

**Report to
KSU BOARD OF REGENTS**



October 23, 2009

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
1:30 p.m., October 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
- IV. Approval of Minutes

Action Item: Approval of Minutes from Meeting Held July 24, 2009

- V. President's Report
 - a. SACS Reaffirmation Update
 - b. Video Presentation

Action Item: Approval of Proposed Student Appeal Policy

Action Item: Approval of 403 (b) Board Resolution

- VI. Committee Reports
 - a. Academic Affairs Regent Karen Bearden, Chair
 - b. Student Affairs Regent Laura Douglas,
Acting Chair
 - c. Finance and Administration Regent Wilbert W. James, Chair
 - d. External Relations & Development Regent Laura Douglas,
Acting Chair
 - e. Audit Committee Regent E. Scott Willis, Chair
- VII. Closed Session
 - a. Pending Litigation
 - b. Personnel Matters
 - c. Student Disciplinary Appeal

- VIII. Open Session

Action Item: Board Ruling on Student Disciplinary Appeal

- IX. Closing Remarks
- X. Adjournment

Regents Committee Meetings Schedule October 23, 2009

8:15-8:45	Academic Affairs Committee
8:45-9:30	Finance & Administration
9:30 – 9:50	Student Affairs
9:50 – 10:30	External Relations & Development
10:30 – 10:50	Audit Committee
11:00 - 12:30	Groundbreaking Ceremonies: Aquaculture Production Technology Laboratory Rosenwald Center for Families and Children
12:45-1:30	Lunch
1:30 -	Board Meeting

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
9:00 a.m., July 13, 2009
Board Room, Julian M. Carroll Academic Services Building
Frankfort, Kentucky

MINUTES

I. Call to Order

Regent Laura Douglas called the meeting of the Kentucky State University Board of Regents to order at 9:00 a.m. on July 13, 2009.

III. Roll Call

Chairperson Douglas asked Angela Curry to conduct the roll call:

Regent Karen W. Bearden, Present
Chairperson Laura M. Douglas, Present
Regent JoJuana Leavell Greene, Present
Regent Wilbert W. James, Present
Regent Tucker Landy, Present
Regent Jeremy Lane, Absent
Regent Joel Schrader, Absent
Regent Stefan Turner, Present
Regent Phyllis Williams, Present
Regent Scott Willis, Absent

Seven Regents were in attendance. A quorum was declared.

IV. Opening Remarks

Chairperson Douglas opened the meeting by allowing a student to make a statement to the Board. Because the issue involved a student disciplinary matter, the Board decided to convene in Closed Session.

V. Closed Session

Action: A motion to convene a closed session to discuss a student disciplinary matter was made by Regent Bearden and seconded by Regent Landy.

The Board discussed a student disciplinary matter. The Board took no action in Closed Session.

V. Open Session

Action: A motion to uphold the sanction given by the All-University Court in a student disciplinary matter was made by Regent Bearden and seconded by Regent James. The motion passed¹.

The meeting adjourned at 11:45 a.m.

Submitted by:

Approved by:

Angela Curry, Esq.
General Counsel/Secretary
Kentucky State University

Laura M. Douglas, Chair
Kentucky State University
Board of Regents

_____ Approved with corrections

_____ Approved with no corrections

¹ Regent Turner recused himself from the vote due to his membership on the All-University Court.

KENTUCKY STATE UNIVERSITY
Special Meeting of the Board of Regents
Board Retreat
9:00 a.m., September 10, 2009
Holiday Inn University Plaza Hotel and Sloan Convention Center
Bowling Green, Kentucky

MINUTES

I. Call to Order

Regent Laura Douglas called the meeting of the Kentucky State University Board of Regents to order at 9:00 a.m. on September 10, 2009.

II. Swearing-In of New Regents

Angela Curry administered the Oath of Office to Regent Syamala Reddy. Chairperson Douglas welcomed the new Regent to the Board.

III. Roll Call

Chairperson Douglas asked Angela Curry to conduct the roll call:

Regent Mindy Barfield, Absent
Regent Karen W. Bearden, Present
Chairperson Laura M. Douglas, Present
Regent Michael Fuller, Absent
Regent Wilbert W. James, Present
Regent Tucker Landy, Present
Regent Syamala H. Reddy, Present
Regent Joel Schrader, Present
Regent Stefan Turner, Present
Regent Charles Whitehead, Absent
Regent Phyllis Williams, Present

Eight Regents were in attendance. A quorum was declared.

IV. Election of Board Officers

Action Items: **Regent Douglas was elected as Chairperson.**
 Regent James was elected as Vice-Chairperson.
 Angela Curry was selected to serve as Secretary to the
 Board.

V. Discussion Items

President Sias provided an extensive overview of University initiatives and accomplishments.

The Board later discussed the President's progress on several goals and assessed critical performance measures. The Board also discussed University goals, the role of the Board and current issues facing the Board.

VI. Adjournment

The meeting adjourned at 4:00 p.m.

Submitted by:

Approved by:

Angela Curry, Esq.
General Counsel/Secretary
Kentucky State University

Laura M. Douglas, Chair
Kentucky State University
Board of Regents

_____ Approved with corrections

_____ Approved with no corrections

**Kentucky State University
Board of Regents**

Academic Affairs Committee

Regent Karen Bearden, Chairperson

Regent Wilbert James

Regent Tucker Landy

Dr. James Chapman, Staff

Kentucky State University Board of Regents

October 23, 2009

ACADEMIC AFFAIRS MEETING INDEX

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A2	Executive Summary, Information.....	6

KENTUCKY STATE UNIVERSITY

Regular Meeting of the Academic Affairs Committee October 23, 2009

8:30 a.m. – 9:15 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. Discussion | Regent Karen Bearden, Chairperson |
| VII. Adjournment | Regent Karen Bearden, Chairperson |

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

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

Background:

The minutes of the Academic Affairs Committee meeting for July 24, 2009, require approval in order to become an official part of the committee records.

SEE PAGE 5

Recommendation:

It is recommended that the Academic Affairs Committee approve the minutes of the July 24, 2009, meeting.

APPROVAL

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

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

**Board of Regents
Academic Affairs Committee
9:00 a.m., July 24, 2009**

**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 9:02 a.m. on July 24, 2009. Regent Bearden asked Rita Evans, Academic Affairs, to call roll:

Regent Karen Bearden, present
Regent Tucker Landy, present

Regent Wilbert James, absent
Staff, Dr. James Chapman, present

A quorum was declared. Dr. Chapman gave an overview of the executive report. The report affirms that Academic Affairs and Land Grant faculty and staff remain dedicated to teaching, research, and service.

Action: A motion for the approval of the Academic Affairs Committee's April 24, 2009, minutes was made by Regent Landy and seconded by Regent Bearden. The motion passed and the minutes were approved.

Action: A motion for approval of the Bachelor Degree in Africana Studies was made by Regent Landy and seconded by Regent Bearden. The motion carried.

The Academic Affairs' Committee meeting adjourned at 9:16 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: October 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 8 -12. The report covers the period from June 30, 2009, to September 30, 2009.

Recommendation:

INFORMATIONAL

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

Kentucky State University

Report to the University Board of Regents

(Covering the period from June 30, 2009, to September 30, 2009)

By

Dr. James Chapman

Interim Provost/Vice President for Academic Affairs

October 23, 2009

EXECUTIVE SUMMARY

INFORMATIONAL ITEMS

UNIT ACCOMPLISHMENTS

Office of Academic Affairs

The Academic Affairs Unit is focusing their expertise and energy on the issues of retention and graduation, and the hard work is beginning to show results. One project under construction is the realignment of the nine semester plan for each degree program. Another is the development of a major sheet checklist for each degree program. Refurbishing and strict implementation of these plans will enable students to remain on track for graduation and know exactly what courses are needed to complete the program. These efforts will enable the University to offer courses in the most cost-effective way and give faculty more efficient control over academic advising.

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

Ms. Reba Rye, Associate Professor of Art, was awarded an Al Smith Fellowship from the Kentucky Arts Council for 2009. Fifteen artists throughout the state were chosen for recognition in excellence in the visual arts. An out-of-state panel of professionals reviewed the quality of artwork, which counted for 75 percent of the criteria for this bi-annual award. The balance of criteria was based on professional activity. The award carried a \$7,500 stipend to be used for artistic endeavors.

Dr. Steven Gale, Endowed Chair in the Humanities, recently published another book. Dr. Gale was the associate editor of *The Pinter Review: Nobel Prize, European Prize Edition* (University of Tampa Press, 2008). He also served as copy editor of *Portrait of Early Families, Frankfort Area Before 1860* (Frankfort, Kentucky, 2008) and his play *Next* was performed in Melbourne, Australia, in July 2009, where it was a finalist in the Short But Not So Sweet Playwriting Competition and was nominated in the "Best Script" category.

