



**REPORT TO THE
BOARD OF REGENTS**

JANUARY 23, 2009

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
1:15 p.m., January 23, 2009
Board Room, Julian M. Carroll Academic Services Building
Frankfort, Kentucky

Regent Laura Douglas, Presiding

A G E N D A

- I. Call to Order Regent Laura Douglas, Chair
- II. Roll Call Angela Curry, Secretary
- III. Opening Remarks Regent Laura Douglas
Action Item: *Approval of Resolution Honoring Regent Alston*
- IV. Approval of Minutes
Action Item: *Approval of Minutes from October 24, 2008, meeting*
- V. President's Report
 - a. SACS Reaffirmation Update
 - b. Update on Residential High School Proposal**Action Item:** *Approval of Campus Auditorium Name Change*
- VI. Committee Reports
 - a. Academic Affairs Regent Karen Bearden, Chair
Action Item: *Approval of Tenure and Promotion Recommendations*
 - b. Student Affairs Regent Laura Douglas, Acting Chair
Action Item: *Approval of Student Complaint Procedures*
 - c. Finance and Administration Regent Wilbert W. James, Chair
 - d. External Relations & Development Regent Laura Douglas, Acting Chair
Action Item: *Approval of Proposed Endowment Allocation*
 - e. Audit Committee Regent E. Scott Willis, Chair
- VII. Closed Session
 - a. Pending Litigation
 - b. Personnel Matters
- VIII. Closing Remarks
- IX. Adjournment

**Regents Committee Meetings Schedule
January 23, 2009**

9:00-10:00	Academic Affairs Committee
10:00-11:00	Finance & Administration
11:00 – 11:30	Student Affairs
11:30 – 12:00	External Relations & Development
12:00 - 12:30	Audit Committee
12:30 - 1:15	Lunch
1:15 -	Board Meeting

**Kentucky State University
Board of Regents**

2008-2009 Academic Affairs Committee

**Regent Karen Bearden, Chairperson
Regent Wilbert James
Regent Tucker Landy
Dr. James Chapman, Staff**

Kentucky State University Board of Regents

January 23, 2009

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KENTUCKY STATE UNIVERSITY

Regular Meeting of the Academic Affairs Committee January 23, 2009

9:00 a.m. – 9:45 a.m.

The Board Room - Academic Services Building

Regent Karen Bearden, Presiding

Agenda

- | | |
|---|--|
| I. Call to Order | Regent Karen Bearden, Chairperson |
| II. Roll Call | Dr. James Chapman
Interim Provost/Vice President for Academic Affairs |
| III. Opening Remarks | Regent Karen Bearden, Chairperson |
| IV. Approval of Minutes | Regent Karen Bearden, Chairperson |
| V. Executive Summary Report | Dr. James Chapman
Interim Provost/Vice President for Academic Affairs |
| VI. Approval of Bachelor of Arts in Spanish | Dr. James Chapman
Interim Provost/Vice President for Academic Affairs |
| VII. Discussion | Regent Karen Bearden, Chairperson |
| VIII. Adjournment | Regent Karen Bearden, Chairperson |

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

To: Board of Regents	Academic Affairs Committee	Date: January 23, 2009
From:	Dr. James Chapman	
Subject:	Minutes of April 25, 2008	
Reason for Consideration: Approval		Enclosure: Yes

Background:

The minutes of the Academic Affairs Committee meeting for April 25, 2008, require approval in order to become an official part of the committee records. The committee was unable to approve the minutes from the April 25, 2008, meeting because there was not a quorum at the July 25, 2008, meeting.

SEE PAGE 5

Recommendation:

It is recommended that the Academic Affairs Committee approve the minutes of the April 25, 2008, meeting.

APPROVAL

Initiator:	Dr. James Chapman Interim Provost/Vice President for Academic Affairs
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

**KENTUCKY STATE UNIVERSITY
Regular Academic Affairs Committee Meeting**

**Board of Regents
Academic Affairs Committee
9:00 a.m., April 25, 2008**

**Academic Services Building
Board Room
Frankfort, KY**

MINUTES

Regent Karen Bearden called the meeting of the Kentucky State University Board of Regents Academic Affairs Committee to order at 9:00 a.m. on July 25, 2008. Regent Bearden asked Lisa Hammie, Academic Affairs Administrative Assistant II, to call roll:

Regent Jeffrey Alston,	absent	Regent Tucker Landy,	present
Regent Karen Bearden,	present	Regent Marcia Ridings,	present
Regent Wilbert James,	absent	Staff, Dr. James Chapman	present

Since there were three or more Regents present for the committee, a quorum was declared.

Action: A Motion for the approval of the Academic Affairs' January 25, 2008, Committee minutes made by Regent Landy was seconded by Regent Ridings. The motion passed and the minutes were approved.

Action: A motion for approval of the recommendations for faculty tenure and/or promotion was made by Regent Bearden and seconded by Regent Landy. The motion carried.

Action: A motion for approval of authorization for the President to confer the degrees at the May 10, 2008, commencement ceremony was made by Regent Bearden and seconded by Regent Landy. The motion carried.

A motion for adjournment of the Academic Affairs' Committee July 25, 2008, meeting was made by Regent Landy and seconded by Regent Ridings. The motion carried, and the meeting adjourned at 9:50 am.

Submitted by:

Approved by:

Dr. James Chapman
Interim Provost/Vice President for
Academic Affairs
Board of Regents
Kentucky State University

Regent Karen Bearden, Chairperson
Academic Affairs 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	Academic Affairs Committee	Date: January 23, 2009
From:	Dr. James Chapman	
Subject:	Minutes of July 25, 2008	
Reason for Consideration: Approval		Enclosure: Yes

Background:

The minutes of the Academic Affairs Committee meeting for July 25, 2008, require approval in order to become an official part of the committee records. The committee was unable to approve the minutes from the July 25, 2008, meeting because there was not a quorum at the October 24, 2008, meeting.

SEE PAGE 7

Recommendation:

It is recommended that the Academic Affairs Committee approve the minutes of the July 25, 2008, meeting.

APPROVAL

Initiator:	Dr. James Chapman Interim Provost/Vice President for Academic Affairs
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

**KENTUCKY STATE UNIVERSITY
Regular Academic Affairs Committee Meeting**

**Board of Regents
Academic Affairs Committee
9:00 a.m., July 25, 2008**

**Academic Services Building
Board Room
Frankfort, KY**

MINUTES

Regent Karen Bearden called the meeting of the Kentucky State University Board of Regents Academic Affairs Committee to order at 8:05 a.m. on July 25, 2008. Regent Bearden asked Melanie Halliday, Academic Affairs, to call roll:

Regent Jeffrey Alston,	absent	Regent Tucker Landy,	present
Regent Karen Bearden,	present	Regent Marcia Ridings,	absent
Regent Wilbert James,	absent	Staff, Dr. James Chapman	present

Since there were not three or more Regents present for the committee, no quorum was declared.

No action items were addressed. The minutes from the April 25, 2008, meeting will be approved at the October 24, 2008, meeting.

Dr. Chapman gave an overview of the executive report. The announcement that Dr. Penny Armstrong, Assistant Provost for Outreach and Extended Programs, has been selected to direct the Office of Continuing and Distance Education was made.

Faculty and staff accomplishments in teaching research and service were reported and discussed.

The success of summer programs was discussed and faculty and staff were encouraged to continue the offerings and expand them where possible.

A motion for adjournment of the Academic Affairs' Committee July 25, 2008, meeting was made by Regent Landy and seconded by Regent Bearden. The motion carried, and the meeting adjourned at 8:37 am.

Submitted by:

Dr. James Chapman
Interim Provost/Vice President for
Academic Affairs
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

Approved by:

Regent Karen Bearden, Chairperson
Academic Affairs Committee

Board of Regents
Kentucky State University

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

To: Board of Regents	Academic Affairs Committee	Date: January 23, 2009
From:	Dr. James Chapman	
Subject:	Minutes of October 24, 2008	
Reason for Consideration: Approval		Enclosure: Yes

Background:

The minutes of the Academic Affairs Committee meeting for October 24, 2008, require approval in order to become an official part of the committee records.

SEE PAGE 10

Recommendation:

It is recommended that the Academic Affairs Committee approve the minutes of the October 24, 2008, meeting.

APPROVAL

Initiator:	Dr. James Chapman Interim Provost/Vice President for Academic Affairs
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

**KENTUCKY STATE UNIVERSITY
Regular Academic Affairs Committee Meeting**

**Board of Regents
Academic Affairs Committee
9:00 a.m., October 24, 2008**

**Academic Services Building
Board Room
Frankfort, KY**

MINUTES

Regent Karen Bearden called the meeting of the Kentucky State University Board of Regents Academic Affairs Committee to order at 9:11 a.m. on October 24, 2008. Regent Bearden asked Lisa Hammie, Academic Affairs, to call roll:

Regent Jeffrey Alston,	absent	Regent Tucker Landy,	present
Regent Karen Bearden,	present	Regent Marcia Ridings,	absent
Regent Wilbert James,	absent	Staff, Dr. James Chapman	present

Since there were not three or more Regents present for the committee, no quorum was declared.

No action items were addressed. The minutes from the October 24, 2008 meeting will be approved at the January 23, 2009 meeting.

Dr. Chapman gave an overview of the executive report. Many faculty, student and staff accomplishments were reported and discussed.

The Office of Sponsored Programs reported that submission and funding of grants continue at a respectable pace.

A motion for adjournment of the Academic Affairs' Committee October 24, 2008, meeting was made by Regent Landy and seconded by Regent Bearden. The motion carried, and the meeting adjourned at 9:25 am.

Submitted by:

Approved by:

Dr. James Chapman
Interim Provost/Vice President for
Academic Affairs
Board of Regents
Kentucky State University

Regent Karen Bearden, Chairperson
Academic Affairs 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 Academic Affairs Committee	Date: January 23, 2009
From: Dr. James Chapman	
Subject: Academic Affairs Report	
Reason for Consideration: Informational	Enclosure: Yes

Background:

The Academic Affairs Report submitted by James Chapman, Interim Provost/Vice President for Academic Affairs is presented on pages 12-16. The report covers the period from September 30, 2008, to December 15, 2008.

Recommendation:

INFORMATIONAL

Initiator:	Dr. James Chapman Interim Provost/Vice President for Academic Affairs
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

Kentucky State University

Report to the University Board of Regents

(Covering the period from September 30, 2008 to December 15, 2008)

By

Dr. James Chapman

Interim Provost/Vice President for Academic Affairs

January 23, 2009

EXECUTIVE SUMMARY

INFORMATIONAL ITEMS

UNIT ACCOMPLISHMENTS

Office of Academic Affairs

The University has completed the first phase of the SACS reaffirmation process. The University sent in its Compliance Report in September for the off-site review and the preliminary report of the off-site reaffirmation committee has been received. It was a good report in general.

The University is now moving into the second phase. This phase involves preparing a response to the preliminary review, in the format of what SACS calls a Focused Report. This has to be received by SACS by February 16, 2009. The report will be submitted to SACS the same time as the Quality Enhancement Plan (QEP). Work on the QEP is ongoing.

