSYCHOLOGY	\$601,990	\$126,958	\$728,948	21.1%	\$354,874	\$3,586	\$370,488
SOCIOLOGY	\$909,121	\$77,658	\$986,779	8.5%	\$414,657	\$305	\$571,817
CORR, RES, TRAINING	\$86,097	\$0	\$86,097	0.0%	\$37,447	\$3,229	\$45,421
Subtotal	\$5,332,896	\$520,073	\$5,852,969	9.8%	\$2,682,933	\$20,485	\$3,149,551
COLL OF SCI & TECH	\$218,817	\$55,878	\$274,695	25.5%	\$86,872	\$34,995	\$152,827
AGRICULTURE SCIENCES	\$504,076	\$23,806	\$527,882	4.7%	\$237,436	\$803	\$289,642
UNIVERSITY FARM	\$344,111	\$-11,085	\$333,026	-3.2%	\$149,614	\$9,178	\$174,234
VET TECH PROGRAM	\$255,391	\$-13,562	\$241,829	-5.3%	\$93,839	\$1,952	\$146,038
CHILD DEV LAB	\$37,022	\$-9,857	\$27,165	-26.6%	\$2,725	\$0	\$24,440
HUMAN SCIENCES	\$454,315	\$18,141	\$472,456	4.0%	\$208,810	\$3,845	\$259,801
IET	\$796,488	\$-11,654	\$784,834	-1.5%	\$338,271	\$6,178	\$440,385
NURSING-BSN	\$844,498	\$-52,154	\$792,344	-6.2%	\$354,876	\$5,529	\$431,940
RAD TECH PROGRAM	\$207,806	\$28,228	\$236,034	13.6%	\$101,993	\$164	\$133,876
RESPIRATORY PROGRAM	\$117,863	\$20,553	\$138,416	17.4%	\$76,957	\$2,608	\$58,852
NURSING - ADN	\$280,092	\$-9,393	\$270,699	-3.4%	\$122,607	\$543	\$147,549
BIOLOGY & ENV SCI	\$870,410	\$88,574	\$958,984	10.2%	\$414,443	\$9,519	\$535,022
WATER ANALYSIS LAB	\$45,498	\$49,295	\$94,793	108.3%	\$23,942	\$42,909	\$27,942
MATHEMATICAL SCI	\$929,662	\$183,726	\$1,113,388	19.8%	\$505,767	\$34,192	\$573,429
PHYSICAL SCIENCES	\$969,923	\$-1,219	\$968,704	-0.1%	\$414,616	\$3,799	\$550,289
Subtotal	\$6,875,972	\$359,277	\$7,235,249	5.2%	\$3,132,767	\$156,213	\$3,946,268
UG PROGRAM, DEAN	\$216,845	\$11,987	\$228,832	5.5%	\$98,719	\$1,210	\$128,903
PLANNING	\$134,549	\$-12,509	\$122,040	-9.3%	\$44,976	\$454	\$76,610
REGISTRAR	\$271,082	\$17,709	\$288,791	6.5%	\$124,166	\$24,478	\$140,147
ADMISSIONS	\$530,421	\$6,574	\$536,995	1.2%	\$241,647	\$2,381	\$292,967
HONORS PROGRAM	\$16,591	\$1,440	\$18,031	8.7%	\$13,647	\$1,017	\$3,367
CRITICAL THINK CTR	\$20,288	\$0	\$20,288	0.0%	\$2,687	\$0	\$17,601
INTERNATIONAL EDUC	\$2,911	\$0	\$2,911	0.0%	\$802	\$0	\$2,109
AREA HLTH ED SYSTEM	\$18,645	\$0	\$18,645	0.0%	\$0	\$0	\$18,645
ACAD SERVICES CENTER	\$372,208	\$17,324	\$389,532	4.7%	\$193,334	\$3,247	\$192,951
TESTING	\$79,994	\$13,475	\$93,469	16.8%	\$46,240	\$725	\$46,505
CAREER PLAN/PLACE	\$74,221	\$0	\$74,221	0.0%	\$39,180	\$29	\$35,011
Subtotal	\$1,737,755	\$55,999	\$1,793,754	3.2%	\$805,397	\$33,541	\$954,815
Total Academic Affairs	\$27,823,034	\$471,650	\$28,294,684	1.7%	\$12,617,987	\$288,988	\$15,387,709
Amendments to date:							
Approved November 19, 1993		\$350,891		1.3%			
Requested March 7, 1994		\$120,759		0.4%			
Total		\$471,650		1.7%			

MOREHEAD STATE CITY  
FY 1993-94 EXPENDITURE BUDGET  
FOR PERIOD 07/01/93 TO 12/31/93

PAGE: 008

DESCRIPTION	ORIGINAL BUDGET	ADJUSTMENTS	AMENDED BUDGET	PERCENT OF CHANGE	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
<b>Other</b>							
UNDIS INST SUPPORT	\$404,200	\$-2,195	\$402,005	-0.5%	\$65,493	\$93,427	\$243,085
OTHER TRANSFERS	\$445,700	\$483,893	\$929,593	108.6%	\$28,895	\$0	\$900,698
FAC/STAFF BENEFITS	\$1,023,378	\$-190,750	\$832,628	-18.6%	\$356,276	\$0	\$476,352
E & G DEBT SERVICE	\$3,900,200	\$0	\$3,900,200	0.0%	\$1,418,164	\$0	\$2,482,036
MATCHING FUNDS, PLT	\$389,860	\$135,761	\$525,621	34.8%	\$171,254	\$0	\$354,367
ACCRUED LEAVE ADJUST	\$0	\$0	\$0	0.0%	\$0	\$0	\$0
Subtotal	\$6,163,338	\$426,709	\$6,590,047	6.9%	\$2,040,082	\$93,427	\$4,456,538
Total Other	\$6,163,338	\$426,709	\$6,590,047	6.9%	\$2,040,082	\$93,427	\$4,456,538
FISCAL YEAR TOTALS:	\$61,490,000	\$352,058	\$61,842,058	0.6%	\$28,553,251	\$1,493,313	\$31,795,494
<b>Amendments to date:</b>							
Approved November 19, 1993		\$3,130		0.0%			
Requested March 7, 1994		\$348,928		0.6%			
Total		\$352,058		0.6%			

**Morehead State University**  
**Major Internal Transfers**  
**For the Period 10/01/93 – 12/31/93**

<i><b>From</b></i>	<i><b>To</b></i>	<i><b>Amount</b></i>	<i><b>Date</b></i>	<i><b>Purpose</b></i>
Regional Campus	Various Academic Departments	\$54,800	10/01/93	Regional Lecturer Payroll
Rebudgeted Fund Balance	Motor Pool	\$190,000	10/05/93	Bus and Van Purchases
Facility Remodeling	Various Capital Constructions Accounts	\$113,000	11/04/93	Miscellaneous Capital Projects
Fund Balance	VP University Advancement	\$37,517	11/17/93	Special Assistant to the President
Other Transfers	State Capital Construction Account	\$75,000	11/21/93	Architect, Engineer Fees - Student Family Housing

**MOREHEAD STATE UNIVERSITY  
CAPITAL OUTLAY REPORT  
PROJECTS INITIATED 10/01/93 TO 12/31/93**

	<u>Estimated Project Scope</u>	<u>Fund Allocations/ Transfers *</u>	<u>Date</u>	<u>Project Status</u>
I    EQUIPMENT PURCHASES GREATER THAN \$50,000				
None Initiated in First Quarter				
II    CAPITAL CONSTRUCTION/LAND GREATER THAN \$50,000				
Combs Building Renovation	\$52,392	\$52,392	11/01/93	Completed
Warehouse Construction	\$300,000	\$17,500	12/01/93	Planning
Folk Art Center	\$678,000	\$57,500	12/01/93	Planning
Student Family Housing	\$3,900,000	\$75,000	12/01/93	Planning
Dam Repairs	\$350,000	\$11,000	12/01/93	Planning
Relocation of Utility Lines	\$100,000	\$0	12/01/93	Planning

\*    Amounts shown represent funds transferred to State Capital Construction accounts in Frankfort or expended from institutional funds.

## **Approve Extension of Banking Services Contract with Citizens Bank**

### **Background**

Morehead State University is required by KRS Chapters 41 and 164A to designate a depository bank for all funds collected. The method of selection of that bank is set forth in the Kentucky Model Procurement Code, KRS Chapter 45A. Using the guidelines for competitive negotiation of contracts in KRS 45A.085, the Board of Regents on February 28, 1992, awarded the Banking Services Contract to the Citizens Bank of Morehead. The contract period was from July 1, 1992, to June 30, 1993, with the option to renew the agreement for four additional one year periods. The first of the four one-year renewal options was exercised for the 1993-94 fiscal year.

The services rendered to Morehead State University by the Citizens Bank of Morehead have been in compliance with the terms of the banking services agreement. Economic factors have not changed since the initial award of the contract to a degree that would justify consideration of rebidding the services.

### **Recommendation**

That the Board of Regents exercise the option to renew the banking service agreement with the Citizens Bank of Morehead for the fiscal year beginning July 1, 1994, through June 30, 1995.

**Approve Extension of Contract with Kelley, Galloway and Company  
for Fiscal Year 93-94 Audit**

**Background**

KRS 164A.570 requires an annual audit to be conducted for all Universities in the state system. The statute further states that "the governing board of any University... shall engage a qualified firm of certified public accountants experienced in the auditing of institutions to conduct an annual examination of the institution's financial statements... ."

Auditing firms are engaged by executing a Personal Service Contract under the guidelines contained in KRS Chapter 45A, also known as the Model Procurement Code. The code requires that the auditing firm be selected by the request for proposal (RFP) process.

In January 1991, the University requested proposals from qualified public accounting firms to conduct the required annual audits for the University. As a result of that process, the Board appointed the firm of Kelley, Galloway and Company, CPA's of Ashland, KY, to conduct the required audits for Morehead State University. The contract that was negotiated with the firm included options to renew the contract for four additional one-year periods with the fee for any subsequent services performed to be adjusted by the consumer price index.

The first two of the four one-year renewal option periods were exercised for the 1991-92 and 1992-93 audits of the University. The services rendered by Kelley, Galloway and Company have been most satisfactory.

The contract amount for the 1993-94 fiscal year will be \$44,300.00. This represents a 2.7% increase from the 1992-93 contract.

**Recommendation**

That the Board renew its contract with Kelley, Galloway and Company, CPA's, Ashland, KY, to perform audit services for the 1993-94 fiscal year.

## **AUTHORIZE LEASE PURCHASE AGREEMENT FOR MICROCOMPUTERS**

### **Background**

At the meeting held on September 17, 1993, the Board of Regents authorized Administration and Fiscal Services staff to begin a process of securing third party financing for a program to replace existing and acquire new micro-computers. The total financing was authorized at a level not to exceed \$600,000.00 per year for 1993-94 and each of the four succeeding fiscal years.

A request for proposals for the financing of the project was issued and delivered to the Morehead National Bank, the Peoples Bank of Sandy Hook, Peoples First Bank, and The Citizens Bank of Morehead. Two banks, Morehead National Bank and Citizens Bank, responded with proposals. The Peoples Bank of Sandy Hook and the Peoples First Bank of Morehead, although very supportive of the program, did not respond because the timing for the financing project did not correspond to the Bank's lending program at the time.

The two proposals were analyzed for compliance with the University's needs, interest rates for the first year of the loan program, and the index for future years' borrowings. Although the bids were very competitive, the analysis did reveal that the proposal of The Citizens Bank offered the lowest interest rates.

The University's financing requirements for this program were larger than the lending authorizations for each of the local banks. Each bank indicated that it would need the involvement of a larger correspondent bank. The University approved this mechanism. The Citizens Bank will be working through Star Bank, N.A., in Cincinnati, Ohio to finance the program.

The interest rate for the first year of the loan will be 4.87%. The rates for future borrowings will be indexed to the three year treasury note.

The loan needed for the 1993-94 fiscal year is \$541,814.00. In order to close the transaction, the Board must authorize the form of the attached Lease Purchase Agreement, and authorize the President and the Treasurer of the Board to execute the contract and any other documents necessary to accomplish the task. The agreement form has been reviewed by legal counsel.

### **Recommendation**

That the Board of Regents authorize the President and the Treasurer of the Board to execute the attached Lease Purchase Agreement and any other document necessary to finance the micro-computer replacement and acquisition program.