Dr. Victor Gomia, Instructor of English, has contributed a chapter to *The Africa We Know: Reading and Writing Across Disciplines in African and Liberal Studies Programs*. Dr. Gomia's contribution in the work in which he argues for utilitarian art forms is titled: "Cameroon Anglophone Radio Theatre: Fertile Ground for Literature of Combat."

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

Dr. Ashok Kumar, Professor of Computer Science, has been appointed by Governor Steve Beshear to serve on the Advisory Council for Gifted and Talented Education for a three-year term.

Dr. Narayanan Rajendran, Associate Professor of Biology, delivered a university-wide lecture titled "No..no or Nano? : Initiating NanoBiotechnology" at Gujarat University in India. Also Dr. Rajendran has been selected to serve as a reviewer for the *Journal of Biotech Research*, which provides a publishing platform to faculty and research students at all the levels in the field of biotechnology and research.

Dr. Steven Mims, Professor and Paddlefish and Sturgeon Researcher in the Division of Aquaculture, had his article "Wastewater Reuse Supports Paddlefish Project" published in the July/August 2009 issue of the *Global Aquaculture Advocate*. The article details his research on how fish fare when they are grown in a decommissioned, cleaned wastewater tank at the Frankfort Sewer Department – whether the fish are contaminated and whether the water quality is good. His research will further determine whether growing in such an environment is safe for farming and commercial production.

Dr. James Tidwell, Chairperson of the Division of Aquaculture, was one of more than 100 people who presented at a two-day renewable energy conference in Henderson, Kentucky, that explored using algae as a renewable energy source. A *Henderson Gleaner* article about the event said, "So promising is algae that companies such as PetroSun Biofuels are paying farmers in the South to convert their big catfish farms into algae farms. Dr. Tidwell also worked with four other internationally-known aquaculture authors to write *Freshwater Prawns: Biology and Farming*, the definitive work on the farming and biology of freshwater prawns.

Dr. Tamara Sluss, Assistant Professor of Biology, and Mr. Ken Bates, GIS Extension Specialist of Kentucky State University received an EPA grant to study the biofuel potential of Kentucky's right-of-ways. This project utilized geospatial analysis with ArcGIS to determine the right-of-way (medians and land adjacent to Kentucky Interstates and Parkways) acreage that could be use for biofuel production to offset the impact of biofuel production on Kentucky's forests and croplands. Several undergraduate students were involved in the project including Shamali Hansford, Russell Williams, Louis Bates, and Shawn Dade. The results of the project were presented at the EPA's National Sustainable Design Expo on the National Mall in Washington D.C., at the annual meeting of the Ecological Society of America, and upon the invitation of the Commonwealth of Kentucky's Biofuel Taskforce.

Dr. Wasim Al-Hamdani, Associate Professor of Computer Science, presented three papers at the Information Security CD 2009 Conference in Kennesaw, Georgia. The three papers were, "Non Risk Assessment Assurance Model"; "One Missing Factor in Teaching Cryptography Algorithms for Information Security Tracks"; and "Information Security Policy in Small Education Organization." The last paper was co-authored by Wendy Dixie, Customer Service Manager in Information Technology.

College of Professional Studies (CPS)

The CPS is pleased to announce that Mr. Dave Rich, Assistant Professor in the School of Business, is the recipient of the Special National Award given by the board of Directors of the Delta Mu Delta Honor Society. The award is in recognition of his meritorious service and commitment to Delta Mu Delta as the Faculty Advisor to the School of Business for the past ten years. The service awards will be listed on the Delta Mu Delta web site, and an article will be published in the fall edition of the Delta Mu Delta Vision National Newsletter.

Dr. Joel Sokoloff, Assistant Professor in the School of Business, was elected as an alternate delegate to serve at the annual meeting of the United States Chess Federation in conjunction with the U.S. Open.

Dr. Beverly Downing, Chairperson in the School of Education, presented and participated on a panel with Renee Scott of the Kentucky Department of Education and representatives from the Monarch Center at the 2009 Office of Special Education Conference in Washington, D.C. The topic of her presentation was "Recruitment and Retention of Students for Special Education Teacher Preparation."

Academic Support

To kick-off this fall semester on a positive note, the Office of Advising held three "Senior Days" (one for each College) giving seniors the opportunity to meet with their major advisors and develop solid plans for graduation. Additionally, the advising staff served 242 students with one-on-one advising/counseling over the past three months. The advising staff, along with members of the Advising Council, participated in the July and August sessions of New Student Orientation, and the Director participated in the Fall Open House sponsored by the Office of Admission. The Director of Advising also serves on the Developmental Education Advisory Council. Finally, the Office of Advising welcomes Mr. Kenneth Brown who has joined the advising staff as a full-time advisor

The Academic Center for Excellence has provided extensive support for the Academics with Attitude project by coordinating the academic support seminars in conjunction with the developmental coursework during the summer and at the beginning of the fall semester. Three cohorts from summer 2009 and nine cohorts from the fall are benefitting from mandatory, twice weekly supplemental instruction sessions in english, reading and mathematics. The Center also observed its annual campus Open House on September 9th to inform the campus community of its location and services. Since the beginning of the fall semester ACE has served 404 students.

Finding Resources In Education for NontraDitional Students (FRIENDS) has continued to focus on the educational needs of Kentucky State University's nontraditional and commuter students by maintaining day and evening hours during the summer session. The FRIENDS program has already hosted numerous events and workshops during the fall semester. On August 31st, FRIENDS hosted the Annual Open House; on September 9th, KSU Officer Bryan Brashears lectured on ID Theft; and on September 14th, the Office of Continuing and Distance Education administered a workshop on the "Credit for Life" program. Additionally, a workshop on tips for financial success by Steve Tobin of the Commonwealth Credit Union was held on September 22nd. FRIENDS is currently planning to host the first annual Alpha Sigma Lambda induction ceremony on November 20th, 2009, celebrating the top achieving nontraditional students of KSU during Nontraditional Student Month.

Land Grant Programs

The Environmental Education Center was selected to receive the 2009 Kentucky Heritage Land Conservation Fund Stewardship Award, presented at the Awards

Banquet of the Governor's Conference on the Environment. According to the letter notifying Dr. Harold Benson, director of the Land Grant Program, of the award, "The Kentucky Heritage Land Conservation Board applauds the outstanding work of the KSU Environmental Education Center and wishes to express its sincere appreciation of the hard work and dedication that you, your staff and volunteers demonstrate in not only providing excellent educational opportunities to connect students and faculty with nature but also conserving and protecting one of Kentucky's natural treasures."

KSU researcher Dr. Thomas Webster is one of 21 collaborators at 17 universities and federal laboratories across the United States studying solutions to widespread losses of honey bee colonies. Dr. Webster is focusing on a newly discovered bee pathogen responsible for much of the problem and is also involved in outreach activities with beekeepers in Kentucky and other states.

Dr. Kirk Pomper, Principal Investigator of Horticulture, and Ms. Sheri Crabtree, Co-Investigator of Horticulture, received the 2008 Shepard Award for the best research paper of the year published in the *Journal of the American Pomological Society*. Dr. Pomper and Ms. Crabtree received the award at the society's annual meeting. They share the award with colleagues at Clemson University and the University of Kentucky. Dr. Pomper has been a KSU researcher for 11 years and has authored 38 refereed journal articles, obtained over \$2,400,000 in funding on competitive grants and taught biotechnology courses. Ms. Crabtree has been a KSU researcher for nine years, published over 20 articles and abstracts and has been interviewed by National Public Radio about pawpaw growing. Also in the spring issue of the *Journal of the Kentucky Academy of Science*, Dr. Pomper, Dr. Li Lu, Co-Investigator of Biotechnology, Jeremy Lowe and Sheri Crabtree, Co-Investigators of Horticulture, and Lauren Collins, former undergraduate student researcher, published "Clonality of Pawpaw (*Asimina triloba*) Patches in Kentucky." DNA fingerprinting was used to examine genetic relationships in native pawpaw patches in Kentucky.

Dr. George Antonious, Principal Investigator of the Water Quality/Environmental Toxicology Research published a new article, "Pungency in *Capsicum chinense*: Variation Among Countries of Origin" in the peer-reviewed *Journal of Environmental Science and Health*. Dr. Terry Berke of the Seminis Seed Co., Woodland, Calif., and Dr. Robert Jarret of the USDA/CRS, Griffin, Ga., are co-authors of the article. Dr. Antonious also recently participated in the 2009 annual meeting of the Florida Pesticide Residue Workshop and presented a research paper titled "Persistence of Bensulide Residues in Soil and Runoff Water from Agricultural Soil." Researchers from around the world attended the pesticide annual meeting in Florida.