The third phase is the On-site Visit. The Commission will send a team of reviewers to the University from March 31st to April 2nd of 2009. During the visit, the team will review further documentation on campus; interview people selected by them, and focus on the Quality Enhancement Plan (QEP). It is important that the KSU community be knowledgeable about institutional facts and the QEP, "Academics with Attitude: Building the Foundations for Student Success". At the conclusion of the visit, the team will inform the University leadership of any areas that require further work or clarification. The University has one final chance to respond before the Commission makes its final decision in December, 2009.

College of Arts, Social Sciences, and Interdisciplinary Studies (CASSIS)

The AuthorHouse has published Dr. Michael Kasongo's autobiography, *Born to be a Preacher and a Teacher: The Life Story of Michael O. Kasongo*. Dr. Kasongo is an Associate Professor in the Division of Behavioral and Social Sciences. He is also an ordained minister in the United Methodist Church. His previous publications include the *History of the Methodist Church in Congo*.

The Art Area sponsored an Art Festival on Saturday, December 6, 2008, in collaboration with local artists. Twenty-two visual artists participated and two local bands performed. Approximately 150 people were in attendance for this first event in Shauntee Hall as the new official Art Area facility.

Dr. Karah Stokes has been chosen as Vice President of the Kentucky Philological Association for next year.

Dr. April Fallon's paper "Mutability and Paradox in the Poetry of Lorine Niedecker" has been accepted at the *2009 Louisville Conference on Literature and Culture Since 1900*,

and she has been asked to write the encyclopedia entry on Lorine Niedecker for *The Literary Encyclopedia*, sponsored by the University of East Anglia.

Professor Victor Gomia attended the annual summit of the Bali Cultural and Development Association and presented a paper titled "Emerging Perspectives in Postcolonial Discourse: Making Literature Functional."

The Division of Literature, Languages and Philosophy's Journalism area successfully launched *KSU Reflections* on October 25. The weekly student-run talk radio show airs on Saturdays from 8:00 a.m. to 9:00 a.m. *KSU Reflections* is produced by KSU Journalism and Mass Communications students. Students in public relations and advertising also sell advertising for the show under the supervision of Max Maxwell in the Division of External Relations and Development.

Dr. Steven Gale, Endowed Chair for the Humanities, was featured on "Think Tank with Ben Wattenberg," a television program, where Gale discussed the works of 20th century humorist S.J. Perelman, the award-winning writer for *The New Yorker* and other publications. Dr. Gale is an authority on Perelman, having published three books and several articles about his writing.

College of Professional Studies (CPS)

Dr. Paul Wilhelm, Associate Professor of Management in the School of Business, attended the American Society for Competitiveness 2008 Conference in November. He presented four papers, chaired a session and obtained two journal acceptances for the *Competitiveness Review*. The first paper he presented was "Testing Hofstede's Three World Games Hypothesis: How the Culture of Evaluation and Integrity Affects Global Competitiveness," which was about culture and global competitiveness, a topic he presents in his Principles of Management, International Business, Strategic Management and Contemporary Topics in Management courses. He related the three most widely played board games to culture and global competitiveness. The other papers were "An Analysis of Corruption, Taxation and IASB: The Effect on Global Competitiveness"; "Prioritizing Technological Innovation and Diffusion using Stepwise Regression: The Crucial 8 Variables for Global Competitiveness" with Dr. James Obielodan, Associate Professor in the School of Business; and "Partial Invalidation of the Economic Freedom Index: The Crucial Role of Corruption Fighting as Administrative and Legislative Policy to Maximize Global Competitiveness."

College of Mathematics, Science, Technology, and Health (CMSTH)

Three Aquaculture graduate students, Noel Novelo, Travis Bailey and Wes Stilwell successfully defended their theses this semester.

The Division of Aquaculture just completed its third video-based online course, *Fish Reproduction and Spawning Techniques*, and its fourth internet course. This course will be offered in the fall 2009 semester. To date, students in 36 states and 15 countries have taken KSU Aquaculture online courses.

Dr. Miles Lange, Frankfort native and KSU Aquaculture's first graduate student to earn a Ph.D., returned to campus to speak with KSU students about his dissertation research on immunology. Dr. Miles received his doctorate from the University of Mississippi Medical School and has accepted a position at the University of Nebraska where he will work and pursue post-doctoral studies.

Aquaculture graduate students received real-world experience through a marketing and economics project. Students sold largemouth bass directly to consumers, wholesalers and restaurants, and closely tracked and analyzed data from all sales. Approximately \$5,400 was generated and will be used for graduate students' expenses at the 2009 World Aquaculture Society Conference.

Academic Support

The Academic Center for Excellence (ACE) served 613 students from October 5 through December 15. ACE also collaborated with Residence Life for workshop offerings in the residence halls and with faculty in providing supplemental study groups in ACE for Mathematics, English, Integrated Studies, Spanish, and Art.

The FRIENDS program served 137 students during the same period. Nursing tutors were available to assist first-year nursing students, and a pre-finals "Buckle-Down" brunch for nontraditional and commuter students was held on Monday, December 8.

Land Grant Programs

A manuscript authored by Mr. Fred Bebe and Dr. Myna Panemangalore in the Community Research Service entitled, "Biosafety of Flavonoids in Rats: Effects on Copper and Zinc Homeostasis and Interaction with Low Level Pesticide Exposure," was accepted for publication by *Biological Trace Element Research* after peer review.

Dr. Myna Panemangalore, Principal Investigator for the nutrition and health research program, has been appointed formally as a reviewer for the online *Journal of Biotech Research* by the editor-in-chief of the journal.

Dr. John Sedlacek, Principal Investigator of Entomology, and Dr. Robert Barney, Associate Research Director and Principal Investigator in the Community Research Service, attended the 56th Annual Meeting of the Entomological Society of America in November. Dr. Sedlacek presented a research poster co-authored by Karen Friley, Co-Investigator of Entomology, titled "Populations of Beneficial Insects in Organically Grown Sweet Corn Using PredaLure Insect Attractant." Dr. Barney presented a paper titled "Darwin's Evolution as a Coleopterist."

Dr. Joanne Bankston attended the Extension Pre-Conference and the annual meeting of the Association of Financial Counseling and Planning Education in November and made a presentation on mortgage foreclosure resources during the pre-conference and co-presented the poster, "Providing Estate Planning Education via the Web," at the conference. AFCPE is a professional organization focused on supporting, promoting and advancing the field of financial counseling and planning education.

Dr. George Antonious of the KSU Land Grant Program, in collaboration with Western Kentucky University through the statewide Kentucky Mesonet Consortium Project grant, has completed the installation of a new weather station at the KSU Research Farm. The new weather station connects the KSU Research Farm to a series of weather stations in Kentucky to ensure short- and long-term monitoring for various natural and man-made hazardous conditions. Kentucky Mesonet is a network of automated weather and climate monitoring stations in different locations throughout Kentucky. It was developed by the Kentucky Climate Center at WKU to serve researchers and students monitoring environmental quality as well as to serve the diverse needs in communities across the Commonwealth.

Dr. Kirk Pomper, Principal Investigator of Horticulture in the Community Research Service, recently had a journal article published in the *Journal of Agricultural and Food Chemistry*, "Loss of Ripening Capacity of Pawpaw Fruit with Extended Cold Storage." The article was the result of a collaborative research project with Drs. Federica Galli and Douglas Archbold, who are researchers in the Department of Horticulture at the University of Kentucky.

Dr. Michael Bomford of KSU's Land Grant Program was one of 20 world "visionaries" invited to present at a two-day summit on rooftop farming in Berkeley last week. The summit was featured in Friday's *New York Times* article, "[Visionaries Work to Get Rooftop and Vertical Farming Off the Ground.](#)" Dr. Bomford's presentation on greenhouse energy use will be posted at <http://www.skyvegetables.com>.

Regional Stewardship/The Center of Excellence for the Study of Kentucky African Americans

Sheila Stuckey, Director of Blazer Library, Sharon McGee, KSU Records Manager, and Betsy Morelock, CESKAA Archivist have received a grant of \$60,000 through SOLINET for the use of CESKAA and Blazer Library to improve the condition of KSU's historic photographs. The grant is an integral part of the HBCU Photograph Preservation Project, funded by the Andrew W. Mellon Foundation in response to a proposal submitted by the Art Conservation Department of the University of Delaware and SOLINET in partnership with the HBCU Library Alliance and the Conservation Center for Art and Historic Artifacts in Philadelphia.

A three-day photographic conservation workshop was conducted by Barbara Lemmen, Senior Conservator of Photographs at the Conservation Center for Art and Historic Artifacts in Philadelphia in October. Ms. Stuckey, Ms. McGee and Ms. Morelock took part in the full three days, along with three students, who took part or observed as their class schedules allowed. The workshop involved cleaning and rehousing historic photographic collages and humidifying, flattening and rehousing photographic panoramas. Kentucky State University students will assist in completing the photograph conservation projects between now and November 2009. Of the ten participating HBCU's, Kentucky State has moved further at this time in accomplishing the goals of the grant.

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

To: Board of Regents Academic Affairs Committee	Date: January 23, 2009
From: Dr. James Chapman	
Subject: Bachelor of Arts in Spanish	
Reason for Consideration: Approval	Enclosure: Yes

Background:

The Board of Regents is asked to approve a Bachelor of Arts in Spanish degree proposed by the College of Arts, Social Sciences, and Interdisciplinary Studies and the Division of Literature, Languages, and Philosophy.

The planned major is composed of the following components: 1) 41 hours of required core courses, 2) 12 hours of integrative studies courses, 3) a required core of Spanish courses, 4) nine hours of advised electives in Spanish 5) three hours of required support courses, and 6) a 21 hour minor. These components result in a 128 credit hour degree program.

We are confident that this program is well conceptualized, is supported by highly professional and experienced faculty members, and appropriately builds on the success of our existing Spanish courses. The proposal has been approved by the Faculty Senate, the Interim Provost/Vice President for Academic Affairs, and the President

Recommendation:

APPROVAL

Initiator:	Dr. James Chapman Interim Provost/Vice President for Academic Affairs
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

PROPOSAL FOR A NEW DEGREE PROGRAM AT KENTUCKY STATE UNIVERSITY:

ABSTRACT

Program Title: Bachelor of Arts in Spanish

CPE Band of Authority: This new Bachelor of Arts in Spanish degree proposal falls within the university's negotiated band of programs authorized by the Council on Post secondary Education, and may be approved by the KSU Board of Regents on behalf of the Council.

Degree Designation: Baccalaureate

Program Description: The proposed Bachelor of Arts in Spanish degree is consistent with (1) the Mission of Kentucky State University, particularly in regard to its focus on liberal studies programming, the offering of liberal arts baccalaureate programs, and its promotion of the values and methods of multicultural education; and (2) the KSU Campus Action Plan, which in its statement of Mission parameters, notes the University's offering of a "strong liberal arts and sciences undergraduate core preparing students to live and work in a global society" such that it "emphasizes distinctive educational experiences geared to the specific needs and interests of students including service learning, *international education*, opportunities for discovery-based learning, and other special programs." (KSU 2005-2010 Campus Action Plan, p.1).