Lease No. \_\_\_\_\_

EQUIPMENT LEASE-PURCHASE AGREEMENT

LESSOR: STAR BANK, NATIONAL ASSOCIATION

ADDRESS: 425 WALNUT STREET, CINCINNATI, OHIO

LESSEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Lessor agrees to lease to Lessee and Lessee agrees to lease from Lessor, the items of Equipment and all replacement parts, additions and accessions attached to and made a part thereof (hereinafter collectively referred to as "Equipment") described in Exhibit A attached to this Equipment Lease-Purchase Agreement (the "Lease"), upon the following terms and conditions:

1. Delivery and Acceptance. Lessee or, if Lessee so requests, Lessor, will cause the Equipment to be delivered to Lessee at the location specified in Exhibit A (the "Equipment Location"). Lessee will pay all transportation and other costs, if any, incurred in connection with the delivery and acceptance of the Equipment. Lessee will accept the Equipment as soon as it has been delivered and is operational by executing and delivering to Lessor an Acceptance Certificate (the "Acceptance Certificate") in the form provided by Lessor and attached hereto as an Exhibit.

2. Term This Lease will become effective upon the execution hereof by Lessor. The term of this Lease will commence on the date the Equipment is accepted pursuant to Section 1 (the "Commencement Date") above and, unless earlier terminated as expressly provided for in this Lease, will continue until the Expiration Date set forth in Exhibit B attached hereto (hereinafter the "Lease Term").

3. Rent. Lessee Agrees to pay to Lessor or its assignee the Lease Payments (the "Lease Payments"), including the interest portion, equal to the amounts specified in Exhibit B. The Lease Payments will be payable without notice or demand at the office of the Lessor (or such other place as Lessor or its assignee may from time to time designate in writing), and will commence on the first Lease Payment date as set forth in Exhibit B and thereafter on the dates set forth in Exhibit B. Any payments received later than ten (10) days from the due date will bear interest at the highest lawful rate from the due date. Except as specifically provided in Section 4 hereof, the Lease Payments will be absolute and unconditional in all events and will not be subject to any set-off, defense, counterclaim, or recoupment for any reason whatsoever.

Lessee reasonably believes that funds can be obtained sufficient to make all Lease Payments during the Lease Term and hereby covenants that it will do all things lawfully within its power to obtain, maintain and properly request and pursue funds from which the Lease Payments may be made, including making provisions for such payments to the extent necessary in each budget submitted for the purpose of obtaining funding, using its bona fide best efforts to have such portion of the budget approval and exhausting all available administrative reviews and appeals in the event such portion of the budget is not approved. It is Lessee's intent to make the Lease Payments for the full Lease Term if funds are legally available therefor and in that regard Lessee represents that the use of the Equipment is essential to its proper, efficient and economic operation.

4. Non-appropriation of Funds. Lessee warrants that the necessary funds have been appropriated to make the Lease Payments with regard to the Equipment for the duration of Lessee's current fiscal period (the "initial fiscal period"). In the event sufficient funds are not appropriated, budgeted or otherwise available by any means whatsoever in any "subsequent to the initial fiscal period" for Lease Payments due under this Lease, then the Lessee will immediately notify the Lessor or its assignee of such occurrence and this Lease shall terminate on the last day of the fiscal period for which appropriations were received without penalty to Lessee of any kind whatsoever, except as to the portions of Lease Payments herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available. In the event of such termination, Lessee agrees to peaceably surrender possession of the Equipment and to execute all documents required to transfer Lessee's interest in the Equipment to Lessor or its assignee on the date of such termination, packed for shipment in accordance with manufacturer specifications and freight prepaid and insured to any location in the continental United States designated by Lessor at the expense of Lessee. Lessor will have all legal and equitable rights and remedies to take possession of the Equipment.

To the extent enforceable, and notwithstanding the foregoing, Lessee agrees (i) that it will not terminate this Lease under the provisions of this Section if any funds are appropriated to it, or by it, for the acquisition, retention or operation of the Equipment or other equipment performing functions similar to the Equipment for the fiscal period following a termination under the provisions of paragraph one of this Section 4, and (ii) that it will not, during the Lease Term, give priority in the application of funds to any other functionally similar equipment. This paragraph will not be construed so as to permit Lessee to terminate this lease in order to acquire any other equipment or obtain services from a third party to perform the same or similar functions or to allocate funds directly or indirectly to perform essentially the same application for which the Equipment is intended.

5. Limitation on Warranties. Lessee acknowledges and agrees that the Equipment is of a size, design and capacity selected by Lessee, that Lessor is neither a manufacturer nor a vendor of such equipment, and that LESSOR HAS NOT MADE, AND DOES NOT HEREBY MAKE, ANY REPRESENTATION, WARRANTY OR COVENANT, EXPRESS OR IMPLIED WITH RESPECT TO THE MERCHANTABILITY, CONDITION, QUALITY, DURABILITY, DESIGN, OPERATION, FITNESS FOR USE, OR SUITABILITY OF THE EQUIPMENT IN ANY RESPECT WHATSOEVER OR IN CONNECTION WITH OR FOR THE PURPOSES AND USES OF LESSEE, OR ANY OTHER REPRESENTATION, WARRANTY, OR COVENANT OF ANY KIND OR CHARACTER, EXPRESS OR IMPLIED, WITH RESPECT THERETO, AND LESSOR SHALL NOT BE OBLIGATED OR LIABLE FOR ACTUAL, INCIDENTAL, CONSEQUENTIAL, OR OTHER DAMAGES OR TO LESSEE OR ANY OTHER PERSON OR ENTITY ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE EQUIPMENT AND THE MAINTENANCE THEREOF.

Lessor hereby assigns to Lessee during the Lease Term, so long as no Event of Default has occurred hereunder and is continuing, all manufacturers' warranties, if any, express or implied, with respect to the Equipment, and Lessor authorizes Lessee to obtain the customary services furnished in connection with such warranties at Lessee's expense.

6. Authority and Authorization. Lessee represents, covenants and warrants, and as requested by Lessor, will deliver an opinion of counsel to the effect that: (i) Lessee is a state or political subdivision as described in Section 103 of the Internal Revenue Code of 1986, as amended, (the "Code"), and the obligation represented by this Lease is an obligation of the Lessee within the terms of Section 103 of the Code; (ii) the execution, delivery and performance by the Lessee of this Lease have been duly authorized by all necessary action on the part of the Lessee; and (iii) this Lease constitutes a legal, valid and binding obligation of the Lessee enforceable in accordance with its terms and is not in contravention of any town/municipal, township, district, county or state statute, rule, regulation or other governmental provision. Lessee covenants that it will do or cause to be done all things necessary to preserve and keep the Lease in full force and effect and to maintain the excludability of the interest component of the Lease Payments from gross income for Federal income tax purposes to the Lessor or its assignee. Lessee covenants it has complied with all bidding requirements applicable to Lessee. Lessee covenants it has sufficient appropriations or other funds available to pay all amounts due hereunder for the current fiscal period. Lessee covenants further that during the Lease Term the Equipment

will be used by Lessee for solely its governmental purpose and will not be used in the trade or business of any other person or entity.

7. Title. Upon acceptance of the Equipment by Lessee hereunder, title to the Equipment will vest in Lessee; provided, however, that (i) in the event of termination of this Lease by Lessee pursuant to Section 4 hereof; (ii) upon the occurrence of an Event of Default hereunder, and as long as such Event of Default is continuing; or (iii) in the event that the purchase option has not been exercised prior to the Expiration Date, title will immediately vest in Lessor or its assignee.

8. Security Interest. In order to secure all of its obligations hereunder, Lessee hereby (i) grants to Lessor a first and prior security interest in any and all right, title and interest of Lessee in the Equipment and in all additions, attachments, accessions, and substitutions thereto, and on any proceeds therefrom, (ii) agrees that this Lease may be filed as a financing statement evidencing such security interest, and (iii) agrees to execute and deliver all financing statements, certificates of title and other instruments necessary or appropriate to evidence such security interest.

9. Personal Property. The equipment is and will remain personal property and will not be deemed to be affixed to or a part of the real estate on which it may be situated, notwithstanding that the Equipment or any part hereof may be or hereafter become in any manner physically affixed or attached to real estate or any building hereon. If requested by Lessor, Lessee will, at Lessee's expense, furnish a landlord or mortgagee waiver with respect to the Equipment.

10. Use; Repairs. Lessee will use the Equipment in a careful manner for the use contemplated by the manufacturer for the Equipment and shall comply with all laws, ordinances, insurance policies and regulations relating to, and will pay all costs, claims, damages, fees and charges arising out of its possession, use or maintenance. Lessee, at its expense, will keep the Equipment in good repair and furnish all parts, mechanisms and devices required therefor. If the Equipment is such as is customarily covered by a maintenance agreement, Lessee will furnish Lessor with a maintenance agreement with a party satisfactory to Lessor.

11. Alterations. Lessee will not make any alterations, additions or improvements to the Equipment without Lessor's prior written consent unless such alterations, additions or improvements may be readily removed without damage to the equipment.

12. Location; Inspection. The Equipment will not be removed from, or if the Equipment consists of rolling stock, its permanent base will not be changed from, the Equipment Location without Lessor's

prior written consent which will not be unreasonably withheld. Lessor will be entitled to enter upon the Equipment Location or elsewhere during reasonable business hours to inspect the Equipment or observe its use and operation.

13. Liens and Taxes. Lessee shall keep the Equipment free and clear of all levies, liens and encumbrances except those created under this Agreement. Lessee shall pay, when due, all charges and taxes (local, state and federal) which may now or hereafter be imposed upon the ownership, leasing, rental, sale, purchase, possession or use of the Equipment, excluding however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor shall have the right, but shall not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes for which Lessee is responsible or liable under this Agreement, Lessee shall reimburse Lessor therefor.

14. Risk of Loss; Damage; Destruction. Lessee assumes all risk of loss of or damage to the Equipment from any cause whatsoever, and no such loss of or damage to the Equipment nor defect therein nor unfitness or obsolescence thereof shall relieve Lessee of the obligation to make Lease Payments or to perform any other obligation under this Lease. In the event of damage to any item of Equipment, Lessee will immediately place the same in good repair with the proceeds of any insurance recovery applied to the cost of such repair. If Lessor determines that any item of Equipment is lost, stolen, destroyed or damaged beyond repair, Lessee, at the option of Lessor, will: either (a) replace the same with like equipment in good repair; or (b) on the next Lease Payment date, pay Lessor: (i) all amounts then owed by Lessee to Lessor under this Lease, including the Lease Payment due on such date; and (ii) an amount equal to the applicable Concluding Payment set forth in Exhibit B. In the event that Lessee is obligated to make such payment with respect to less than all of the Equipment, Lessor will provide Lessee with the pro rata amount of the Lease Payment and the Concluding Payment to be made by Lessee with respect to the Equipment which has suffered the event of loss.

15. Insurance. Lessee will, at its expense, maintain, at all times during the Lease Term, fire and extended coverage, public liability and property damage insurance with respect to the Equipment in such amounts, covering such risks, and with such insurers as shall be satisfactory to Lessor, or, with Lessor's prior written consent, may self-insured against any or all such risks. In no event will the insurance limits be less than the amount of the then applicable Concluding Payment with respect to such Equipment. Each insurance policy will name Lessee as an insured and Lessor or its assigns as an additional insured and loss payee, and will contain a clause requiring the insurer to give Lessor at least thirty (30) days prior written notice of any alteration in the terms of such policy or the

cancellation thereof. The proceeds of any such policies will be payable to Lessee and Lessor or its assigns as their interests may appear. Upon acceptance of the Equipment and upon each insurance renewal date, Lessee will deliver to Lessor a certificate evidencing such insurance. In the event that Lessee has been permitted to self-insured, Lessee will furnish Lessor with a letter or certificate to such effect. In the event of any loss, damage, injury or accident involving the Equipment, Lessee will promptly provide Lessor with written notice thereof and make available to Lessor all information and documentation relating thereto.

16. Indemnification. Lessee shall indemnify Lessor against, and hold Lessor harmless from, any and all claims, actions, proceedings, expenses, damages or liabilities, including attorney's fees and court costs, arising in connection with the Equipment, including, but not limited to, its selection, purchase, delivery, possession, use, operation, rejection, or return and the recovery of claims under insurance policies thereon.

17. Purchase Option. Upon thirty (30) days prior written notice from Lessee to Lessor, and provided that there is no Event of Default, or an event which with notice or lapse of time, or both, could become an Event of Default, then existing, Lessee will have the right to purchase the Equipment on the Lease Payment dates set forth in Exhibit B by paying to Lessor, on such date, the Lease Payment then due together with the Concluding Payment amount set forth opposite such date. Upon satisfaction by Lessee of such purchase conditions, Lessor will transfer any and all of its right, title and interest in the Equipment to Lessee, as is, without warranty, express or implied, except that Lessor will warrant to Lessee that the Equipment is free and clear of any liens created by Lessor.

