

## Appendix B1

### Comments from the MES Survey (EPPC, KYTC, Fish & Wildlife Personnel)

- I would be VERY VERY interested in this program----and it has created quite a stir around the office (both from people interested in the Masters Program, as well as those who have specific courses they would like to take in this field). I think that as long as classes are offered after working hours, that this could be a very successful program in Frankfort.
- As a state employee (EPPC DEP DOW), I would hope that class offerings would work well with my work schedule.
- I've wanted to go back to college and get a masters or PhD, but with living in Franklin County and having a family, I've been reluctant to go back right now. I would have to drive to either Louisville or Lexington, which takes a lot of time. If I were able to get a Masters at KSU, I would be extremely interested in furthering my education now instead of later. I think this program would be very successful here in Frankfort.
- I would certainly be interested in earning a MES degree from KSU. I hope the process, planning, and implementation of the program goes well.
- Not good for me, but a good idea, nevertheless!
- I would be extremely interested in participating in this. I hold a B.S. from Indiana University's School of Public and Environmental Affairs with a major in Environmental Policy. I also hold a J.D. and was a practicing environmental attorney in Louisville for 15 years. I have served on the adjunct faculty at Indiana University and University of Louisville, teaching law and environmental law (including a graduate level environmental law course at IU). I am currently with state government, supervising the Local Assistance Section at the Department for Environmental Protection here in Frankfort. I would be interested in talking with you about going through the MES program, and perhaps about an opportunity to participate as adjunct faculty.
- I have a BS and MS in Geology and Hydrogeology, as well as 20 years experience as a project manager for environmental consulting firms, EPA contract instructor and state regulator. My only concern is whether the curriculum would be new or just review for me. At age 50, I know I am able to learn, the question is, would this program challenge me? Cost benefit analysis would be required to determine if this would be a practical investment.
- This is a necessary program for those who work in Frankfort. I would appreciate the opportunity to enroll in this program if classes could be flexible enough to be taken before, during or immediately after the work day.
- Question: Has the course curriculum been set yet? If so, how can one find out the class listing? Thanks.
- I have a Bachelors of Science in Criminal Justice. I am also approximately 1 year from having my Masters in CJ completed. If I were to enroll in this program at a

later date, what type and how many “other” courses would be required before MES enrollment? Please advise.

- I would like to add the caveat that there should be a basic “Intro to Environmental Law” or similar course as a core requirement, as environmental law shapes everything that those in the State government (especially EPPC) do. Coming from a science background (atmospheric sciences) into a regulatory one, one of my biggest challenges was understanding the way the law side of things works. The courts are almost as important as the scientists when it comes to the way society police the environment. I find the idea of this program very interesting. I would like to see the addition of some basic meteorology/climatology classes and perhaps a hydrology course as well. These could be done as electives, but I feel they’d be incredibly useful as core content, since environmental problems like air and water pollution can be greatly influenced by both short and long term meteorological and hydrological processes. Since this class is being developed with professionals/government employees in mind, having courses in the evenings and on weekends is almost a necessity. Professional development courses (with an emphasis on presentation) would also be very handy. The program would certainly benefit from seminars (possibly weekly) that make use of the tremendous number of environmental professionals we have in this area (the grad school I attended did this, and I found most of the seminars almost as useful as the classes themselves). If you have any questions, feel free to contact me.
- I am interested in environmental fate, and toxicology. I have some graduate credits from George Washington Univ. where I found the most useful courses to be the ones which touched on these.
- Evening classes would be appreciated.
- I would be very interested in this program. I have a non-science bachelor’s degree, but have worked in environmental enforcement for seven and a half years.
- Kentucky State University and The Environmental Protection Cabinet must help each other to expand and enrich their educational activities far beyond the State levels.
- I applaud your efforts to bring a degreed environmental masters program to KSU. I think there is some need for environmental science graduates, although I do have some concern about whether the program will be so broad that it might limit a graduate’s job opportunities. As I’m sure you are aware, there is a fine line between creating a strong interdisciplinary program, and watering it down to where it is of limited value. Judging by the limited information that was attached, I would like to see a little more of the traditional disciplines, like geology, biology and chemistry. I have completed the attached survey form from my personal perspective – at this point, I am not personally interested in pursuing this academic program, so I have answered no to the first two questions.
- I already have an MBA , but I think it will be a beneficial program.
- I would definitely be interested if classes are offered in the evenings, some on-line courses and possibly Saturday to accommodate for working schedules.
- I would be interested in your degree program.

- I am very excited about this possible new degree program. I had looked into it at KSU before and had been disappointed that it was not offered. I think you will get a strong response. I know, from my own career searching, that a person needs such a degree to get ahead in this competitive and highly rewarding field. Thank you for your effort in developing this program. I think it is outstanding that there may be an opportunity for an interdisciplinary approach for teaching courses pertaining to the environment. This is long overdue for Kentucky! Thoughts: I would like to see more physical/earth/soil science in the curriculum. Understanding what is under your feet is often vital to solving environmental problems. Many more environmental professionals in state government are involved in cleanup than in preservation. Both are surely important, but as an audience, physical sciences will need to be married with the life sciences in order for the coursework to be applicable in the workplace. I'm not sure about the pairing of Environmental Science and, specifically, Bioremediation. An entire course on remedial technologies for a variety of environmental challenges may be more helpful. I can imagine that briefly covering technologies would be helpful in a general Environmental Science class, though. (Maybe I am not interpreting the title of the course correctly.) I'm not sure that this degree is something that will get me ahead in workplace since I have an MS and am fairly established in state government. However, I have to say that it is something that I would consider undertaking purely for the joy of learning.
- This sounds like a very interesting program. I am an environmental biologist with the Division of Water and I am interested in completing my Master's degree. If this degree was offered at KSU, I would definitely apply.
- I have worked for the Kentucky Department for Environmental Protection for 21 years and served as a supervisor or manager for 16 of the 21 years. I believe that a MES program would be beneficial to the Commonwealth of Kentucky as well as the Kentucky Department for Environmental Protection. The Kentucky Department for Environmental Protection is always seeking graduates with an overall knowledge and understanding of the environmental studies. Both the Federal and state environmental programs are very dynamic, hence I believe and support an educational program that could bring newly qualified candidates to the states environmental protection programs.
- I'm excited to learn that KSU is interested in offering a Master's in this field. Unfortunately for me though, I only have an Associate's Degree and would not be eligible at this time.
- Thanks for the response. I'm teaching an introductory biology course at BCTC in addition to my work with the state as a risk analyst. I've worked on projects for Air Quality, Waste Management, and Water, and, in doing my work, have to know the applicable laws. I worked in academia (Transylvania Univ. and

Jacksonville State Univ.) before the state and have always been interested in environmental ethics.

- I have thought about pursuing my master's but don't have the time to travel to UK or ECU. This would alleviate this problem. Thanks for looking into it.
- I like the option to take classes that are a little outside of the normal environmental curriculum. Environmental Law would be good as well as some Public Administration classes! I'm very excited about this program. I've often wondered why KSU did not have a program like this. I imagine that it is in high demand.
- I am very interested in the MES program offered by KSU. Thank you for your dedication and effort.
- When would such a program be initiated? I am very interested in earning a Master's in Environmental Studies.
- I'd be interested in the program. It's been a long time since I've earned my Bachelor's of Science in Fisheries Management at ECU and I've been employed by EPPC and KYTC for almost 17 years. This would tie together my education and experiences nicely.
- Course work in the NEPA process would benefit individuals all sectors of environmental management. Would any of the courses be delivered via the internet? This would make the program accessible to Government Employees not located in Frankfort
- For those of us who have already taken environmental/science graduate courses from other schools – will any of those credits be able to transfer to KSU? For example, I have taken classes in Environmental Issues (particularly education based) at ECU. Would classes like those be transferable?
- If the course could concentrate on Federal law or those laws which are consistent from state to state. Perhaps throw in some instances or ways to change our current environmental laws. It would be extremely helpful to have more in-depth science classes which concentrate on topics which are typically covered in outside training seminars. i.e.: current critical environmental impacts, tracking of environmental contamination, water/groundwater quality, monitoring well installation, soil and groundwater cleanup technologies, rebounding of damaged habitats, etc.
- I think this would be a wonderful program.
- Would serve those of us in regulatory programs
- It sounds like a very interesting program.
- I'm very excited about the possibility of the program. I would be using it to earn my Rank I if that is possible. But I also have a great interest in the area of environmental science. I was considering WKU's Biology M.A. before I heard about this program. I would prefer some internet classes if possible just because they would work into my schedule, but I understand the need for classes that

involve field work and face to face interaction so I would hope those would be scheduled 1 evening a week???

- I did not respond for my own personal career objectives, but I answered from the perspective of the Kentucky Transportation Cabinet, who would benefit greatly from having a MES program. And, the graduates of the program would benefit from having a potential employer nearby. It may even be possible for the Cabinet to sponsor scholarships in the future.
- I think this sounds like a very valuable program. Part of my Interdisciplinary MS is Env. Law. The other parts are Env. Planning and EE. So, I am a little biased. I have found the planning and law aspects to be very valuable in my work here at DOW. Although I would not personally be interested in taking of the course, I think it would be a good draw for KSU and a benefit to state workers.
- Personally I think I would enjoy this. I'm guessing the classes would mostly be offered after normal work hours, weekends, and maybe distance education? My concern is that many others at EPPC would not be interested since getting a masters degree would likely not put them in a position to get any sort of advancements (I bet if KSU offered a bachelors degree, or a cooperative degree with another college, in environmental or geological engineering it would be flooded with students). Although, it is a large department and the state would pay for it so I'm sure enough people would be interested in the program.
- It would be nice if this could be offered as a summer program. I uld be interested in being able to complete over two summers. THX!
- I am too close to retirement. This would be beneficial for someone with 5-10 years of service.
- Please try to make as many classes as possible available in the evenings, and weekends.
- I would like to get more information about this program. It seemed a bit odd to me that KSU was not offering an advanced degree in environmental science. If possible, I'd like to see a concentration or specific series of classes in the science area. Thanks for soliciting information/opinions.
- I would be interested to learn about specific employment opportunities in both the public and private sectors that may be available to me upon completion of this program.
- I would encourage night and/or weekend classes for those state employees that may be interested in this program.
- How will a program like this fit into and help further my teaching and career goals? Would this program allow me to earn rank I status as a Kentucky teacher who already has a master's degree? What available grant/scholarship money is there for this program?
- I would be extremely interested in a program like this. I am curious about the undergraduate requirements, number of hour, and cost. Would required courses

involving field-work be offered in summer? Would any of the courses be offered online?

- This program is an excellent idea. You should consider how important it is to use human values. Ways of life should be the most important thing to LIVING! Few precious things can even compare to the preservation on the EARTH!
- I already have M.S/Rank I, but the MES program would be excellent for K.S.U and the students in the area of Kentucky. More opportunities create more professionals in much needed area.
- I am a graduate from UK. Where can I find the requirements for this program? Do I need to test for it?
- An introduction to forestry or forest ecology should be included in the course work and forestry should be included as a capstone project option.
- I think this is a great idea and I hope you are able to get it off the ground.
- I am currently employed with the KY Division of Forestry as the Branch Manager for Field Operations. I also hold a bachelor's degree from the University of KY in Zoology (Animal Biology), albeit 20+ years ago. I personally see a great need for the development of just such a Master's program as the proposed Master's in Environmental Studies (MES) at KSU. I feel that such a program would be of great benefit to state employees currently (or potentially) working in government fields which have an overall impact on the commonwealth's environment.
- Personally, a MS in Environmental Studies would not be necessary for me, now. It would be beneficial to others, and I would like to see the program involve thesis research collaborations with state agencies in Frankfort (KY Fish and Wildlife, Division of Water, etc..). If a course in environmental law were offered, I would be interested in taking it or sitting in on it.
- I am extremely interested in the proposed Master's program in environmental Studies. I was wondering if you had a timetable regarding the inception of the program and when it would be possible to start taking courses. I graduated from the University of Kentucky in 2003 with my B.S. in Natural Resource Management and Conservation and have taken several graduate classes at Middle Tennessee. I am very interested in attaining my advanced degree but have had some trouble finding a program that coincides with my goals however I feel like this program would be ideal. Please let me know about the status of the program.
- Many courses options look similar to courses required with VOFC Applied Geography Environmental BS degree, would credits transfer to this program? Very interested in this program.

**Comments from USDA Environmental Education Workshop**  
**(Middle & High School Teachers, July 9-13, 2007)**

- This sounds wonderful, but I already have a masters and a Rank I
- Yes I would be interested in this program! I feel that our environment is extremely important and I would like to learn more information to disseminate to my students. I am

excited! To see this program come to KSU, because KSU is close to where I live.

- Environmental studies is so important. I would definitely be interested in the MES program if I stay in this area.

- Sounds great, Yes!!!

- Yes I would want more information on how accessible it would be for teachers given their time constraints, and how the state would accept this education in terms of rank and salary schedules.

- while this was a great workshop, probably wouldn't do my masters in this area.

- sorry no but only because I am going on Rank I in Spring 2008

- I currently have a masters in Biology and am not interested. I think it does sound like a good program. I hope you will have classes offered when interested teachers can attend.

- time frames? Summer too? Yes depending.

- high interest. Sounds very interesting to me personally will it be oriented toward professionals with classes at night and weekends or internet or will it be traditional with classes only on campus during the days.

- I would be interested in the KSU MES program.

- I would be interested.

- already have a master's but otherwise would be interested.

- I think it's a great idea. If we turned back the clock 15 to 20 yrs, I'd be on your door step.