Statement of Need: The proposed Bachelor of Arts in Spanish (1) aligns with the Council on Postsecondary Education's (CPE) "World Language Initiative;" (2) draws upon and contributes to the institution's foundation of liberal studies; and (3) will be extended to support a Spanish Education Major to provide certification of Spanish teachers, which has been identified as a crucial need by the Kentucky Department of Education.

Job Opportunities for Program Graduates: A liberal arts degree in Spanish may serve as a foundation for a wide range of career options, for example. business with contacts in the Spanish-speaking world and the medical, teaching, engineering professions..

Curricular Overlap: State universities that offer Bachelor of Arts in Spanish degrees include Morehead State University, Northern Kentucky University, Western Kentucky University, Eastern Kentucky University, Murray State University, University of Louisville, and University of Kentucky, which also offers the Ph.D. degree. The proposed degree program contains 36 semester credit hours of Spanish that overlap the B.A. in the Spanish curricula of these six institutions, in accordance with CPE-mandated transferability of credit hours.

Finances: No additional internal or external funding is necessary for immediate implementation of the program.

Course Inventory: Eight new courses were approved by the Faculty Senate in the Spring Semester, 2007 to fulfill the necessary requirements for students wishing to obtain a B.A. in Spanish.

Faculty: Current KSU faculty in the area of Spanish will teach the courses.

Facilities: The lecture classrooms and Language Laboratory are adequate to support the proposed degree curriculum and additional materials have been ordered for the Spanish holdings in the library.

Program Implementation: Proposed program implementation date: August 2009.

Rational: Kentucky State University's 2005-2010 Campus Action Plan submitted to the Council on Postsecondary Education describes the University's purpose and role in the system, promulgates a set of priorities for action in response to the Five Questions Guiding Postsecondary Education in Kentucky, and identifies the key indicators for progress over the planning period.

The KSU Campus Action Plan, in its statement of Mission Parameters, notes the University's offering of a "strong liberal arts and sciences undergraduate core preparing students to live and work in a global society" and that the University "emphasizes distinctive educational experiences geared to the specific needs and interests of students including service learning, international education, opportunities for discovery-based learning, and other special programs." (KSU 2005-2010 Campus Action Plan, p.1). Therefore, this new degree proposal falls within the University's negotiated band of programs authorized by the Council on Postsecondary Education, and may be approved by the KSU Board of Regents on behalf of the Council.

This proposal for a Bachelor of Arts in Spanish degree is made in accordance with the KSU Campus Action Plan as the degree is intended for the Kentucky State University student who wishes to study Spanish within the liberal arts degree framework. The degree is appropriate for those students who wish to use a liberal arts degree in Spanish as a foundation for a wide range of career options and/or graduate study in Spanish and/or other academic areas.

The proposed Bachelor of Arts in Spanish degree is consistent with the Mission of Kentucky State University, particularly in regard to its focus on liberal studies programming, the offering of liberal arts baccalaureate programs, and its promotion of the values and methods of multicultural education. Additionally, the proposed degree draws upon and contributes to the institution's foundation of liberal studies and the CPE's World Language Initiative.

The issue of program attrition and graduation rates is of equal crucial importance. According to Dr. Robin Geiger, KSU Director of Institutional Research and Effectiveness, since 1996 there have been 91 students who declared a Spanish Minor, which indicates student interest. In addition, the Spanish Major will be expanded to include a Spanish Education Major that will result in more student interest in majoring in Spanish. Due to rising demographic changes, our public schools are in great need of teachers who can teach and speak the Spanish language (currently Shelby County, one

of our eight (8) service counties, is one of two counties in Kentucky with the highest influx of Spanish-speaking students.) Therefore, having a Spanish Education Major will make our teacher education students more marketable.

Required Core Courses 41 hours
IGS 12 hours

Content Area Studies for Spanish Major

Required for the Spanish Major 36 hours
 SPA 201 Intermediate Spanish I 3
 SPA 202 Intermediate Spanish II 3
 SPA 303 Advanced Spanish I 3
 SPA 304 Advanced Spanish II 3
 SPA 320 Spanish Culture and Civilization 3
 SPA 355 History and Phonetics of the Spanish Language 3
 SPA 398 Advanced Spanish Composition 3
 SPA 399 Advanced Spanish Conversation 3
 SPA 401 Survey of Peninsular Literature 3
 SPA 402 Survey of Latin-American Literature 3
 SPA 425 Spanish Film and Art 3
 SPA 499 Senior Seminar in Spanish 3

Advised Electives in Spanish 9 hours
 (9 hours chosen from the following)
 SPA 275 Intermediate Spanish Composition 3
 SPA 325 Foreign Languages for the Classroom Teacher 3
 SPA 400 Children's Literature in Spanish 3
 SPA 425 Masterpieces of Spanish Literature 3
 (May be repeated for credit)
 SPA 427 Major Author(s) 3
 (May be repeated for credit)
 SPA 433 Reading and Writing Clinic Practicum 3
 Two semesters at the 100 level of French 6

Required Support courses 3 hours
 (3 hours chosen from the following)
 ENG 311 Advanced Grammar 3
 IGS 303 Latin American Culture 3
 (This also meets and IGS requirement)

Minor required 21 hours
 Any Minor accepted, but English or French recommended

Free electives 6 hours

Total 128 hours

of our eight (8) service counties, is one of two counties in Kentucky with the highest influx of Spanish-speaking students.) Therefore, having a Spanish Education Major will make our teacher education students more marketable.

Required Core Courses **41 hours**
IGS **12 hours**

Content Area Studies for Spanish Major

Required for the Spanish Major **36 hours**

SPA 201 Intermediate Spanish I	3
SPA 202 Intermediate Spanish II	3
SPA 303 Advanced Spanish I	3
SPA 304 Advanced Spanish II	3
SPA 320 Spanish Culture and Civilization	3
SPA 355 History and Phonetics of the Spanish Language	3
SPA 398 Advanced Spanish Composition	3
SPA 399 Advanced Spanish Conversation	3
SPA 401 Survey of Peninsular Literature	3
SPA 402 Survey of Latin-American Literature	3
SPA 425 Spanish Film and Art	3
SPA 499 Senior Seminar in Spanish	3

Advised Electives in Spanish **9 hours**

(9 hours chosen from the following)

SPA 275 Intermediate Spanish Composition	3
SPA 325 Foreign Languages for the Classroom Teacher	3
SPA 400 Children's Literature in Spanish	3
SPA 425 Masterpieces of Spanish Literature (May be repeated for credit)	3
SPA 427 Major Author(s) (May be repeated for credit)	3
SPA 433 Reading and Writing Clinic Practicum	3
Two semesters at the 100 level of French	6

Required Support courses **3 hours**

(3 hours chosen from the following)

ENG 311 Advanced Grammar	3
IGS 303 Latin American Culture (This also meets and IGS requirement)	3

Minor required **21 hours**
 Any Minor accepted, but English or French recommended

Free electives **6 hours**

Total **128 hours**

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

Finance and Business Committee

January 23, 2009

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

KENTUCKY STATE UNIVERSITY

BOARD OF REGENTS

January 23, 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, January 23, 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 | |
| | - Property Acquisitions | |
| VII. | Informational Items | |
| | - Budget vs. Actual November 2008 | |
| | - Operating Projection FY 2009 | |
| | - Interim Financial Statements November 2008 | |
| | - 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: January 23, 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.

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:	January 23, 2009
Effective Date:	January 23, 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 Schrader, 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
BOARD OF REGENTS
AGENDA ITEM BACKGROUND**

To:	Board of Regents Finance and Business Committee	Date:	January 23, 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:	January 23, 2009
Effective Date:	January 23, 2009

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

**Report to the
Finance and Business Committee**

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

January 23, 2009

Kentucky State University
Finance and Business Committee Meeting
January 23, 2009

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. During FY09, the University's 2008-2009 General Fund Appropriation may be reduced 2% or 4% depending on the availability of additional state revenue. Therefore, appropriations to KSU could be reduced by 2% or \$520,300 (or \$1,040,600 for a 4% reduction).

CPE Tuition & Mandatory Fees Policy Update. Discussion of the tuition setting process for 2009-2010 continued through December. Campus discussions have been scheduled with CPE staff. As more information becomes available, updates will be made at the January meeting.

Finance Department Updates. A summary of activity is presented as information for each departmental unit in the Finance Division.

Fiscal Year 2009 Interim Results as of November 2008. Reports for Budget vs Actual and Condensed Financial Statements are included:

- 1) Budget vs Actual as of November 2008 is presented for information along with comments about the variances.
- 2) Unaudited Financial Statements as of November 2008 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 \$16.9 million at November 2008. The Statement of Cash Flows reflects net cash flows from operating activities of (\$10.4) million; net cash from non-capital financing activities (which include state appropriations) contributed \$16.9 million in cash; net cash flows from capital financing activities of (\$1.5) million and net cash from investing activities of (\$409,032). These activities resulted in a net increase in cash of \$4.5 million.
- 4) Total operating revenue at November 2008 total \$16.8 million and operating expenses total \$24.3 million creating an operating income loss of \$7.5 million. State appropriations are recognized as non-operating revenues and have been received in the amount of \$14.8 million.
- 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 November 2008 is an increase of \$7.9 million.

Fiscal Year 2009 Projection. A report for FY2009 Operating Projection reflecting a surplus of \$341,412 is included with assumptions for revenues and expenses through June 30, 2009.

Financial Ratio Comparisons to Benchmarks. After the October 2008 Board meeting and following a meeting between President Sias and the Faculty, Regent Landy made the following request:

President Sias and Vice President Johnson:

I think it would be helpful to follow up today's meeting with a look at some benchmark comparisons for the figure presented to the faculty yesterday (percent of unrestricted expenditures for instruction). So let's try to get comparable figures from some comparable universities, like Alcorn, Delaware State, UMES, Lincoln, Pine Bluff, Virginia State, Tennessee State. Not all of them, necessarily, but at least three or four. Can V.P. Johnson's office inquire, or would you like to have the faculty Budget Committee do some phone-calling?

One very important caution: we need to make sure we are comparing apples to apples, so we must not use unrestricted revenues, which does not tell us the same information. We must be sure to use unrestricted expenditures throughout.

Audited financial reports were requested in November from four institutions for FY2005-FY2008. The institutions selected included Alcorn, Lincoln, Savannah State and Southern Arkansas. The requests will be made again, however, in December 2008 Savannah State informed me that the four-year request will require staff time that will be available during the Spring semester. There has been no response from the other institutions yet.