18. Assignment. Without Lessor's prior written consent, Lessee will not either (i) assign, transfer, pledge, hypothecate, grant any security interest in or otherwise dispose of this Lease or the Equipment or any interest in this Lease or the Equipment, or (ii) sublet or lend the Equipment or permit it to be used by anyone other than Lessee or Lessee's employees. Lessor may assign its rights, title and interest in and to this Lease, the Equipment and any other documents executed with respect to this Lease and/or grant or assign a security interest in this Lease and the Equipment, in whole or in part. Any such assignees shall have all of the rights of Lessor under this Lease. No assignment or reassignment of any of Lessor's right, title or interest in this Lease or the Equipment shall be effective unless and until Lessee shall have received a duplicate original counterpart of the document by which the assignment or reassignment is made, disclosing the name and address of each such assignee; provided, however, that if such assignment is made to a bank or trust company as paying or escrow agent for holders of certificates of participation in

the Lease, it shall thereafter be sufficient that a copy of the agency agreement shall have been deposited with Lessee until Lessee shall have been advised that such agency agreement is no longer in effect. DURING THE LEASE TERM, LESSEE SHALL KEEP A COMPLETE AND ACCURATE RECORD OF ALL SUCH ASSIGNMENTS IN FORM NECESSARY TO COMPLY WITH SECTION 149(a) OF THE CODE, AND THE REGULATIONS, PROPOSED OR EXISTING, FROM TIME TO TIME PROMULGATED THEREUNDER. Subject to the foregoing, this Lease inures to the benefit of and is binding upon the heirs, executors, administrators, successors and assigns of the parties hereto. No further action will be required by Lessor or by Lessee to evidence the assignment, but Lessee will acknowledge such assignments in writing if so requested.

19. Events of Default. The term "Event of Default", as used herein, means the occurrence of any one or more of the following events:

(a) Lessee fails to make any Lease Payment (or any other payment) as it becomes due in accordance with the terms of this Lease, and any such failure continues for the ten (10) days after the due date thereof;

(b) Lessee fails to perform or observe any other covenant, condition, or agreement to be performed or observed by it hereunder and such failure is not cured with twenty (20) days after written notice thereof by Lessor; or

(c) The discovery by Lessor that any statement, representation, or warranty made by Lessee in this Lease or in any writing ever delivered by Lessee pursuant hereto or in connection herewith is false, misleading, or erroneous in any material respect.

(d) Lessee becomes insolvent, is unable to pay its debts as they become due, makes an assignments for the benefit of creditors, applies or consents to the appointment of a receiver, trustee, conservator or liquidator of Lessee or of all or a substantial portion of its assets, a petition for relief is filed by Lessee under federal bankruptcy, insolvency or similar laws or a petition in a proceeding under any bankruptcy, insolvency or similar laws is filed against Lessee and is not dismissed within thirty (30) days thereafter.

20. Remedies. Upon the occurrence of an Event of Default, and as long as such Event of Default is continuing, Lessor may, at its option, exercise any one or more of the following remedies:

(a) By written notice to Lessee, declare an amount equal to all amounts then due under this Lease and all remaining Lease Payments

due during the Lease Term to be immediately due and payable, whereupon the same shall become immediately due and payable; and

(b) By written notice to the Lessee, request Lessee to (and Lessee agrees that it will), at Lessee's expense, promptly return the Equipment to Lessor in the manner set forth in Section 4 hereof, or Lessor, at its option, may enter upon the premises where the Equipment is located and take immediate possession of and remove the same; and

(c) Sell or lease the Equipment or sublease it for the account of Lessee, holding Lessee liable for all Lease Payments and other payments due to the effective date of such selling, leasing or subleasing and for the difference between the purchase price, rental and other amounts paid by the purchaser, lessee or sub-lessee pursuant to such sale, lease or sublease and the amounts payable by Lessee hereunder; and

(d) Exercise any other right, remedy or privilege which may be available to it under applicable laws of the state of the Equipment Location or any other applicable law or proceed by appropriate court action to enforce the terms of this Lease or to recover damages for the breach of this Lease or to rescind this Lease as to any or all of the Equipment; and

In addition, Lessee will remain liable for covenants and indemnities under this Lease and for all legal fees and other costs and expenses, including court costs, incurred by Lessor with respect to the enforcement of any of the remedies listed above or any other remedy available to Lessor.

21. Representations, Covenants and Warranties. Lessee represents, covenants and warrants as follows, for the benefit of Lessor (all such representations and warranties being continuing in nature and surviving the termination of this Lease), and is delivering an opinion of its counsel dated the date hereof, in form and substance satisfactory to Lessor, confirming that Lessee has the authority to enter into this Lease and make such representations, covenants and warranties contained in the Lessee's certificates, representations and warranties contained in Exhibits attached hereto and made a part hereof.

22. Notices. All notices to be given under this Lease shall be made in writing and mailed by certified mail, return receipt requested, to the other party at its address set forth herein or at such address as the party may provide in writing from time to time. Any such notice shall be deemed to have received five days subsequent to mailing.



23. Section Headings. All section headings contained herein are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Lease.

24. Governing Law. This Lease shall be construed in accordance with, and governed by the laws of, the state of the Equipment Location.

25. Delivery of Related Documents. Lessee will execute or provide, as requested by Lessor, such other documents and information as are reasonably necessary with respect to the transaction contemplated by this Lease. At the request of Lessor, Lessee will furnish Lessor annual financial statements of Lessee within forty-five (45) days after the end of Lessee's fiscal year.

26. Entire Agreement; Waiver. This Lease, together with the Acceptance Certificate and other attachments hereto, and other documents or instruments executed by Lessee and Lessor in connection herewith, constitute the entire agreement between the parties with respect to the lease of the Equipment, and this Lease shall not be modified, amended, altered, or changed except with the written consent of Lessee and Lessor. Any provision of this lease found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Lease. The waiver by Lessor of any breach by Lessee of any term, covenant or condition hereof shall not operate as a waiver of any subsequent breach thereof.

26. Additional Provisions. Any amendments to the standard language of this Lease will be set forth in Exhibit C attached hereto.

STAR BANK, NATIONAL ASSOCIATION <>

LESSOR:

LESSEE:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

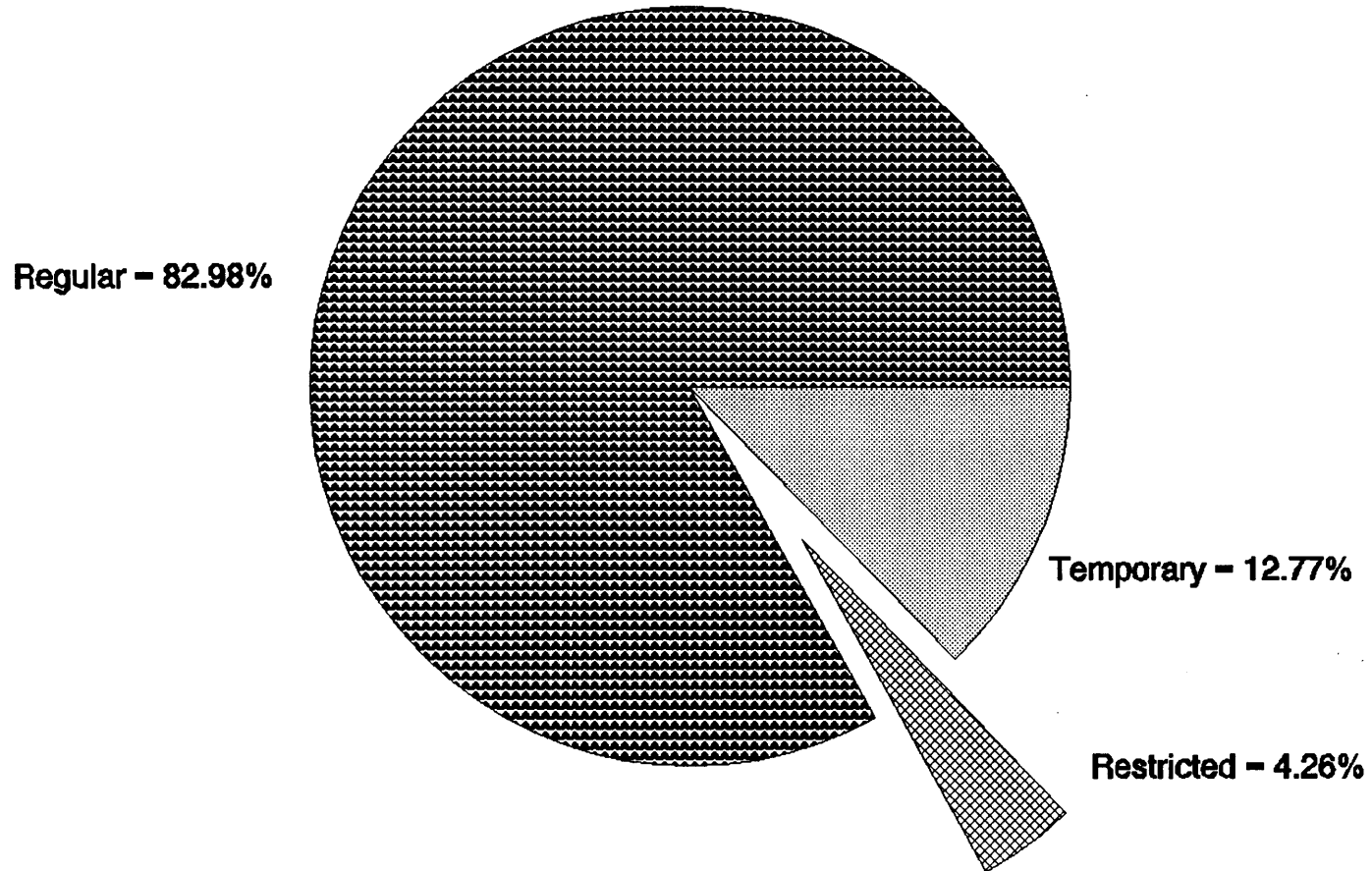
## **RATIFY PERSONNEL ACTIONS**

### **Recommendation**

That the Personnel Actions for the period of November 1, 1993, through February 11, 1994, be ratified.