- great idea

- I would be very interested in this program.

- Long over due!! Yes!

- I may be interested pending on the circumstances courses are going to be offered. Independent study with some required visits to KSU may be best for those who live off campus less than 100 miles away.

- I have a master's in Ed. But am currently deciding on a second masters to get Rank I pay. If the Masters were offered at KSU and classes were conducive to a teacher's schedule I would be extremely interested.

- not interested in MES but would be interested in putting together classes to complete a rank change ( II to I) in environmental science.

- I feel the MES would be very beneficial to science teachers around our state or country. Our students need to learn to exist with our given environment. I would try to achieve this Master's Degree!

- Educators will appreciate opportunities and or coursework to address current underperforming areas of the CATS (math and science). The MES and KSU will address these two performance areas. This program will have two performance areas. This program will have a direct positive impact on KY students via KY teachers.

- I think this program would provide a great opportunity for educators to seek additional training. Yes I am interested.

- I think this is a wonderful idea. Most teachers are so sick of getting Master's in administration or counseling, etc. Would there be a Rank I program available at some point with the same focus.

- I am interested in more information regarding a career in environmental science. Possibly some branch of environmental justice and / or GIS.



## Appendix B2

### MES Course Descriptions

#### Core Courses (21 credit hours)

##### **ENV 501 Introduction to Environmental Studies (3 cr. hr.)**

Introduction to the interdisciplinary field of environmental studies with special emphasis on the relationship between human activities and the environment.

##### **ENV 502 Population and Community Ecology (3 cr. hr.)**

This course covers advanced ecological theory and applications relating to population and community dynamics, including population growth, species interactions, diversity, disturbance, succession, food webs, and their relation to conservation biology.

##### **ENV 503 MES Student Team Project (3 cr. hr.)**

The Student Team Project is a community service and educational program by the Master of Environmental Studies Program at Kentucky State University. It is a one semester effort by teams of three to five students attempting to solve a current environmental problem facing a community organization or governmental unit in close proximity to Kentucky State University. Student team projects, required of all first-year students, mix students from different backgrounds and place them in contact with faculty members, government officials, and community leaders. Team members will gain experience initiating and terminating a long-term project, managing team members with diverse backgrounds, and collecting and disseminating information.

##### **ENV 509 Biostatistics (3 cr. hr.)**

Basic principles of experimental design and data analysis with emphasis on their applications in environmental studies and aquaculture research.

##### **ENV 511 Energy and the Environment (3 cr. hr.)**

Integrated study of the environmental impact of human energy use patterns. Overview of current energy resources, current energy production and use patterns, alternative energy

production options, and environmental, social, and economic consequences of each.

**ENV 699 MES Capstone Research Project (6 cr. hr.)**

The independent research capstone project would be designed in collaboration with an interdisciplinary advisory committee of two or three selected KSU faculty/research members. KSU MES students will have the opportunity to select topics from a number of on-campus projects or work on existing specific problems with one of the state environmental agencies or develop new projects based on the new Henry County EEC.

**Elective Courses (15 credit hours)**

**ENV 508 Introduction to Geographic Information Systems (3 cr. hr.)**

This graduate course will expose students to the concepts, software, data and analysis processes of Geographic Information Systems (GIS). Students will develop a real world, working knowledge of GIS through hands-on work with mapping software, its potential, its limitations and future trends in the mapping industry. MES graduate students will develop a real world project that examines spatial data and utilizes modeling software to create a production quality, full scale, mapping product.

**ENV 513 Aquatic Ecology (4 cr. hr.)**

This course investigates the interaction of aquatic organisms with their biotic and abiotic environment. Sampling and laboratory methods of limnological analysis will be covered.

**ENV 515 Environmental Ethics (3 cr. hr.)**

This course explores a wide range of issues in contemporary environmental ethics. Employing one of the most respected anthologies in the field, the course will engage such important issues as the nature of environmental ethics, who counts in environmental ethics, and is sustainability possible.

**ENV 517 Environmental and Resource Economics (3 cr. hr.)**

This course will cover topics such as application of microeconomics on environmental problems, elements of renewable resource and forestry economics, cost-benefit analysis of environmental renewal projects, economics of the environmental impacts of different

agricultural practices such as livestock farming, aquaculture, and chemical use in row crop farming.

**ENV 519 Sustainable Agriculture Systems (3 cr. hr.)**

Exploration of the ecological effects of modern intensive agriculture, and the challenge of attaining a secure supply of food through ecologically sound and sustainable practices. The definition, emergence, and growth of sustainable agriculture will be discussed along with pertinent soil, crop and livestock management practices.

**ENV 545 Molecular Techniques for Environmental Studies (3 cr. hr.)**

This course examines how molecular biological approaches are used to address major issues in environmental biology. Lecture/laboratories examine how molecular methods can be applied to wildlife management, ecology, pollution control and remediation, and environmental health.

**ENV 595 Environmental Science & Bioremediation Techniques (3 cr. hr.)**

This course is intended for those with theoretical and practical interest in environmental issues and is designed to provide a wide range of subjects and practical work experience using standard methods, concepts and equipment in environmental science. The fate and transport of pollutants in the environment and their final destination, dilution, dispersion, adsorption, persistence, degradation, their adverse effects, and the route that the toxin in question takes in the environment will be discussed and possible solutions and remediation techniques will be presented.



## Appendix C1

### Faculty Biography:

**George Antonious** is a principal investigator of water quality and environmental toxicology for the KSU Land Grant Program. He holds three degrees from Egypt's University of Alexandria, including a PhD in Pesticide Chemistry and Residue Analysis and MSc and BSc in Agriculture and Pesticide Chemistry. He has taught courses in chemistry, biochemistry, organic chemistry, the chemistry of ordinary things, human impact on the environment, and environmental science and bioremediation techniques. In the past decade he has published more than 30 papers in high-profile journals and attracted more than \$1.4 million in external funding to KSU. Antonious' research interests include botanical pesticide development and the environmental impact of pesticides. He serves as an adjunct assistant professor in the University of Kentucky department of horticulture.

**Michael Bomford** is a principal investigator and extension specialist in organic and sustainable agriculture for the KSU Land Grant Program. He holds a PhD in plant and soil science from West Virginia University, a MPM (Master of Pest Management) from Simon Fraser University, and a BSc (Agriculture) in plant science from the University of British Columbia. His research has focused on developing practical solutions for organic farmers. Bomford developed and taught West Virginia University's first course in organic crop production, and currently co-teaches the first introductory sustainable agriculture course at the University of Kentucky, where he serves as an adjunct assistant professor in the department of horticulture. Bomford has published work on practical organic pest management solutions in a range of local and internationally-recognized journals, and serves on the Board of Editors of the *Journal of Sustainable Agriculture*.

**Sid Dasgupta** is an associate professor and principal investigator in KSU's Aquaculture Research Center. He holds a PhD in agricultural economics and a MS in mathematics from Texas A&M University; and a BS in mathematics and computer science from Angelo State University. His research areas are agricultural economics and marketing in which he had over 25 peer-reviewed journal articles, 20 extension articles, and 7 online

publications. His research experience includes 13 grants, over 30 professional presentations, and serving as a journal editor. His research experience spans Texas A&M University, University of Idaho, University of Arkansas, and Kentucky State University. Dr. Dasgupta has taught mathematical statistics, biostatistics, nonparametric statistics, agricultural economics and marketing in multiple universities. He is the major professor of two graduate students and has served on graduate committees of several other students. He is also an adjunct professor in the Department of Agricultural Economics at the University of Kentucky.

**Kazi Javed** is an associate professor of chemistry at KSU. He holds a PhD and MS in chemical engineering from Clarkson University, and a BS in physics and chemistry from Dickinson College. He directs the KSU Center for Environmental Education, which is a member of the Kentucky University Partnership for Environmental Education, a joint partnership between all eight of Kentucky's public universities. He has worked as an engineer for the University of Kentucky Water Resources Research Institute, overseeing and monitoring environmental remediation and restoration activities at the U.S. Department of Energy nuclear processing plant in Paducah, Kentucky. Javed's work in hazardous and radioactive waste treatment technology included the use of a new process to immobilize radioactive components and prevent leaching during long-term storage.

**T.S. Kochhar** is a professor of biology at KSU, specializing in environmental toxicology and mutagenesis. He holds a PhD in biology from the University of Kentucky, and MSc and BSc degrees in botany from the University of Delhi. He and his students have published their research on the effects of heavy metals on mammalian chromosome alterations in several peer-reviewed journals and made presentations at national and international professional society meetings. He has received travel awards from the Environmental Mutagen Society to present work in Australia and France, and visited the Philippines as a Fulbright Senior Specialist in Environmental Science to lecture on environmental topics, including mutagenicity testing and the genotoxicity of arsenic. Kochhar's current research explores the potential of selenium as an anticancer agent.

**Ronald Mawby** is a professor in the Whitney Young School of Honors and Liberal Studies at KSU. He holds a PhD in cognitive and developmental psychology from Clark University, a MA from Clark University, and a BA from St. John's College. He worked in educational research and artificial intelligence before coming to the "great books" Honors Program at KSU, where he teaches mathematics, natural and social science, literature, and philosophy. His intellectual interests are wide and he has published in both the sciences and the humanities. He has served as an interim co-representative to the Kentucky University Partnership for Environmental Education. Environmental issues are included in his courses on professional ethics and on ethics and leadership. Mawby has a special interest in the multiple, and sometimes conflicting, concepts of nature used in environmental studies.

**Tom McPartland** is director of the Whitney Young School of Honors and Liberal Studies at KSU. He holds an interdisciplinary PhD in intellectual history from the University of Washington, integrating work in the fields of philosophy, history, classics, and bio-medical history. Before coming to KSU he taught in both philosophy and history departments. McPartland has taught in the seminar, language, and math/science components of the Honors Program, focusing recently on core math/science courses and on a seminar dealing with ideas of nature. He has taught special topic seminars on the philosophy of law, the history of revolutions, African history and culture, and Lonergan's *Insight*. He has delivered numerous papers and published articles and a book on the ideas of Bernard Lonergan, whose philosophy emphasizes the normative significance of the process of questioning, an approach at the heart of the seminar-based learning of the Honors Program. He was elected KSU's Distinguished Professor of 2002-03.

**Kirk Pomper** is a principal investigator of horticulture and curator of the USDA National Clonal Germplasm Repository for pawpaw species in the KSU Land Grant Program. He holds a PhD in horticulture from Oregon State University, and MS and BS degrees in horticulture from the University of Minnesota. His research has focused on evaluating genetic diversity of pawpaw across its native range in the southeastern United States using DNA-based marker systems. As manager of KSU's Core Molecular Genetics Facility he has cooperated on projects including the evaluation of genetic diversity in

aquaculture species and identification of honeybee pathogens. He has published 29 refereed publications and 58 abstracts in the past decade. Pomper teaches a senior course in understanding biotechnology that integrates lecture and laboratory training in molecular biology.

**John Sedlacek** is a principal investigator of entomology in the KSU Land Grant Program. He holds a PhD in entomology from the University of Kentucky, MEn (Master of Environmental Science) in applied ecology from Miami University, and a BS in biology from Baldwin-Wallace College. His research program promotes sustainable insect pest management by identifying minimally disruptive pest management approaches that conserve biodiversity in sweet corn agroecosystems. One of Sedlacek's current projects uses multi-trophic insect studies to assess the ecological impact of organic, conventional, and genetically engineered (BT insect-protected) sweet corn production systems. Future studies will examine the impact of plant biodiversity on beneficial insect diversity and pest insect damage in organically and sustainably-grown fruits and vegetables; test the efficacy of beneficial insect attractants; determine insecticidal activity of biologically-based compounds; and determine the long-term sustainability of BT-protected vegetable crops.

**George W. Shields** is a professor of philosophy and former chair of the Division of Literature, Languages, and Philosophy at KSU. He holds a PhD from the University of Chicago, where he wrote a doctoral thesis on twentieth-century American philosopher Charles Hartshorne, before pursuing further study at Oxford University. Shields has published three books, including: *Process and Analysis: Whitehead, Hartshorne, and the Analytic Tradition*; *Science, Technology, and Religious Ideas* (with Mark Shale); and *Faith and Creativity: Essays in Honor of Eugene H. Peters* (with George Nordgulen). He has authored more than 100 articles and given more than 80 scholarly addresses. Shields has a broad range of teaching and research interests in the fields of history, philosophy and ethics, with a current focus on process philosophy, which he believes has a major role to play in debates on environmental ethics. He was elected KSU's Distinguished Professor of 2000-01.

**Tamara Sluss** is an assistant professor of biology at KSU. She holds a PhD in environmental biology, and BS and MS degrees in biology from the University of Louisville. She teaches ecology and aquatic ecology at KSU. Her research has focused on zooplankton in lotic systems and the effect of turbulence on the structure of these communities. She has presented her results at the Ecological Society of America and the American Society of Limnology and Oceanography meetings. Sluss has studied stream macroinvertebrates, indices of biotic integrity, and water quality. Her additional interests include biofuels, climate change, biodiversity, land-use, alteration of aquatic systems (channelization and dams), and environmental education.