Dr. Robert Barney, Associate Research Director and Principal Investigator of Entomology published two articles: "Annotated List of the Leaf Beetles (Coleoptera: Chrysomelidae) of Kentucky: Subfamily Galerucinae, Tribes Galerucini and Luperini" and "Annotated List of the Leaf Beetles (Coleoptera: Chrysomelidae) of Kentucky: Subfamily Galerucinae, Tribe Alitcini" in the spring issue of the *Journal of the Kentucky Academy of Science*.

Dr. Michael Bomford of the Land Grant Program's Community Research Service was an invited panelist at the Biofuels for Aviation Summit this week in Arlington, Virginia. The U.S. Air Force hosted the national summit to examine the potential to replace petroleum-derived jet fuel with fuel from renewable sources. The Air Force plans to certify all planes to be able to consume 50 percent alternative fuel by 2012. Commercial airlines are also exploring ways to reduce dependence on declining petroleum stocks. Dr. Bomford discussed potential impacts on the food supply in a talk titled "Can We Fly and Eat Too?"

Several Community Research Service researchers participated in the 2009 annual meeting of the American Society for Horticultural Science in St. Louis, Mo. Approximately 1,000 people from around the world attended the meeting. The following KSU researchers made presentations: Dr. Michael Bomford, Dr. George Antonious, Mr. Brian Geier, Ms. Sheri Crabtree, Dr. Kirk Pomper, Mr. Jeremiah Lowe, Dr. Hideka Kobayashi, Dr. Changzheng Wang, Mr. Shandeep Dutta, Dr. Li Lu, Mr. Kyle Schneider, Dr. Anthony Silvernail, Dr. Changzheng Wang, and Drs. Lingyu Huang. KSU faculty members Dr. Karan Kaul, Dr. Narayanan Rajendran and Dr. James Tidwell also participated. In addition to his presentations, Dr. Kirk Pomper coordinated and moderated a workshop titled "Native Fruits of the Midwest" in which he presented a talk titled "Pawpaw and the American Persimmon: Niche Tree Fruit Crops for the Midwest and Eastern United States" that was co-authored by Sheri Crabtree and Jeremy Lowe.

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

Finance and Business Committee

October 23, 2009

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

KENTUCKY STATE UNIVERSITY

BOARD OF REGENTS

October 23, 2009

FINANCE AND BUSINESS MEETING INDEX

- B1** Minutes of July 24, 2009 and April 24, 2009 meetings
- B2** Executive Summary Report
- B3** Budget vs. Actual
- B4** Interim Financial Statements
- B5** Business Operations Update
- B6** Revised 2010 Financial Plan

KENTUCKY STATE UNIVERSITY
Regular Meeting of the
Finance and Business Committee
Board of Regents
10 am, October 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 April 24, 2009 Minutes
Approval of July 24, 2009 Minutes | Regent James |
| V. | Executive Summary Report | Mrs. Alice Johnson |
| VI. | Action Items | |
| | - Revised 2010 Financial Plan | |
| VII. | Informational Items | |
| | - Budget vs. Actual August 2009 | |
| | - Interim Financial Statements August 2009 | |
| | - Administrative Support Update | |
| | - 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:	October 23, 2009
From:	Alice B. Johnson Vice President for Finance and Business Affairs		
Subject:	Finance and Business Committee Meeting Minutes April 24, 2009 and July 24, 2009		
Reason for Consideration:	Action Item	Enclosures:	Yes

Background:

The Finance and Business Committee did not have a quorum at the July 24, 2009 meeting.

The minutes of the April 24, 2009 meeting must be approved.
The minutes of the July 24, 2009 meeting must be approved.

Recommendation:

Approval of the minutes of the April 24, 2009 and July 24, 2009 meetings.

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

**Kentucky State University
Finance and Business Committee Meeting
Board of Regents
Finance and Business Committee
9:30 a.m. April 24, 2009
Frankfort, Kentucky**

Minutes

I. Call to Order

Regent James called the meeting of the Kentucky State University Board of Regents Finance and Business Committee to order at 9:36 a.m. on April 24, 2009. Regent James asked for the roll call, which was recorded as follows:

II. Roll Call

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

A quorum was established.

III. Opening Remarks

Regent James opened the meeting by reviewing the agenda.

IV. Approval of Minutes

Action: Motion to approve the minutes from the October 24, 2008 and January 23, 2009 Finance and Business Committee meetings was made by Regent Douglas and seconded by Regent Schrader. The motion passed.

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

V. Executive Summary Report

Mrs. Johnson briefly reviewed the informational items distributed. The Finance Division's monthly management reports were distributed at the meeting. These reports are prepared monthly and were well-received during the SACS reaffirmation process. Finance did not have any exceptions from the SACS off-site reviewers. The reports are done monthly and can be viewed on the University's intranet.

The University's insurance carrier has advised of an anticipated 5% increase in health insurance. The increase will be absorbed by the university and not passed on to the employees.

IV. Action Items

Mrs. Johnson gave an overview of the 2010 Financial Plan and the proposed 2009-2010 fee rates.

Financial Plan

The budget was developed after careful consideration of concerns from faculty, staff and students. Year 2010 will be a very tight budget year and only a minimum amount could be reserved for contingencies.

Tuition and Mandatory Fees

The Council on Postsecondary Education (CPE) established a 4% increase cap on undergraduate full-time and part-time resident tuition. The university is proposing a tuition rate that caps and observes the CPE requirement. Additionally, CPE approved a non-resident floor multiple, which means non-resident tuition be at least two times the undergraduate rate. The university is proposing to move the Legacy/ Destiny rates to the CPE required minimum of two times the undergraduate resident rate.

Action: Motion to accept the proposed 2009-2010 Financial Plan by the Finance Committee and the proposed 2009-2010 Rates for Tuition and Mandatory Fees, Course Fess, Room and Board was made by Regent Douglas and seconded by Regent Schrader. The motion passed.

V. Adjournment

Motion for adjournment of the Finance and Business Committee’s April 24, 2009 meeting was made by Regent Schrader and seconded by Regent Douglas. The meeting adjourned at 10:26 am.

Submitted by:

Approved by:

Alice B. Johnson
Vice President for Finance
Business Affairs
Kentucky State University

Wilbert W. James, Chair
Finance and Administration Committee
Board of Regents
Kentucky State University

_____Approved with no corrections

_____Approved with corrections

**Kentucky State University
Regular Finance and Business Committee Meeting
Board of Regents
Finance and Business Committee
10:00 a.m., July 24, 2009
Frankfort, Kentucky**

MINUTES

I. Call to Order

Regent Laura Douglas called the meeting of the Kentucky State University Board of Regents Finance and Business Committee to order at 10:00 a.m. on July 24, 2009.

II. Roll Call

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

Regent Wilbert James, absent
Regent Laura Douglas, present
Regent Joel Schraeder, absent
Mrs. Johnson, present

A quorum was not declared.

III. Opening Remarks

Regent Douglas recognized Mrs. Johnson to carry the discussion forward.

IV. Vice President's Report

Informational Items

State Stabilization Funds - (Education Stimulus Funds)

KSU is awaiting the final resolution of the state's ARRA funding. Each institution will have to provide assurance that federal reporting guidelines will be followed.

Banner

The Banner conversion project has begun, first with Human Resource Services and Business Operations. The conversion project will be completed in one year. Finance is also implementing process improvements such as the procurement card, electronic disbursements for employees and student and electronic time

reporting. These process improvements will enhance efficiencies and contain costs.

Strategic Plan

Certain goals have been identified in the strategic plan and are being addressed.

FY09 Audit

The first draft of the FY09 Financial Audit is expected the week of July 27th.

V. Adjournment

The discussion adjourned at 10:18a.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:	October 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:	October 23, 2009
Effective Date:	October 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**

October 23, 2009

Kentucky State University
Finance and Business Committee Meeting
October 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.

Update on State Funding Actions - FY2010. General Fund Budget Reduction Order 10-01 was issued on September 18, 2009 by Governor Steve Beshear. The Order directed the reduction of certain appropriations to funded units of the Commonwealth to prevent a deficit in the finances for 2010. Kentucky State University's appropriation was reduced by \$2,540,600 from \$27,180,100 to \$24,639,500.

The Governor expressed his commitment to maintain fund institutional base operations FY10 at the same level as FY09 by using a combination of General Funds and State Fiscal Stabilization Funds (SFSF). Fiscal year 2010 SFSF grant funds made available to institutions amount to \$70 million with KSU's allocation being \$1,766,300.

Finance Division Banner Project Update. An informational update is included regarding progress of the Banner conversion project in Finance.