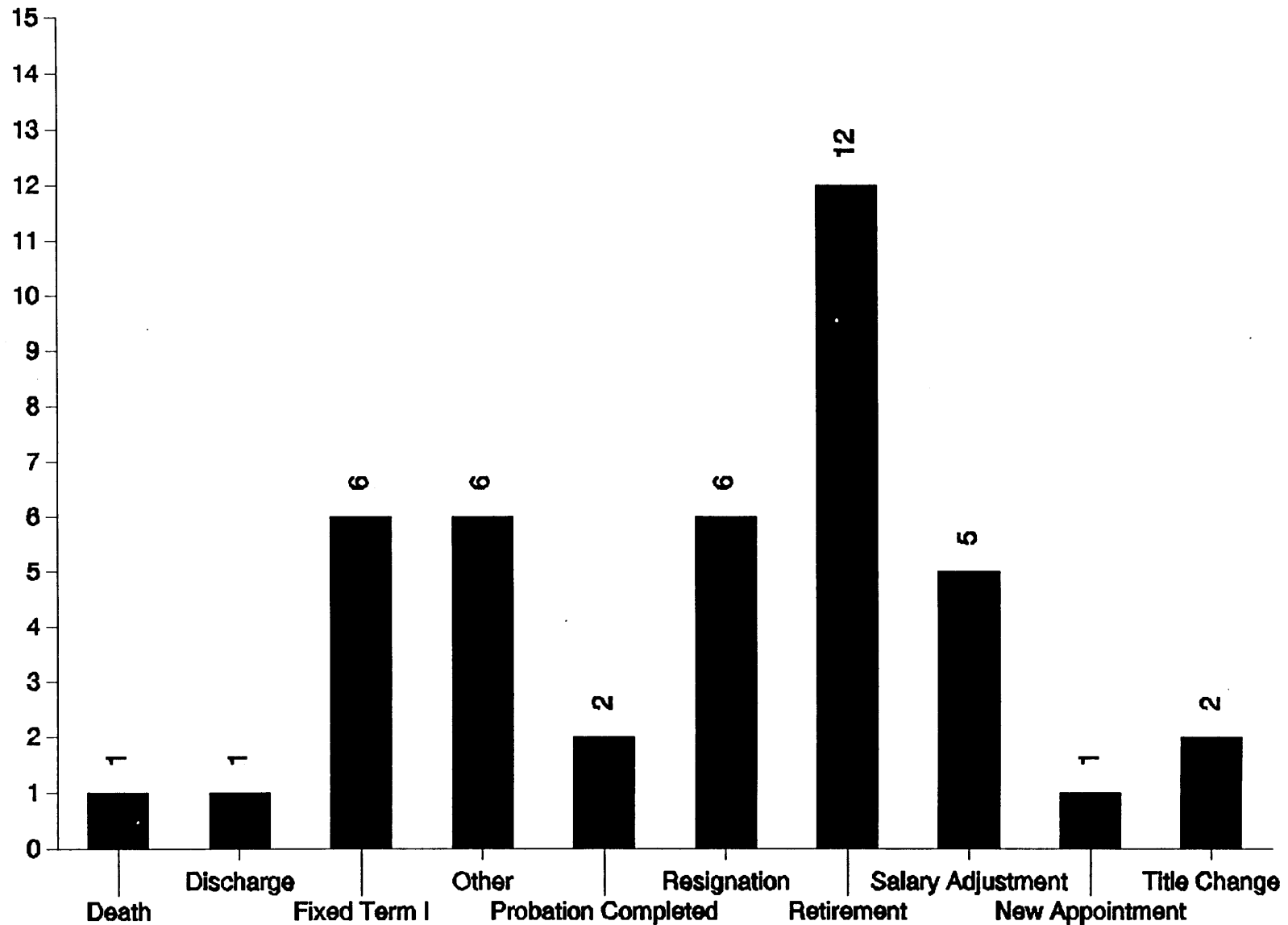
# PERSONNEL ACTION REQUEST

11/1/93 THRU 2/11/94



*Total Number of PAR's = 47*

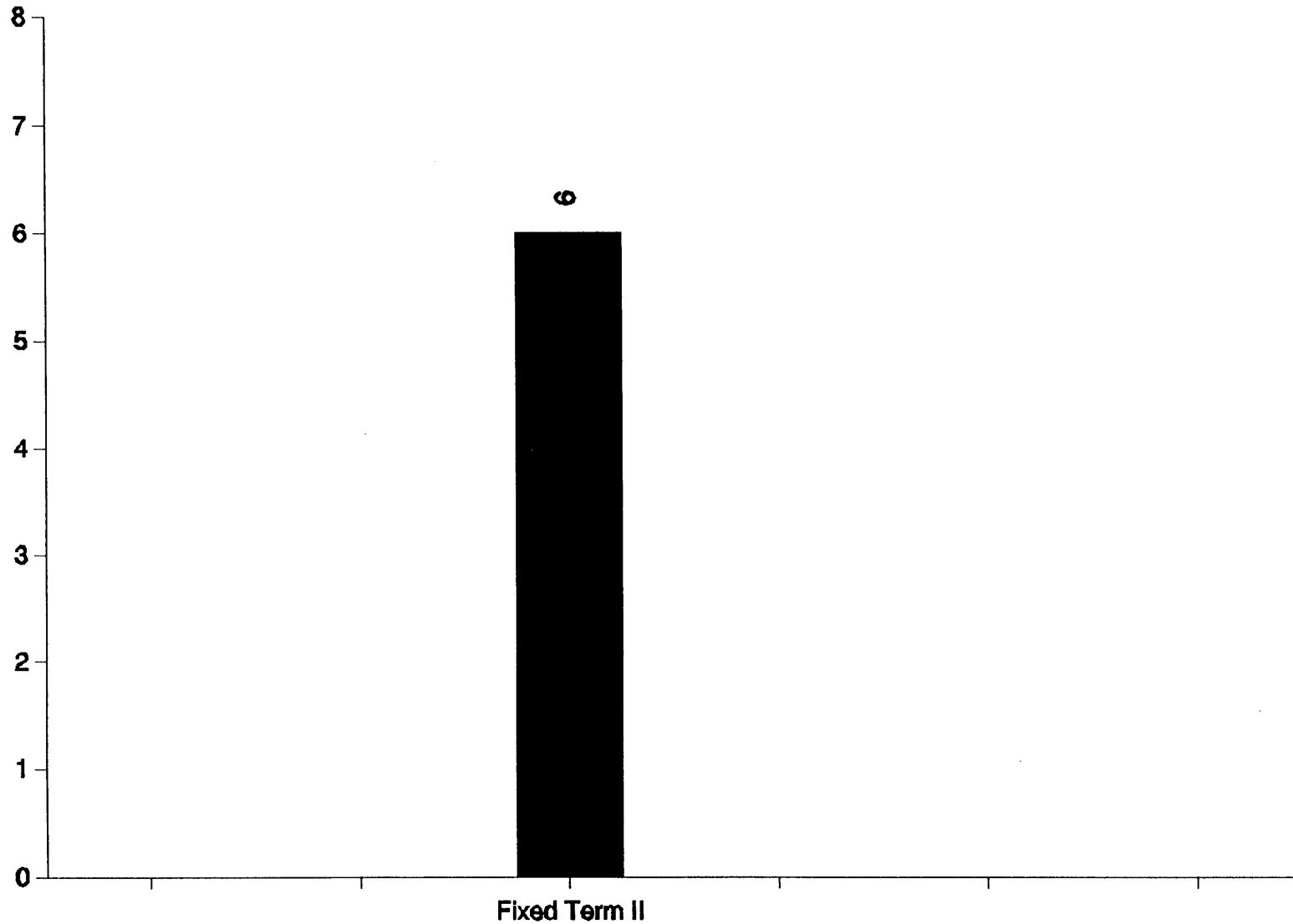
# PERSONNEL ACTIONS FOR STANDING I & II POSITIONS 11/1/93 THRU 2/11/94



*Total Number of PAR's = 39*

*Total Number of Actions = 42*

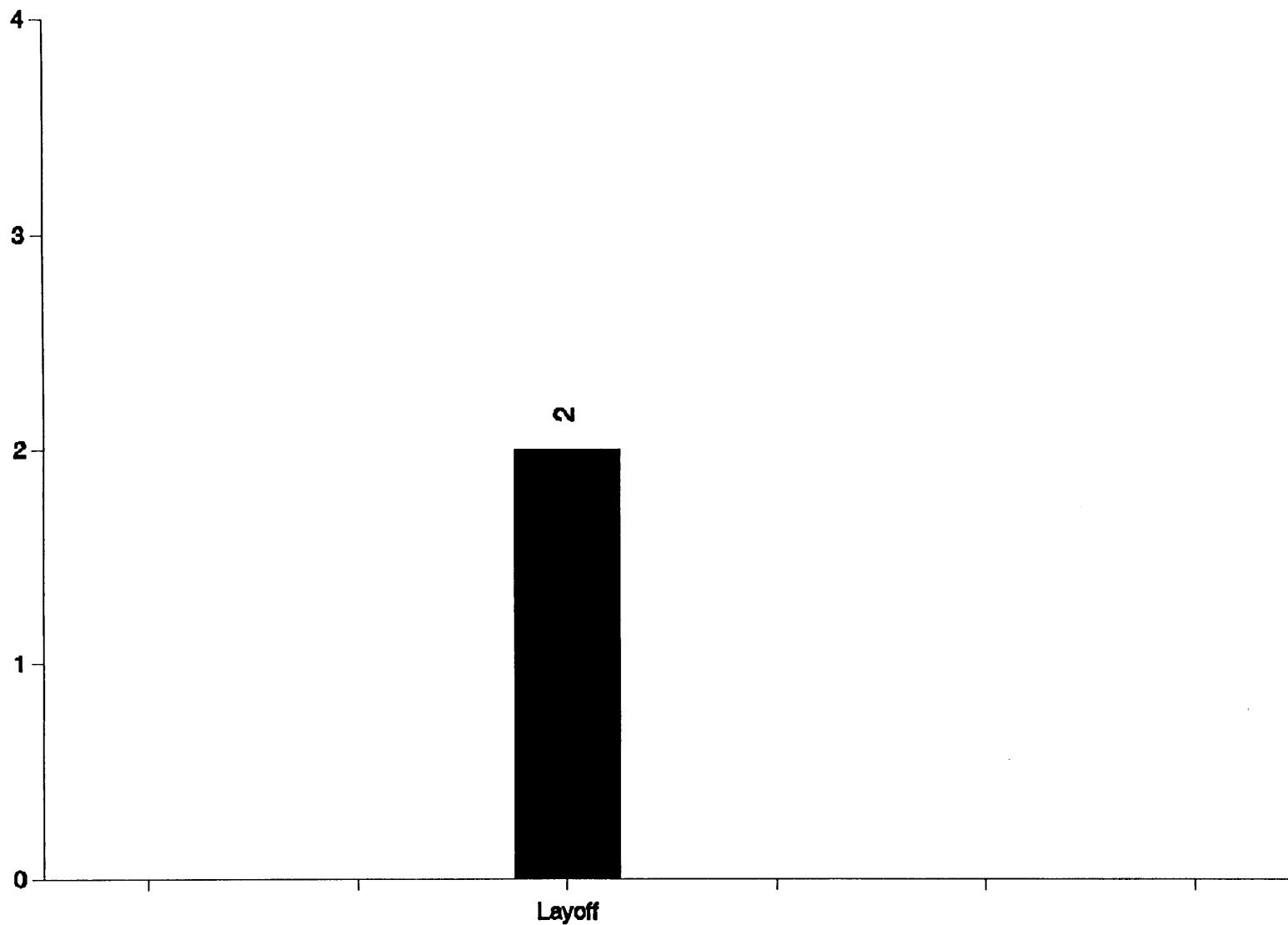
**PERSONNEL ACTIONS FOR TERM APPOINTMENTS  
11/1/93 THRU 2/11/94**



***Total Number of PAR's = 6***

***Total Number of Actions = 6***

**PERSONNEL ACTIONS FOR RESTRICTED APPOINTMENTS  
11/1/93 THRU 2/11/94**



***Total Number of PAR's = 2***

***Total Number of Actions = 2***

MOREHEAD STATE UNIVERSITY

STANDING I AND STANDING II POSITIONS SUMMARY

DEPARTMENT NAME	02/11/94 JULY 1 AUTHORIZED POSITIONS	CURRENT AUTHORIZED POSITIONS	+/- POSITION ADJUSTMENTS	CURRENT POSITION STRENGTH	% OF CURRENT STRENGTH
OFFICE OF THE PRESIDENT	3.40	3.40	0.00	3.40	100.00
DIVISION OF UNIVERSITY ADVANCEMENT	36.10	36.10	0.00	31.10	86.15
DIVISION OF ADMINISTRATION AND FISCAL SERVICES	121.63	121.63	0.00	112.63	92.60
PHYSICAL PLANT	125.00	125.00	0.00	117.00	93.60
DIVISION OF STUDENT LIFE	101.76	101.76	0.00	94.81	93.17
DIVISION OF ACADEMIC AFFAIRS	8.50	8.50	0.00	8.50	100.00
GRADUATE AND EXTENDED CAMPUS PROGRAMS	22.50	22.50	0.00	21.50	95.56
COLLEGE OF HUMANITIES	123.47	123.47	0.00	119.17	96.52
COLLEGE OF BUSINESS	46.50	46.50	0.00	45.50	97.85
COLLEGE OF EDUCATION & BEHAVIORAL SCIENCES	105.64	106.64	1.00	100.14	93.90
COLLEGE OF SCIENCE AND TECHNOLOGY	145.94	143.94	-2.00	134.44	93.40
ACADEMIC SUPPORT SERVICES	42.01	42.01	0.00	41.01	97.62
CAMDEN-CARROLL LIBRARY	42.83	42.83	0.00	40.83	95.33
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TOTALS:	925.28	924.28		870.03	94.13

NOTE: Positions are expressed in terms of full-time equivalency.

## MOREHEAD STATE UNIVERSITY - DEFINITIONS OF THE DIFFERENT KINDS OF APPOINTMENTS

<b>Standing I</b>	Appointment to full-time faculty, administrative, or staff (exempt or non-exempt) position. Employed through budgeted funds with benefits fully covered. The Budget Control Number (Roster ID) will be in the Personnel Roster or a position will be assigned a control number if the position is established after approval of the Personnel Roster. Regular status.* No ending date.
<b>Standing II</b>	Appointment to part-time faculty, administrative or staff (exempt or non-exempt) position. Employed through budgeted funds with only legally mandated benefits. The Budget Control Number (Roster ID) will be in the Personnel Roster. Non-Regular status.** No ending date.
<b>Fixed Term I</b>	Appointment to full-time faculty, administrative or staff (exempt or non-exempt) position for at least six calendar months but not to exceed one year. (May be employed through Soft Money funds***). Non-faculty appointments may be renewed from year to year. Early retirement appointments may be made up to four years. Regular status with benefits fully covered.* Terminable on specified ending date of appointment, or earlier, if for cause.
<b>Fixed Term II</b>	Appointment to full-time (up to six calendar months) or part-time (up to one year) faculty, administrative or exempt position with appropriate benefits. May be employed through Soft Money*** or budgeted funds, with only legally mandated benefits. Non-Regular status.** Terminable on specified ending date of appointment, or earlier, if for cause.
<b>Visiting Appointment</b>	Faculty appointment with "visiting" as part of title. Can be full-time or part-time. Normally limited to one year. Employed through Soft Money.*** Non-Regular status with only legally mandated benefits.

\* Regular status denotes an appointment of a faculty, administrative, or staff member to a full-time position, with benefits fully covered, that will exist for at least six calendar months with the expectation of continuance.

\*\* Non-Regular status denotes an appointment of a faculty, administrative, or staff member to a position that is less than full-time or is full-time for a period not to exceed six calendar months.