## Appendix C2

### KSU Blazer Library- Books and Other Catalogued Items

- 50 simple things kids can do to save the earth*  
*Acid rain controversy*  
*Advances in environment, behavior, and design*  
*Advances in environmental sciences.*  
*Air pollution, global change and forests in the new millennium*  
*American environment*  
*America's poisoned playgrounds : children and toxic chemicals*  
*Aquaculture and the environment*  
*Aquaculture effluent discharge program year 1 final report*  
*Are you earning a return on your environmental performance?*  
*Ark II : social response to environmental imperatives*  
*Atmospheric chemical compounds : sources, occurrence, and bioassay*  
*Atmospheric chemistry : fundamentals and experimental techniques*  
*Basic concepts in environmental management*  
*Bay country*  
*Beyond spaceship earth : environmental ethics and the solar system*  
*Bill Moyers reports Earth on edge*  
*Biological monitoring for environmental effects*  
*Blueprint for survival,*  
*Boston College environmental affairs law review.*  
*Boundaries of home : mapping for local empowerment*  
*Bureaucracy vs. environment : the environmental costs of bureaucratic governance*  
*Business, ethics, and the environment : the public policy debate*  
*Cases and materials on environmental law*  
*Challenge of ecology*  
*Changes in ecosystems*  
*Changing forest: forest ecology, includes a special section on fire*  
*Changing the atmosphere : expert knowledge and environmental governance*  
*Chemicals, cancer, and choices : risk reduction through markets*  
*Chemistry and man's environment*  
*Chemistry in the natural world*  
*Chemistry of our environment*  
*Chicorel index to urban planning and environmental design*  
*Citizens and the environment : case studies in popular action*  
*Clean air : the policies and politics of pollution control*  
*Clean water handbook*  
*Clear view : guide to industrial pollution control*  
*Climate change and world agriculture*  
*Closing circle; nature, man, and technology.*  
*Companion to environmental philosophy*  
*Confronting environmental racism : voices from the grassroots*  
*Confucianism and ecology : the interrelation of heaven, earth, and humans*  
*Conservation/ecology, resources for environmental education*  
*Conservation solution*  
*Control of resources*  
*Corporate environmental policies*  
*Cost-benefit analysis of environmental change*  
*CurriculumEarth : an awareness to action program for K-12.*  
*Dancing with the tiger : learning*

*sustainability step by natural step*  
*Defending the environment; a strategy for citizen action*  
*Demanding clean food and water : the fight for a basic human right*  
*Design of biological monitoring systems for pest management*  
*Design with nature*  
*Developing a common vision and a unified voice for environmental education in Kentucky*  
*Diligent destroyers.*  
*Discovery of global warming*  
*Don't burn it here : grassroots challenges to trash incinerators*  
*Dumping in Dixie : race, class, and environmental quality*  
*Earth system monitor : a guide to NOAA's data and information services.*  
*Earthkeeping; the war with nature and a proposal for peace*  
*Earthly politics : local and global in environmental governance*  
*Earth's ecosystems*  
*Earth-science information in land-use planning : guidelines for earth scientists and planners*  
*Ecocide--and thoughts toward survival.*  
*Ecological beliefs and behaviors : assessment and change*  
*Ecological conscience; values for survival.*  
*Ecological issues in Africa*  
*Ecological literacy : education and the transition to a postmodern world*  
*Ecological research with children and families : from concepts to methodology*  
*Ecology and environmental management : a geographical perspective*  
*Ecology and evolution of communities*  
*Ecology and politics in America: some issues and alternatives.*  
*Ecology: can we survive under capitalism?*  
*Economic growth and environmental decay; the solution becomes the problem*

*Economic superpowers and the environment : the United States, the Soviet Union, and Japan*  
*Economics of environment; papers from four nations,*  
*Economics of environmental policy*  
*Economics of environmental quality*  
*Economics of pollution*  
*Ecotactics: the Sierra Club handbook for environment activists.*  
*Edra 12 : design research interactions : exploring the future through the 1980s*  
*Edra 15 : the challenge of diversity*  
*Edra 8 : priorities for environmental design research.*  
*Education for sustainability : an agenda for action.*  
*Encyclopedia of environmental biology*  
*Energizing your future with energy, economics and the environment!.*  
*Energy & the environment : a structural analysis*  
*Energy and environment*  
*Energy basis for man and nature*  
*Energy, ecology, economy.*  
*Environment*  
*Environment : a revolution in attitudes.*  
*Environment : global problems, local solutions*  
*Environment and the industrial society*  
*Environment and the schools; pioneer programs set the pace for States and districts.*  
*Environment reporter--Cases.*  
*Environment, energy, and Black Americans*  
*Environment, ethics, and behavior : the psychology of environmental valuation and degradation*  
*Environment, from surplus to scarcity*  
*Environment, growth and development : the concepts and strategies of sustainability*  
*Environment, natural systems, and development : an economic valuation guide*

*Environment, North and South : an economic interpretation*  
*Environment, water, and the coast, 1977-1982 : a collection of Public affairs report*  
*Environment: a challenge for modern society.*  
*Environment: a new focus for land-use planning.*  
*Environmental administration*  
*Environmental affairs.*  
*Environmental agenda for the states*  
*Environmental applications of general physics*  
*Environmental awakening : the new revolution to protect the earth*  
*Environmental biology for engineers : a guide to environmental assessment*  
*Environmental biology.*  
*Environmental chemistry*  
*Environmental classroom*  
*Environmental connections : a guide to environmental studies*  
*Environmental control: priorities, policies, and the law*  
*Environmental crisis--opposing viewpoints*  
*Environmental economics*  
*Environmental education collection : a review of resources for educators.*  
*Environmental education: academia's response*  
*Environmental encyclopedia.*  
*Environmental ethics : an introduction to environmental philosophy*  
*Environmental exposure from chemicals*  
*Environmental factor : an approach for managers*  
*Environmental handbook.*  
*Environmental health perspectives : EHP.*  
*Environmental impact analysis and statements : monographs*  
*Environmental imperative : a socio-economic perspective*  
*Environmental improvement through economic incentives*  
*Environmental indices*  
*Environmental issues: population, pollution, and economics*  
*Environmental justice : creating equality, reclaiming democracy*  
*Environmental law : cases and materials*  
*Environmental law : selected statutes and regulations.*  
*Environmental law and policy : a coursebook on nature, law, and society*  
*Environmental law for non-lawyers, Environmental law handbook*  
*Environmental law in a nutshell*  
*Environmental leadership : developing effective skills and styles*  
*Environmental legislation : a sourcebook*  
*Environmental legislation, Environmental management for aquaculture*  
*Environmental mathematics in the classroom*  
*Environmental negotiation : its potential and its economic efficiency*  
*Environmental policy and developing nations*  
*Environmental policy in the 1980s : Reagan's new agenda*  
*Environmental policy in the 1990s : toward a new agenda*  
*Environmental policy law : problems, cases, and readings*  
*Environmental policy tools : a user's guide.*  
*Environmental politics and policy*  
*Environmental politics in the international arena : movements, parties, organizations, and policy*  
*Environmental politics.*  
*Environmental problems; pesticides, thermal pollution & environmental synergisms.*  
*Environmental protection : law and policy*  
*Environmental protection and economic*

*development in India*  
*Environmental protection at the state level : politics and progress in controlling pollution*  
*Environmental protection hustle*  
*Environmental quality analysis; theory and method in the social sciences.*  
*Environmental quality and state government.*  
*Environmental science & technology.*  
*Environmental science*  
*Environmental science : for agriculture and the life sciences*  
*Environmental science : how the world works and your place in it*  
*Environmental stress*  
*Environmental trends.*  
*Environmentalism and the leisure class*  
*Environmentalists, vanguard for a new society*  
*Environments of man.*  
*Estimating the hazard of chemical substances to aquatic life*  
*Exploring environmental issues : focus on forests*  
*Exploring environmental issues : focus on risk*  
*Exploring environmental issues : municipal solid waste*  
*Facts On File dictionary of environmental science*  
*Fair principles for sustainable development : essays on environmental policy and developing countries*  
*Forest service roadless area conservation : final environmental impact statement. .*  
*From sea to shining sea; a report on the American environment, our natural heritage.*  
*Future indefinite : decision-making in a transition economy*  
*Future land use : energy, environmental, and legal constraints*  
*Future of life*  
*Gale environmental almanac*

*Gardens of revelation : environments by visionary artists*  
*Geography, map skills and environmental awareness.*  
*Getting started : a guide to bringing environmental education into your classroom*  
*Global climate change : state policy development amid scientific uncertainty*  
*Global ecology; readings toward a rational strategy for man,*  
*Global impact, local action : new environmental policy in Latin America*  
*Global science : energy, resources, environment*  
*Global warming : a reference handbook*  
*Global warming : the complete briefing*  
*Global warming : the science of climate change*  
*Green at work : finding a business career that works for the environment*  
*Green teacher.*  
*Greenhouse effect*  
*Greening school grounds : creating habitats for learning*  
*Greening the ivory tower : improving the environmental track record of universities, colleges and other institutions*  
*Greening the millennium? : the new politics of the environment*  
*Guide to state environmental programs*  
*Handbook for environmental planning : the social consequences of environmental change*  
*Handbook of environmental data on organic chemicals*  
*Handbook of environmental psychology*  
*Highways and our environment.*  
*Human ecology; collected readings.*  
*Human scale*  
*In defense of earth: international protection of the biosphere*  
*Inconvenient truth : the crisis of global warming*  
*Integrating environmental education and*

*science : using and developing learning episodes*  
*International environmental action; a global survey*  
*International environmental policy : emergence and dimensions*  
*International toxic risk management : ideals, interests, and implementation*  
*Introduction to community health*  
*Introduction to environmental science*  
*Investigating your environment.*  
*Islam and ecology : a bestowed trust*  
*ISO 14000 : a guide to the new environmental management standards*  
*Issues and recommendations : State critical areas programs.*  
*Kid heroes of the environment*  
*Land and resource management plan for the Daniel Boone National Forest.*  
*Land use controls in the United States : a handbook on the legal rights of citizens*  
*Last stand at Rosebud Creek : coal, power, and people*  
*Law enforcement response to environmental crime*  
*Learning & caring about our world*  
*Legal foundations of environmental planning : cases and materials on environmental law*  
*Legal-economic history of air pollution controls*  
*Life after '80 : environmental choices we can live with*  
*Man and his environment: law.*  
*Managing ecological risks at EPA : issues and recommendations for progress*  
*Managing land-use conflicts : case studies in special area management*  
*Managing the environment; an economic primer,*  
*Managing water resources*  
*Maple for environmental sciences : a helping hand*  
*Mathematics for human survival*  
*Mathematics of environmental processes*  
*More effective programs for a cleaner environment; a statement on national policy,*  
*Mutagenesis*  
*National policy for the environment : NEPA and its aftermath*  
*Natural hazards and public choice : the state and local politics of hazard mitigation*  
*Natural resources and the state : the political economy of resource management*  
*New complete guide to environmental careers*  
*No world without end : the new threats to our biosphere*  
*North American Wetlands Conservation Act Amendments of 1994.*  
*Northern Puget Sound ecological characterization*  
*On man in his environment*  
*Opportunities in environmental careers*  
*Our poisoned planet : can we save it?*  
*Outlines of environmental education.*  
*Physics of the environment*  
*Planning urban environment*  
*Political economy of America's environmental dilemma*  
*Politics and environment: a reader in ecological crisis.*  
*Politics of environmental concern*  
*Politics of neglect: the environmental crisis,*  
*Politics of pollution*  
*Pollution*  
*Preparing U.S. agriculture for global climate change.*  
*Preserving the world ecology*  
*Priorities for survival,*  
*Promoting environmental education : an action handbook for strengthening EE in your state and community*  
*Protecting America's resources during pollution emergencies.*  
*Protecting our environment.*

*Protecting the nation's health : the problems of regulation*  
*Protecting the ozone layer : a checklist for citizen action.*  
*Protection of the environment during armed conflict*  
*Public involvement and social impact assessment*  
*Public policy and the natural environment*  
*Rape of the Great Plains : Northwest America, cattle and coal*  
*Real environmental crisis : why poverty, not affluence, is the environment's number one enemy*  
*Reliable, affordable, and environmentally sound energy for America's future : report of the National Energy Policy Development Group.*  
*Reporter's environmental handbook*  
*Resource guide to state environmental management*  
*Resources and man; a study and recommendations,*  
*Resources, environment, and economics : applications of the materials/energy balance principle*  
*Restoration of the earth*  
*Restoring the earth : how Americans are working to renew our damaged environment*  
*Rights of nature : a history of environmental ethics*  
*Save the earth*  
*Science and sustainability.*  
*Science of the total environment.*  
*Season of spoils : the Reagan administration's attack on the environment*  
*Seeds of change*  
*Selected environmental law statutes.*  
*Sierra.*  
*Simulation modelling of environmental problems*  
*Social response to environmental risk : policy formulation in an age of uncertainty*  
*Social work practice : people and environments, an ecological perspective*  
*Society and environment: the coming collision*  
*Some effects of effluent charges on production, price, pollution, and profit.*  
*Sources : notable selections in environmental studies*  
*Stakeholder inclusion in Caspian Basin natural resource management*  
*Staking out the terrain : power differentials among natural resource management agencies*  
*State of the Earth : environmental challenges on the road to 2100*  
*Survival equation: man, resources, and his environment.*  
*Sustainability advantage : seven business case benefits of a triple bottom line*  
*Sustainability on campus : stories and strategies for change*  
*Sustainable capitalism : a matter of common sense*  
*Sustainable development of the biosphere*  
*Taking action : an educator's guide to involving students in environmental action projects*  
*Taking sides.*  
*Teacher's manual to accompany Environmental law and policy : nature, law, and society*  
*Teaching about climate change : cool schools tackle global warming*  
*Teaching green : the elementary years : hands-on learning in grades K-5*  
*Teaching green : the middle years : hands-on learning in grades 6-8*  
*Teaching naturally: using environment to improve teaching & learning : an interdisciplinary guide to the Sunshine State Standards/*  
*Technology, environment, and human values*