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

To:	Board of Regents Finance and Business Committee	Date: January 23, 2009
From:	Alice B. Johnson Vice President for Finance and Business Affairs	
Subject:	Budget vs. Actual November 2008 and FY2009 Operating Projection	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

The Budget vs. Actual Report is included as of November 2008 for fiscal year 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:	January 23, 2009
Effective Date:	January 23, 2009

Budget VS Actual
For the Month Ending November 30, 2008

	YTD ACTUAL BY FUND GROUP									
	Approved Budget	Revised Budget	YTD Actual Activity	YTD Actual % of Revised Budget	% of Fiscal Year Expired	Variance	Education & General	Auxiliary	Land Grant & Action	Agenda
Revenues										
STATE APPROPRIATIONS	26,917,791	26,917,791	14,842,813	55.14%	41.67%	-44.86%	11,804,369	-	3,038,444	-
STUDENT TUITION & FEES	18,086,898	18,086,898	9,371,642	51.81%	41.67%	-48.19%	9,371,642	-	-	-
AUXILIARIES	6,042,900	6,042,900	3,296,065	54.54%	41.67%	-45.46%	-	3,296,065	-	-
OTHER	1,020,254	1,020,254	964,915	94.58%	41.67%	-5.42%	964,915	-	-	-
Revenues Total	52,067,843	52,067,843	28,475,435	54.69%	41.67%	-45.31%	22,140,926	3,296,065	3,038,444	
Expenditures										
SALARIES/WAGES/ & BENEFITS	29,314,241	28,623,584	10,210,964	35.67%	41.67%	-64.33%	8,922,050	405,289	883,625	
SUPPLIES & OTHER	4,168,863	3,447,327	741,400	21.51%	41.67%	-78.49%	419,239	163,472	158,689	
TRAVEL	1,074,835	1,081,519	384,876	35.59%	41.67%	-64.41%	263,247	18,355	103,274	
COMMUNICATIONS	410,281	393,814	142,370	36.15%	41.67%	-63.85%	131,754	9,133	1,483	
SERVICES	6,537,726	6,891,325	2,951,053	42.82%	41.67%	-57.18%	1,507,362	1,323,700	119,991	
INTERDEPARTMENTAL	538,215	425,527	(37,982)	-8.93%	41.67%	-108.93%	(24,490)	(51,633)	38,141	
FIXED COSTS	1,921,610	1,973,429	1,121,049	56.81%	41.67%	-43.19%	1,051,837	7,408	61,804	
STUDENT AID	2,558,481	4,003,498	2,002,059	50.01%	41.67%	-49.99%	1,954,581	1,576	45,902	
CAPITAL	2,687,574	2,371,803	453,376	19.12%	41.67%	-80.88%	273,690	126,894	52,792	
Expenditures Total	49,211,826	49,211,826	17,969,165	36.51%	41.67%	-63.49%	14,499,270	2,004,194	1,465,701	
Surplus (Deficit) before Transfers	2,856,017	2,856,017	10,506,270				7,641,656	1,291,871	1,572,743	
Mandatory transfers	2,856,017	2,856,017	1,693,510	59.30%	41.67%	-40.70%	1,589,868	103,642	-	
Surplus (Deficit)	-	-	8,812,760				6,051,788	1,188,229	1,572,743	

**Budget vs Operating Projection
Through June 30, 2009**

	Revised Budget	Projection through June 2009	NOTES- Assumptions
Revenues			
State Appropriations	26,917,791	26,397,491	Projecting revenue at 100% of revised budget less \$520,300.
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
Projected Revenues Total	<u>46,024,943</u>	<u>45,504,643</u>	
Expenditures			
Salaries/Wages/ & Benefits	27,333,798	24,962,264	Projecting expense at 200% of actual plus budgeted increase
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	4,229,465	Projecting expense at 100% of revised budget + \$500,000 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
Projected Expenditures Total	<u>44,118,250</u>	<u>39,559,217</u>	
Surplus (Deficit) before Transfers			
Mandatory transfers	1,906,693	5,945,426	
Projected Surplus (Deficit)	<u>1,906,693</u>	<u>2,204,014</u>	
Estimated Non-operating Expense			
Depreciation		3,741,412	
Compensated Absences		3,100,000	
Projected Surplus (Deficit) Adjusted		<u>300,000</u>	
		<u>341,412</u>	

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 November 2008.

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 November 2008, \$14.8 million of appropriations have been received.
- Student Tuition and Fees is for Fall 2008 enrollment. Auxiliary revenues represent housing and board for resident students enrolled for Fall 2008. Student tuition and fees, housing and board revenue amounts may decrease 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 November 2008, \$305,000 has been received for Regional Stewardship.

Expense

- Salaries and benefits expenses are at 35.7% of budget. This variance is considered normal.
- Supplies, Travel, Communications and Services were expended at a level appropriate for the percent of fiscal year expired. These expenses are incurred more heavily during the academic year. 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 in September 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.

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

To:	Board of Regents Finance and Business Committee	Date:	January 23, 2009
From:	Alice B. Johnson Vice President for Finance and Business Affairs		
Subject:	Interim Financial Statements-November 2008		
Reason for Consideration:	Informational Item	Enclosures:	Yes

Background:

Interim Financial Statements are included as of November 2008 for fiscal year 2009. A brief summary is included in the Executive Summary

Recommendation:

Initiator:	Alice B. Johnson Vice President for Finance and Business Affairs
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

Kentucky State University
Statement of Net Assets
November 30, 2008
(Unaudited)

	FY 2009
ASSETS	
Current assets	
Cash and cash equivalents	16,955,741
Accounts, grants and loans receivable, net	12,130,121
Investments	1,297,222
Inventory and other current assets	692,343
Total current assets	31,075,427
Noncurrent assets	
Accounts, grants and loans receivable, net	1,180,799
Investments	7,899,816
Capital assets, net	79,703,998
Total noncurrent assets	88,784,613
Total assets	119,860,040
LIABILITIES	
Current liabilities	
Accounts payable and accrued liabilities	644,175
Accrued compensated absences	1,483,609
Deferred revenue	1,164,546
Deposits	54,645
Other current liabilities	211,019
Bonds and capital lease obligations	1,455,739
Total current liabilities	5,013,732
Noncurrent liabilities	
Bonds and capital lease obligations	12,896,695
Federal grants refundable	700,037
Total noncurrent liabilities	13,596,732
Total liabilities	18,610,465
NET ASSETS	
Invested in capital assets, net of related debt	65,351,564
Restricted	
Nonexpendable	8,315,481
Expendable	7,702,346
Unrestricted	19,880,184
Total net assets	101,249,575

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

	June 30 2008	Actual YTD Activity	January 2008
Invested in Capital Assets, net of related debt	<u>64,851,397</u>	<u>167,763</u>	<u>65,019,160</u>
Restricted - Nonexpendable:			
Endowments	<u>8,351,709</u>	<u>(36,228)</u>	<u>8,315,481</u>
Expendable:			
Grants & Contracts	(622,271)	505,693	(116,578)
Endowments	1,527,221	(1,383,003)	144,218
Plant Renewal & Replacement	<u>7,612,111</u>	<u>62,595</u>	<u>7,674,706</u>
	<u>8,517,061</u>	<u>(814,715)</u>	<u>7,702,346</u>
Unrestricted:			
Education & General	(980,567)	5,620,691	4,640,125
Capital Renewal	600,000	-	600,000
Auxiliary	365,548	1,188,227	1,553,775
Land Grant Match	10,960,333	1,782,535	12,742,868
CPE Trust Fund Programs	<u>695,455</u>	<u>(19,635)</u>	<u>675,820</u>
	<u>11,640,769</u>	<u>8,571,819</u>	<u>20,212,588</u>
Total Net Assets	<u>93,360,936</u>	<u>7,888,639</u>	<u>101,249,575</u>

Kentucky State University
Statement of Revenues, Expenses and Changes in Net Assets (By Function)
Period Ending November 30, 2008
(Unaudited)

	<u>FY 2009</u>
REVENUES	
Operating Revenues	
Student tuition and fees (gross)	9,289,258
Less: Scholarship allowances	(2,178,129)
Student tuition and fees (net of scholarships)	7,111,129
Federal grants and contracts	2,636,330
Federal appropriations	2,187,872
State and local grants and contracts	978,887
Nongovernmental grants and contracts	31,546
Auxiliary enterprises	
Residence halls	1,656,753
Dining	1,470,148
Bookstore	78,235
Other auxiliaries	30,150
Other operating revenues	593,520
Total operating revenues	16,774,570
EXPENSES	
Operating expenses	
Educational and general	
Instruction	4,993,919
Research	2,086,035
Public service	1,794,323
Academic support	1,113,301
Student services	2,483,555
Institutional support	3,428,848
Operation and maintenance of plant	1,897,668
Student aid	3,469,129
Depreciation	961,115
Auxiliary enterprises	
Residence halls	766,856
Dining	916,276
Bookstore	-
Other auxiliaries	192,594
Depreciation	169,609
Total operating expenses	24,273,228
Operating income (loss)	(7,498,658)

Kentucky State University
Statement of Revenues, Expenses and Changes in Net Assets (By Function)
Period Ending November 30, 2008
(Unaudited)

NONOPERATING REVENUES (EXPENSES)	
State appropriations	14,842,813
Federal Grants and Contracts	2,062,727
Gifts	354,063
Investment income (net of investment expense)	(1,524,252)
Interest on capital asset-related debt	(61,181)
Other non-operating revenues (expenses)	<u>(421,872)</u>
Net non-operating revenues	15,252,298
Income (loss) before other revenues, expenses, gains or losses	7,753,640
Capital appropriations	<u>135,000</u>
Increase (decrease) in net assets	7,888,639
Net assets, beginning of year	93,360,936
Beginning balance adjustments	<u>-</u>
Net assets, end of year	<u>101,249,575</u>

Kentucky State University
Statement of Cash Flows
Period Ending November 30, 2008
(Unaudited)

	FY 2009
Cash flows from operating activities	
Tuition and fees	5,515,572
Grants and contracts	4,444,706
Payments to suppliers	(8,749,216)
Payments to employees	(13,211,240)
Loans issued to students	(432,569)
Collection of loans issued to students	195,307
Auxiliary enterprises:	
Residence halls and dining	1,428,192
Bookstore	78,235
Other auxiliaries	30,150
Other receipts	301,449
Net cash from operating activities	(10,399,414)
Cash flows from noncapital financing activities	
State appropriations	14,842,813
Federal Grants and Contracts	2,062,727
Gifts for other than capital purposes	354,063
Student organization agency receipts	124,885
Student organization agency disbursements	(70,240)
Other receipts (payments)	(421,872)
Net cash from noncapital financing activities	16,892,376
Cash flows from capital financing activities	
Capital appropriations	135,000
Purchases of capital assets	(1,371,977)
Proceeds from capital debt	104,144
Principal paid on capital debt	(258,914)
Interest paid on capital debt	(165,325)
Net cash flows from capital financing activities	(1,557,072)
Cash flows from investing activities	
Interest received on investments	84,671
Investment expenses	(13,758)
Proceeds from sale of investments	390,245
Purchases of investments	(870,190)
Net cash flows from investing activities	(409,032)
Net increase (decrease) in cash and cash equivalents	4,526,858
Cash and cash equivalents a beginning of year	12,428,883
Cash and cash equivalents at end of year	16,955,741

Kentucky State University
Statement of Cash Flows
Period Ending November 30, 2008
(Unaudited)

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

Operating loss	(7,498,658)
Adjustments to reconcile operating income to net cash from operating activities:	
Depreciation expense	1,130,723
Loss on disposal of capital assets	
Changes in assets and liabilities:	
Receivables, net	(3,340,600)
Inventory and prepaid expenses	(391,203)
Accounts payable and accrued liabilities	3,748
Accrued compensated absences	-
Other Liabilities	(133,916)
Deferred revenue	<u>(169,508)</u>
Net cash from operating activities	<u>(10,399,414)</u>

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

To:	Board of Regents Finance and Business Committee	Date: January 23, 2009
From:	Alice B. Johnson Vice President for Finance and Business Affairs	
Subject:	Budget Update	
Reason for Consideration:	Informational	Enclosures: Yes

Background: The area of Budget has completed the following tasks resulting in the outcomes listed below:

1. Budget Planning Guidelines FY2009/10. Communicated the draft copy to Cabinet members. The document provides an overview of the FY2009/10 Budget Planning Process
2. Conducted training sessions for Budget Transfer Reviewable Session. Three one hour training sessions were conducted to creators of budget transfers.
3. Established Control Criteria for FY2009/10 in Budget Development System. The system is ready for input of data for FY 2009/10 budget information.