\*\*\* Soft Money is defined as nonrecurring funds from University or external funds, for example, Federal grants, contracts, etc.



**THE FOLLOWING ARE TYPES OF APPOINTMENTS & PERSONNEL ACTIONS  
REPORTED IN THE APPOINTMENT STATUS ACTIONS SECTION:**

DEATH

DISCHARGE

FIXED TERM I

FIXED TERM II

LAYOFF

OTHER

PROBATION COMPLETED

RESIGNATION

RETIREMENT

SALARY ADJUSTMENT

NEW APPOINTMENT

TITLE CHANGE

# Appointment Status Actions

11/01/93 - 02/11/94

Name Title Department Roster ID Position Base Salary	Salary	Description	Effective Date	Fund Source
ALBERT, LAWRENCE S. Assoc. Professor of Speech Communications 000471 \$36,050.00	\$5,750.00	Other (Acting Chair, Department of Communications)	01/01/94 - 05/31/94	Roster ID # 000479
AMINILARI, MANSOOR Assistant Professor of CIS Information Sciences 000340 \$53,541.00	\$37,000.00 (\$2,000.00 incr.)	Salary Adjustment (ABD Status)	09/13/93	Roster ID # 003080
BOENHEIM, MARION Director of Human Resources Office of Human Resources 001846 \$38,868.00	\$48,585.00	Probation Completed	01/29/94	
CARTY, KEVIN JOSEPH Assistant Football Coach Football 001137 \$36,710.00	\$36,710.00	Fixed Term I	01/01/94 - 12/31/94	
COWSERT, ROBERT LANE Dept. Chair, Agri. Sciences Agricultural Sciences-Agricul. 003100 \$55,000.00	\$60,000.00	Standing I	01/19/94	Roster ID # 000289 Roster ID # 000255 Roster ID # 000266
CRICKARD, JENNIFER LYNN Dir., Public./Print. Services Off. Publications & Print. Ser 000195 \$36,973.00		Resignation	01/21/94	

# Appointment Status Actions

11/01/93 - 02/11/94

Name Title Department Roster ID Position Base Salary	Salary	Description	Effective Date	Fund Source
DEMAREE, ANNA L Professor of Psychology Psychology 000414 \$43,968.00		Retirement (Early Retirement)	06/30/94	
DEMOSS, GERALD L Professor of Biology Off. Dean Coll. Science & Tech 000558 \$59,293.00	\$7,200.00	Other (Interim Dean, College of Science & Technology)	01/01/94 - 06/30/94	Roster ID # 000450
GANOWICZ, JACEK Asst. Professor of Sociology Sociology, Social Work & Corr 000624 \$31,286.00		Resignation	05/20/94	
GRIESINGER, LAWRENCE E Professor of Education Leadership & Secondary Educ. 000371 \$25,548.00		Retirement (Withdraw from early retirement program into retirement full-time)	06/30/94	
HAMILTON, ROBERT CHRISTOPHER Asst. Manager, Golf Course Golf Course 001267 \$14,100.00	\$390.00	Other (Interim Manager of Golf Course)	02/01/94 - 02/28/94	Roster ID # 000777
ISON, JAMES ROBERT Maint. Technician II Building Maintenance 000727 \$9.90/hr.		Retirement	12/31/93	

# Appointment Status Actions

11/01/93 - 02/11/94

Name Title Department Roster ID Position Base Salary	Salary	Description	Effective Date	Fund Source
JAYNE-READ, JILL JAYNE Special Assistant to President Off., VP Univ. Advancement	\$45,000.00/annual	Fixed Term I	11/08/93 - 06/30/94	Contingency Acct.
JONES, ROGER H Professor of Art Art 000458 \$47,897.00		Retirement (Early Retirement)	06/30/94	
KEENAN, KATHRYN JOANNE Instructor of Music Music 000522 \$21,139.00		Resignation	09/28/93	
KLEBER, JOHN EDWARD Professor of History Geog., Government & History 000612 \$49,311.00	\$7,200.00	Other (Interim Dean, College of Humanities)	01/01/94 - 06/30/94	Roster ID # 000229
LEROY, PERRY E Professor of History Geog., Government & History 000613 \$50,976.00		Retirement	05/20/95	
LETENDRE, WANDA L. Instructor of Education Elem. Read. & Spec. Education	\$12,500.00	Fixed Term II	01/24/94 - 05/20/94	Roster ID # 003056 Roster ID # 003131

# Appointment Status Actions

11/01/93 - 02/11/94

Name Title Department Roster ID Position Base Salary	Salary	Description	Effective Date	Fund Source
LOCKLIN, KERRY B. Assistant Football Coach Football 001141 \$30,900.00	\$30,900.00	Fixed Term I	01/01/94 - 12/31/94	
LUCKEY, SUE Y Professor, Business Education Information Sciences 000335 \$48,992.00		Retirement (Early Retirement)	12/31/93	
LUCKEY, SUE Y Professor, Business Education Information Sciences 000335 \$48,992.00	\$12,248.00 (1/1/94-5/21/94)	Fixed Term I (Early Retirement under PAC-25. Salary to be determined each year)	01/01/94 - 12/31/97	
MASTERS, ELIZABETH DAWN Instructor of Education Elem. Read. & Spec. Education	\$12,000.00	Fixed Term II	01/24/94 - 05/20/94	Roster ID # 003131
MAY, RICHARD Assistant Football Coach Football 002284 \$27,000.00	\$27,810.00 (\$810.00 incr.)	Probation Completed Salary Adjustment	08/01/93	Opening Bud-Undist.
MAY, RICHARD Assistant Football Coach Football 002284 \$27,000.00	\$27,810.00	Fixed Term I	01/01/94 - 12/31/94	Opening Bud-Undist.

# Appointment Status Actions

11/01/93 - 02/11/94

Name Title Department Roster ID Position Base Salary	Salary	Description	Effective Date	Fund Source
MAYS, LUCILLE Asst. Professor of Nursing Nursing & All. Health-ADN Prog 003029 \$29,870.00	\$30,370.00 (\$500.00 incr.)	Title Change Salary Adjustment (From Instructor of Nursing to Asst. Prof. of Nursing)	01/20/94	Roster ID # 003043
MCCORMICK, BEVERLY JOYCE Assoc. Professor Real Estate Management & Marketing 000322 \$34,307.00	\$7,200.00	Other (Interim Dean, College of Business)	01/01/94 - 06/30/94	Roster ID # 003130
MCGHEE, PAUL RALPH Professor of Education Elem. Read. & Spec. Education 001030 \$48,496.00	\$6,500.00	Other (Interim Chair, Department of Elementary, Reading & Special Ed.)	01/21/94 - 06/30/94	Roster ID # 003056
MEADE, CLAUDE EDWARD Lib. Circulation Dept. Manager Camden Carroll Library 000674 \$33,234.00		Retirement	12/31/93	
MILLER, RODNEY D Professor of Education Leadership & Secondary Educ. 000377 \$24,041.00		Retirement (Withdraw from early retirement program into retirement full-time)	05/20/94	
MO, WEIMIN Instructor of Education Elem. Read. & Spec. Education	\$12,500.00	Fixed Term II	02/07/94 - 05/21/94	Roster ID # 003077 Roster ID # 003131

# Appointment Status Actions

11/01/93 - 02/11/94

Name Title Department Roster ID Position Base Salary	Salary	Description	Effective Date	Fund Source
MOORE, WILLIAM F Assoc. Professor of Education Leadership & Secondary Educ. 000378 \$42,837.00		Retirement	12/17/93	
MOSLEY, WILLIAM J. Dept. Chair, Elem. Read. & Spc Elem. Read. & Spec. Education 003056 \$60,770.00		Death	01/20/94	
OWEN, DONNA JEAN Asst. Professor of Nursing Nursing & All. Health-BSN Prog 000976 \$29,870.00	\$30,370.00 (\$500.00 incr.)	Title Change Salary Adjustment (From Instructor of Nursing to Asst. Prof. of Nursing)	01/20/94	Roster ID # 003043
PATRICK, WILLIAM CHARLES Asst. Prof. Ind. Educ. & Tech. Ind. Educ. & Technology 000307 \$36,090.00	\$37,090.00 (\$1,000.00 incr.)	Salary Adjustment (Completed Ph.D)	01/26/94	Roster ID # 000266
POWELL, MARY N Instructor of Education Elem. Read. & Spec. Education	\$14,000.00	Fixed Term II	01/31/94 - 05/20/94	Roster ID # 003077
RAJARAVIVARMA, RATHIKA Asst. Prof. Ind. Educ. & Tech. Ind. Educ. & Technology 000269 \$30,000.00		Resignation	12/18/93	

# Appointment Status Actions

11/01/93 - 02/11/94

Name Title Department Roster ID Position Base Salary	Salary	Description	Effective Date	Fund Source
RAJARAVIVARMA, VEERAMUTHU Assoc. Prof. Industrial Educ. Ind. Educ. & Technology 000266 \$36,934.00		Resignation	12/18/93	
RYAN, REX Assistant Football Coach Football 002532 \$35,375.00	\$35,375.00	Fixed Term I	01/01/94 - 12/31/94	
RYAN, REX Assistant Football Coach Football 002532 \$35,375.00		Resignation	02/07/94	
SAPP, DELORES R Instructor of Education Leadership & Secondary Educ.	\$12,000.00	Fixed Term II	01/24/94 - 05/20/94	Roster ID # 003077
SITES, RANDY Farm Laborer Martiki Research Project	\$4.38/hr.	Layoff	01/31/94	
SITES, TONY LEE Farm Laborer Martiki Research Project	\$5.15/hr.	Layoff	01/31/94	



# Appointment Status Actions

11/01/93 - 02/11/94

Name Title Department Roster ID Position Base Salary	Salary	Description	Effective Date	Fund Source
STAGGS, BERNICE V. Clerk/Typist Off. Counseling & Health Serv. 000129 \$7.18/hr.		Discharge	01/20/94	
THOMAS, DAN S Professor of Education Leadership & Secondary Educ. 000405 \$49,540.00		Retirement (Early Retirement)	06/30/94	
THOMAS, M K Professor of English English, Foreign Lang. & Phil. 000507 \$49,250.00		Retirement	06/30/94	
WILLIS, MELINDA R. Instructor of Education Elem. Read. & Spec. Education	\$12,000.00	Fixed Term II	01/24/94 - 05/20/94	Roster ID # 003056
YOUNG, DON B Assistant Professor of Art Art 002240 \$38,559.00		Retirement (Early Retirement)	06/30/94	

## **AMEND PERSONNEL POLICY PG-5**

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY FOR EMPLOYMENT**

#### **Background:**

The University's Affirmative Action policy was last revised June 22, 1990. Various amendments and clarifying changes are proposed:

- 1) Complaints involving sexual harassment will no longer be acted upon by the Affirmative Action Committee. Sexual harassment complaints are reviewed in accordance with the comprehensive procedures defined in PG-6 - Sexual Harassment, approved by the Board on April 30, 1993.
- 2) In the first step of the Formal Resolution procedure, the University's Affirmative Action Officer (AAO) is now required to deliver his/her findings of fact to the grievant via registered mail, return receipt. Under the new provision the AAO may... deliver to the grievant or send by certified mail, return receipt. This proposed change will be more efficient.
- 3) In the second step of the Formal Resolution procedure, the University's AAO now selects a three member Grievance Review Board to review the findings resulting from the first step review. The requirement to have the AAO select the review committee may create the perception of unfairness. It is proposed to allow the grievant to select one member, the AAO to select one member and the grievant and the AAO together to select one member - see policy, top of page 7.
- 4) Also, in the second step of the Formal Resolution procedure (page 7), the 20 working day limit under #2 is being changed to 15 working days as it is believed this is a more credible time frame to designate the time, place and date for the hearing.
- 5) It is proposed that the President render a decision within ten (10) working days rather than 14 working days after receiving the Grievance Review Board's findings and recommendations. Again, this is thought to be a more reasonable time period.
- 6) In the last paragraph of page 9, Legal Counsel has proposed removing the reference to KRS 164.360. This statute is not pertinent to extending the grievance procedure beyond the President's decision which is to be the final step of the grievance procedure.

- 7) Several "housekeeping" word changes are also proposed to clarify the meaning, intent, and understanding of this policy.

The Faculty Senate, Staff Congress, University Affirmative Action Committee, Affirmative Action Officer, and Legal Counsel have recommended approval of the amendments noted above.

**Recommendation:**

That the Board amend PG-5 - Affirmative Action/Equal Opportunity Employment policy.

Policy: PG-5

Subject

Affirmative Action/ Equal Opportunity for Employment

Approval Date: 07/01/85

Revision Date: 06/22/90

PURPOSE:

To specify terms and conditions under which the University's policy of equal employment opportunity ~~through and~~ affirmative action shall be implemented and to identify responsibility and accountability for actions in support of a positive program ~~to that~~ meets legal and moral commitments to affirmative action.