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

Fiscal Year 2010 Interim Results as of August 2009. Reports for Budget vs. Actual and Condensed Financial Statements are included:

- 1) Budget vs. Actual as of August 2009 is presented for information along with comments about the variances.
- 2) Unaudited Financial Statements as of August 2009 are included for the statement of net assets, the statement of revenue, expenses and changes in net assets and the statement of cash flows.
- 3) Total operating revenue at August 2009 total \$17.1 million and operating expenses total \$56.2 million creating an operating income loss of \$6.9 million. State appropriations are recognized as non-operating revenues and have been received in the amount of \$8.1 million at August 2009.

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

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

Background:

The Budget vs. Actual Report is included as of August 2009 for fiscal year 2010. A brief summary is included in the Executive Summary

Recommendation:

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

**Budget VS Actual
Month Ending August 31, 2009**

	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	27,170,974	27,170,974	8,151,292	30.00%	16.67%	-70.00%	6,196,969	-	1,954,323
Student Tuition & Fees	20,447,242	20,447,242	11,634,850	56.90%	16.67%	-43.10%	11,634,850	-	-
Auxiliaries	6,214,900	6,214,900	3,399,909	54.71%	16.67%	-45.29%	-	3,399,909	-
Other	1,122,818	1,122,818	201,212	17.92%	16.67%	-82.08%	201,212	-	-
Revenues Total	54,955,934	54,955,934	23,387,263	42.56%	16.67%	-57.44%	18,033,031	3,399,909	1,954,323
Expenditures									
Salaries/Wages/Benefits	29,385,051	29,687,895	3,536,588	11.91%	16.67%	-88.09%	2,905,792	167,066	463,730
Supplies & Other	2,948,288	2,700,897	200,521	7.42%	16.67%	-92.58%	56,892	113,117	30,512
Travel	1,166,038	1,157,338	58,591	5.06%	16.67%	-94.94%	52,618	-	5,973
Communications	598,362	614,942	85,454	13.90%	16.67%	-86.10%	67,674	8,151	9,629
Services	7,663,206	7,641,021	713,943	9.34%	16.67%	-90.66%	581,275	104,335	28,333
Interdepartmental	411,866	416,415	25,113	6.03%	16.67%	-93.97%	15,514	438	9,161
Fixed Costs	2,207,226	2,220,037	380,839	17.15%	16.67%	-82.85%	378,458	210	2,171
Student Aid	4,381,767	4,628,156	17,693	0.38%	16.67%	-99.62%	17,693	-	-
Capital	3,264,143	3,225,859	69,684	2.16%	16.67%	-97.84%	(5,502)	61,140	14,046
Expenditures Total	52,025,947	52,005,947	5,088,426	9.78%	16.67%	-90.22%	4,070,414	454,457	563,555
Surplus (Deficit) before Transfers	2,929,987	2,949,987	18,298,837				13,962,617	2,945,452	1,390,768
Mandatory & Nonmandatory transfers	2,929,987	2,949,987	2,099,616	71.17%	16.67%	-28.83%	1,401,521	688,281	9,814
Surplus (Deficit)	-	-	16,199,221				12,561,096	2,257,171	1,380,954

Variance References

A summary of operations is presented below to explain the budget vs. actual report as of August 31, 2009. Significant variances are explained to assist in understanding the results presented.

Overview: Year-to-date actual revenues and expenses are presented for the Educational and General Fund (E&G), the Auxiliary Fund and Land Grant and Action Agenda Funds. The state appropriates funds for Land Grant to match Federal appropriations through the U.S. Department of Agriculture. Land Grant, Action Agenda and Auxiliary Funds are not available to the University for discretionary spending.

Revenue

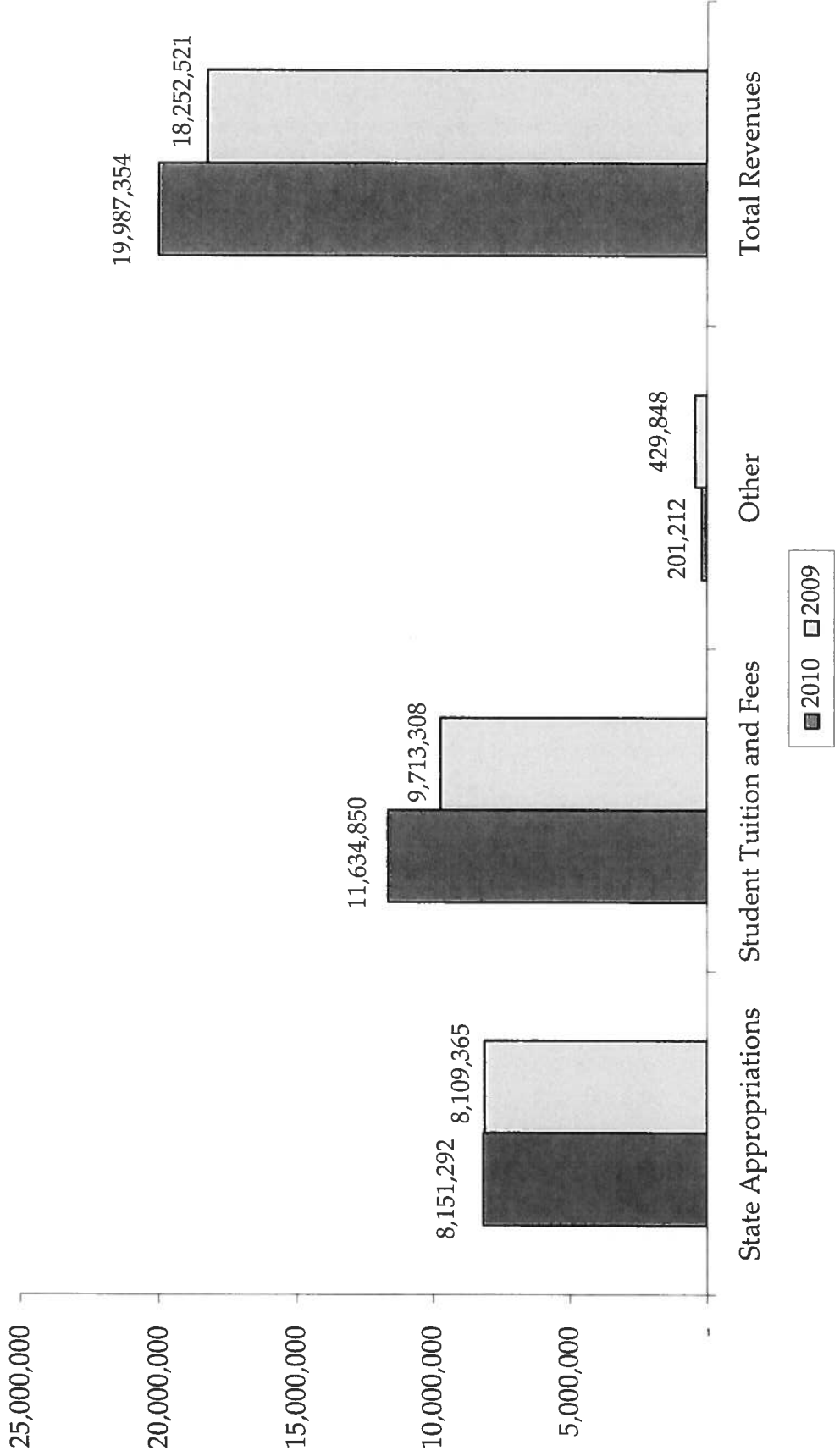
- State appropriations are received in installments of 30% (July), 25% (October), 25% (January) and 20% (April) of each year. At August 2009, \$8.2 million of appropriations have been received and compares favorably representing 30.0% of the approved budgeted appropriations.
- Student Tuition and Fees are reflected for Fall 2009 at 56.9% of budget. Auxiliary revenues represent housing and board for resident students enrolled for Fall 2009 with 54.7% of budgeted revenues recorded. Student tuition, fees, housing and board charges may decrease due to enrollment withdrawal and or relocating off campus.
- Other revenue includes athletic income, indirect cost recovery, facility rentals, and interest income. These sources of revenue are at 17.9% of budget.

Expense

- Salaries and benefits expenses are at 11.9% of budget or 4.9% less than the percentage of fiscal year expired calculation.
- Services were expended at a favorable rate of 9.34%. Fixed costs expenses are at 17.2% of budget, slightly above percentage of fiscal year expired calculation. Fixed costs include maintenance agreements that require payment in full at the beginning of the service agreement. These expenses are not spread evenly over the fiscal year. Student Aid is at .38% of budget mainly due to the unposted student aid for Fall 2009 semester that has not been disbursed.
- Supplies, Travel and Communications were expended at the average rate of 8.79% of budget and compares favorable with the percentage of fiscal year expired calculation. Supplies for printing and copying have been significantly reduced with the implementation of the Managed Services Agreement with Xerox.