*This endangered planet : prospects and proposals for human survival*  
*This little planet,*  
*Tools for environmental management : a practical introduction and guide*  
*Topics and terms in environmental problems*  
*Toward global equilibrium: collected papers,*  
*Towards negotiated co-management of natural resources in Africa*  
*Toxic cloud*  
*Toxic substances controls guide : federal regulation of chemicals in the environment*  
*Toxics A to Z : a guide to everyday pollution hazards*  
*Ultimate security : the environmental basis of political stability*  
*Understanding the environment*  
*Un-politics of air pollution : a study of non-decisionmaking in the cities*  
*Voter's guide to environmental politics before, during, and after the election.*  
*Water in environmental planning*  
*Water lords; Ralph Nader's study group report on industry and environmental crisis in Savannah, Georgia*  
*Watersheds 3 : ten cases in environmental ethics*  
*Western Pacific : challenge of sustainable growth*  
*Where we live : a citizen's guide to conducting a community environmental inventory*  
*World at risk : a global issues sourcebook*



**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS**

**Finance and Business Committee**

**April 24, 2009**

**Regent Wilbert W. James, Chairperson  
Regent Laura Douglas  
Regent E. Scott Willis  
Regent Joel Schrader**



**KENTUCKY STATE UNIVERSITY**

**BOARD OF REGENTS**

**April 24, 2009**

**FINANCE AND BUSINESS MEETING INDEX**

- B1** Minutes of October 24,2008
- B2** Executive Summary Report
- B3** Budget vs. Actual  
FY09 Operating Projection
- B4** Interim Financial Statements
- B5** Budget Update
- B6** Business Operations Update
- B7** Human Resources Update
- B8** Capital Planning Update



**KENTUCKY STATE UNIVERSITY**  
**Regular Meeting of the**  
**Finance and Business Committee**  
**Board of Regents**  
**10 am, April 24, 2009**  
**Board Room, Academic Service Building**  
**Frankfort, Kentucky**

**Regent Wilbert W. James, Presiding**

**AGENDA**

- |       |   |                         |
|-------|---|-------------------------|
| I.    | Call to Order   | Regent Wilbert W. James |
| II.   | Roll Call   | Mrs. Lillian Graham     |
| III.  | Opening Remarks   | Regent James            |
| IV.   | Approval of October 24, 2008 Minutes  | Regent James            |
| V.    | Executive Summary Report  | Mrs. Alice Johnson      |
| VI.   | Action Items  |                         |
|       | - 2009-2010 Financial Plan  |                         |
|       | - 2009-2010 Rate for Tuition and Mandatory Fees,<br>Course Fees, Room and Board |                         |
| VII.  | Informational Items   |                         |
|       | - Budget vs. Actual February 2009   |                         |
|       | - Operating Projection FY 2009  |                         |
|       | - Interim Financial Statements February 2009                                    |                         |
|       | - Budget Update   |                         |
|       | - Business Operations Update  |                         |
|       | - Human Resources Update  |                         |
|       | - Capital Planning Update   |                         |
| VIII. | Discussion  | Regent James            |
| IX.   | Adjourn   | Regent James            |

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To:	Board of Regents Finance and Business Committee	Date:	April 24, 2009
From:	Alice B. Johnson Vice President for Finance and Business Affairs		
Subject:	Finance and Business Committee Meeting Minutes October 24, 2008		
Reason for Consideration:	Action Item	Enclosures:	Yes

**Background:**

The minutes of the October 24, 2008 meeting must be approved.

The Finance and Business Committee did not have a quorum at the January 23, 2009, meeting.

**Recommendation:**

Approval of the minutes of the October 24, 2008 meeting.

Initiator:	Alice B. Johnson Vice President for Finance and Business Affairs
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**Kentucky State University  
Regular Finance and Business Committee Meeting  
Board of Regents  
Finance and Business Committee  
9:00 a.m., October 24, 2008  
Frankfort, Kentucky**

**MINUTES**

**I. Call to Order**

Regent E. Scott Willis called the meeting of the Kentucky State University Board of Regents Finance and Business Committee to order at 9:00 a.m. on October 24, 2008.

**II. Roll Call**

Regent Schrader asked for the roll call, which was recorded as follows:

Regent Wilbert James, absent  
Regent Jeffrey Alston, absent  
Regent Laura Douglas, present  
Regent E. Scott Willis, present  
Regent Joel Schraeder, present  
Mrs. Johnson, present

A quorum was declared.

**III. Approval of Minutes**

**Action: Motion to approve the minutes from the July 25, 2008 Finance and Business Committee meetings was made by Regent Douglas and seconded by Regent Willis. The motion passed.**

**Opening Remarks**

Regent Willis recognized Mrs. Johnson to carry the meeting forward.

**IV. Vice President's Report**

University Portfolio



Mrs. Johnson, Vice President for Finance and Business, introduced representative from Fifth Third Bank, Mr. Clint Long, Senior Relationship Manager, Ms. Joan Patterson, Vice President Treasury and Mr. Greg Mullins, Vice President Public Funds Officer who gave a financial update on the University's endowment portfolio.

Financial Plan

The Vice President highlighted several areas of the Executive Summary and informed the committee of the FY09 budget update from the State Budget Director.

Mrs. Johnson provided additional detail on expenditures contained in the fiscal year 2008 audit as was requested by the Regents at the September 4, 2008 meeting.

**V. Adjournment**

**Action: Motion to adjourn was made by Regent Douglas and seconded by Regent Willis. The motion passed.**

The meeting adjourned at 9:55a.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Alice B. Johnson  
Vice President for Finance and  
Business  
Kentucky State University

\_\_\_\_\_  
Wilbert W. James, Chair  
Finance and Business Committee  
Board of Regents  
Kentucky State University

\_\_\_\_\_Approved with no corrections

\_\_\_\_\_Approved with corrections



**Kentucky State University  
Regular Finance and Business Committee Meeting  
Board of Regents  
Finance and Business Committee  
10:00 a.m. January 23, 2009  
Frankfort, Kentucky**

**Discussion**

Regent Joel Schraeder called the meeting of the Kentucky State University Board of Regents Finance and Business Committee to order at 10:03 a.m. on January 23, 2009. Regent Schrader asked for the roll call, which was recorded as follows:

Regent Wilbert James, absent  
Regent Laura Douglas, present  
Regent E. Scott Willis, absent  
Regent Joel Schrader, present  
Mrs. Johnson

A quorum was not established.

Opening Remarks

Regent Schrader asked Mrs. Johnson to discuss the summary report.

Mrs. Johnson highlighted several items in the Board package including the potential for a reduction of funding appropriations and the fee policy. Mrs. Johnson also discussed the current unrestricted fund comparison among a comparison group of institutions as requested by Regent Landy at a previous Board meeting.

Mrs. Claudine Gee, Budget Policy and Planning Specialist, gave an update of the general fund appropriation and the tuition mandatory fees.

Mrs. Katherine Napier, Associate Vice President Business Operations, gave an analysis of the financial fiscal year results through December.

Mr. Gary Meiseles, Director of Human Resource Services highlighted several areas for Human Resources.

Mr. Jack McNear, Director Capital Planning and Construction gave an update on capital projects.

Discussion by the Finance and Business Committee ended at 10:47am.

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To:	Board of Regents Finance and Business Committee	Date:	April 24, 2009
From:	Alice B. Johnson Vice President for Finance and Business Affairs		
Subject:	Executive Summary		
Reason for Consideration:	Informational Item	Enclosures:	Yes

Background:

Recommendation:

Initiator:	Alice B. Johnson Vice President for Finance and Business Affairs
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS**

**Report to the  
Finance and Business Committee**

**Alice B. Johnson  
Vice President for Finance and Business Affairs**

**April 24, 2009**

**Kentucky State University**  
**Finance and Business Committee Meeting**  
**April 24, 2009**

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Finance and Business (F&B) is pleased to present the following summary report for consideration at the quarterly Finance and Business Committee meeting of the Board of Regents.

**2% General Fund Appropriation Reduction - FY2009.** Governor Beshear signed General Fund Budget Reduction Order 09-01 which reduces KSU's 2009 state appropriations by \$520,300 (from \$26,927,100 to \$26,406,800).

**CPE Tuition & Mandatory Fees Proposed.** The tuition and fees recommended for 2010 will be presented at the meeting following discussions forums with faculty, staff and students. The preliminary report included as an informational item will be distributed at the Board meeting. Focus meetings with faculty, staff and students are scheduled for April.

**FY 2010 Financial Plan.** The proposed FY2010 Financial Plan will be distributed at the Board meeting. Focus discussions will be held prior to the Board meeting to receive input from faculty, staff and students.

**Finance Department Updates.** A summary of department activity is presented for Business Operations, Budget Policy and Planning, Human Resource Services and Capital Planning and Construction.

**Fiscal Year 2009 Interim Results as of February 2009.** Reports for Budget vs Actual and Condensed Financial Statements are included:

- 1) Budget vs Actual as of February 2009 is presented for information along with comments about the variances.
- 2) Unaudited Financial Statements as of February 2009 are included for the statement of net assets, the statement of revenue, expenses and changes in net assets and the statement of cash flows.
- 3) Total cash and cash equivalents total \$25.0 million at February 2009. The Statement of Cash Flows reflects net cash outflows used for operating activities of \$10.1 million; net cash inflows from non-capital financing activities (which include state appropriations) of \$25.4 million; net cash outflow for capital financing activities of \$2.3 million and net cash outflow for investing activities of \$385,799. These activities resulted in a net increase in cash of \$12.6 million.

- 4) Total operating revenue at February 2009 total \$29.9 million and operating expenses total \$41.3 million creating an operating income loss of \$11.4 million. State appropriations are recognized as non-operating revenues and have been received in the amount of \$21.6 million at February 2009. The FY2009 reduction will be realized in April and reduced from the April 2009 distribution.
- 5) After recording adjustments and accruals (e.g., bad debt expense and accrued liabilities) and including capital appropriations, the final change in net assets at February 2009 is an increase of \$12.7 million.

**Fiscal Year 2009 Projection.** A report that projects operations through June 30, 2009 indicates a surplus of \$330,358 which anticipates state reductions and reduced summer school revenue.

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To:	Board of Regents Finance and Business Committee	Date:	April 24, 2009
From:	Alice B. Johnson Vice President for Finance and Business Affairs		
Subject:	Budget vs. Actual and FY09 Operating Projection		
Reason for Consideration:	Informational Item	Enclosures:	Yes

Background:

The Budget vs. Actual Report is included as of February 2009. A brief summary is included in the Executive Summary.

A projection through June 30, 2009 is included.

Recommendation:

Initiator:	Alice B. Johnson Vice President for Finance and Business Affairs
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009



**Budget VS Actual  
Month Ending February 28, 2009**

	YTD ACTUAL BY FUND GROUP									
	Original Budget	Approved Budget	Revised Budget	YTD Actual Activity	YTD Actual % of Revised Budget	% of Fiscal Year Expired	Variance	Education & General	Auxiliary	Land Grant & Action Agenda
<b>Revenues</b>										
State Appropriations	26,917,791	26,917,791	26,917,791	21,572,261	80.14%	66.67%	-19.86%	16,556,737	-	5,015,524
Student Tuition & Fees	18,086,898	18,086,898	18,086,898	17,530,084	96.92%	66.67%	-3.08%	17,530,084	-	-
Auxiliaries	-	6,042,900	6,042,900	6,308,300	104.39%	66.67%	4.39%	-	6,308,300	-
Other	1,020,254	1,020,254	1,020,254	1,083,609	106.21%	66.67%	6.21%	1,083,609	-	-
<b>Revenues Total</b>	<b>46,024,943</b>	<b>52,067,843</b>	<b>52,067,843</b>	<b>46,494,254</b>	<b>89.30%</b>	<b>66.67%</b>	<b>-10.70%</b>	<b>35,170,430</b>	<b>6,308,300</b>	<b>5,015,524</b>
<b>Expenditures</b>										
Salaries/Wages/Benefits	28,076,277	29,314,241	28,746,123	17,774,259	61.83%	66.67%	-38.17%	15,602,586	679,694	1,491,979
Supplies & Other	3,979,963	4,168,863	2,924,251	1,002,232	34.27%	66.67%	-65.73%	594,230	214,645	193,357
Travel	1,064,835	1,074,835	1,102,341	542,285	49.19%	66.67%	-50.81%	410,683	29,101	102,501
Communications	373,281	410,281	328,162	211,890	64.57%	66.67%	-35.43%	199,626	10,083	2,181
Services	3,456,376	6,537,726	7,157,586	5,073,283	70.88%	66.67%	-29.12%	2,152,745	2,728,619	191,919
Interdepartmental	509,215	538,215	275,971	(48,721)	-17.65%	66.67%	117.65%	49,096	(138,670)	40,853
Fixed Costs	1,889,610	1,921,610	1,995,916	1,504,880	75.40%	66.67%	-24.60%	1,425,712	7,618	71,550
Student Aid	2,558,481	2,558,481	4,763,301	4,047,342	84.97%	66.67%	-15.03%	3,951,766	7,642	87,934
Capital	2,278,734	2,687,574	1,892,515	491,224	25.96%	66.67%	-74.04%	326,860	54,519	109,845
<b>Expenditures Total</b>	<b>44,186,772</b>	<b>49,211,826</b>	<b>48,916,826</b>	<b>30,551,797</b>	<b>62.46%</b>	<b>66.67%</b>	<b>-37.54%</b>	<b>24,666,427</b>	<b>3,593,251</b>	<b>2,292,119</b>
Surplus (Deficit) before Transfers	1,838,171	2,856,017	3,151,017	15,942,457				10,504,003	2,715,049	2,723,405
Mandatory transfers	1,838,171	2,856,017	3,151,017	3,063,994	97.24%	66.67%	-2.76%	1,860,843	783,523	419,628
Surplus (Deficit)	-	-	-	12,878,463				8,643,160	1,931,526	2,303,777

## **Budget vs. Actual Variance Summary**

**Overview:** Revenues and expenses are presented for the Educational and General Fund (E&G), the Auxiliary Fund and Land Grant and Action Agenda Funds. Budget vs. Actual does not include restricted grants and contracts.