POLICY:

The policy of Morehead State University is to provide equal opportunity and affirmative action in all University programs, activities, facilities, and employment practices for all persons without regard for race, color, ~~disability,~~ religion, sex, age, ~~handicap,~~ national origin, ~~or~~ marital, ~~familial or Vietnam Era veteran~~ status.

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

Because of these tenets, it is the policy of Morehead State University that, ~~morally and legally,~~ affirmative action will be taken to recruit, identify, encourage and employ in compliance with the principles of equal employment opportunity, through good faith efforts and within reasonable time periods, ~~an~~ representatives of under utilized groups, specifically but not limited to minorities, women, and ~~handicapped~~ persons with disabilities. ~~In conjunction with this effort, the institution has~~ The University has been encouraged by the Department of Educations, Office of Civil Rights to

specifically take positive and constructive efforts to recruit identify, encourage and employ qualified black African-American individuals in faculty, administrative, and staff positions. Therefore, positive and unmistakable efforts must be made aggressively undertaken to fulfill our goals. Morehead State University's desire is to overcome any effects of past discrimination, if any, whether it resulted from overt acts or from unconscious, systematic exclusion of minorities and women from certain jobs protected class persons in any of our positions or programs.

It is the University's intention to achieve a representation of minorities, women, and handicapped disabled persons in each major job classification, which reflects the current availability and merit of such individuals and University's capability to attract them. The Our Affirmative Action Plan is aimed at reducing any under representation and under-utilization of members of protected classes.

In addition, Morehead State University is dedicated to the principles that all benefits and opportunities afforded by the institution shall be accorded students, based upon individual merits, accomplishments, and needs, and to that the promotion of nondiscrimination in every phase of the University's operations is required.

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

Finally, the University is committed to taking necessary affirmative action steps to remove barriers and systematically discriminatory practices and to ensure that we take positive steps not only to comply with the letter of the law but the intent of both affirmative action and equal opportunity.

#### ADMINISTRATION OF THE POLICY:

The Board of Regents authorizes the President to administer this policy by developing and implementing plans and procedures which will support affirmative action and equal opportunity.

**LEADERSHIP/  
GUIDANCE:**

The Affirmative Action Officer, in conjunction with the Affirmative Action Committee, shall provide leadership and guidance to units in the conduct of their programs affecting all faculty, and staff and applicants for employment. The Affirmative Action Officer shall review and evaluate unit program operations periodically, obtain such reports as deemed necessary, and report as appropriate, on overall progress. The Affirmative Action Officer will consult from time to time with such individuals, groups, or organizations as may be of assistance in improving and realizing the University's program and objectives.

**AFFIRMATIVE  
ACTION  
COMMITTEE:**

The Morehead State University Affirmative Action Committee membership is appointed by the President from recommendations made by the Faculty Senate, the Staff Congress, and the Student Government Association. The President designates the chairperson. The Committee shall consist of:

The Affirmative Action Officer,  
The Minority Student Affairs  
Director,  
Two faculty members,  
Four staff members (at least two of whom shall  
be from executive/managerial or professional  
nonfaculty categories) and  
Two students.

Representatives from the faculty, staff, and students shall be at least 50 percent female. At least two members shall come from other protected classes.

A chairperson will be appointed by the President from the membership or as an additional member. The chair shall vote only in the case of a tie.

The Affirmative Action Committee shall be composed of individuals from culturally diverse backgrounds. A major effort will be made to establish a fair representation of black minority & particularly African-American individuals on the Committee. The Committee shall meet at least once quarterly and may conduct special meetings with minorities, women, handicapped disabled, foreign nationals, and others when appropriate. The Committee is charged with:

- A. ~~Assisting in~~ Reviewing, including and fact-finding, if when necessary:
1. Reports on recruitment, appointments, promotion, transfer, demotions, tenure, transfer, and termination;
  2. Proposed changes in University policies and procedures recommended by deans, directors, department chairpersons, unit heads, women, minority minorities, groups Vietnam Era veterans groups, employee organizations, and others;
  3. Proposed changes in the Affirmative Action Plan recommended by the President, President's office staff, or the Affirmative Action Officer;
  4. Compliance with audits conducted by federal and state agencies; and
  5. The summaries of the annual reports generated on recruitment, appointments, promotions, tenure, transfer, and termination.
- B. Advises the Affirmative Action Officer on sensitive subjects and procedures.
- C. Makes recommendations to the Affirmative Action Officer for programs to effectuate purpose(s) of affirmative action and equal employment opportunity.
- D. Acts as a review board on affirmative action, sexual harassment complaints, and equal employment opportunity policy violations submitted for disposition; where recommendations will be made to the President, or a complaint of discrimination has been lodged and has not been informally resolved.

~~E. Reviews structural requests and makes recommendations to the President.~~

FE. Assists the Affirmative Action Officer in developing approaches and efforts in the recruitment and hiring of minorities, women, and handicapped disabled candidates.

Names and addresses of the Committee members are available in the Office of Personnel Services Human Resources and the Office of the President.

## RESOLUTION OF COMPLAINTS:

The University shall provide for the prompt, fair, and impartial consideration of all complaints grievances of alleged discrimination in violation of this policy. Each employing unit shall provide access to counseling for employees and/or students who feel aggrieved and shall encourage the resolution of problems such issues on an informal basis.

Complaints Grievances frequently are founded in simple misconceptions or misunderstandings. It is believed to be in the best interests of the University and the complainant grievant for grievances differences to be resolved informally - if informal hierarchial resolution is not possible then in the following manner applies:

## FORMAL PROCEDURE:

The grievant is to contact the University Affirmative Action Officer for a meeting as soon as practicable. The Affirmative Action Officer is to be sensitive to the fact that the meeting may need to take place after normal working hours so as to prevent disclosure to a supervisor or others. The Affirmative Action Officer will listen attentively to the grievant in order to fully understand the grievance, after which, the Affirmative Action Officer will offer his or her services in informal resolution. Normally, this informal procedure will not exceed five working days unless the parties mutually agree to an extension of this time period.

### First Step

The aggrieved individual shall direct grievant shall direct his/her grievance a complaint regarding the alleged discriminatory act(s) or sexual harassment by preparing a written explanation of the complaint his/her grievance



and the relief ~~that is~~ sought to the Affirmative Action Officer (AAO). The Affirmative Action Officer may schedule a meeting with the ~~complainant grievant~~ for the purpose of ~~understanding the complaint and to gathering investigatory materials information~~. The AAO will conduct a thorough investigation within seven (7) working days of receipt of the written ~~complaint grievance~~.

Within fourteen (14) working days following receipt of the written ~~complaint grievance~~, a meeting will be held by the AAO with the ~~complainant grievant~~ and others believed by the AAO ~~capable who may be of assisting assistance in the resolution of resolving the complaint grievance~~ in the best interests of all concerned.

Within three (3) working days following the ~~this grievance meeting on the complaint~~, the AAO will prepare written findings of ~~fact~~ which will be ~~delivered forwarded by registered mail, return receipt, to the complainant grievant or sent by certified mail, return receipt, to the grievant's address of record. Copies of the AAO's findings will also be provided to as well as those others individuals on a need to know basis who participated in the meeting on the matter.~~ The AAO shall make such recommendations in writing as is believed warranted by the results of his ~~or~~/her investigation and meetings regarding each written ~~complaint issue alleging discrimination or sexual harassment~~. If the grievant prevails the defendant may appeal to the appropriate Vice President. If no appeal is forwarded by the defendant within 5 working days after receipt of the Affirmative Action findings, the issue is resolved, as specified.

### Second Step

The aggrieved party ~~can~~ may appeal the First Step ~~answer~~ by serving a written statement of appeal by ~~registered mail, return receipt, to the AAO within ten (10) working days after delivery of the AAO's findings of fact and written recommendations to the grievant address of record for the complainant.~~ Within seven (7) working days after receipt of the written ~~statement of appeal~~, an Affirmative Action Grievance Review Board will be selected by the AAO ~~from the standing Affirmative Action Committee on a rotating appointment~~. The membership board shall be composed of an ~~African-American black~~ member, a female

member, and a male member. The grievant may select one person from the standing Affirmative Action Committee; the Affirmative Action Officer may select one person from the standing Affirmative Action Committee, and the grievant and the AAO together will select the third individual. In cases where a student is involved, a student member will always participate serve on the Review Board. The Affirmative Action Committee chairperson will designate the Review Board Chairperson.

The responsibilities of the Affirmative Action Grievance Review Board will include, but not be limited to:

1. ~~The Affirmative Action Grievance Review Board will~~ A review of all documents received or prepared as the complaint grievance was processed through the First Step.
2. The Affirmative Action Grievance Review Board Chairperson will schedule a hearing to be held, not later than twenty (20) fifteen working days after the appointment of the entire Review Board, designating the time, place, and date for the hearing.
3. The Affirmative Action Grievance Review Board Chairperson will notify in writing by registered mail, return receipt, both the AAO and the complainant parties of the time, place, and date of the hearing, including the right of representation. Nothing contained herein shall be construed to require any representation to be the representative to be an attorney at law. If the complainant defendant/grievant desires to be represented at the hearing, then he/she will give notice of that intention and by whom in writing to the Affirmative Action Grievance Review Board and the AAO not less than six (6) working days prior to the hearing date.
4. ~~The Affirmative Action Grievance Review Board shall make its findings and recommendations to the President within~~

~~five (5) working days after following the hearing of the appeal.~~

4. All hearings will be conducted by the Review Board. The proceedings will be tape-recorded, and if requested by a majority of the ~~membership of the Affirmative Action~~ Grievance Review Board, a typed transcript will be prepared.

~~The AAO Affirmative Action Officer will set forth the basis for his/her findings of fact and recommendation(s) on the complaint grievance. The complainant parties, by or through his or her their representative, shall have the opportunity to state the objections respond to the findings and recommendations of the AAO on the matter and to submit additional documents or to introduce additional evidence through the testimony of witnesses who will be sworn by the Chairperson if satisfactory reason is given to the Affirmative Action Grievance Review Board as to why such documentation or testimony was not presented to the AAO. Any witness permitted to testify shall be subject to cross examination and to be questioned by the Review Board Affirmative Action Officer.~~

~~The Affirmative Action Grievance Review Board has the option of going into closed session to weigh the record and such additional evidence as received and to formulate its findings and recommendations to the President of the University. The Review Board's findings and recommendations to the President will be delivered by registered mail return receipt, within five (5) working days following the hearing.~~

5. ~~The Affirmative Action Grievance Review Board shall make its findings and recommendations to the President within five (5) working days following the hearing.~~

The President will render a decision within ~~fourteen (14)~~ ten (10) working days after receiving the ~~Affirmative Action~~ Grievance Review Board's findings and recommendations. Written notification of the President's decision will be ~~forwarded to all concerned parties by registered hand~~ delivered to the parties or delivered by certified mail, return receipt, to the address of record.

The President's decision will be ~~the final step of the grievance procedure and binding subject to action being taken pursuant to KRS 164.360.~~ Under legally prescribed instances (tenured faculty member being terminated) an appeal may be forwarded to the Board of Regents.

**APPROVE PERSONNEL POLICY PG-51 SEVERE  
WEATHER CONDITIONS OR DISASTER**

**REVOKE PERSONNEL POLICIES PAd-4, PSE-5, & PSNE-6  
WEATHER OR TRAVEL ABSENCES**

**Background**

Currently, the University's policy on weather and travel absences is duplicated in three different policies (PAd-4, PSE-5 and PSNE-6). The purpose of this new policy (PG-51) is to:

1. Consolidate three policies into one to eliminate the redundancy of having the same policy under three different policy categories.
2. Clarify language within the existing policies.

It is also proposed that work time missed due to personal vehicular breakdowns or road repairs be accounted for by taking vacation leave or leave without pay, in the event no vacation time has been accumulated.

**Recommendation**

That the Board approve Personnel Policy PG-51 - Severe Weather Conditions or Disaster and revoke Personnel Policies PAd-4, PSE-5, and PSNE-6 - Weather or Travel Absences.

Policy: PG-51

Subject

~~Severe Weather or Travel Absences~~ ~~Conditions or Disaster~~

Approval Date: 07/01/85

Revision Date:

PURPOSE:

To provide a uniform method of handling absences that occur because of severe weather conditions, hazardous road conditions, ~~or unavoidable transportation difficulty due to car breakdown or major road repairs.~~ ~~or in event of a man made technological or natural disaster or emergency.~~

OFFICIAL  
CLOSE-DOWNS:

A regular full-time or continuing part-time staff member shall not lose pay for any work time missed during any period that the President of the University or the ~~President's~~ designated representative has announced the closing of the University ~~of or~~ suspension of operations because of hazardous conditions. An employee who is required to work during such period shall be granted equivalent time off at a later date.

