

2-25-2003

Meeting Minutes

WKU Council of Academic Deans

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**MINUTES
COUNCIL OF ACADEMIC DEANS MEETING
TUESDAY, FEBRUARY 25, 2003**

Members Present: David Lee, Elmer Gray, David Dunn, Michael Binder, Phillip Myers, Robert Jefferson, Richard Kirchmeyer, Michael Dale, Sherry Reid, John Hardin, Sam Evans, Robert Cobb, James Flynn and John Petersen

I. Minutes from Tuesday, February 4, 2003.

There were no corrections.

II. Information/Clarification Items:

A. Administrative Council Update

- There will be no smoking in the residence halls effective Fall, 2003
- Bomb threat concerns were discussed – the need for more security in departmental computer labs. Dr. Kirchmeyer will call a meeting of the department heads to discuss security issues in departmental computer labs.
- Those attending protest in Frankfort on February 27 will need to take a vacation day.

B. Lapse Salary Reports First "Draft" (Dale)

Mr. Dale distributed the first "Draft" of the lapse salary reports. Mr. Dale asked the Council to review and let him know of questions or concerns by Friday, March 7, 2003.

C. Staffing/Budget Projections/Scheduling of Classes

The Provost discussed with the Council staffing and class scheduling in relation to budget projections.

D. 15 Passenger Van Clarifications

The Provost clarified the 15-passenger van regulations. 15-passenger vans cannot be purchased. They may be rented if the driver has received the University training. It will be the responsibility of the dean and department head to make certain all employees that drive University owned or rented 15-passenger vans have received appropriate training.

III. Discussion/Action Items:

A. Professional Development Funds (Dale)

The "draft" of the Professional Development Funds Guidelines was distributed for discussion. The Council is to review and send responses to Mr. Dale by Monday, March 3, 2003. Mr. Dale will then review with the Business Office to verify accountability.

B. Spring Workday for Department Heads

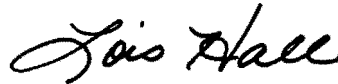
The Provost will be sending possible dates for the workday for department heads.

Additional Items:

- Scholars In-Residence – The Provost discussed the proposal with the Council and asked for concerns or questions. Dr. John Hardin will be finalizing the process and communicating with the University community.
- The President has invited the Council to have lunch in the newly renovated Executive Dining Room in Garrett. The Provost asked the Council to hold the next couple of Tuesdays for the possible luncheon.
- The Summer School Institute for 2003 from Murray State University Brochure was distributed.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lois Hall".

Lois Hall