The summary of operations presented below is to assist in understanding the results reflected in the budget vs. actual report as of February 2009.

The state appropriates funds for Land Grant as required by the U.S. Department of Agriculture. Land Grant, Action Agenda and Auxiliary Funds are not available to the University for discretionary spending.

### **Revenue**

- State appropriations are received in installments of 30% (July), 25% (October), 25% (January) and 20% (April) of each year. At February 28, 2009, \$21.5 million of appropriations have been received.
- Student Tuition and Fees has been posted for Fall 2008 and Spring 2009 enrollment. Auxiliary revenues represent housing and board for resident students enrolled for Fall 2008 and Spring 2009. Student tuition and fees, housing and board revenue amounts have been adjusted for the Spring 2009 semester due to student withdrawals and/or students moving from residence halls after they have enrolled.
- Other revenue includes athletic income, indirect cost recovery, facility rentals, interest income and state funding for Regional Stewardship. As of February 28, 2009, \$305,000 has been received for Regional Stewardship.

### **Expense**

- Salaries and benefits expenses are at 61.83% of budget. This variance is considered normal.
- Supplies, Travel, Communications were expended at a lower than normal level for the percent of the fiscal year expired. Services were expended at a level appropriate for the percent of fiscal year expired. Services include utilities and other services used for fall semester preparation. This variance is considered normal.
- Interdepartmental and Fixed Costs may reflect reductions in expenses which are due to timing in recording journal entries. Fixed Costs include maintenance agreements that require payment in full at the beginning of the service agreement; therefore, these expenses are not incurred evenly over the fiscal year. This variance is considered normal.
- Student Aid should be recorded consistent with Tuition and Fees. Student Aid is typically recorded as students complete the registration process and accepts aid awards. This variance is considered normal.

Transfers include debt service obligations and internal reallocations. Transfers are typically recorded at the beginning of the fiscal year. This variance is considered normal.

**Budget vs. Operating Projection  
through June 30, 2009**

	Revised Budget	Projection through June 2009	NOTES- Assumptions
<b>Revenues</b>			
State Appropriations	26,917,791	25,174,591	Projecting revenue at 100% of revised budget less \$1,743,200
Student Tuition & Fees	18,086,898	18,086,898	Projecting revenue at 100% of revised budget
Other	1,020,254	1,020,254	Projecting revenue at 100% of revised budget
<b>Projected Revenues Total</b>	<b>46,024,943</b>	<b>44,281,743</b>	
<b>Expenditures</b>			
Salaries/Wages/ & Benefits	27,333,798	24,600,418	Projecting expense at 90% of revised budget
Supplies & Other	3,154,798	1,892,879	Projecting expense at 60% of revised budget
Travel	1,075,081	752,557	Projecting expense at 70% of revised budget
Communications	357,814	357,814	Projecting expense at 100% of revised budget
Services	3,729,465	4,029,465	Projecting expense at 100% of revised budget + \$300,000 bad debt expense
Interdepartmental	436,263	370,824	Projecting expense at 85% of revised budget
Fixed Costs	1,944,252	1,944,252	Projecting expense at 100% of revised budget
Student Aid	4,011,547	4,011,547	Projecting expense at 100% of revised budget
Capital	2,075,232	1,037,616	Projecting expense at 50% of revised budget
<b>Projected Expenditures Total</b>	<b>44,118,250</b>	<b>38,997,371</b>	
<b>Surplus (Deficit) before Transfers</b>	<b>1,906,693</b>	<b>5,284,372</b>	
<b>Mandatory transfers</b>	<b>1,906,693</b>	<b>2,204,014</b>	
<b>Projected Surplus (Deficit) Estimated Non-operating Expense</b>	<b>-</b>	<b>3,080,358</b>	
Depreciation		2,500,000	
Compensated Absences		250,000	
<b>Projected Surplus (Deficit) Adjusted</b>		<b>330,358</b>	

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To: Board of Regents Finance and Business Committee	Date: April 24, 2009
From: Alice B. Johnson Vice President for Finance and Business Affairs	
Subject: Interim Financial Statements-February 2009	
Reason for Consideration: Informational Item	Enclosures: Yes

**Background:**

Interim Financial Statements are included as of February 2009. A brief summary explanation of certain current assets and plant items follows:

1. Cash and cash equivalents total \$25 million. This amount includes \$5.4 million that is restricted for plant projects and \$3.0 million in student loan proceeds that will be refunded to students. The remainder is current operating cash that will be disbursed for current operations.
2. Accounts receivable includes the \$4.8 million in student accounts receivable, \$3.1 million in federal grants receivable and \$1.3 million receivable from state bond funds for Hathaway Hall. Student receivables will be reduced by Title IV funds and as other student resources are received. The \$3.1 million in federal grants receivables will be reduced as Title IV and other grants funds are drawn down. The state receivable will be reduced when the state receives bond proceeds for the Hathaway Hall renovation.
3. Current liabilities of \$1.7 million consist of accounts payable of \$860,000 and payroll liabilities of \$840,000.
4. As of February 2009, net assets reflect a \$12 million increase.
5. The Statement of Cash Flows reflects a net increase of \$12.6 million at February 2009. Operations consumed \$10.1 million of cash through February 2009.

Initiator:	Katherine Napier Associate Vice President for Business Operations
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**Kentucky State University**  
**Statement of Net Assets**  
**February 28, 2009**  
**(Unaudited)**

	<u>FY 2009</u>
<b>ASSETS</b>	
Current assets	
Cash and cash equivalents	25,072,477
Accounts, grants and loans receivable, net	9,231,722
Investments	1,297,553
Inventory and other current assets	734,302
Total current assets	36,336,054
Noncurrent assets	
Accounts, grants and loans receivable, net	1,280,602
Investments	7,519,969
Capital assets, net	80,330,791
Total noncurrent assets	89,131,362
Total assets	125,467,416
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable and accrued liabilities	1,706,419
Accrued compensated absences	1,478,134
Deferred revenue	965,059
Deposits	55,118
Other current liabilities	182,876
Bonds and capital lease obligations	1,415,180
Total current liabilities	5,802,786
Noncurrent liabilities	
Bonds and capital lease obligations	12,896,695
Federal grants refundable	704,346
Total noncurrent liabilities	13,601,041
Total liabilities	19,403,827
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	65,732,886
Restricted	
Nonexpendable	8,153,862
Expendable	8,014,610
Unrestricted	24,162,231
Total net assets	106,063,589

**Kentucky State University**  
**Addendum to Statement of Net Assets**  
**Components of Fund Balances - Disaggregated**  
**(Unaudited)**

	June 30 2008	Actual YTD Activity	February 2009
<b>Invested in Capital Assets, net of related debt</b>	<u>64,851,397</u>	<u>881,489</u>	<u>65,732,886</u>
<b>Restricted - Nonexpendable:</b>			
Endowments	<u>8,351,709</u>	<u>(197,847)</u>	<u>8,153,862</u>
<b>Expendable:</b>			
Grants & Contracts	(622,271)	550,473	(71,798)
Endowments	1,527,221	(1,587,015)	(59,794)
Plant Renewal & Replacement	6,812,111	334,091	7,146,202
Capital Renewal Reserves	<u>800,000</u>	<u>200,000</u>	<u>1,000,000</u>
	<u>8,517,061</u>	<u>(502,452)</u>	<u>8,014,610</u>
<b>Unrestricted:</b>			
Education & General	314,888	8,550,823	8,865,711
Auxiliary	365,548	1,931,527	2,297,075
Land Grant Match	<u>10,960,333</u>	<u>2,039,112</u>	<u>12,999,445</u>
	<u>11,640,769</u>	<u>12,521,462</u>	<u>24,162,231</u>
<b>Total Net Assets</b>	<u>93,360,936</u>	<u>12,702,653</u>	<u>106,063,589</u>

**Kentucky State University**  
**Statement of Revenues, Expenses and Changes in Net Assets (By Function)**  
**Period Ending February 28, 2009**  
**(Unaudited)**

	<u>FY 2009</u>
<b>REVENUES</b>	
Operating Revenues	
Student tuition and fees (gross)	17,419,695
Less: Scholarship allowances	<u>(4,345,497)</u>
Student tuition and fees (net of scholarships)	13,074,198
Federal grants and contracts	4,660,826
Federal appropriations	3,187,012
State and local grants and contracts	2,024,454
Nongovernmental grants and contracts	33,046
Auxiliary enterprises	
Residence halls	3,177,990
Dining	2,888,983
Bookstore	115,735
Other auxiliaries	43,646
Other operating revenues	<u>708,163</u>
Total operating revenues	<u>29,914,052</u>
<b>EXPENSES</b>	
Operating expenses	
Educational and general	
Instruction	8,965,806
Research	3,146,724
Public service	2,955,084
Academic support	1,807,027
Student services	3,817,539
Institutional support	5,638,014
Operation and maintenance of plant	3,129,408
Student aid	6,541,876
Depreciation	1,543,000
Auxiliary enterprises	
Residence halls	1,507,882
Dining	1,702,602
Bookstore	10,000
Other auxiliaries	310,606
Depreciation	<u>272,294</u>
Total operating expenses	<u>41,347,862</u>
Operating income (loss)	(11,433,810)

**Kentucky State University**  
**Statement of Revenues, Expenses and Changes in Net Assets (By Function)**  
**Period Ending February 28, 2009**  
**(Unaudited)**

<b>NONOPERATING REVENUES (EXPENSES)</b>	
State appropriations	21,572,261
Federal Grants and Contracts	4,146,967
Gifts	546,207
Investment income (net of investment expense)	(1,904,100)
Interest on capital asset-related debt	12,297
Other non-operating revenues (expenses)	<u>(913,118)</u>
Net non-operating revenues	23,460,514
Income (loss) before other revenues, expenses, gains or losses	12,026,704
Capital appropriations	<u>675,949</u>
<b>Increase (decrease) in net assets</b>	<b>12,702,653</b>
Net assets, beginning of year	93,360,936
Beginning balance adjustments	<u>-</u>
<b>Net assets, end of year</b>	<b><u>106,063,589</u></b>

**Kentucky State University**  
**Statement of Cash Flows**  
**Period Ending February 28, 2009**  
**(Unaudited)**

	<b>FY 2009</b>
<b>Cash flows from operating activities</b>	
Tuition and fees	10,774,782
Grants and contracts	7,635,349
Payments to suppliers	(16,417,367)
Payments to employees	(22,637,333)
Loans issued to students	(249,902)
Collection of loans issued to students	60,344
Auxiliary enterprises:	
Residence halls and dining	6,066,973
Bookstore	115,735
Other auxiliaries	43,646
Other receipts	4,524,299
Net cash from operating activities	(10,083,474)
<b>Cash flows from noncapital financing activities</b>	
State appropriations	21,572,261
Federal Grants and Contracts	4,146,967
Gifts for other than capital purposes	546,207
Student organization agency receipts	125,358
Student organization agency disbursements	(70,240)
Other receipts (payments)	(913,118)
Net cash from noncapital financing activities	25,407,435
<b>Cash flows from capital financing activities</b>	
Capital appropriations	675,949
Purchases of capital assets	(2,683,341)
Proceeds from capital debt	180,767
Principal paid on capital debt	(299,473)
Interest paid on capital debt	(168,470)
Net cash flows from capital financing activities	(2,294,568)
<b>Cash flows from investing activities</b>	
Interest received on investments	179,610
Investment expenses	(23,054)
Proceeds from sale of investments	341,953
Purchases of investments	(884,308)
Net cash flows from investing activities	(385,799)
Net increase (decrease) in cash and cash equivalents	12,643,593
Cash and cash equivalents a beginning of year	12,428,883
<b>Cash and cash equivalents at end of year</b>	<b>25,072,477</b>

**Kentucky State University**  
**Statement of Cash Flows**  
**Period Ending February 28, 2009**  
**(Unaudited)**

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**Reconciliation of net operating loss to net cash  
from operating activities**

Operating loss	(11,433,810)
Adjustments to reconcile operating income to net cash from operating activities:	
Depreciation expense	1,815,294
Loss on disposal of capital assets	-
Changes in assets and liabilities:	
Receivables, net	(542,390)
Inventory and prepaid expenses	(433,162)
Accounts payable and accrued liabilities	1,065,994
Accrued compensated absences	(5,475)
Other Liabilities	(180,930)
Deferred revenue	(368,995)
	<hr/>
Net cash from operating activities	<u>(10,083,474)</u>



**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To:	Board of Regents Finance and Business Committee	Date: April 24, 2009
From:	Alice B. Johnson Vice President for Finance and Business Affairs	
Subject:	Budget Update	
Reason for Consideration:	Informational	Enclosures: Yes

**Background:**

Budget Policy and Planning has completed the following tasks resulting in the outcomes listed below:

1. External Audit of Land Grant. In preparation for establishing a College of Agriculture, an external review was conducted during February and March by Crowe Horwath to determine that the university has properly accounted for Land Grant funding from Federal and state sources. The report will be issued in April.