OTHER ABSENCES:

Time missed from work because of hazardous conditions at times other than official close-downs ~~is to be accounted for by charging taking~~ vacation leave or as leave without pay if no vacation time is available. ~~This includes delayed reporting or leaving early.~~

~~SUPERSEDES:~~

~~This policy supersedes Personnel Policies, PAd-4, PSE-5 and PSNE-6.~~

## AUTHORIZE ACQUISITION OF REAL PROPERTY

### Background

The University has had discussions with the State Transportation Cabinet to acquire surplus right-of-way property south of the new Morehead Bypass (Wilkinson Boulevard) and west of the University Utility Plant. Two small tracts totalling .924 acre were acquired by the State Transportation Cabinet as part of the construction phase of the new road and is no longer needed by the state. The attached Campus Master Plan site map shows the location of the properties in yellow. Because the property was not identified in the Campus Master Plan approved by the Board of Regents in September 1990, Board Policy Related to the Acquisition of Real Property, approved April 30, 1993, requires that:

*Property not identified in the Campus Master Plan may be acquired, but only after a Board approved amendment to the Master Plan or other exception that the Board would authorize.*

The two tracts are contiguous to property identified in the Campus Master Plan. At the time of the approval of the Plan, the Bypass was in the planning phase and the availability of these tracts was unknown. The larger, western most tract (.654 acre) has immediate use to the University. The University has had a long term need for warehouse space. Currently a local tobacco warehouse and the former Union Grocery Building are leased for storage. If we are successful in acquiring the property, the larger tract will be used for the construction of a 10,000-12,000 square foot warehouse. Though the University owns a large tract east of the Utility Plant, floodway restrictions limit available building sites.

Authorization to construct a warehouse was requested in the University's 1992-94 State Capital Budget Request and authorized in the 1992-94 Budget of the Commonwealth. The project will be reauthorized in the 1994-96 Budget of the Commonwealth. University agency funds will be used to fund the project estimated to cost between \$300,000-\$400,000.

There is no current plan for the use of the smaller tract east of Trumbo Avenue. This tract will have a greater use when the University is able to acquire the property that lies between it and the University's Utility Plant.

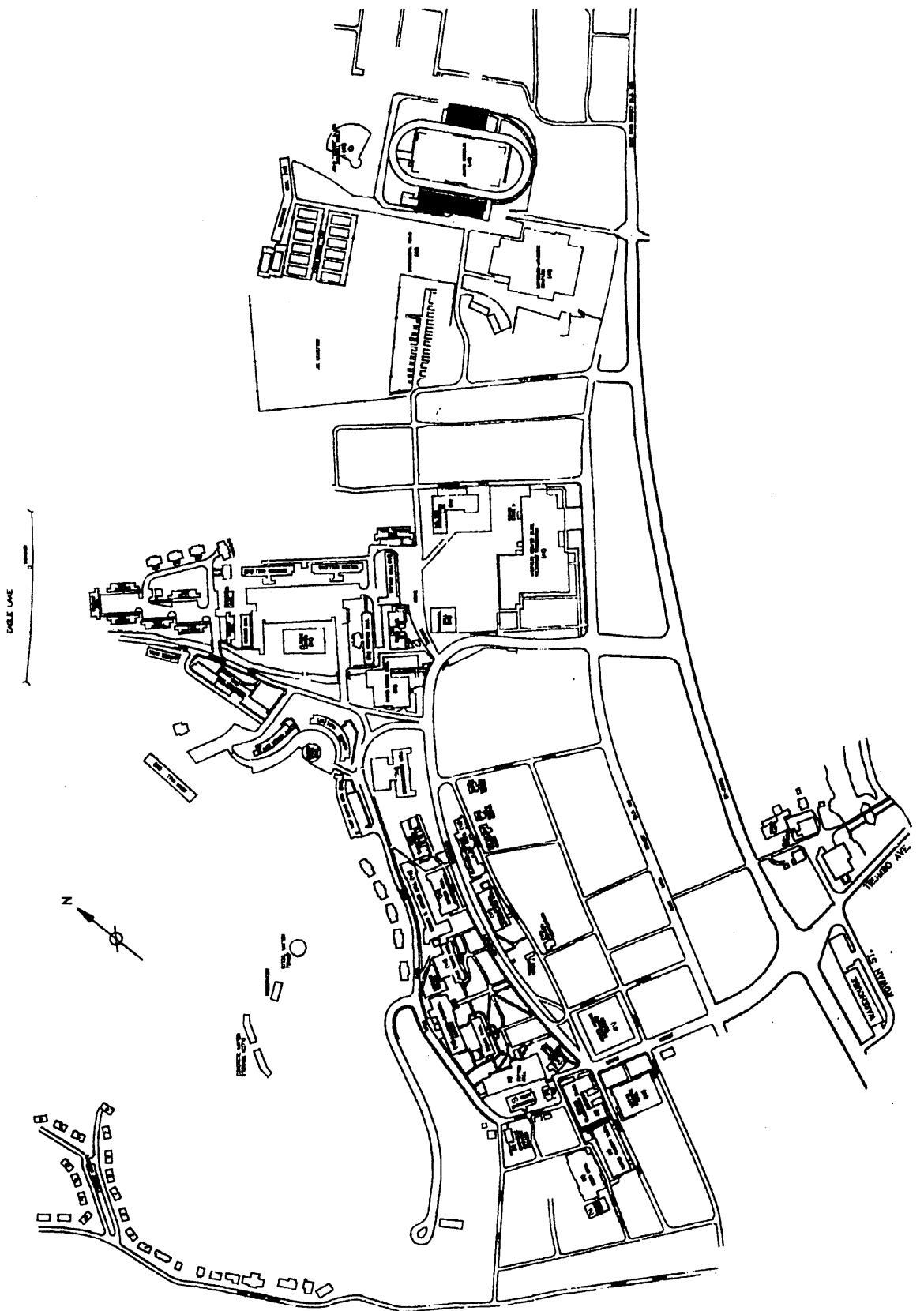
Acquisition/transfer of property between state agencies is more simple than acquiring property from the private sector. The State Transportation Cabinet will establish a fair value price for the property and, if the University agrees to the value, an interaccount of funds will be made to the Cabinet. This is similar to the approach used in 1990 when the State acquired other property from the University for the bypass right-of-way.

If the Board approves the recommendation to acquire this property, the action will serve to officially amend the Campus Master Plan.

**Recommendation**

That the Board authorize the acquisition of surplus right-of-way property located between Wilkinson Boulevard and Rowan Street, from the State Transportation Cabinet, for the use and benefit of Morehead State University.





**AUTHORIZATION TO NEGOTIATE A  
NON-SCHOLARSHIP FOOTBALL LEAGUE WITH  
OVC MEMBER INSTITUTIONS**

**Background**

Morehead State University recognizes the value of intercollegiate sports competition and the history and tradition that Eagle athletic teams have established over the years. As a co-curricular activity, athletics is an integral part of the university community, supporting its mission and serving the needs of participants, alumni and friends of the University. Consequently, the University is committed to offering a broad-based intercollegiate athletics program, with continued participation at the NCAA Division I level and as a member of the Ohio Valley Conference (OVC). These goals, however, are not without challenges, such as the following specific concerns.

Over the last several years, state general fund support for higher education has steadily declined, resulting in university-wide reductions in staffing and services. During this same period, budget reductions and cost-saving measures have been implemented in athletics. However, because of annual inflation costs in scholarships (tuition, fees, room and board), operating expenses and coaching salaries, the cost of athletics continues to rise, further reducing the dollars available for instruction and student services. Table 1 reflects the expenditure growth for the past five years for the total athletics program and football only.

**TABLE 1**

<b>Expenditure Comparison - FY 1989 and FY 1994</b>				
	<u>Athletics</u>	<u>% Increase</u>	<u>Football</u>	<u>% Increase</u>
1988-89	\$1,764,800		\$649,802	
1993-94	\$2,379,855	35%	\$792,187	22%

Economic forecasts and news from Frankfort suggest that the future will not be any brighter, with only a minimal increase in operating funds expected during the next biennium. This problem is further exacerbated by the ineffectiveness of the NCAA in addressing cost containment, as shown in the last convention. Hollow rhetoric and legislation again prevailed, suggesting that this is the best we can expect from the NCAA. Measures to control cost must be developed now in order to offset anticipated future cost

increases. Table 2 reflects 1994-99 projected expenditure budgets for the total athletics program and football, assuming the same rate of increase in each budget (35% and 22%, respectively) as was experienced over the past five years.

**TABLE 2**

<b>Five-Year Expenditure Growth Projection</b>				
	<u>Athletics</u>	<u>\$ Increase</u>	<u>Football</u>	<u>\$ Increase</u>
1994-99	\$3,212,000	\$832,000	\$1,069,000	\$277,000

A corollary to funding is the issue of parity between men's and women's sports. In its simplest terms, Title IX requires balance of opportunity for participation and funding support. MSU, like many other institutions, is far from that measure, spending only 26% of the total athletic budget for women's sports. Table 3 shows the disparity between expenditures for men's and women's sports in the 1993/94 operating budget.

**TABLE 3**

<b>Expenditure Comparison of Men's and Women's Budgets 1993/94</b>		
	<u>Men's</u>	<u>Women's</u>
Operating	\$ 774,825	\$246,534
Scholarships	<u>619,494</u>	<u>262,547</u>
Total Expenditures	\$1,394,319	\$509,081

Parity is not only a legal matter but also a moral responsibility; and it is our intention to move forward immediately with a plan that, in a reasonable period of time, will bring us into compliance with federal standards. To do less would be irresponsible management and could jeopardize our participation in the student federal financial aid programs which are the lifeblood of this institution.

The final related funding concern in athletics is a projected decline in revenue. Over the last five years the total revenue for athletics has grown, primarily from funds generated through the Student Activity Fee and corresponding growth in enrollment.

Revenue from the Student Activity Fee represents more than one-half of the total revenue generated for the Athletics Program. We do not, however, expect this trend to continue as we observed last fall when our enrollment decreased for the first time in over eight years. National and regional demographic data suggest stable to declining higher education enrollments will be the norm for the next four to five years. Other revenue concerns include a continuing drop in football ticket sales, the elimination of guarantee football games, and the possible loss of NCAA revenue through a restructuring of division alignments currently under review at the national level. Table 4 shows the five-year revenue comparisons for ticket sales in football and the allocation of the Student Activity Fee for the total athletics program.

**TABLE 4**

<b>Football Ticket Sales</b>					
	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
Actual Sales	\$26,517*	\$21,204	\$15,675	\$18,233	\$13,895
Comp. Tickets	<u>\$60,480*</u>	<u>\$70,037</u>	<u>\$45,372</u>	<u>\$15,778</u>	<u>\$13,022</u>
Total Receipts	<u>\$86,997</u>	<u>\$91,241</u>	<u>\$61,047</u>	<u>\$34,011</u>	<u>\$26,917</u>
*Estimated					
<b>Student Activity Fee Revenue</b>					
	<u>Actual 1989-90</u>	<u>Actual 1990-91</u>	<u>Actual 1991-92</u>	<u>Actual 1992-93</u>	<u>Opening Budget 1993-94</u>
Total	\$236,400	\$255,520	\$458,600	\$608,212	\$558,800

To continue our commitment to intercollegiate athletics, it is our intention to address these issues through a planned reduction in football expenditures. This initiative will allow us to keep football as an intercollegiate sport, enhance the strength of the entire athletic program, reduce our dependency on general fund support for athletics, and allow us to move toward parity in men's and women's programs. The plan that follows is guided by a clear understanding of the institution's mission and the role that athletics plays in supporting that mission.

## **Plan and Analysis**

The plan calls for the gradual phasing out of football scholarships over the next four years as current players complete their eligibility. Current scholarship recipients and those who are recruited for the coming year will retain their aid through their period of eligibility as long as they continue to meet institutional and NCAA standards. An equivalent of 45-50 scholarships will be in effect for next fall; 30-35 for 1995-96; 20-25 for 1996-97; and 5-10 for 1997-98.

We anticipate that our OVC playing schedule will not change for the next two years. In the meantime, we will continue current discussions with the other OVC schools about developing two tiers of football competition within the league: one with scholarships and one without. In addition, there are several other public and private institutions interested in joining us in a non-scholarship league. We expect to have ample opportunity to schedule teams with which we can be competitive. Because schedules are generally contracted two to three years in advance, scholarships, if necessary, could be temporarily stabilized within a range comparable to that of our scheduled competitors.

In addition to the obvious savings from scholarships, other program-related expenses will be reduced. For example, a ten-game schedule beginning in 1995 will allow a later season starting date, eliminating a week of pre-season costs for meals. Squad size will be reduced from approximately 110 to 75-80, saving on equipment and related training supplies. The reduction in the number of participants and the likely elimination of contact activities in spring practice could result in a measurable savings in insurance premiums. Moreover, reduction of staff corresponding to squad size and playing level is a realistic expectation.