Transfers include debt services obligations and internal reallocations to correct prior offsets within the E&G Fund.

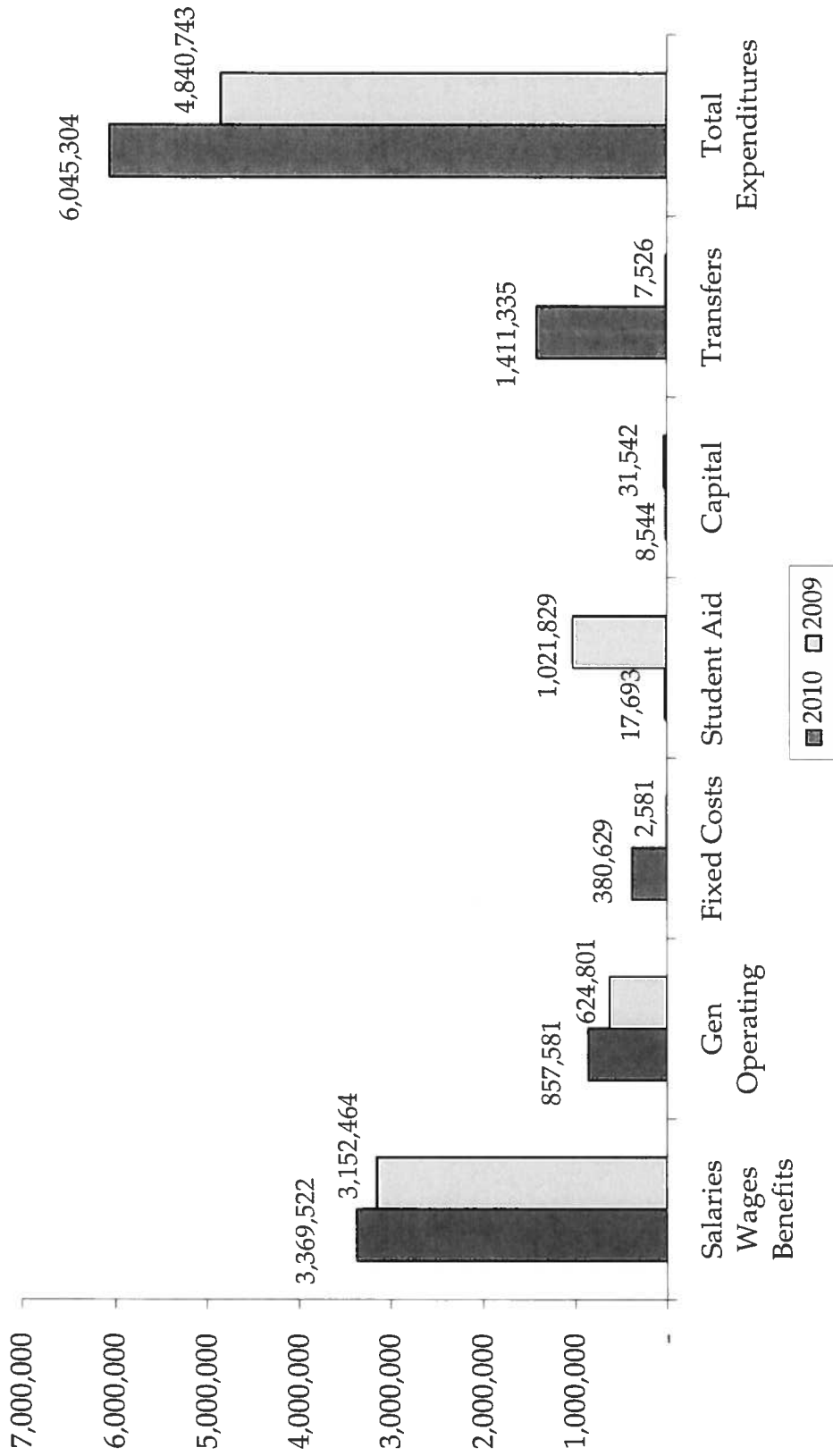
Educational and General Revenues Fiscal Year 2010 vs. Fiscal Year 2009 Month of August



Educational and General Expenditures

Fiscal Year 2010 vs. Fiscal Year 2009

Month of August



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

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

Background:

Interim Financial Statements are included as of August 2009. At August, two months of operations have occurred. A brief summary explanation of certain current assets and plant items follows:

1. Cash and cash equivalents total \$20.4 million. This amount includes \$14.4 million that is restricted for Land Grant and Action Agenda programs and \$3.5 million that is restricted for plant purposes. The remainder is current operating cash that will be disbursed for current operations during the year.
2. Accounts receivable totaling \$21.7 million includes the receivables from students, grants and loans. Student receivables will be reduced by Title IV funds and as other student resources are received.
3. Current liabilities of \$1.5 million consist of accounts payable and accrued payroll liabilities. Accrued compensated absences total \$1.5 million and Deferred Revenue totals \$1.6 million at August 2009. .
4. As of August 2009, net assets reflect a \$19.4 million increase primarily due revenues for tuition and fees.
5. The Statement of Cash Flows reflects a net increase of \$3.4 million at August 2009. Operations consumed \$5.0 million of cash through August 2009.

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

Kentucky State University
Statement of Net Assets
AUGUST 31, 2009
(Unaudited)

	FY 2010
ASSETS	
Current assets	
Cash and cash equivalents	20,425,220
Accounts, grants and loans receivable, net	21,726,960
Investments	1,297,194
Inventory and other current assets	332,646
Total current assets	43,782,020
Noncurrent assets	
Accounts, grants and loans receivable, net	868,884
Investments	8,421,161
Capital assets, net	78,927,600
Total noncurrent assets	89,840,171
Total assets	131,999,666
LIABILITIES	
Current liabilities	
Accounts payable and accrued liabilities	1,511,568
Accrued compensated absences	1,513,381
Deferred revenue	1,551,425
Deposits	36,103
Other current liabilities	374,305
Bonds and capital lease obligations	1,730,445
Total current liabilities	6,717,227
Noncurrent liabilities	
Bonds and capital lease obligations	11,141,609
Federal grants refundable	1,190,373
Total noncurrent liabilities	12,331,982
Total liabilities	19,049,209
NET ASSETS	
Invested in capital assets, net of related debt	66,055,546
Restricted	
Nonexpendable	8,509,933
Expendable	6,188,716
Unrestricted	32,196,261
Total net assets	112,950,456

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

	June 30 2009	Actual YTD Activity	AUGUST 2009
Invested in Capital Assets, net of related debt	<u>65,384,147</u>	<u>671,399</u>	<u>66,055,546</u>
Restricted -			
Nonexpendable:			
Endowments	<u>8,110,727</u>	<u>399,206</u>	<u>8,509,933</u>
Expendable:			
Grants & Contracts	(94,656)	173,618	78,962
Endowments	513,968	75,218	1,013,518
Plant Renewal & Replacement	3,873,229	1,447,386	5,320,615
Capital Renewal Reserves	<u>799,430</u>	<u>(599,477)</u>	<u>199,953</u>
	<u>5,091,971</u>	<u>1,096,745</u>	<u>6,188,716</u>
Unrestricted:			
Education & General	1,705,601	14,470,946	16,176,547
Auxiliary	752,755	2,768,686	3,521,441
Land Grant Match	<u>12,498,273</u>	-	<u>12,498,273</u>
	<u>14,956,629</u>	<u>17,239,632</u>	<u>32,196,261</u>
Total Net Assets	<u>93,543,474</u>	<u>19,406,982</u>	<u>122,950,456</u>

Kentucky State University
Statement of Revenues, Expenses and Changes in Net Assets (By Function)
Period Ending AUGUST 31, 2009
(Unaudited)

	<u>FY 2010</u>
REVENUES	
Operating Revenues	
Student tuition and fees (gross)	11,529,747
Less: Scholarship allowances	<u>(17,693)</u>
Student tuition and fees (net of scholarships)	11,512,054
Federal grants and contracts	775,190
Federal appropriations	809,255
State and local grants and contracts	154,435
Nongovernmental grants and contracts	2,364
Auxiliary enterprises	
Residence halls	1,977,962
Dining	1,851,308
Bookstore	25,000
Other auxiliaries	12,019
Other operating revenues	<u>261,108</u>
Total operating revenues	<u>17,380,695</u>
EXPENSES	
Operating expenses	
Educational and general	
Instruction	973,872
Research	889,278
Public service	804,406
Academic support	398,817
Student services	802,875
Institutional support	1,831,225
Operation and maintenance of plant	512,047
Student aid	35,713
Depreciation	451,467
Auxiliary enterprises	
Residence halls	289,044
Dining	33,182
Bookstore	-
Other auxiliaries	25,957
Depreciation	<u>79,671</u>
Total operating expenses	<u>7,127,554</u>
Operating income (loss)	10,253,141