Initiator:	Claudine Gee Director of Budget
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To:	Board of Regents Finance and Business Committee	Date: April 24, 2009
From:	Alice B. Johnson Vice President for Finance and Business Affairs	
Subject:	Business Operations Update	
Reason for Consideration:	Informational Item	Enclosures: Yes

**Background:**

Business Operations is currently gearing up for our fiscal year-end close. Along with the financial data presented in this report, the following represent the status of some of our projects.

**1. Payroll Self-Service**

The employee self-service portal was utilized heavily by all employees during the month of March 2009 to facilitate KSU's – Business Operations first Payroll Audit. Our collaborating with the Human Resource Department and Internal Audit Department has proven to be very beneficial in reaching employees. Faculty and staff were required to verify the accuracy of information in our database, provide valid identification, acknowledge several policies and procedures, and complete the annual conflict of interest disclosure.

**2. Automated Leave Request**

Due to our payroll audit and interim internal controls testing we have moved the start of the automated leave request to April 30, 2009. We've begun our review of accrual hours and will start training employees on the system. Employees will request leave time off utilizing an automated leave request system through ADP electronic time and attendance. The ETime system adds automation that will track employee leave time and ensure adherence to university policy.

### 3. Interim Internal Controls Testing

The external auditors, Crowe Horwath, began the interim testing on internal controls in March 2009. The actual audit fieldwork for fiscal year 2009 will begin July 2009.

Initiator:	Katherine Napier Associate Vice President for Business Operations
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To: Board of Regents Finance and Business Committee	Date: April 24, 2009
From: Alice B. Johnson Vice President for Finance and Business Affairs	
Subject: Human Resources Update	
Reason for Consideration: Informational Item	Enclosures: None

Background: Human Resource Services has initiated and implemented several significant projects for the University as described below:

1. Compressed Work Week Pilot Program—the University established a pilot program for a 4-day work week schedule for non-faculty employees. The assessment instrument was distributed to participants and their supervisors and all responses have been received. Analysis will follow.
2. Under revisions to 403(b) regulations all 403(b) plans must be in writing. In order to comply with this requirement, the University has submitted relevant information to Ascensus, Inc. for completion of a draft plan document. Upon receipt the draft will be vetted with appropriate legal counsel and presented to the Board of Regents for review and approval.
3. A mandatory payroll audit of all non-student employees was started. The purpose of this audit is to ensure clean employee data and to ensure that employees acknowledge and review the Human Resources Policy Manual, sign the University's Code of Conduct and complete the annual Conflict of Interest statement.
4. Initial planning meeting with SunGard consultant was held to start the data gathering process for the Banner implementation.

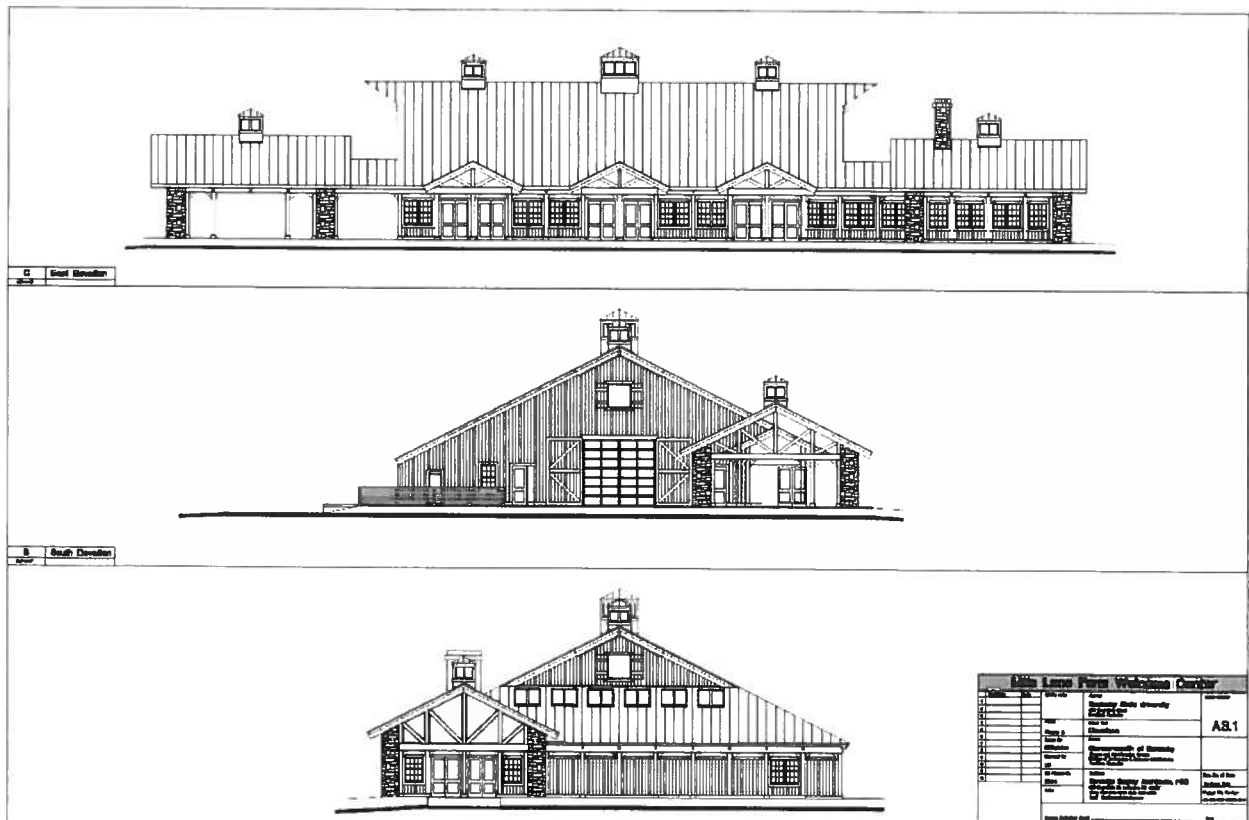
Initiator:	Gary Meiseles Director of Human Resource Services
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To: Board of Regents	Date: April 24, 2009
From: Alice B. Johnson Vice President for Finance and Business Affairs	
Subject: Capital Planning Update	
Reason for Consideration: Informational	Enclosures: Yes

Background:

Ground breaking ceremonies will be held on April 24, 2009 during the quarterly meeting of the KSU Board of Regents for the construction of the Center for Sustainable Farms and Families. This 12,000 square foot facility will be located on the Kentucky State University Research Farm. The purpose of this facility is to showcase research conducted on the farm and to provide information to farmers on various farming techniques for both crops and livestock. The facility will be able to host a variety of events ranging from agricultural and livestock displays to farm machinery shows. This \$5 million building is scheduled to be completed in April 2010.



Schedule

10:45 Transportation for Regents, President and President's Cabinet members to Research Farm

11:10 Speech by President Sias followed by ground breaking

11:30 Transportation for Regents, President and President's Cabinet members to KSU Carroll Academic Services Building.

Initiator:	Jack McNear Director Capital Planning and Construction
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS**

**2008-2009 Student Affairs Committee**

**April 24, 2009**

**Regent Laura Douglas, Acting Chairperson  
Regent Jeremy Lane  
Regent JoJuana Leavell-Greene  
Interim Regent Stefan Turner  
Dr. Rubye Jones, Staff**



**Kentucky State University  
Board of Regents**

**April 24, 2009**

**STUDENT AFFAIRS COMMITTEE MEETING INDEX**

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**KENTUCKY STATE UNIVERSITY**  
**Regular Meeting of the**  
**Student Affairs Committee**  
**Board of Regents**  
**11:00 a.m. – 11:30 a.m.**  
**April 24, 2009**  
**Board Room – Academic Services Building**  
**Frankfort, Kentucky**

**AGENDA**

- |      |                          |   |
|------|--------------------------|---|
| I.   | Call to Order            | Chairperson   |
| II.  | Roll Call                | Mrs. Fulvia Longstreet, Recorder  |
| III. | Opening Remarks          | Chairperson   |
| IV.  | Approval of Minutes      | Chairperson   |
| V.   | Executive Summary Report | Dr. Rubye Jones, Vice President for<br>Student Affairs and Enrollment<br>Management |
| VI.  | Discussion               |   |
| VII. | Adjournment              |   |

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To:	Board of Regents Student Affairs Committee	Date:	April 24, 2009
From:	Dr. Rubye Jones Vice President for Student Affairs and Enrollment Management		
Subject:	Student Affairs Committee Meeting Minutes January 23, 2009		
Reason for Consideration:	Approval	Enclosures:	Yes

**Background:**

The minutes of the Student Affairs Committee meeting of January 23, 2009, require approval in order to become an official part of the committee records.

**Recommendation:**

That the Student Affairs Committee approves the minutes of the January 23, 2009, meeting.

Initiator:	Dr. Rubye Jones Vice President for Student Affairs and Enrollment Management
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**KENTUCKY STATE UNIVERSITY**  
**Regular Student Affairs Committee Meeting**  
**Board of Regents**  
**11:00 a.m., January 23, 2009**  
**Board Room, Academic Service Building**  
**Frankfort, Kentucky**

**MINUTES**

Regent Laura Douglas, Acting Chair called the meeting of the Kentucky State University Board of Regents Student Affairs Committee to order at 11:00 a.m. on January 23, 2009. Regent Douglas asked Mrs. Longstreet, Recorder, to call the roll:

Regent Jeremy Lane, present  
Regent Laura Douglas, present  
Interim Regent Stefan Turner, present  
Regent JoJuana Leavell-Greene, absent  
Dr. Rubye Jones, present

Interim Regent Turner approved minutes of January 23, 2009 and Regent Lane seconded.

**Action:** No action items.

**Correction:** No corrections.

**Informational:** Dr. Jones reported on the activities in the Student Affairs areas since the last Board meeting.

Regent Lane thanked President Sias for the Inauguration celebration and reported that there were no registration complaints. The Student Education Rally will be in February.

A draft of a Student Complaint and Grievance policy was reviewed by the committee.

Motion for adjournment of the Student Affairs Committee's January 23, 2009, meeting was made by Regent Lane and seconded by Interim Regent Turner. The meeting adjourned at 11:23 a.m.

Submitted by:

Approved by:

\_\_\_\_\_  
Dr. Rubye Jones,  
Vice President for Student Affairs  
and Enrollment Management  
Kentucky State University

\_\_\_\_\_  
Regent Laura Douglas, Acting Chairperson  
Student Affairs Committee  
Board of Regents  
Kentucky State University

\_\_\_\_\_ Approved with no corrections

\_\_\_\_\_ Approved with corrections

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS**

**External Relations and Development Committee**

**April 24, 2009**

**Regent Wilbert James**

**Regent Tucker Landy**

**Regent JoJuana Leavell-Greene**

**Regent Joel Schrader**

**Regent E. Scott Willis**

**Mr. Hinfred McDuffie, Staff**

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS**

**April 24, 2009**

**External Relations and Development Committee**

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- D2** Executive Summary Report
  
- D3** KSU 2008-2010 Excellence Trust Fund Program Designation
  
- D4** Executive Contributions Report  
Alumni Relations Report
  
- D5** Information Technology Report  
Facility Services Report  
Auxiliary Enterprise Report
  
- D6** Communications Report

**KENTUCKY STATE UNIVERSITY**

**Regular Meeting of the  
External Relations and Development Committee  
Board of Regents  
11:30 a.m., April 24, 2009  
Board Room, Academic Services Building  
Regent \_\_\_\_\_ Presiding**

**AGENDA**

- I. Call to Order** Regent \_\_\_\_\_
  
- II. Roll Call** **Hinfred McDuffie**  
Vice President for  
Administration, External  
Relations and Development
  
- III. Opening Remarks** Regent \_\_\_\_\_
  
- IV. Action Item** Regent \_\_\_\_\_  
Approval of January 23, 2009, Meeting Minutes
  
- V. Executive Summary Report** **H. McDuffie**  
- Endowment Management Report
  
- VI. Action Item**  
Approval of the KSU 2008-2010 Excellence  
Trust Fund Program Designation
  
- VII. Discussion** Regent \_\_\_\_\_
  
- VIII. Adjourn**

KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	April 24, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Committee Meeting Minutes (Jan. 23, 2009)		
Reason for Consideration:	Approval	Enclosures:	Yes

Background:

The minutes of the External Relations and Development Committee meeting of January 23, 2009, require approval in order to become an official part of the committee's records.

Recommendation:

That the External Relations and Development Committee approve the minutes of the January 23, 2009, meeting.

Initiator:	Hinfred McDuffie Vice President for Administration, External Relations and Development
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**Kentucky State University**  
**Regular External Relations and Development Committee Meeting**  
**Board of Regents**  
**External Relations and Development Committee**  
**11:30 a.m., January 23, 2009**  
**Board Room, Academic Services Building**  
**Frankfort, Kentucky**

**MINUTES**

Regent Scott Willis called the meeting of the Kentucky State University Board of Regents External Relations and Development Committee to order at 11:31 a.m. on Friday, January 23, 2009. Mr. Hinfred McDuffie, Vice President for Administration, External Relations and Development, called roll:

Regent Wilbert James, absent  
Regent E. Scott Willis, present  
Regent Tucker Landy, present  
Regent JoJuana Leavell-Greene, absent  
Regent Joel Schrader, present

Three of the five regents were present. A quorum was established.

The meeting began with a moment of silence in memory of the committee's chair, the late Jeffery Alston.

**Action:**

Motion for approval of the October 24, 2008, External Relations and Development Committee minutes as distributed was made by Regent Landy and seconded by Regent Schrader. The motion passed.