Initiator:	Claudine Gee Director of Budget
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

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

To:	Board of Regents Finance and Business Committee	Date:	January 23, 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 has added many new initiatives to improve efficiency and to increase the effectiveness of our services.

1. Electronic Time and Attendance

An automated time and attendance system has been implemented with the first phase of the project including Facility Services and University Police. The two departments were selected due to the uniqueness of employee scheduling and operations. The first phase was successful utilizing electronic time clocks. The system will be rolled out to all staff employees with full implementation by the end of the third quarter of fiscal year 2009.

The new feature offers the following benefits: reduction of cost, improvement of information management, automation, and integration with ADP Payroll.

2. Payroll Self-Service

A secured employee self-service portal enabling employees to receive electronic pay statements, W2, employee demographics, and other electronic features has been implemented during the second quarter of fiscal year 2009. The portal provides efficiencies by allowing employees to manage their personal information online with seamless updates into the ADP system.

3. Automated Leave Request

Starting January 31, 2009 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.

4. Business Continuity Plan

Business Operations led the efforts with other university personnel in the development of the first draft of a university-wide comprehensive business continuity plan. The plan brings all preparedness plans together into one comprehensive plan including the emergency response, crisis management, and disaster recovery plans. The business continuity plan addresses the university's ability to respond, resume, recover and restore business operations in precarious situations regardless of the magnitude.

5. Electronic Student Refunds

Business Operations implemented electronic student refunds starting February 2008. Electronic student refunds were added to increase efficiency and reduce long lines and wait time. Currently over 1,000 students utilize electronic refund payments through the Paycard, which reduces cost to the university by eliminating check processing and cashier time in distributing refunds. Students on the program receive an email alerting them that funds have been deposited to their card and are ready for use.

Initiator:	Katherine Napier Associate Vice President for Business Operations
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

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

To:	Board of Regents Finance and Business Committee	Date:	January 23, 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 is being finalized.
2. Performance evaluations were requested and received for all non-faculty employees.
3. A 2% salary increase was implemented for all eligible university employees effective December 1, 2008.
4. The review of the hiring procedures was expanded to include faculty hiring. This process is designed to ensure understanding and distribution to hiring managers and department heads particularly with regard to:
 - authorization to hire,
 - background checks and
 - when a new hire can report to work

Initiator:	Gary Meiseles Director of Human Resource Services
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

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

To: Board of Regents	Date: January 23, 2009
From: Alice B. Johnson Vice President for Finance and Business Affairs	
Subject: Capital Planning Update	
Reason for Consideration: Informational	Enclosures: Yes

Background:

1. Property purchase December 2008— A house at 319 E. Main Street Frankfort, KY was purchased to house the Quality Enhancement Plan (QEP) program. This purchase was made following Board of Regents approval at the October 2008 meeting. (See attached photo #1)

2. New campus signage was designed as part of the 2008 Campus Master Plan. New signs have been placed at various locations around campus since the last Board of Regents Meeting. (See attached photos #2-4)

3. Capital Projects Update (See attachment A)

Initiator:	Jack McNear Director Capital Planning and Construction
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009



Photo # 1



Photo # 2



Photo # 3



Photo # 4

KENTUCKY STATE UNIVERSITY
DEPARTMENT: CAPITAL PLANNING AND CONSTRUCTION
STATUS REPORT
FOR MONTH ENDED: December 31, 2008
SUBMITTED BY: Jack McNear

1.	<p>Article I. What significant projects or activities are underway in your department? (separately identify those that can result in cost reductions)</p> <ul style="list-style-type: none"> a. Historic Preservation Grant (Jackson Hall) b. Rosenwald (Center or Families and Children) c. Campus Master Plan Update d. Acquire Property Related to Master Plan e. Farm Projects (Welcome Center and Pavilion) f. Historic Preservation Grant (Spring House Restoration) g. Construct Aquaculture Production Tech Lab h. Emergency Roof Replacement i. Privatized Housing j. Construct water retention pond as Land Grant Farm k. Tornado Shelters l. Rosenwald Façade match with New Young Hall m. Campus Signage n. Space Allocation Update o. Move police department to Rosenwald building p. Campus Office Moves and Reassignments q. Purchase Additional Farm Property at Research Farm r. ASB One Stop Shop s. Re-carpet Cooperative Extension Building t. Remodel rooms in the Cooperative Extension Building u. Purchase New Vehicle v. Purchase Land and Construct additional Research Ponds
2.	<p>Article II. What are the expected deadlines/outcomes/results of these activities?</p> <ul style="list-style-type: none"> a. Historic Preservation Grant (Jackson Hall) –Construction began June 2008 scheduled to be completed in January 2009. Working on re-pointing and restoring parapets Progress meeting was held December 2nd and the next meeting scheduled for Jan 8th. \$80,000 of un-obligated money is being transferred from Springhouse project to replace 34 additional windows in Jackson Hall. b. Rosenwald (Center for Families and Children) –RFP Short List meeting to select an architectural firm was held on Oct 22nd. Interviews and final selection will be on January 8th. This project had been on hold for legislative re-authorization. c. Campus Master Plan Update – Complete. Final documents have been delivered. d. Acquire Property Related to Master Plan- Purchased house at 319 E. Main Street in Dec 2008 to house the Quality Enhancement Plan Program. e. Farm Projects – The Welcome Center low bid was received on September 25th for \$4,171,000 by Morel Construction Inc. Subsequent to the bid the low bidder did not honor his bid and backed out. The project is being re-bid. f. Historic Preservation Grant (Spring House) -- Bid opening was held on October 9th. The low bidder was Brad Karsner Construction providing a bid of \$153,000. This bid is under the estimate and therefore \$80,000 of additional funding is being transferred from this project to the Jackson Hall project to replace

windows.

- g. Construct Aquaculture Production Tech Lab- \$2.2 million. The last progress meeting was held on Aug 26th. Scope was changed by the Land Grant Program to which increase the total budget to \$2.6 million. The structure is being re-designed for larger scope. Project was on hold for 3 months until additional funding was provided.
- h. Emergency Roof Replacement- Emergency funding of \$135,000 has been approved. Accrued interest from Dining Series accounts are to be used to fund Combs and Chandler roofs and funding remaining in Hathaway Hall is to be used to replace the roofs on the Hill Student Center. Construction is progressing on roof replacements and all are scheduled to be completed in Feb 2009.
- i. Privatized Housing- Met with Dale McGirr of GBBN again. Will provide services to produce RFP document. Targeted building completion for Aug 2010. Holding on Mrs. Curry to have agreement reviewed and signed.
- j. Construct water retention pond at Land Grant Farm- Project 99% complete.
- k. Tornado Shelters- Design complete. Federal funding of \$84,000 has been granted to construct two tornado shelters. One shelter will be attached to office facility at the Land Gant Farm and a second tornado shelter will be attached to an office facility at the Aquaculture complex. Bid opening was held on Dec 10th 2008.
- l. Rosenwald Façade match with New Young Hall- Obtaining quotes to have façade of Rosenwald building to match New Young Hall by addition of copper finish material and flower beds with brick that matches New Young Hall. Holding on funding.
- m. Campus Signage- Three more signs have been manufactured and installed: Martin Luther King Jr. BLVD and Athletic Dr.; Cold Harbor Dr. and Athletic Dr.; and entrance of Hathaway Hall. The next sign to be installed will be at the Cooperative Extension Building.
- n. Space Assignment Update – 80% complete
- o. Move Police Department to Rosenwald Building- RC Lyons Construction Company has completed construction of new office spaces, installing electric and adding HVAC units. Police Department working with I.T. on having electronic equipment moved to Rosenwald building. Received quotes for moving electronic equipment and providing needed power resources. Estimated at \$168,000.
- p. Campus Office Moves and Re-assignments- Move Sponsored Programs from Bell Gym to Academic Annex; move Graduate Studies Department from ASB to Hathaway. Move Reginald Thomas from Hathaway Hall room 201 to room 206.
- q. Purchase Additional Property for Land Grant Farm – Counter offer was accepted by seller letter being sent to Finance Secretary for approval
- r. ASB One Stop Shop – Project has been set up for \$80,000 with Finance. Met with project team and architect Dec 19th to review preliminary drawings. Next meeting scheduled for Jan 15th.
- s. Re-Carpet Cooperative Extension Building. Carpet was installed Dec 2008
- t. Remodel rooms in Cooperative Extension Building – Receiving bids on adding walls to open area
- u. Purchase New Vehicle- New Vehicle for Capital Planning and Construction using State Capital funding account for equipment purchase.
- v. Purchase Land and Construct additional Research Ponds- Looking for land.

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

2008-2009 Student Affairs Committee

January 23, 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**

January 23, 2009

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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.
January 23, 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
for | Dr. Rubye Jones, Vice President

Student Affairs and Enrollment
Management |
| VI. | Discussion | |
| VII. | Adjournment | |

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

To:	Board of Regents Student Affairs Committee	Date:	January 23, 2009
From:	Dr. Rubye Jones Vice President for Student Affairs and Associate Provost for Enrollment Management		
Subject:	Student Affairs Committee Meeting Minutes October 24, 2008		
Reason for Consideration:	Approval	Enclosures:	Yes

Background:

The minutes of the Student Affairs Committee meeting of October 24, 2008, require approval in order to become an official part of the committee records.

Recommendation:

That the Student Affairs Committee approve the minutes of the October 24, 2008, meeting.

Initiator:	Dr. Rubye Jones, Vice President for Student Affairs and Enrollment Management
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

KENTUCKY STATE UNIVERSITY
Regular Student Affairs Committee Meeting
Board of Regents
Student Affairs Committee
11:00 a.m., October 24, 2008
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 October 24, 2008. 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, present
Dr. Rubye Jones, present

Regent Leavell-Greene approved minutes of October 24, 2008 and Regent Lane seconded.

Action: No action items.