Kentucky State University
Statement of Revenues, Expenses and Changes in Net Assets (By Function)
Period Ending AUGUST 31, 2009
(Unaudited)

NONOPERATING REVENUES (EXPENSES)	
State appropriations	8,151,292
Federal Grants and Contracts	15,081
Gifts	119,630
Investment income (net of investment expense)	373,607
Interest on capital asset-related debt	325
Other nonoperating revenues (expenses)	<u>450,597</u>
Net nonoperating revenues	9,110,532
Income (loss) before other revenues, expenses, gains or losses	19,363,673
Capital appropriations	<u>43,310</u>
Increase (decrease) in net assets	19,406,983
Net assets, beginning of year	93,543,474
Beginning balance adjustments	<u>-</u>
Net assets, end of year	<u>112,950,457</u>

Kentucky State University
Statement of Cash Flows
Period Ending AUGUST 31, 2009
(Unaudited)

	<u>FY 2009</u>
Cash flows from operating activities	
Tuition and fees	(2,664,444)
Grants and contracts	1,395,079
Payments to suppliers	(3,035,926)
Payments to employees	(4,721,527)
Loans issued to students	(6,076)
Collection of loans issued to students	5,852
Auxiliary enterprises:	
Residence halls and dining	3,829,270
Bookstore	25,000
Other auxiliaries	12,019
Other receipts	<u>168,652</u>
Net cash from operating activities	(4,992,101)
Cash flows from noncapital financing activities	
State appropriations	8,151,292
Federal Grants and Contracts	12,589
Gifts for other than capital purposes	119,630
Student organization agency receipts	90,589
Student organization agency disbursements	(96,186)
Other receipts (payments)	<u>450,907</u>
Net cash from noncapital financing activities	8,728,821
Cash flows from capital financing activities	
Capital appropriations	(43,310)
Purchases of capital assets	(378,466)
Proceeds from capital debt	-
Principal paid on capital debt	(24,640)
Interest paid on capital debt	<u>(325)</u>
Net cash flows from capital financing activities	(446,741)
Cash flows from investing activities	
Interest received on investments	24,562
Investment expenses	-
Proceeds from sale of investments	400,681
Purchases of investments	<u>(354,881)</u>
Net cash flows from investing activities	<u>70,362</u>
Net increase (decrease) in cash and cash equivalents	3,360,341
Cash and cash equivalents at beginning of year	<u>17,064,879</u>
Cash and cash equivalents at end of year	<u><u>20,425,220</u></u>

Kentucky State University
Statement of Cash Flows
Period Ending AUGUST 31, 2009
(Unaudited)

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

Operating loss	10,253,141
Adjustments to reconcile operating income to net cash from operating activities:	
Depreciation expense	531,138
Loss on disposal of capital assets	-
Changes in assets and liabilities:	
Receivables, net	(14,953,191)
Inventory and prepaid expenses	(34,010)
Accounts payable and accrued liabilities	(605,395)
Accrued compensated absences	-
Other Liabilities	(1,900)
Deferred revenue	<u>(181,884)</u>
Net cash from operating activities	<u>(4,992,101)</u>

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

To: Board of Regents Finance and Business Committee	Date: October 23, 2009
From: Alice B. Johnson Vice President for Finance and Business Affairs	
Subject: Business Operations Update	
Reason for Consideration: Informational Item	Enclosures: No

Background:

Business Operations continues to add value by implementing new services to improve efficiency and to increase the effectiveness of our services.

1. Electronic Pay Statements

The Division of Finance and Business Affairs has implemented an employee self-service portal for faculty and staff. The employee self-service portal provides unprecedented, swift and convenient access to employee personal and pay information. Effective June 1, 2009, the Payroll Department moved to electronic distribution of employee pay statements.

The implementation of this new feature reduces the cost of producing and distributing paper pay statements. A secured employee self-service portal enabling employees to receive electronic pay statements, W2, employee demographics, and other electronic features was implemented during the second quarter of fiscal year 2009. The portal provides efficiencies by allowing employees to manage their personal information on-line.

2. Automated Leave Request

The Division of Finance and Business Affairs has implemented electronic leave request utilizing ADP for all salary employees. This process eliminates paper timesheets to record leave time and other exceptions for salary employees. This new feature will further reduce our payroll processing cost and increase management reporting for supervisors and employees.

3. Employee Direct Deposit Reimbursement

The Division of Finance and Business Affairs is pleased to announce direct deposit of travel and other non-payroll related payment transactions for faculty and staff. The implementation of this new feature will increase our efficiency, reduce processing time and other related cost required to produce paper checks while providing added value and increased customer service.

The roll-out of this new feature will start October 2009. When funds are disbursed, an electronic notification will be sent to the employees email address indicating the purpose and amount of the disbursement.

4. Student Direct Deposit and Electronic Refunds

Business Operations implemented a direct deposit option for student refunds starting September 2009. Students now have two options for electronic refunds, which includes the Paycard and direct deposit into a checking or savings account of choice. The electronic refund option increases our efficiency and reduces long lines and waits time. Electronic processing further reduces cost to the university by eliminating paper check processing and cashier time in distributing refunds. Students now receive an email alerting them that funds have been deposited to their card or bank account.

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

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

To: Board of Regents Finance and Business Committee	Date: October 23, 2009
From: Alice B. Johnson Vice President for Finance and Business Affairs	
Subject: Approval of Revised FY10 Financial Plan	
Reason for Consideration: Action Item	Enclosures: Yes

Background:

Revision of FY10 Financial Plan is necessary due to reduction in FY 10 Enacted State Appropriation funding by General Fund Budget Reduction Order 10-01, issued on September 18, 2009 by Governor Steve Beshear. Kentucky State University's enacted FY 10 State Appropriation Funding was reduced by \$2,540,600 from \$27,180,100 to \$24,639,500.

Educational and General Expenditure categories have been reduced to bring budgets in line with revised State Appropriations Funding FY 10:

Academic Affairs Office	\$249,800
Academic Support	\$350,697
Finance	\$200,000
Information Technology	\$158,404
Utilities	\$270,518
Insurance	\$131,783
Student Affairs	\$405,098
Subtotal	\$1,766,300
Central Accounts	\$774,300
Total	\$2,540,600

CPE also funded a Stewardship of Place grant in the amount of \$288,000. Revenues and expenses for this grant have been reclassified to Restricted Funds.

Recommendation:

Approval of the Revised FY10 Financial Plan

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

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

2009-2010 Student Affairs Committee

October 23, 2009

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

**Kentucky State University
Board of Regents**

October 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.
October 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 | Dr. Rubye Jones, Vice President for
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:	October 23, 2009
From:	Dr. Rubye Jones Vice President for Student Affairs and Associate Provost for Enrollment Management		
Subject:	Student Affairs Committee Meeting Minutes July 24, 2009		
Reason for Consideration:	Approval	Enclosures:	Yes

Background:

The minutes of the Student Affairs Committee meeting of July 24, 2009, require approval in order to become an official part of the committee records.

Recommendation:

That the Student Affairs Committee approve the minutes of the July 24, 2009 meeting.

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

KENTUCKY STATE UNIVERSITY
Regular Student Affairs Committee Meeting
Board of Regents
Student Affairs Committee
11:00 a.m., July 24, 2009
Board Room, Academic Service Building
Frankfort, Kentucky

MINUTES

Regent Laura Douglas, Acting Chair called the meeting of the Kentucky State University Board of Regents Student Affairs Committee to order at 11:00 a.m. on July 24, 2009. Regent Douglas asked Mrs. Longstreet, Recorder, to call the roll:

Regent Laura Douglas, present
Interim Regent Stefan Turner, absent
Regent Jeremy Lane, absent
Ms. Vernell Bennett present for Rubye Jones

The Student Affairs Committee did not have a quorum.

Michael Fuller, the new student regent was introduced.

Informational: Ms. Bennett for Dr. Jones reported on activities that have taken place since the last Student Affairs Subcommittee meeting.

The meeting adjourned at 11:16 a.m.