**Discussion:**

Mr. McDuffie presented the Executive Summary Report.

Regent Willis asked about the implementation of the university's improved customer service initiative, which was a topic of discussion at a previous board meeting. President Mary Evans Sias explained that about 238 faculty and staff have been trained in first-level customer service classes. The next phase will involve training managers. Plans for customer service improvements for Financial Aid in particular include hiring part-time staff during peak periods and using mystery shoppers.

**Action:**

Motion for approval of the Kentucky State University Endowment Summary Match Report for action by the KSU Board of Regents was made by Regent Landy and seconded by Regent Schrader. The motion passed.

**Discussion:**

The investment summary report was presented by Mr. Clint Long of Fifth Third Bank.

Motion for adjournment of the External Relations and Development Committee's January 23, 2009, meeting was made by Regent Schrader and seconded by Regent Landy. The meeting was adjourned at 12:07 p.m.

Submitted by:

Approved by:

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Hinfred McDuffie  
Vice President for Administration,  
External Relations and Development  
Kentucky State University

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External Relations and  
Development Committee  
Board of Regents  
Kentucky State University

\_\_\_\_\_ Approved with no corrections

\_\_\_\_\_ Approved with corrections

KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	April 24, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Executive Summary Report		
Reason for Consideration:	Informational	Enclosures:	Yes

Background:

N/A

Recommendation:

Informational

Initiator:	Hinfred McDuffie Vice President for Administration, External Relations and Development
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009



**Kentucky State University  
Division of External Relations and Development  
Report to the Board of Regents**

**April 24, 2009**

**EXECUTIVE SUMMARY**

From July 1, 2008, to March 31, 2009, Kentucky State University received \$1,232,916.05 in donations from 767 contributors – corporations, foundations, individuals and organizations. Scholarships received the largest portion of the donations, in the amount of \$1,110,555.33.

Alumni Relations activities included the following through March: The office conducted a membership audit and reports that it processed 1,088 alumni memberships and 38 K-Club annual memberships. During the third quarter, the office supported the following KSU National Alumni Association events and activities: the Executive Committee Meeting held January 24 and new chapter development activities with Nashville, Tenn. Alumni. Alumni Relations also sent key mailings to alumni, including new chapter development material to contacts in Alabama, North Carolina, Kentucky and Florida and information about the Classes in Reunion 2009 event in May.

Major projects from Information Technology include the Blackboard Transaction System, in which a one-card ID system is being used by students, faculty and staff for door access, meal plans, bookstore purchases, laundry, vending and printing. In addition, Kentucky State University is transforming into a wireless campus, and its Web site has been launched and updates are posted daily. Other IT efforts include the installation of surveillance cameras and digital signage and the implementation of an emergency notification system as part of the university's safety plan.

Facility Services' major projects increased from 14 to 26 compared to the third quarter of the previous year. Of the 26 major projects requested, 19 have been completed.

During the third quarter of fiscal year 2008-2009, KSU received coverage in 331 newspaper articles in Kentucky. The advertising equivalency dollar amount (or cost saving) for the newspaper coverage of KSU was \$649,775. Of those articles, 88 percent were positive, 11 percent were neutral and 1 percent was negative. The university also was covered in 37 television news stories reaching

a total Nielson audience of 1,257,384, for a total ad equivalency of \$41,514. Of the 37 stories, 92 percent were positive and 8 percent were neutral. The Communications/Publications Area's efforts included design and artwork for publications and other printed pieces; design and artwork for Land Grant, community and campus projects; marketing efforts; and 69 messages on the KSU electronic message board and 59 messages on the digital screens in the Student Center.

KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	April 24, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	KSU 2008-2010 Excellence Trust Fund Program Designation		
Reason for Consideration:	Approval	Enclosures:	Yes

**Background:**

This year, the Kentucky Council on Postsecondary Education passed the 2008-2010 Research Challenge Trust Fund and Comprehensive University Excellence Trust Fund Program Guidelines. The guidelines require each university's Board of Regents to designate the acceptance and use of funds delegated to each university.

**Recommendation:**

That the KSU Board of Regents External Relations and Development Committee recommend that the full board approve the acceptance of Kentucky State University's allocation of \$633,000. And that, according to guidelines, 50 percent of the funds be designated for the support of professorships or student scholarships that are directly linked to the research activities of an endowed professorship, and that 50 percent of program funds be designated for the support of student scholarships that are not directly linked to the research activities of an endowed professorship but will be related to academic disciplines contained in the five new economy clusters as stipulated by program guidelines.

Initiator:	Hinfred McDuffie Vice President for Administration, External Relations and Development
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**2008-2010  
Endowment Match Program  
Option Grid**

Kentucky State University's distribution from the Council on Postsecondary Education's Comprehensive University Excellence Trust Fund Program is \$633,000.00.

Match Program Option	Matching Stipulations	Endowment Stipulations
<p><b>Traditional Match Program Features</b></p>	<p>Gifts &amp; Pledges qualify for match</p> <p>Gifts &amp; Pledges must be from external sources.</p> <p>Pledges must include payment schedule of 5 years or less.</p> <p>All funds must be endowed.</p> <p>Contributions are matched dollar-for-dollar.</p>	<p>At least 50% of program funds that an institution's board has designated for use under the traditional Bucks for Brains program must be endowed for the purpose of supporting chairs, professorships, research staffs, infrastructure, fellowships, or scholarships that are directly linked to the research activities of an endowed chair or professor.</p> <p>No more than 50% of program funds may be endowed for the purpose of supporting mission support activities or fellowships or scholarships that are not directly linked to the research activities of an endowed chair or professor.</p> <p>At the comprehensive universities, at least 50% of program funds that an institution's board has designated for use under the traditional Bucks for Brains program must be endowed for the purpose of supporting Programs of Distinction or academic disciplines contained within the five new economy clusters: (1) human health and development, (2) biosciences, (3) materials science and advanced manufacturing, (4) information technologies and communications, and (5) environmental and energy technologies.</p> <p><b>Uses of Program Funds:</b></p> <p><b>Chairs:</b> New faculty positions, salary supplements to existing faculty positions, and associated expenses for those positions, including start-up costs, salaries, benefits, travel, and other professional expenses as permitted by university policy.</p> <p><b>Professorships:</b> New faculty positions, salary supplements to existing faculty positions, and associated expenses for those positions, including start-up costs, salaries, benefits, travel, and other professional expenses as permitted by university policy.</p>

**2008-2010  
Endowment Match Program  
Option Grid**

Match Program Option	Matching Stipulations	Endowment Stipulations
		<p><b>Research Scholars:</b> Salaries, benefits, and other personnel related expenses associated with nontenured medical school faculty who exhibit the potential to assume chair or professorship positions once tenure has been awarded. Research scholars should have clearly defined research agendas that relate specifically to the fields of study envisioned for the ultimate occupants of the chairs or professorships. Funding for this purpose is time limited. Each research scholar may be supported with endowment proceeds for a maximum of six years. At the end of that time, if the research scholar has not been appointed to the identified chair or professorship, university officials should fill the position with an appropriately qualified, tenured faculty member.</p> <p><b>Research Staff:</b> Salaries, benefits, and other personnel related expenses associated with full-time or part-time staff assistants who are directly linked to the research activities of an endowed chair or professor.</p> <p><b>Graduate Fellowships:</b> Fellowship stipends for outstanding graduate or professional students, which may include travel and other expenses as permitted by university policy.</p> <p><b>Undergraduate Scholarships:</b> At the comprehensive universities only, program funds can be used to support scholarships for outstanding undergraduate students, which may include travel or other expenses as permitted by university policy.</p> <p><b>Research Infrastructure:</b> Start-up and operating expenses that are directly linked to the research activities of an endowed chair or professor, including equipment, materials and supplies, and other research related expenses as permitted by university policy.</p> <p><b>Mission Support:</b> Program funds can be used to support research and graduate missions at all institutions, and programs of distinction or applied research programs approved by the Council at the comprehensive institutions. Consideration will be given to mission support activities such as: (1) expenditures that enhance the research capability of university libraries (i.e., books, journals, research materials, media, and equipment); (2) start-up costs, equipment, and supplies that support faculty, graduate student, or undergraduate student research activities; (3) funding for visiting scholars, lecture series, and faculty exchange; and (4) expenditures for the dissemination of research findings (i.e., nationally prominent publications and presentations at conferences, symposiums, seminars, or workshops). However, priority will be given to mission support expenditures that encourage the research related activities of faculty and students.</p>

**2008-2010  
Endowment Match Program  
Option Grid**

Match Program Option	Matching Stipulations	Endowment Stipulations
<p><b>Capital Match Program Features</b></p>	<p>Cash only qualifies for match. Funds must be from external sources, federal or state grants, or other non-state General funds.</p> <p>No more than 50% of a project's cost will be paid with matching</p> <p>Contributions are matched dollar-for-dollar.</p>	<p>Capital projects must be complete projects as defined by KRS Chapter 45:</p> <p>Complete projects are defined as one of the following: Any capital construction or item, or any combination of capital construction or item necessary to make a building or utility installation complete, estimated to cost \$600,000 or more in cash or consideration.</p> <p>Any lease of real property space with an annual rental cost of \$200,000 or more.</p> <p>Any item of equipment estimated to cost \$200,000 or more.</p> <p>Any lease of an item of movable equipment if the annual cost of the lease-purchase or lease with an option to purchase is \$200,000 or more.</p> <p>Any new acquisition, upgrade or replacement of the Information Technology system estimated to cost \$600,000 or more.</p>

KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	April 24, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Executive Contributions Report (July 1, 2008 – March 31, 2009) & Alumni Relations Report		
Reason for Consideration:	Informational	Enclosures:	Yes

Background:

N/A

Recommendation:

Informational

Initiator:	Hinfred McDuffie Vice President for Administration, External Relations and Development
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**Executive Contributions Report  
and  
Comparison of  
July 1, 2007 - March 31, 2008  
to  
July 1, 2008 - March 31, 2009**

**Constituency Type Breakdown**

Constituency Type	Total Dollars Raised July 1, 2007 - March 31, 2008	Total Dollars Raised July 1, 2008 - March 31, 2009	Total Participation July 1, 2007 - March 31, 2008	Total Participation July 1, 2008 - March 31, 2009
Corporations	\$39,665.00	\$248,715.00	25	32
Foundations	\$86,640.10	\$62,824.00	55	46
Employees	\$16,743.50	\$3,300.08	86	40
Alumni	\$128,300.74	\$413,384.11	149	339
Other Individuals	\$7,604.68	\$265,522.50	83	116
Organizations	\$275,905.66	\$239,170.36	202	194
<b>Total:</b>	<b>\$554,859.68</b>	<b>\$1,232,916.05</b>	<b>600</b>	<b>767</b>

**Donor Designation Breakdown**

Donor Designation	Total Dollars Raised July 1, 2007 - March 31, 2008	Total Dollars Raised July 1, 2008 - March 31, 2009
Unrestricted	\$6,774.00	\$10,085.88
Scholarships	\$482,669.88	\$1,110,555.33
Other	\$65,415.80	\$112,274.84
<b>Total:</b>	<b>\$554,859.68</b>	<b>\$1,232,916.05</b>

**Sponsorships**

Total Sponsorship amount July 1, 2008 - March 31, 2009
N/A

**Fundraising Status**

GOAL	Actual	Percentage
\$500,000.00	\$600,000.00	
<b>GOAL</b>	<b>\$800,000.00</b>	
<b>ACTUAL</b>	<b>\$1,232,916.05</b>	<b>154.00%</b>

**Percentage of Alumni Giving: 2.9%**

**Kentucky State University  
Alumni Relations Report  
Third Quarter Comparison Report**

<b>Category</b>	<b>As of 3/31/08</b>	<b>As of 3/31/09</b>	<b>As of 3/31/09 Variance</b>
Number of Alumni Memberships Processed (Annual, Life & Subscribing Life)	1,103	1,088	-15*
Number of K-Club Memberships Processed	33	38	+ 5
Number of New/Revitalized Alumni Chapters	1	1	0
Number of Visits to Alumni Chapters	4	4	0
Service Requests Completed	194	314	+120

**Alumni Relations Activities**

- Supported KSU National Alumni Association with planning and logistics for the organization's January 24, 2009, Executive Committee Meeting in Frankfort. Alumni Relations also sent key mailings to alumni, including chapter development material to Huntsville, Ala., Raleigh, N.C., Bowling Green, Ky., and south Florida alumni and for May's Classes in Reunion Weekend.
- Surveyed the classes of 2004 and 2006 on programmatic satisfaction.
- Supported the Lexington Alumni Chapter's fundraiser for student scholarships, February 14, 2009.
- Assisted the Kentucky Region Annual Meeting, held March 14, 2009, in Louisville.
- Assisted in new chapter development – Nashville Alumni Chapter.

\*NOTE: The difference in membership of 1,409 in the second quarter to 1,088 this quarter was due to a membership audit discovery of 271 deceased and lapsed subscribing life members and 50 lapsed annual members, for a total difference of 321 members.

KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	April 24, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Information Technology, Facility Services & Auxiliary Enterprise Reports		
Reason for Consideration:	Informational	Enclosures:	Yes

Background:

N/A

Recommendation:

Informational

Initiator:	Hinfred McDuffie Vice President for Administration, External Relations and Development
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

## Information Technology Report: July 2008 – March 2009

Information Technology is actively working toward the completion of projects that will enhance and improve operational efficiency and customer service and will reduce cost for the overall university. The department is also strengthening its internal processes through reorganizing by functional areas to better serve the needs of the students, faculty and staff.