Correction: One correction was made on the April 25, 2008

Informational: Dr. Jones reported on the activities that occurred in Student Affairs,:

Student Affairs -

- The Office of Student Life had a variety of social and developmental activities. Some of the activities included conducting a Black History trip to the Birmingham Civil Rights Museum and the Sixteenth Street Baptist Church for the Summer Bridge Program; sponsoring new students orientation activities; coordinating the BET College tour visit, the annual student leadership retreat and coordinating the trip to the Gateway Classic in St. Louis. The Office of Student Life also coordinated the homecoming parade and the Step Show with Pan Hellenic Council.
- Student Health Services had 651 clinical visits during August, September and October. The Health Center held its seventeenth annual health fair with approximately 375 participants receiving health information, health screening opportunities and free flu shots for students. Suicide prevention awareness week programming was held in September. The Student Health Services staff has provided educational counseling sessions through the Lifestyle Choices and Responsibilities Program this semester.
- The University Police department conducted a DUI Mock Crash program this semester. The department will be relocating to the Rosenwald building on the South campus with the completion of renovations.

- The Office of Career Counseling and Placement held its fall career fair on October 16, 2008. There were 60 companies registered for the fair. Ten seminars were presented between August thru October on career awareness, resume writing, proper dress, interview techniques, dining etiquette, do's and don'ts of safety during homecoming activities , seminars on time management and constructive use of leisure time. The office also sponsored the first etiquette/business fashion show seminar for student leaders and Thurgood Marshall Leadership participants. Fifteen of the 30 students interviewed were selected to participate in the Thurgood Marshall College Leadership Conference in New York on October 24-28, 2008.

Enrollment Management—

- The Office of Global Education & Programs attended the KIIS Fall Board meeting in Louisville, Sept. 12-13, 2008. A Study Abroad Information Social was held on September 25, 2008. 73 students have been provided services during this period. An International Festival is planned for Nov. 6th and 7th via partnership of the Office of Global Education Program and the CASS program.
- The Office of the Registrar has contracted to become a participant in the electronic exchange of college to college transcripts with state assisted schools in Kentucky via the Clearinghouse. Additionally, the Registrar's office has activated through the Clearinghouse enrollment and degree verification.
- The Office of Admissions will host a fall open house on Saturday, October 25, 2008. KSU also held a Bluegrass Community College and Technical College Day at the Cooper Campus on October 23, 2008. A special thank you is extended to all of the faculty, staff, students and the KSU band who participated in this event.
- The Office of Enrollment Management reported on the total enrollment for Fall 2008 by classification and by the five largest enrollments by State Origin.
- The Student Government Association reported that the \$50 Homecoming fee allowed full time students to attend events free. Homecoming events went smoothly and were well attended by the students.

Motion for adjournment of the Student Affairs Committee's October 24, 2008 meeting was made by Regent Leavell-Greene and seconded by Interim Regent Turner. The meeting adjourned at 11:30 a.m.

Submitted by:

Approved by:

 Dr. Ruby 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

January 23, 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**

January 23, 2009

External Relations and Development Committee

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- D1** External Relations and Development Committee Meeting Minutes
- D2** Executive Summary Report
- D3** Kentucky State University Endowment Match Program
2007-2008 CPE Summary Report
- 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., January 23, 2009
Board Room, Academic Services Building
Regent _____, Chair, Presiding**

AGENDA

- I. **Call to Order** _____, Chair

- II. **Roll Call** **Hinfred McDuffie**
Vice President for
Administration, External
Relations and Development

- III. **Opening Remarks** Regent _____

- IV. **Action Item** Regent _____
Approval of October 24, 2008, Meeting Minutes

- V. **Executive Summary Report** **H. McDuffie**
- Endowment Management Report

- VI. **Action Item**
Approval of the Kentucky State University
Endowment Match Program 2007-2008
CPE Summary Report

- VII. **Discussion** Regent _____

- VIII. **Adjourn**

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	January 23, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Committee Meeting Minutes (Oct. 24, 2008)		
Reason for Consideration:	Approval	Enclosures:	Yes

Background:

The minutes of the External Relations and Development Committee meeting of October 24, 2008, 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 October 24, 2008, meeting.

Initiator:	Hinfred McDuffie Vice President for Administration, External Relations and Development
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

Kentucky State University
Regular External Relations and Development Committee Meeting
Board of Regents
External Relations and Development Committee
11:30 a.m., October 24, 2008
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 11:37 a.m. on Friday, October 24, 2008. Mr. Hinfred McDuffie, Vice President for Administration, External Relations and Development, called roll:

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

Four of the six regents were present. A quorum was established.

Action:

Motion for approval of the July 25, 2008, External Relations and Development Committee minutes as distributed was made by Regent Greene and seconded by Regent Landy. The motion passed.

Discussion:

Mr. McDuffie presented the Executive Summary Report.

Regent Willis asked if the university tracked the metrics for determining the impact of KSU's surveillance cameras on campus safety and security. Mr. McDuffie responded that the university is required to report campus crime statistics and that this information can be provided to the committee.

Regent Schrader asked if the cameras are monitored all of the time. Mr. McDuffie explained that the external cameras are currently monitored by the University Police Department. Surveillance cameras in the residence halls are monitored as a part of each residence hall's desk operation. Once University Police completes its move to the former Rosenwald Center for Early Education on the south side of campus, all cameras will be monitored on the department's new control board.

Regent Schrader requested that board members receive a sampling of newspaper articles related to the university. Mr. McDuffie responded that copies of articles from the local newspaper can be sent to board members.

The investment summary report was forwarded to all committee members and presented by Mr. Clint Long of Fifth Third Bank.

Motion for adjournment of the External Relations and Development Committee's October 24, 2008, meeting was made by Regent Schrader and seconded by Regent Landy. The meeting was adjourned at 12:06 p.m.

Submitted by:

Approved by:

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

_____, Chair
External Relations and
Development Committee
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with correction

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	January 23, 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:	January 23, 2009
Effective Date:	January 23, 2009

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

January 23, 2009

EXECUTIVE SUMMARY

From July 1, 2008, to December 31, 2008, Kentucky State University received \$847,561.48 in donations from 383 contributors – corporations, foundations, individuals and organizations. Scholarships received the largest portion of the donations, in the amount of \$610,682.

Alumni Relations activities included the following through December: The office processed 1,409 alumni memberships and 38 K-Club annual memberships. During the second quarter, the office supported the following KSU National Alumni Association events and activities: alumni activities for Homecoming, October 4-12, 2008; new alumni chapter development for Nashville, Tenn.; and key mailings to alumni that include the national association's revised constitution, chapter development material to Alabama and Florida alumni and information for Classes in Reunion 2009.

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 implementation of an emergency notification system as part of the university's safety plan.

Facility Services' major projects increased from 13 to 26 compared to the second quarter of the previous year. Of the 26 major projects requested, 18 have been completed. Auxiliary Enterprise reports that staff members have been trained on FreeFlow software. This software will increase flexibility in ordering print jobs, will decrease stockpiles of printed material and will facilitate the production of more personalized printed material targeting prospective students.

During the second quarter of fiscal year 2008-2009, KSU received coverage in 279 newspaper articles in Kentucky. The advertising equivalency dollar amount (or cost saving) for the newspaper coverage of KSU was \$413,245.

Of those articles, 90 percent were positive and 10 percent were neutral. The university also was covered in 46 television news stories reaching a total Nielson audience of 1,224,844, for a total ad equivalency of \$29,618. Of the 46 stories, 87 percent were positive, 3 percent negative and 10 percent 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 84 messages on the KSU electronic message board and 81 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:	January 23, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Kentucky State University Endowment Match Program 2007-2008 CPE Summary Report		
Reason for Consideration:	Approval	Enclosures:	Yes

Background:

Each university submits a report annually on endowments created or expanded through the Endowment Match Program. The reports include annual and cumulative data. The annual data is based on the most recent July 1- June 30 fiscal year. Cumulative data includes all activity since the inception of the program. The reports include two parts: (a) a summary of all endowments; and (b) detailed information on each endowment. University governing boards must review and approve the reports submitted.

Recommendation:

That the Board of Regents External Relations and Development Committee approve the Kentucky State University Endowment Match Program 2007-2008 CPE Summary Report for action by the Kentucky State University Board of Regents.

Initiator:	Hinfred McDuffie Vice President for Administration, External Relations and Development
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

**Endowment Match Program Summary Report
2007-2008
Board Approval**

**Kentucky State University
Board of Regents**

Pursuant to guidelines approved by the Council on Postsecondary Education, the Kentucky State University Board of Regents acknowledges that it has primary responsibility for the implementation of the Endowment Match Program. Specifically, the Board of Regents is responsible for providing oversight to all endowment funds and endowment fund reports. As designated by the signature below, the board hereby acknowledges that it has reviewed the Endowment Match Program Summary Report for 2007-2008 and agrees with the contents therein.

Regent Laura Douglas
Chairman
Kentucky State University Board of Regents

Date

Kentucky State University

Endowment Match Program 2007-08 Summary Report

This report covers the activities and expenditures supported at Kentucky State University under the Endowment Match Program. During fiscal year 2007-08, Kentucky State University submitted no requests for matching funds to the Council on Postsecondary Education.

During 2007-2008, Kentucky State University continued to receive private donations to support the expansion of its Endowed Scholarship Fund. Since the program's inception in 1998, three faculty positions have been established, one scholarship fund has been created, and two mission support projects have been created (Table 1). As of June 30, 2008, no expenditures have been made from any of the six endowments.

Endowment Activity

Table 1: Match Program Positions, Programs and Projects Established or Expanded During Fiscal 2007-08 and Since Program Inception.

Activity	1998-2007		2007-2008	
	Number of Positions or Projects Established	Number Occupied or Projects with Expenditures	Number of Positions or Projects Established	Number Occupied or Projects with Expenditures
Chairs	0	0	0	0
*Professorships	3	0	0	0
Fellowships	0	0	0	0
Scholarships	1	0	0	0
Mission Support Projects	2	0	0	0
Totals	6	0	0	0

*One professorship fund is in partial funding status.

Gender of Endowment Match Program Faculty and Staff as of June 30, 2008

This table is not applicable to Kentucky State University due to the fact that no Professorships are fully operational as of June 30, 2008.

Demographic Information

Table 2: Gender of Endowment Match Program
Faculty and Staff

	As of June 30, 2008		
	Male	Female	Total
Chairs	N/A	N/A	N/A
Professors	N/A	N/A	N/A
Staff	N/A	N/A	N/A
Total	N/A	N/A	N/A

Race of Endowment Match Program Faculty and Staff As of June 30, 2008

This table is not applicable to Kentucky State University due to the fact that no Professorships are operational as of June 30, 2008.

Table 3: Race of Endowment Match Program Faculty and Staff

As of June 30, 2008

	<u>White</u>	<u>Black</u>	<u>Am. Indian</u>	<u>Asian</u>	<u>Hispanic</u>	<u>Total</u>
Chairs	N/A	N/A	N/A	N/A	N/A	N/A
Professorships	N/A	N/A	N/A	N/A	N/A	N/A
Staff	N/A	N/A	N/A	N/A	N/A	N/A
Total	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

Gender and Race of Match Program Financial Aid Recipients For Awards Made As of June 30, 2008

This table is not applicable to Kentucky State University due to the fact that no financial awards have been made from the endowed student scholarship fund, as of June 30, 2008.