Submitted by:

Approved by:

Dr. Rubye Jones
Vice President for Student Affairs
And Enrollment Management
Kentucky State University

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

_____ Approved with no corrections
_____ Approved with corrections

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

External Relations and Development Committee

October 23, 2009

Regent Wilbert James

Regent Tucker Landy

Regent Joel Schrader

Mr. Hinfred McDuffie, Staff

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

October 23, 2009

External Relations and Development Committee

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- D1** External Relations and Development Committee Meeting Minutes
(April 24, 2009)

- D2** External Relations and Development Committee Meeting Minutes
(July 24, 2009)

- D3** Executive 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., October 23, 2009
Board Room, Academic Services Building
Regent _____ Presiding**

AGENDA

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

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

- III. Opening Remarks**

- IV. Action Item**
Approval of April 24, 2009, Meeting Minutes
Approval of July 24, 2009, Meeting Minutes

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

- VI. Discussion**

- VII. Adjourn**

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

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

Background:

The minutes of the External Relations and Development Committee meeting of April 24, 2009, require approval in order to become an official part of the committee's records.

Recommendation:

That the External Relations and Development Committee approve the minutes of the April 24, 2009, meeting.

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

Kentucky State University
Regular External Relations and Development Committee Meeting
Board of Regents
External Relations and Development Committee
10:50 a.m., April 24, 2009
Board Room, Academic Services Building
Frankfort, Kentucky

MINUTES

Regent Laura Douglas called the meeting of the Kentucky State University Board of Regents External Relations and Development Committee to order at 10:51 a.m. on Friday, April 24, 2009. Mr. Hinfred McDuffie, Vice President for Administration, External Relations and Development, called roll:

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

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

Action:

Motion for approval of the January 23, 2009, External Relations and Development Committee minutes as distributed was made by Regent Willis and seconded by Regent James. The motion passed.

Discussion:

Mr. McDuffie presented the Executive Summary Report. He also presented details regarding the KSU 2008-2010 Excellence Trust Fund Program and Kentucky State University's allocation of \$633,000.

Action:

The Committee discussed the Kentucky Council on Postsecondary Education's Comprehensive University Excellence Trust Fund Program guidelines requiring each university's Board of Regents to designate the acceptance and use of the funds delegated to each university. Fund distribution recommendation: 50 percent of the funds to be designated for the support of professorships or student scholarships that are directly linked to the research activities of an endowed professorship, and that 50 percent of program funds to be designated for the support of student scholarships that are not directly linked to the research activities of an endowed professorship but will be related to academic disciplines contained in the five new economy clusters as stipulated by program guidelines.

A motion was made by Regent James and seconded by Regent Willis to recommend to the full board approval of the receipt of the \$633,000 matching fund allocation. The motion passed.

A motion was made by Regent Leavell-Greene and seconded by Regent Willis to recommend to the full board approval of the distribution of the funds, as outlined above. The motion passed.

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

Regent Landy made a motion to adjourn the External Relations and Development Committee's April 24, 2009, meeting at 11:18 a.m., seconded by Regent Willis. The motion passed.

Submitted by:

Approved by:

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

External Relations and
Development Committee
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

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

Background:

The minutes of the External Relations and Development Committee meeting of July 24, 2009, require approval in order to become an official part of the committee's records.

Recommendation:

That the External Relations and Development Committee approve the minutes of the July 24, 2009, meeting.

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

Kentucky State University
Regular External Relations and Development Committee Meeting
Board of Regents
External Relations and Development Committee
11:30 a.m., July 24, 2009
Board Room, Academic Services Building
Frankfort, Kentucky

MINUTES

Regent Laura Douglas called the meeting of the Kentucky State University Board of Regents External Relations and Development Committee to order at 11:30 a.m. on Friday, July 24, 2009. Mr. Hinfred McDuffie, Vice President for Administration, External Relations and Development, called roll:

Regent Wilbert James, absent
Regent Tucker Landy, present
Regent Joel Schrader, absent

One of the three regents was present. A quorum was not established.

Discussion:

Regent Douglas postponed action to approve the minutes from the April 24, 2009, External Relations and Development Committee Meeting. The minutes will be redistributed to the committee for approval at the October 23, 2009, meeting.

Mr. McDuffie presented the Executive Summary Report, as documented in the distributed committee meeting material.

Regent Landy inquired about the target for alumni giving. Mr. McDuffie explained that the national average for alumni giving is 9 percent to 11 percent. Kentucky State University is currently at the 4 percent level for giving. Mr. McDuffie said further that during the university's 125th year celebration, Development will launch a capital campaign with the goal of increasing alumni giving into the double digits.

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

Regent Douglas adjourned the External Relations and Development Committee's July 24, 2009, meeting at 11:51 a.m.

Submitted by:

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

Approved by:

External Relations and
Development Committee
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

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

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

October 23, 2009

EXECUTIVE SUMMARY

During the period July 1, 2009, to September 30, 2009, Kentucky State University received \$289,438.36 in donations from 190 contributors – corporations, foundations, individuals and organizations. Scholarships received the largest portion of the donations, in the amount of \$282,670.36.

During the first quarter, the Office of Alumni Relations supported the following KSU National Alumni Association events and activities: the Executive Committee Workshop held July 18; the Nashville Alumni Chapter's Bowl-A-Thon, September 12; revitalization of the Indianapolis Alumni Chapter; Derby City Football Classic alumni activities, September 11-12; Gateway Football Classic alumni activities, September 24-26; and activities of the Permanent Alumni Scholarship Fund Committee, which awarded four student scholarships for fall semester 2009. The Alumni Relations Office also did mass mailings in support of the following: election process for the national association's 2010-2012 officers; membership renewal; K-Club membership drive and golf tournament; and Homecoming.

The Information Technology report reflects the university's progress in implementing the Blackboard Transaction System, including the completion of the Community System Activation and of the value added online system. The registration process for the KSU Emergency Notification System via KSU's Web site is fully functional. As of September 30, there were 747 registered for emergency notification, a 14 percent increase from last spring. Teams have been formed for the student, finance, human resources, financial aid and technical modules of the Enterprise Resource Plan.

Facility Services' major projects increased from 18 to 25 compared to the previous fiscal year. Of the 25 major projects requested, 18 have been completed. Auxiliary Enterprise reports increases in food services and housing revenues due to the university's increased enrollment this fall.

Due to technical difficulties, the newspaper clipping service used by Communications was not available for reporting. The newspaper coverage

account for the first quarter will be included in the January 2010 Board Report. During the first quarter, the university was covered in 58 television news stories reaching an average monthly Nielsen audience of 837,913 for a total ad equivalency of \$35,085 or total publicity value of \$105,252. There were 44 messages generated on the KSU electronic message board as well as 84 messages on the digital screens.

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	October 23, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Executive Contributions Report (July 1, 2009 – September 30, 2009) & Alumni Relations Report		
Reason for Consideration:	Informational	Enclosures:	Yes

Background:

N/A

Recommendation:

Informational

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

**Executive Contributions Report
and
Comparison of
July 1, 2008 - September 30, 2008
to
July 1, 2009 - September 30, 2009**

Constituency Type Breakdown

Constituency Type	Total Dollars Raised July 1, 2008 - September 30, 2008	Total Dollars Raised July 1, 2009 - September 30, 2009	Total Participation July 1, 2008 - September 30, 2008	Total Participation July 1, 2009 - September 30, 2009
Corporations	\$30,313.00	\$32,721.00	15	15
Foundations	\$23,432.00	\$45,145.00	21	37
Employees	\$0.00	\$0.00	0	0
Alumni	\$15,428.24	\$101,406.00	85	17
Other Individuals	\$2,850.00	\$5,781.00	20	25
Organizations	\$128,780.00	\$104,385.36	108	96
Total:	\$200,803.24	\$289,438.36	249	190

Donor Designation Breakdown

Donor Designation	Total Dollars Raised July 1, 2008 - September 30, 2008	Total Dollars Raised July 1, 2009 - September 30, 2009
Unrestricted	\$330.00	\$656.00
Scholarships	\$173,500.00	\$282,670.36
Other	\$26,973.24	\$6,112.00
Total:	\$200,803.24	\$289,438.36

Sponsorships

Total Sponsorship Amount July 1, 2008 - September 30, 2008	Total Sponsorship Amount July 1, 2009 - September 30, 2009
N/A	N/A

Fundraising Status

Goal	Actual	Percentage
\$500,000.00	\$289,438.36	0.3%

Percentage of Alumni Giving: 0.3%

**Kentucky State University
Alumni Relations Report
Fiscal Year Comparison Report**

Category	As of 9/30/08	As of 9/30/09	As of 9/30/09 Variance
Number of Alumni Memberships Processed (Annual, Life & Subscribing Life)	1,115*	1,048*	-67
Number of K-Club Memberships Processed	26	17	- 9
Number of New/Revitalized Alumni Chapters	0	1	1
Number of Visits to Alumni Chapters	2	3	1
Service Requests Completed	212	249	37

*NOTE: In early 2009, a membership audit was conducted, revealing deceased and lapsed annual members and accounting for the decrease in membership from 2008 to 2009.