<b>Project</b>	<b>Components</b>	<b>Complete</b>
<b>Enterprise Resource Plan Implementation</b>	Discovery Sessions held Students Human Resources Finance will be scheduled for later Technical scheduled for week of April 20th	50%
	Overall Project Plan Development	75% complete
<b>Blackboard Transaction System</b>	Door Access	
	Residence Halls	90%
	Hathaway	100%
	Meal Plans	100%
	Bookstore Purchases	100%
	Laundry – Residence Halls	95%
	Vending (Snack and Beverage Machines)	0%
	Print Services (Residence Halls)	50%
Community System Activation	In Progress	
<b>Exterior Wireless Access Points</b>	<b>Exterior</b>	
	Planned Installations	30
	Installed Units	20
	Percent Complete	66%
	<b>Interior</b>	
	Planned Installations	295
Installed Units	155	
Percent Complete	52%	
<b>Alumni E-mail</b>	Application Software Installation	100%
<b>Emergency Notification System</b>	Web Site – Registration Capability	100%
	Registered Users – as of Jan. 7	469
	Registered Users – as of April 1	641 (172 new registrants)
<b>Surveillance Camera Installation</b>	<b>Exterior</b>	
	Planned Installations	20
	Installed Units	10 unchanged
	Percent Complete	50%
	<b>Interior</b>	
	Planned Installations	120
Installed Units	42	
Percent Complete	35%	
<b>Digital Signage</b>	Planned Installations	33
	Installed Units	20
	Percent Complete	60%
<b>Online Donations</b>	Application Software Development	In progress

**Facility Services  
Third Quarter Comparison Report**

<b>Category</b>	<b>As of 3/31/08</b>	<b>As of 3/31/09</b>	<b>As of 3/31/09 Variance</b>
Total Work Orders Requested	4,091	4,197	+106
Work Orders Completed	3,413	2,876	- 537
Work Orders Open	678	1,321	+643
Major Projects Requested	14	26	+12
Major Projects Completed	11	19	+ 8
Minor Projects Requested	15	31	+16
Minor Projects Completed	12	23	+11

**Auxiliary Enterprise  
Third Quarter Comparison Report**

<b>Category</b>	<b>As of 3/31/08</b>	<b>As of 3/31/09</b>	<b>As of 3/31/09 Variance</b>
Food Services	-38	1,418	1,456
Housing	-18	1,518	1,536
Bookstore	22	38	16
Facility Usage	13	5	-8
Laundry	7	16	9
Vending	1	1	0

NOTE: Food Service and Housing variances are due to timing of spring semester revenues being recorded in December 2007 and not in December 2008.

KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	April 24, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Communications Report		
Reason for Consideration:	Informational	Enclosures:	Yes

Background:

N/A

Recommendation:

Informational

Initiator:	Hinfred Mc.Duffie Vice President for Administration, External Relations and Development
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

## KSU Media Coverage Third Quarter Report January - March 2009

<b>Newspaper Coverage</b>		<b>3rd Quarter Comparisons</b>	
<b>Service County Area</b>	<b>Number of Articles</b>	<b>2008</b>	<b>2009</b>
Anderson	5		
Fayette	25	465	331
Franklin	130	98	68
Henry	4	89	61
Jefferson	41		
Owen	0		
Scott	4		
Shelby	0		
Woodford	1		
<b>Total Articles in KY</b>			
			<b>331</b>
<b>Ad Equivalency</b>			
			<b>\$649,774.80</b>

Total Number of Articles	465	331
Total Newspapers	98	68
Counties Covered	89	61
Ad Equivalency (rounded)	\$751,457	\$649,775

**Summary**  
 KSU was covered in 331 newspaper articles during the third quarter. Of those articles, 88 percent were positive, 11 percent were neutral and 1 percent was negative. The total ad equivalency was \$649,774.80.

<b>Television Coverage</b>			
<b>Month</b>	<b>Story Count</b>	<b>Ad Equivalency</b>	<b>Total Nielsen Audience</b>
January	21	\$19,181	693,906
February	8	\$9,736	285,212
March	8	\$12,597	278,266

**Summary**  
 During the third quarter, KSU had a total of 37 stories covered by television news, 1,257,384 Nielsen viewers and a run time of one hour, 22 minutes and 31 seconds. The total calculated ad equivalency was \$41,514. Of the 37 stories, 92 percent were positive and 8 percent were neutral.

## **PUBLICATIONS AND ADVERTISEMENTS**

### **Publications** (artwork and printed materials)

- Development/Alumni Printed Materials – 7
- Printed materials produced for university events – 46
- Communication pieces – 24
  - o Onward and Upward – 1
  - o Hoofbeats – 1
  - o From The President's Desk – 1
  - o President's Report Card to the Board – 2
  - o Program/Departmental Newsletters & Brochures – 19
- Marketing pieces produced – 21
- Designs for general university operations – 16
- Business cards produced – 22

### **Land Grant, community and campus community projects and events** (supported by design work and support materials) – 13

### **Marketing/publicity efforts** (advertisements, community boards, and billboards)

- Billboards & Airport Displays – 2
- Press releases – 27

## **ELECTRONIC COMMUNICATIONS**

### **Electronic message board postings** – 69

### **Digital signage postings** – 59





**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS**

**Audit Committee**

**April 24, 2009**

**Regent E. Scott Willis, Chair  
Regent Karen Bearden  
Regent Jeremy Lane  
Regent Stephan Turner  
Dr. Ralph Kimbrough, Staff**

**KENTUCKY STATE UNIVERSITY  
Regular Meeting of the  
Audit Committee  
Board of Regents  
12:00 p.m., April 24, 2009  
Board Room, Academic Service Building  
Frankfort, KY**

**Regent Willis, Presiding**

**AGENDA**

Call to Order

Remarks from Audit Committee Chair

Committee Agenda

E1	Minutes, January 23, 2009, Meeting	3-7
E2	Internal Auditor's Report (Dr. Ralph Kimbrough)	8-9
E3	Informal Discussion (by the Audit Committee) of Risks as stated by the new Executive Committee on Compliance (ECC) (This discussion is required by the new Risk Assessment Policy)	10-11

Other Business

Adjourn

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To:	Board of Regents Audit Committee	Date:	April 24, 2009
From:	Dr. Ralph Kimbrough, Internal Auditor		
Subject:	Audit Committee Meeting Minutes January 23, 2009		
Reason for Consideration:	Approval	Enclosures:	Yes

**Background:**

The minutes of the Audit Committee meeting of January 23, 2009, require approval in order to become an official part of the committee records.

**Recommendation:**

The Audit Committee approve the minutes of the January 23, 2009, meeting.

Initiator:	Dr. Ralph Kimbrough, Internal Auditor
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

Board of Regents  
Audit Committee  
12:00 pm, January 23, 2009  
Frankfort, Kentucky

**MINUTES**

I. Call to Order

Regent Willis called the meeting of the Kentucky State University Board of Regents Audit Committee to order at 12:12 p.m. on January 23, 2009

II. Roll Call

Regent Willis asked for the roll call, which was recorded as follows:

Regent E. Scott Willis-Present  
Regent Karen Bearden-Present  
Regent Jeremy Lane-Present  
Regent Stephan Turner-Present  
Dr. Ralph Kimbrough-Present  
Quorum Established: Yes

III. Opening Remarks

Regent Willis recognized Dr. Kimbrough to present the minutes of the October 24, 2008, Audit Committee meeting.

IV. Approval of Minutes

**Action:** Motion to approve the minutes from the October 24, 2008 Audit Committee meeting was made by Regent Karen Bearden, seconded by Regent Jeremy Lane. The motion passed.

V. Internal Auditor's Report

Dr. Kimbrough briefly discussed his audit activities in the internal audit of Land Grant Program and Journal entry and investment audits. Dr. Kimbrough made some recommendations in that area and led some discussions on increasing efficiencies for internal controls. According to Dr. Kimbrough, the report for the Land Grant Program was to be completed on January 12, 2009.

Question: Regent Willis wanted to know how they (KSU Board of Regents) could be helping more in this area or on this process.

Dr. Kimbrough responded to Board inquiries regarding Board involvement in the risk assessment process

VI. Informal Discussion of Risks by the Audit Committee (This discussion is required by the new Risk Assessment Policy)

Regent Willis deferred to Dr. Kimbrough to discuss the fraud and other risks in response to the new Risk Assessment Policy.

Dr. Kimbrough then opened it up to the Audit Committee for ideas and questions. The Committee then engaged in an informal discussion on risk assessment and identification.

Regent Willis stated that it would help the Audit Committee if we would prioritize the listing. He stated there still seemed to be somewhat of a gap in communicating the high risk areas to the Committee.

Dr. Sias stated that a Director of Compliance has been identified. The new Director of Compliance is Dr. Ivory Griskell.

Regent Willis commented that it's part of the process for the committee to get up to speed on risk.

Regent Bearden raised a concern regarding KSU's readiness to prevent Internet Fraud.

Dr. Sias stated that KSU had just purchased a software program (Dragon) which will notify the IT staff if someone is trying to illegally download music or movies. The software will identify the perpetrator so that this violator will be subject to disciplinary action. She also continued in stating that additional measures were being taken to prevent any KSU employee from misusing state owned computers. KSU has purchased \$25,000 in software for this particular area as it relates to spam.

Dr. Kimbrough concluded the discussion for the need to review student financial aid issues.

VII. Adjournment

Action: Motion to adjourn by Regent Lane, seconded by Regent Turner.  
Meeting was adjourned at 12:57 p.m.

Submitted by:

Approved by:

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Dr. Ralph Kimbrough  
Director of Internal Audit  
Kentucky State University

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E. Scott Willis, Chair  
Internal Audit Committee  
Board of Regents  
Kentucky State University

\_\_\_\_\_ Approved with no corrections

\_\_\_\_\_ Approved with corrections

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To: Board of Regents Audit Committee	Date: April 24, 2009
From: Dr. Ralph Kimbrough, Internal Auditor	
Subject: Internal Audit Activities and Recommended Changes.	
Reason for Consideration: Informational	Enclosures: Yes

**Background:**

A summary of Internal Audit's Activities, Audits/Reviews, and Continuing Education for the period of January 1, 2009 through March 31, 2009, are presented for informational purposes.

**Recommendation:**

None.

Initiator:	Dr. Ralph Kimbrough, Internal Auditor
Board Action Date:	N/A
Effective Date:	April 24, 2009

**KENTUCKY STATE UNIVERSITY**  
**Internal Audit**  
**Activities, Audits/Reviews, & Continuing Education**  
**January 1, 2009 through March 31, 2009**

*During this period, Internal Audit participated in several activities, which included the following.*

**Activities**

The Internal Auditor completed an audit of the Land Grant Programs. This review concentrated on the administration of federal, state, and private grants. As a result of this audit, several recommendations were made that would improve the recordkeeping for federal, state, and private grants. In addition to completing the audit of the Land Grant Programs, the Internal Auditor completed the audit of student financial aid and made some corresponding recommendations. This audit initiated the development of new processing forms that will reduce the possibility of errors in processing student federal aid. Other recommendations were made in response to internal audit findings and to some of the comments made by the external auditors (Crowe and Horwath). The Internal Auditor met with staff members of the registrar, bursar, and student financial aid areas to discuss recommended changes to processing student accounts when students withdraw from the university. Finally, the planning process for initiating a new audit of KSU's Police Department was initiated. Some preliminary findings had been made before the end of March and these had been discussed with the President. This review should be concluded by then end of April, 2009.

**Continuing Education**

The Internal Auditor participated in several KSU sponsored Microsoft Access training seminars so that he will be able to better assist in the installation process of the new Banner System. Microsoft Access is a key tool in checking and validating totals in relational data bases. As of March 31, the Internal Auditor is planning on attending the White Collar Crime seminar to be held on April 14, 2009. This seminar is sponsored by the Central Kentucky Chapter of the Institute of Internal Auditors. Finally, the Internal Auditor is planning on attending an ACUA sponsored seminar for the Clery Act in order to provide up-to-date recommendations for the Police Department audit. Also, Dr. Kimbrough has been teaching "Managerial Accounting" for Kentucky State University this Spring term.

**Recommended Changes Processing and Audit Plan**

The Internal Auditor made recommendations to improve the operations of the university in the areas of student financial aid and the Police Department. Furthermore, with the advice and assistance of KSU's Compliance Officer, the Internal Auditor recommended changes to KSU's audit plan. The audit of the human resource area regarding employee evaluations was postponed and more emphasis was placed on the audit of the Police Department.

**KENTUCKY STATE UNIVERSITY  
BOARD OF REGENTS  
AGENDA ITEM BACKGROUND**

To:	Board of Regents Audit Committee	Date:	April 24, 2009
From:	Dr. Ralph Kimbrough, Internal Auditor		
Subject:	Discussion by Audit Committee members regarding new Risk Assessment		
Reason for Consideration:	Discussion .	Enclosures:	Yes

Recommendation:

Presenter:	Dr. Mary Evans Sias President
Board Action Date:	April 24, 2009
Effective Date:	April 24, 2009

**KENTUCKY STATE UNIVERSITY  
Audit Committee**

**Audit Plan for 2009-2010**

**Audit Focus**

- Review of the Food services and Housing Division.
- An examination of the operations and maintenance division of the university.
- An audit of the Athletics Division (NCAA Compliance and integrity of receipts).
- A follow-up audit of the procurement process starting at the point of requisition to the point of delivery and payment.
- A follow-up audit of Student Financial Aid with emphasis on scholarship awarding.
- An examination of the eligibility status of student-athletes receiving work-study monies-- federal and on-campus.
- A new audit of university readiness as regards to compliance with the new Business Continuity Plan.