Demographic Information

Table 4: Gender and Race of Match Program Financial Aid Recipients
For Awards Made During Fiscal 2007-08

	White	Black	Am. Indian	Asian	Hispanic	Total
Scholarship Recipients						
Male	N/A	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A	N/A
Sub-total	N/A	N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A	N/A	N/A	N/A	N/A

**Endowment Match Program Funds Dedicated to Council Priority Areas
As of June 30, 2008**

This table is not applicable to Kentucky State University. This table applies only to Research Universities.

Areas of Concentration

Table 5: Match Program Funds Dedicated to Council Priority Areas
For All Matched 2007-08 Appropriation Funds

	<u>State Funds</u>	<u>Private Funds</u>	<u>Total</u>	<u>Percent of Total</u>
RCTF Programs				
Gerontology	N/A	N/A	N/A	N/A
Materials Synthesis	N/A	N/A	N/A	N/A
Subtotal:	N/A	N/A	N/A	N/A
New Economy Areas				
Human Health	N/A	N/A	N/A	N/A
Biosciences	N/A	N/A	N/A	N/A
Materials Science	N/A	N/A	N/A	N/A
Information Tech.	N/A	N/A	N/A	N/A
Environmental Tech.	N/A	N/A	N/A	N/A
Subtotal:	N/A	N/A	N/A	N/A
Other Disciplines				
	N/A	N/A	N/A	N/A
Total	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

**Kentucky State University
Endowment Match Program
Endowments Matched with State Funds
During Fiscal Year 2007-08**

Sources of Funding

During fiscal year 2007-08, Kentucky State University received no state funds through the Endowment Match Program. Pledges comprised \$0.00 of the total funds raised from private sources.

<u>Endowment Name</u>	<u>Date</u> <u>Established/Expanded</u>	<u>Gifts</u>	<u>Private Funds</u>		<u>Matching State</u> <u>Funds</u>	<u>Total Received</u>
			<u>Pledges</u>	<u>Total</u>		
Endowments Expanded						
**Endowed Professorship in Mathematics and Sciences	9/25/2003	\$ -	-	\$ -	-	\$ -
Endowed Support for CESKAA	9/25/2003	\$ -	-	\$ -	-	\$ -
**Endowed Professorship in Business	7/3/2001	\$ -	-	\$ -	-	\$ -
Endowed Student Scholarships	7/3/2001	\$ -	-	\$ -	-	\$ -
Endowed Library Fund	7/3/2001	\$ -	-	\$ -	-	\$ -
**Endowed Professorship in Education	12/3/1999	\$ -	-	\$ -	-	\$ -
Sub-Total		\$ -	-	\$ -	-	\$ -
Grand Total		\$ -	-	\$ -	-	\$ -

Note: No new gifts were received for the V2020 Endowment Match Program during FY 2007-2008

**Professorship is in partial funding status.

Kentucky State University
Endowment Match Program
Statement of Changes in Endowment Principals
Fiscal Year 2007-08

As of June 30, 2008, the total market value of the 6 endowment accounts established through the Endowment Match Program was \$8,944,062.45. (Table 7). There were no expenditures from any of the 6 endowment accounts, as they are still maturing. University records show an outstanding balance of \$85,054.32 in unpaid pledges on these accounts.

Earnings and Expenditures

Endowment Title	Date Est.	Prior to 7/1/07				During Fiscal Year 2007-08				Earnings Expended	Investment Earnings (Loss)	Market Value 6/30/08	Outstanding Pledges 6/30/08
		State Funds Received	Gifts Received	Market Value 7/1/07	State Funds Received	Gifts Received	State Funds Received	Gifts Received					
Existing Endowments													
Endowed Professorship in Business	7/3/2001	\$606,245.00	\$606,245.00	\$1,640,199.01	\$0.00	\$0.00	\$0.00	\$4,590.29	\$0.00	\$1,644,789.30	\$0.00	\$0.00	
Endowed Student Scholarships	7/3/2001	\$2,005,047.00	\$1,919,992.68	\$4,931,313.62	\$0.00	\$0.00	\$0.00	-\$239,602.87	\$0.00	\$4,691,710.75	\$85,054.32	\$0.00	
Endowed Library Fund	7/3/2001	\$87,577.00	\$87,577.00	\$225,636.68	\$0.00	\$0.00	\$0.00	-\$3,418.49	\$0.00	\$222,218.19	\$0.00	\$0.00	
Endowed Professorship in Education	12/3/1999	\$348,230.00	\$348,230.00	\$962,275.52	\$0.00	\$0.00	\$0.00	\$15,043.81	\$0.00	\$977,319.33	\$0.00	\$0.00	
Endowed Professorship in Mathematics and Sciences	9/25/2003	\$703,500.00	\$703,500.00	\$1,471,958.39	\$0.00	\$0.00	\$0.00	-\$63,933.51	\$0.00	\$1,408,024.88	\$0.00	\$0.00	
Endowed Support for CESKAA	9/25/2003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub-Total		\$3,750,599.00	\$3,665,544.68	\$9,231,383.22	\$0.00	\$0.00	\$0.00	-\$287,320.77	\$0.00	\$8,944,062.45	\$85,054.32	\$0.00	
Grand Total		\$3,750,599.00	\$3,665,544.68	\$9,231,383.22	\$0.00	\$0.00	\$0.00	-\$287,320.77	\$0.00	\$8,944,062.45	\$85,054.32	\$0.00	

Kentucky State University
Endowment Match Program
Detailed Report

Description

Title: **Endowed Professorship in Business**

Date Established: **July 3, 2001**

Purpose of the endowment: **This endowment will support one Professorship.**

College or department where the activity is housed: **School of Business**

Status: **This professorship endowment is in partial funding status, thereby the position is not occupied.**

Kentucky State University
Endowment Match Program
Detailed Report

Description

Title: **Endowed Professorship in Education**

Date Established: **December 3, 1999**

The purpose of the endowment: **This endowment will support one Professorship.**

College or department where the activity is housed: **Department of Education and Human Services.**

Status: **This professorship endowment is in partial funding status, thereby the position is not occupied.**

Kentucky State University
Endowment Match Program
Detailed Report

Description

Title: **Endowed Student Scholarships**

Date Established: **July 3, 2001**

The purpose of the endowment: **This endowment will support undergraduate scholarships.**

College or department where the activity is housed: **Earnings will be expended for students in all areas at Kentucky State University.**

Status: **This endowment is receiving funds.**

Kentucky State University
Endowment Match Program
Detailed Report

Description

Title: **Endowed Library Fund**

Date Established: **July 3, 2001**

The purpose of the endowment: **This endowment will support a mission support project (Kentucky State University's Blazer Library).**

College or department where the activity is housed: **Kentucky State University Paul Blazer Library.**

Status: **This endowment is receiving funds.**

Kentucky State University
Endowment Match Program
Detailed Report

Description

Title: **Endowed Professorship in Mathematics and Sciences**

Date Established: **September 25, 2003**

The purpose of the endowment: **This endowment will support one Professorship.**

College or department where the activity is housed: **Division of Mathematics and Sciences.**

Status: **This professorship endowment is in partial funding status, thereby the position is not occupied.**

Kentucky State University
Endowment Match Program
Detailed Report

Description

Title: **Endowed Support for CESKAA**

Date Established: **September 25, 2003**

The purpose of the endowment: **This endowment will support a mission support project (Kentucky State University's Center of Excellence for the Study of Kentucky African Americans).**

College or department where the activity is housed: **Center of Excellence for the Study of Kentucky African Americans.**

Status: **This endowment is not receiving funds.**

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	January 23, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Executive Contributions Report (July 1, 2008 – December 31, 2008) & 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:	January 23, 2009
Effective Date:	January 23, 2009

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

Constituency Type Breakdown					
Corporations	\$28,930.00	\$230,813.00	17	17	
Foundations	\$70,790.10	\$27,599.00	40	22	
Employees	\$925.00	\$209.24	8	1	
Alumni	\$13,037.98	\$174,511.24	71	174	
Other Individuals	\$29,187.18	\$253,565.00	50	29	
Organizations	\$189,440.10	\$160,864.00	143	140	
Total:	\$332,310.36	\$847,561.48	329	383	

Donor Designation Breakdown			
Unrestricted	\$1,699.00	\$6,882.00	
Scholarships	\$313,361.36	\$610,682.00	
Other	\$17,250.00	\$229,997.48	
Total:	\$332,310.36	\$847,561.48	

Sponsorships	
N/A	N/A

Fundraising Status	
GOAL	
\$500,000.00	\$600,000.00
ACTUAL	
	\$847,561.48

Percentage of Alumni Giving: 2.3%

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

Category	As of 12/31/07	As of 12/31/08	As of 12/31/08 Variance
Number of Alumni Memberships Processed (Annual, Life & Subscribing Life)	1,045	1,409	+364
Number of K-Club Memberships Processed	11	38	+27
Number of New/Revitalized Alumni Chapters	1	1	0
Number of Visits to Alumni Chapters	2	2	0
Service Requests Completed	89	161	+72

Alumni Relations Activities

- Planned and supported alumni events and activities for Homecoming, October 4 - 12, 2008.
- Supported KSU National Alumni Association with key mailings to alumni, including for the organization's revised Constitution, new membership cards, chapter development material (Alabama and Florida alumni) and May's Classes in Reunion.
- Assisted in new chapter development – Nashville, Tennessee, Alumni Chapter.

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	January 23, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Information Technology, Facility Services & Auxiliary Enterprise		
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:	January 23, 2009
Effective Date:	January 23, 2009

**Information Technology Report
July 2008 – December 2008**

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 students, faculty and staff.

Project	Components	Complete
Blackboard Transaction System	Door Access Residence Halls Hathaway Meal Plans Bookstore Purchases Laundry – Residence Halls Vending (Snack and Beverage Machines) Print Services Community System Activation	90% 100% 100% 100% 78% 0% 30% In progress
Exterior Wireless Access Points	Exterior Planned Installations Installed Units Percent Complete Interior Planned Installations Installed Units Percent Complete	30 10 33% 295 140 47%
Alumni E-mail	Application Software Installation	100%
Emergency Notification System	Web Site – Registration Capability Registered Users, as of 1-7-09	100% 469
Surveillance Camera Installation	Exterior Planned Installations Installed Units Percent Complete Interior Planned Installations Installed Units Percent Complete	20 10 50% 120 37 30%
Digital Signage	Planned Installations Installed Units Percent Complete	33 10 30%
Customer Service	Help Desk Service Calls, as of 12-10-08	1903
Online Donations	Application Software Development	In progress

**Kentucky State University
Facility Services
Second Quarter Comparison Report**

Category	As of 12/31/07	As of 12/31/08	As of 12/31/08 Variance
Total Work Orders Requested	2,885	2,629	-256
Work Orders Completed	2,591	1,764	-827
Work Orders Open	294	865	+571
Major Projects Requested	13	26	+13
Major Projects Completed	10	18	+ 8
Minor Projects Requested	15	31	+16
Minor Projects Completed	12	18	+ 6

**Kentucky State University
Auxiliary Enterprise Report
Second Quarter Comparison Report**

Category	As of 12/31/07	As of 12/31/08	As of 12/31/08 Variance
Food Services	1,299	-39	-1,338
Housing	1,386	-12	-1,398
Bookstore	54	38	-16
Facility Usage	4	3	-1
Laundry	-	11	+11
Vending	1	1	0

- Food Service and Housing variances are due to timing of spring semester revenues being recorded in December 2007 and not in December 2008.
- Training on FreeFlow software was completed in December. The FreeFlow software will allow access to a standard university catalog for printing orders that are sent directly to the University Copy Center. The use of a standard catalog will allow for more on-demand printing and will decrease stockpiles of printed materials, which could become obsolete. This software will also facilitate the storage of variable jobs, which will allow the university to send more personalized printed materials to prospective students.