The reallocation of funds accrued through this effort will be determined by a plan developed by the Athletics Department and the University's standing committee on intercollegiate athletics. Obviously, gender equity is a pressing issue and will receive priority. The enhancement of other sports and the upgrading and maintenance of facilities will be considered as funds become available.

A shared concern is that the elimination of athletic scholarships will have an impact on minority enrollment. Approximately one-third of the 103 football participants this year are African-American. We are sensitive to this dilemma but feel that, with the current increased emphasis that we are giving to minority recruitment and retention at both the graduate and undergraduate level, overall minority enrollment should, at the very least, remain stable. An increase in the number of minority graduate assistantships and a restructuring of the minority scholarship program are major initiatives of this effort.

## **Recommendation**

That the Board of Regents authorize the President to negotiate an agreement with the Ohio Valley Conference to allow institutional members to move to non-scholarship football and to compete as full OVC members in all other sports, thereby preserving Division I status.

## RESOLUTION

WHEREAS our primary goal is education;

WHEREAS this is a time of financial crisis; and

WHEREAS difficult decisions must be made in terms of priorities

THEREFORE LET IT BE RESOLVED that the Faculty Senate strongly supports President Eaglin in his efforts to eliminate scholarship football at Morehead State University.

Kathleen Staley  
FACULTY SENATE CHAIR

## APPROVE REVISION IN CHARTER GOVERNING STUDENT MEDIA

### Background

The Board of Student Media operates under a charter issued by the Board of Regents of the university and serves as the legal publisher/operator of The Trail Blazer, which is the student newspaper; the Raconteur, the student yearbook; and Newscenter 12, a television news facility. All student media publications and programs are produced by students with assistance from faculty advisors and under board supervision.

In June of 1990 the Board of Regents expanded the membership of the Board of Student Publications to make the board more representative of the university community. At the same time the voting rights of the editor of The Trail Blazer and the editor of the Raconteur were revoked, and the Chair of the Board of Student Publications was permitted to vote only in case of a tie. In the spring of 1992 when the Board of Student Publications' charter was modified to rename the body "Board of Student Media" and to assume control over Newscenter 12, the student director of Newscenter 12 was made a non-voting member in order to maintain consistency with the voting status of the other students in positions of editorial responsibility. Having worked for some time now as a body of 17 members, three of whom cannot vote and one of whom can vote only in case of a tie, the members of the Board of Student Media recommend that the voting privileges of the students serving in editorship positions be restored.

### Analysis

Since the Board of Student Media decides matters which directly affect student-operated media, the students who are most directly affected by those decisions should have a voice in them. At present, other student, faculty, and staff members of the board who are not involved in the day-to-day operation of the student media can participate in decisions about staffing, budget, and the like, while the students who have the keenest interest in those decisions, the student editors, are disenfranchised. The board rightly includes representatives from a variety of constituencies within the university community.

Restoring voting rights would also help the board satisfy its quorum rule. In the past it has sometimes been a problem to assemble a quorum of voting members. The non-voting members do not generally miss board meetings and could be counted toward quorum if they were voting members. Under this proposal a quorum will now require nine voting members.

A summary of changes in the membership of the board accompanies this recommendation.

### **Recommendation**

That the Board of Regents restore the voting privileges of the students serving in editorship positions on the Board of Student Media: the editor of The Trail Blazer, the editor of the Raconteur, and the director of Newscenter 12.



Charter Governing Student Media  
at  
Morehead State University

Section IX - Board Membership

To represent fully the total community it is to serve, the Board of Student Media shall be composed as follows:

A. One faculty and/or staff member representing the University President (Appointed by the University President).

B. Two non-communications faculty members representing the faculty at large (Appointed by the President from nominations made by the Faculty Senate).

C. Two staff members representing the staff at large (Appointed by the President from nominations made by the Staff Congress).

D. The Chair of the Department of Communications (ex officio, Board Chair who shall vote only in case of a tie).

E. Two student members currently majoring in journalism and not holding the editorship of the Trail Blazer or Raconteur (Elected by journalism majors to serve one year, beginning each fall).

F. One student member currently majoring in radio-television and not holding the news directorship of NewsCenter 12 (Elected by R-TV majors to serve one year, beginning each fall).

G. Two students not majoring in communications or serving on the staff of the Trail Blazer, Raconteur, or NewsCenter 12 representing the students at large (selected by the Student Government Association in consultation with the Trail Blazer and Raconteur editors and NewsCenter 12 News Director).

H. The faculty advisors to the Trail Blazer, Raconteur, and NewsCenter 12 (ex officio, voting).

I. The Editor of the Trail Blazer, during tenure in that position (ex officio, ~~non~~-voting).

J. The Editor of the Raconteur, during tenure in that position (ex officio, ~~non~~-voting).

K. The News Director of NewsCenter 12, during tenure in that position (ex officio, ~~non~~-voting).

Section XXVI - Parliamentary Procedure

The Board of Student Media shall establish its own parliamentary procedures, excepting quorum and proxy rules as follows:

For purposes of board meetings, a quorum is ~~seven~~ **nine** voting members of the board. In all cases ~~seven~~ **nine** votes for or against a question is the minimum for valid action by the board.

A proxy vote on questions before the board may be cast by a member if the proxy is submitted in writing to the one who is to cast it and a copy filed with the secretary prior to the meeting of the board.

Morehead State University Foundation, Inc.

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Morehead, Kentucky 40351-1689  
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**M E M O R A N D U M**

**TO:** President Eaglin  
Members, Board of Regents

**FROM:** Keith Kappes (KK)

**DATE:** February 25, 1994

**RE:** Report of Major Gifts

In accordance with the terms of the operating agreement between the University and the MSU Foundation, Inc., I am pleased to report the following gifts of \$10,000 or more we have received since July 1, 1993, on behalf of Morehead State University:

<u>AMOUNT</u>	<u>DONOR(S)</u>	<u>PURPOSE</u>
\$250,000*	Lucille C. Little	Fine arts endowment
75,000	Ashland Oil Foundation	Unrestricted
54,554	Mt. Rural Telephone	Scholarships
18,950	James Arient	Artworks
12,600	Hall Chevrolet-Olds	Athletics
12,500**	Citizens Bank, Morehead	Unrestricted
12,000	Joseph Schuster	Artworks
10,000	E. O. Robinson Mt. Fund	Scholarships

\* First of four installments of \$1,000,000 pledge.

\*\* First of four installments of \$50,000 pledge.

March 7, 1994  
VII-C



MOREHEAD, KENTUCKY 40351-1689

## MEMORANDUM

**TO:** MSU Tenured and Tenure-Track Faculty

**FROM:** John C. Philley  
Executive Vice President for Academic Affairs

**DATE:** February 16, 1994

**RE:** Salary Enhancement Plan

As a result of President Eaglin's interest and leadership, a number of initiatives have been proposed and are being developed to improve the salaries of the faculty. Among these initiatives are the re-emerging merit plan, enhanced promotion-and-tenure rewards, improved entry level salaries, and a Salary Enhancement Plan which is addressed by this memorandum.

The Salary Enhancement Plan in its entirety is attached and should be carefully reviewed. This plan is the product of a committee appointed by the President, and the final version has had the benefit of two open forums and subsequent written comments submitted to the President.

**If you wish to be eligible for salary enhancement, an appropriate confirmation application must be developed and submitted to the appropriate college dean by March 28.** Information regarding what to include in this application is outlined on pages 2 and 3 in the Plan's description. It is anticipated that the time-table to be followed this year will be similarly followed during the next four years.

A list of the faculty who have been deemed to be eligible for salary-enhancement consideration will be sent to you very soon. This list places the faculty in priority order based on total length of service at MSU as a faculty member as well as length of service in rank. **If any eligible faculty have been inadvertently omitted, or if any errors are noted, please notify me as soon as possible.** Furthermore, those faculty initially appointed as professors must petition to me immediately, **preferably no later than February 28,** for approval to be placed in this year's confirmation process.

The academic departments shall proceed to conduct elections of their representatives to the University Confirmation Committee. **Please notify me of these representatives by March 4.**

dm

Enclosure

c: College Deans  
Department Chairs

## Salary Enhancement Plan

### Objective

There is an objective to increase the salary for promotion from the current levels to Professor \$4,000 and Associate \$2,000. Faculty who have progressed through the promotion process earlier should have an opportunity to participate in this new salary enhancement procedure. Therefore, those faculty may submit for a rank confirmation process. Those who satisfactorily progress through this will become eligible for salary enhancements similar to those being proposed for newly promoted faculty. Additionally, there are some Assistant Professors who progressed through a peer review process and were promoted from Instructor to Assistant Professor. These faculty are also eligible for salary enhancements.

### Eligibility

Initially, only Assistants, Associates, and Professors who have gone through the promotion process at MSU will be eligible for the confirmation and enhancement process. Faculty appointed at the rank of Professor may be placed in the confirmation process only by the Executive Vice President for Academic Affairs.

### Salary Enhancement Limits

#### Confirmation of Professors

1. If promoted to rank of Associate Professor and Professor at MSU, would receive \$3,500.
2. If appointed at rank of Associate Professor and promoted to Professor, would receive \$3,000.

#### Confirmation of Associate Professors

If promoted to Associate Professor at MSU and promoted to Professor within next five years, would receive initially \$1,250 reconfirmation and \$3,250 for promotion to Professor for total of \$4,500. After five years (1998), would receive \$4,000 for promotion.

#### Confirmation of Assistant Professors

If appointed at the rank of Instructor and promoted to Assistant Professor, would receive \$500. If promoted to rank of Associate Professor within next five years, would receive \$1,500 for promotion. After five years (1998), would receive \$2,000 for promotion.

### **Priority for Salary Enhancements**

For Associates and Professors who are currently within their "high five" years of service at MSU, the first factor in establishing priority for salary enhancements will be years of MSU service with rank and years in rank used as secondary factors. Rank will be the primary factor for faculty who are not in their "high five" (less than 22 years of MSU service) with years of MSU service and years in rank being secondary factors.

Priority for Assistant Professors will be after Associates and Professors. Years of MSU service will be the primary factor with years in rank being a secondary factor.

Faculty will have a five year "window of opportunity" (Spring 1994 through Spring 1998) to apply for confirmation. Time of award of salary increases for successful submission will be contingent upon availability of funding and priority.

### **Confirmation Procedure**

Standards for the confirmation procedure will be those applied for promotion in the 1993-94 and subsequent academic years. However, promotion will be a separate procedure. Each department, with the exception of Military Science, shall elect one representative to serve on a University Confirmation Committee. Election shall be for the duration of the confirmation process (through Spring 1998). Vacancies, however created, shall be filled by department election. Election shall be only by those eligible to apply for confirmation and the representative should be a Professor. This will result in a twenty person committee from which two ten member sub-committees will be formed, one committee for Professor initial screening and one committee for Assistant and Associate Professor initial screening. The Committee will establish procedures to prohibit candidates from influencing their own confirmation process and to prevent other conflicts of interest.

The sub-committees will present a recommendation, along with rationale, to the University Confirmation Committee on each applicant. The University Confirmation Committee will vote on each applicant. The Committee will present a recommendation, along with rationale, to the EVPAA, who will recommend to the President.

The confirmation application:

- Will be confined to activities over the preceding five calendar years;

- Will be appropriate to accomplish confirmation--

- a maximum one page cover letter of intent which could also highlight major accomplishments over the five year period, and
  - a maximum five page resume which includes only accomplishments over the last five years;

Must include teaching evaluations from the most recent five years and other supportive evaluations of teaching effectiveness; and

May include an appendix containing additional support documents related to the five-year confirmation period.

The Department Chair must submit in writing to the appropriate committee his or her recommendation or non-recommendation of the candidate for confirmation. Rationale for any non-recommendations must be included.

The Dean must submit in writing to the appropriate committee his or her recommendation or non-recommendation of the candidate for confirmation. Rationale for any non-recommendations must be included.

Recommendations must then be sent to the EVPAA for his or her recommendation. All recommendations (Department Chair, Dean, Committee and EVPAA) will be sent to the President for final determination.

Faculty who are not confirmed must be advised in writing, by the EVPAA, as to areas of weakness which need correction in order to make the application more positively received. These faculty may submit for confirmation in subsequent review periods.

#### **Rank Confirmation--Spring, 1994 Calendar**

February 21	EVPAAs issues memorandum and instructions related to the confirmation process to faculty, department chairs and deans
February 21 - March 4	Committee members are elected
March 28	All faculty application materials due to dean
April 1	Dean and department chair letters, and faculty applications forwarded to EVPAA
April 1 - May 4	University Confirmation Committee reviews faculty applications, department chair, and dean recommendations
May 5	Committee recommendations submitted to EVPAA
May 10	EVPAAs recommendations submitted to President
May 16	President finalizes recommendations and sends notifications to all faculty applicants