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	January 23, 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:	January 23, 2009
Effective Date:	January 23, 2009

KSU Media Coverage Second Quarter Report (October - December 2008)

Newspaper Coverage		2nd Quarter Comparisons	
Service County Area	Number of Articles	2007	2008
Anderson	2		
Fayette	14	375	279
Franklin	103	84	71
Henry	4	72	60
Jefferson	31		
Owen	0	\$543,795	\$413,245
Scott	0		
Shelby	0		
Woodford	1		
Total Articles in KY			279
Ad Equivalency			\$413,244.77

Summary
KSU was covered in 279 newspaper articles during the second quarter. Of those articles, 90 percent were positive and 10 percent were neutral. The total ad equivalency is \$413,244.77.

Television Coverage			
Month	Story Count	Ad Equivalency	Total Nielsen Audience
October	7	\$6,442	277,736
November	16	\$11,588	476,850
December	23	\$11,588	470,258

Summary
During the second quarter, KSU had a total of 46 stories covered by television news, 1,224,844 Nielsen viewers and a run time of two hours, 12 minutes and 17 seconds. The total calculated ad equivalency is \$29,618. Of the 46 stories, 87 percent were positive, 10 percent were neutral and 3 percent were negative.

PUBLICATIONS AND ADVERTISEMENTS

Publications (artwork and printed materials)

- Development/Alumni Printed Materials – 10
- Printed materials produced for university events – 31
- Communication pieces – 11
 - o Onward and Upward – 1
 - o Hoofbeats – 2
 - o President's Report Card to the Board – 1
 - o Program/Departmental Newsletters & Brochures – 7
- Marketing pieces produced – 14
- Designs for general university operations – 17
- Business cards produced – 15

Land Grant, community and campus community projects and events (supported by design work and support materials) – 21

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

- Billboards & Airport Displays – 1
- Press releases – 12

ELECTRONIC COMMUNICATIONS

Electronic message board postings – 84

Digital signage postings – 81

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

Audit Committee

January 23, 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., January 23, 2009
Board Room, Academic Service Building
Frankfort, KY**

Regent Willis, Presiding

AGENDA

Call to Order

Remarks from Audit Committee Chair

Committee Agenda

E1	Minutes, October 24, 2008, Meeting	3-8
E2	Internal Auditor's Report (Dr. Ralph Kimbrough)	9-10
E3	Informal Discussion of Risks by the Audit Committee (This discussion is required by the new Risk Assessment Policy)	11-12

Other Business

Adjourn

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

To:	Board of Regents Audit Committee	Date:	January 23, 2009
From:	Dr. Ralph Kimbrough, Internal Auditor		
Subject:	Audit Committee Meeting Minutes October 24, 2008		
Reason for Consideration:	Approval	Enclosures:	Yes

Background:

The minutes of the Audit Committee meeting of October 24, 2008, require approval in order to become an official part of the committee records.

Recommendation:

The Audit Committee approve the minutes of the October 24, 2008, meeting.

Initiator:	Dr. Ralph Kimbrough, Internal Auditor
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

Board of Regents
Audit Committee
12:00 pm, October 24, 2008
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 12:11 p.m. on October 24, 2008

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 July 25, 2008, Audit Committee meeting.

IV. Approval of Minutes

Action: Motion to approve the minutes from the July 25, 2008 Audit Committee meeting was made by Regent Willis and seconded by Regent Jeremy Lane. The motion passed.

V. Internal Auditor's Report

Dr. Kimbrough briefly discussed his audit activities in the internal audit area. He completed an operational review of Student Financial Aid and made some corresponding recommendations. Also, a review of computer usage across campus was performed. This review provided an opportunity to inform KSU employees of university and state policies regarding proper computer usage. Also, it provided some ideas as to how to improve KSU's inventory process for computers. Dr. Kimbrough stated that he had just completed a review of the internal controls at the Jordan Warehouse. As a result of this review, recommendations were made regarding the inventory processes and internal control procedures at the Jordan Warehouse.

Dr. Kimbrough then discussed his participation in continuing education. He had just recently organized an auditors meeting at KSU in October. He participated in the 2008 Annual Conference of the Association of College and University Auditors (ACUA). Some of the topics that were covered were areas regarding the audit of college and university foundations and the audit of auxiliary programs. Dr. Kimbrough continued by stating that he attended ACUA seminars on ethics and analytical audit procedures. Also, Dr. Kimbrough attended a local meeting of the Central Kentucky Chapter of the Institute of Internal Auditors.

VI. Report from the President regarding the new Risk Assessment Policy.

Dr. Kimbrough stated that KSU's external audit firm, Crowe Chizek and Company (Now Crowe and Horwath), had mentioned that there needed to be more formal policies regarding Risk Assessment. He stated that Dr. Sias had worked with him for several months on the Risk Assessment policy. Dr. Kimbrough deferred to Dr. Sias to discuss Kentucky State University's risk assessment plan.

Dr. Sias announced the formation of an Executive Committee on Compliance that will be a key player in the operations of KSU's risk policies and procedures.

Regent Willis interjected a question regarding the duties of the new Compliance Director. Dr. Sias responded by stating that the Compliance Director would work with Internal Auditor to develop an audit plan. The Compliance Officer will be monitoring for other potential risks that could harm KSU.

A regent member from the audience questioned as to whether too many policies could hinder the operations of the University. Dr. Kimbrough answered by stating that larger organizations have established Enterprise Risk Management programs. Such programs encourage the universal participation of all employees in determining risk. However, due to the fact that KSU is a smaller institution, this school will not need as formal a program as may be present at larger organizations.

Regent Willis asked about the qualifications of the new Compliance Officer. Dr. Sias stated that the person should have both a technology and business background.

Dr. Kimbrough concluded by referencing to Ms. Napier's Continuity Plan and asked Ms. Napier to briefly discuss it. Ms. Napier referred to Dr. Sias' reference to the plan earlier in the meeting and stated that her plan is a comprehensive attempt at addressing the many potential risks faced by the university.

VII. Internal Auditor's Discussion of the Audit Plan for the 2008-2009 Fiscal Year

Dr. Kimbrough indicated that he would be revising the audit plan so that a financial (as opposed to an operational) audit of Student Financial Aid area can be started in January or February. This was in response to the external auditor's findings.

IV. Approval of Risk Assessment Policy

Motion to accept Risk Assessment Policy made by Regent Willis and seconded by Regent Bearden. The motion passed.

VII. Adjournment

Action: Motion to adjourn by Regent Willis and seconded by Regent Bearden.

Meeting was adjourned at 12:42p.m.

Submitted by:

Approved by:

Dr. Ralph Kimbrough
Director of Internal Audit
Kentucky State University

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: January 23, 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 October 1, 2008 through December 31, 2008, are presented for informational purposes.

Recommendation:

None.

Initiator:	Dr. Ralph Kimbrough, Internal Auditor
Board Action Date:	N/A
Effective Date:	January 23, 2009

KENTUCKY STATE UNIVERSITY
Internal Audit
Activities, Audits/Reviews, & Continuing Education
October 1, 2008 through December 31, 2008

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

Activities

The Internal Auditor completed the Investment and Journal Entry audit and made some corresponding recommendations. In addition to this, the Internal Auditor met with staff members who monitor KSU's Endowment and led discussions on efficiency and internal control issues. Also, internal audit performed an audit of the Land Grant Programs. This review concentrated on the administration of federal, state, and private grants that were related with the Land Grant Programs. Surprise visits were made to small farm assistants or FDM agents or Aquaculture agents who work at the several extension research offices of the different counties in the State of Kentucky. Although the audit of the Land Grants Programs had been substantially completed by December 19, 2008, the Internal Auditor was waiting for the audit client's responses before issuing the final audit report. This final report should be completed by January 12, 2009. Finally, the planning process for initiating a new audit of the Student Financial Aid area was initiated. This review should be concluded by March 2009.

Continuing Education

The Internal Auditor participated in one seminar titled "Embedding ERM [Enterprise Risk Management] into the Internal Audit Plan." This seminar had been sponsored by the Central Kentucky Chapter of the Institute of Internal Auditors. In addition to this seminar, the Internal Auditor attended a seminar titled, "Ethics and Values Statements" that was sponsored by the Louisville Chapter of the Institute of Internal Auditors. Dr. Kimbrough finished reading Better Ethics Now by Dr. Christopher Bauer who was the speaker at the Louisville seminar.

Also, Dr. Kimbrough is preparing to teach "Managerial Accounting" for Kentucky State University this Spring term.

Recommended Changes in Processing

The Internal Auditor made recommendations to improve the operations of the university in the areas of investments, journal entry processing, and grant processing for the Land Grant Programs.

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

To: Board of Regents Audit Committee	Date: January 23, 2009
From: Dr. Ralph Kimbrough, Internal Auditor	
Subject: Discussion by Audit Committee members regarding their opinions of risk affecting KSU in order to fulfill the new Risk Assessment Policy	
Reason for Consideration: Discussion and documentation of the opinions of the Audit Committee.	Enclosures: Yes

Background:

Dr. Sias and Dr. Kimbrough jointly developed a new policy on risk assessment. This policy requires that the members of the audit committee discuss the several risks that might affect KSU. The members should bring their opinions and use their experiences and current knowledge about higher education to enhance their discussions. These discussions will become an official part of the Audit Committee's records.

Recommendation:

That the Audit Committee should state their opinions and add their comments as the areas of highest risk for KSU. A copy of the current year's audit plan follows:

Initiator:	Dr. Ralph Kimbrough, Internal Auditor
Board Action Date:	January 23, 2009
Effective Date:	January 23, 2009

**KENTUCKY STATE UNIVERSITY
Audit Committee**

Audit Plan for 2008-2009

Audit Focus

- Review login and password use by employees, paying particular attention to use of duplicate logins or passwords;
- Examine notification process with regard to IT when employees transfer or leave university employment;
- Examine non-business use of computers;
- Test journal entries for clear descriptors of purpose and for essential supporting documentation;
- Examine documentation necessary for formal approval of federal draw downs and the reconciliation of these draw downs;
- Review researcher time certification and proper uses of federal property;
- Protecting the university from fraud;
- Examine availability of performance evaluations;
- Ascertain whether performance evaluations are kept in a secure area;
- Perform test to ascertain correctness of deduction calculations regarding actual deductions;
- Review campus safety issues in conjunction with the Business Continuity and Disaster Recovery Plan;
- Review inventory tracking system regarding receipt of vendor goods and payment of vendor invoices;
- Test Perkins Loan allocations;
- Check the community service wages under the Federal Work Study Program; and
- Examine eligibility of student-athletes receiving work-study monies-- federal and on-campus.