Alumni Relations Activities (First Quarter)

- Supported the KSU National Alumni Association Executive Committee Workshop held on campus July 18, 2009.
- Supported the Midwest Region's efforts to revitalize the Indianapolis, Indiana, Alumni Chapter.
- Supported activities of the national association's Permanent Alumni Scholarship Fund Committee. The PAS Fund awarded four student scholarships for fall semester 2009.
- Visited the Louisville Alumni Chapter and supported alumni activities at the Derby City Football Classic in Louisville, Ky., September 11-12, 2009.
- Visited the St. Louis Gateway Chapter and supported alumni activities at the Gateway Football Classic, September 24-26, 2009.
- Supported the Nashville Alumni Chapter's Bowl-A-Thon event on September 12, 2009.
- Mailed material to the national association's financial members as part of the process for electing its 2010-2012 officers.
- Mailed membership renewals to individual alumni and chapter presidents.
- Mailed solicitation packages for K-Club membership and for participation in its Homecoming Golf Tournament.

- Mailed Homecoming preregistration brochure to all alumni.
- The KSU Pre-Alumni Club officers attended a leadership training conference in Louisville, Ky., which was also attended by other student organization leaders.

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	October 23, 2009
From:	Hinfred McDuffie Vice President for Administration, External Relations and Development		
Subject:	Information Technology, Facility Services & Auxiliary Enterprise Reports		
Reason for Consideration:	Informational	Enclosures:	Yes

Background:

N/A

Recommendation:

Informational

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

Information Technology Report: July 2009 – September 2009

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

Project	Components	Complete
<p>Enterprise Resource Plan Implementation</p>	<p>Teams have been created for the Banner Project:</p> <p>Student Finance Human Resources Financial Aid Technical</p> <p>All of the teams are actively engaged in meeting with SunGard consultants for data discovery activities and mapping/conversion</p> <p>A campus-wide communications plan is being developed</p> <p>An informational Web site has been established that will contain Banner Project updates.</p>	<p>The hardware will be installed at the beginning of November</p> <p>The Banner software will be installed Mid-November</p> <p>The first data conversion on the Banner system will be completed in January 2010.</p> <p>The teams will be engaged in data clean-up and learning the Banner system</p> <p>The current go live dates are:</p> <p>Finance and Human Resources – Jan. 2011</p> <p>Financial Aid – Feb. 2011</p> <p>Student – March 2011</p>

Blackboard Transaction System	Door Access Community System Activation Value Added Machine - online	Complete Complete
Emergency Notification System	Web Site – Registration Capability Registered Users, as of 9-30-09	100% 747 - a 14% increase in enrollment from last spring

**Facility Services
First Quarter Comparison Report**

Category	As of 9/30/08	As of 9/30/09	As of 9/30/09 Variance
Total Work Orders Requested	1,499	1,223	-276
Work Orders Completed	894	549	- 345
Work Orders Open	605	674	69
Major Projects Requested	18	25	7
Major Projects Completed	14	18	4
Minor Projects Requested	15	21	6
Minor Projects Completed	12	12	0

**Auxiliary Enterprise
First Quarter Comparison Report**

During the first quarter, Auxiliary Enterprise recorded the following revenues:

Category	As of 9/30/08	As of 9/30/09	As of 9/30/09 Variance
Food Services*	\$1,541,000	\$1,728,000	\$187,000
Housing*	\$1,727,000	\$1,800,000	\$ 73,000
Bookstore	\$ 53,000	\$ 38,000	-\$ 15,000
Facility Usage	\$ 9,000	\$ 4,000	- \$ 5,000
Laundry	\$ 12,000	\$ 1,000	-\$ 11,000
Vending	\$ 1,000	\$ 1,000	0

NOTE: Food Services and Housing variances are due to an increase in the fall student enrollment.

KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS
AGENDA ITEM BACKGROUND

To:	Board of Regents External Relations and Development Committee	Date:	October 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 McDuffie Vice President for Administration, External Relations and Development
Board Action Date:	October 23, 2009
Effective Date:	October 23, 2009

**KSU Media Coverage
First Quarter Report
July –September 2009**

Because of technical difficulties, the newspaper clipping service used by Communications was not available for reporting. The newspaper coverage account for the first quarter will be included in the January 2010 Board Report.

The television coverage was as follows:

Television Coverage

Month	Story Count	Ad Equivalency	Publicity Value	Total Nielsen Audience
July	26	\$14,746	\$44,235	1,043,383
August	13	\$ 5,524	\$16,572	677,334
September	19	\$14,815	\$44,445	793,021

Summary

During the first quarter, KSU had a total of 58 stories covered by television news, 2,513,738 Nielsen viewers and a run time of 53 minutes and 40 seconds. The total calculated ad equivalency was \$35,085. The total calculated publicity value was \$105,252. Of the 58 stories, 66 percent were positive, 15 percent were negative and 19 percent were neutral.

PUBLICATIONS AND ADVERTISEMENTS

Publications (artwork and printed materials)

- Development/Alumni Printed Materials – 3
- Printed materials produced for university events – 77
- Communication pieces – 12
 - o Hoofbeats – 1
 - o Onward and Onward - 1
 - o From The President's Desk – 1
 - o President's Report Card to the Board – 1
 - o Program/Departmental Newsletters & Brochures – 8
- Marketing pieces produced – 22
- Designs for general university operations – 16
- Business cards produced – 60

Land Grant, community and campus community projects and events (supported by design work and support materials) – 9

Developed and distributed 20 press releases to the media.

ELECTRONIC COMMUNICATIONS

Electronic message board postings – 44

Digital signage postings – 84

**KENTUCKY STATE UNIVERSITY
BOARD OF REGENTS**

Audit Committee

October 23, 2009

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

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**KENTUCKY STATE UNIVERSITY
Regular Meeting of the
Audit Committee
Board of Regents
12:00 p.m., October 23, 2009
Board Room, Academic Service Building
Frankfort, KY**

AGENDA

- I. Call to Order
- II. Remarks from Audit Committee Chair
- III. Committee Agenda
- IV. Approval of Minutes, July 24, 2009, Meeting
- V. Internal Auditor's Report Dr. Ralph Kimbrough
- VI. Adjournment

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

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

Background:

The minutes of the Audit Committee meeting of July 24, 2009, require approval in order to become an official part of the committee records.

Recommendation:

The Audit Committee approve the minutes of the July 24, 2009, meeting.

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

Board of Regents
Audit Committee
12:09 pm, July 24, 2009
Frankfort, Kentucky

MINUTES

I. Call to Order

Regent Bearden, in the absence of Regent Willis, called the meeting of the Kentucky State University Board of Regents Audit Committee to order at 12:09 on July 24, 2009

II. Roll Call

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

Regent Karen Bearden-Present
Regent Stephan Turner-Present
Dr. Ralph Kimbrough-Present
A quorum was not established

III. Opening Remarks

Dr. Kimbrough presented the minutes of the April 24, 2009 Audit Committee meeting.

IV. Approval of Minutes

Action: Tabled as no quorum established

V. Internal Auditor's Report

Dr. Kimbrough talked about the audit activities since the last Audit Committee meeting. Dr. Kimbrough continued by stated that KSU is in the process of issuing a purchasing card. Dr. Kimbrough deferred the discussion of this card to Ms. Napier.

Ms. Napier talked about the beginning stages of adopting the "P" card (Procurement Card) and the process of training. Dr. Sias spoke about the university's decision to replace many procurement processes with the "P" card. Regent Bearden acknowledged the work of Ms. Napier. Dr. Kimbrough said the external audit was going well according to Ms. Johnson and Ms. Napier. Follow-up audits of the financial aid and Land Grant areas had also been done. A public relations announcement was

now being made on a daily bases regarding proper computer usage in reference to a previous audit of computer usage. A discussion of internet security ensued. Regent Bearden inquired about whether a Land Grant follow-up item had been properly addressed. The Internal Auditor assured the committee that he would check on all audit follow-up items.

Dr. Kimbrough reported on his continuing education. He attended professional seminars on self-assessment and white collar crime.

Dr. Kimbrough then discussed certain areas of current audit concerns. Dr. Kimbrough continued by stating that he is initiating a review of Office of Human Resources and the employee evaluation process. Regent Bearden inquired if there were current issues. Dr. Sias clarified that the Internal Auditor will be doing random checks to make sure that evaluations have been reviewed, that appropriate signatures had been affixed, and that appropriate follow-up of these evaluations had taken place.

Regent Landy commented that audits should speak to critical professional concerns. Dr. Kimbrough concluded the discussion by stating that the current proposed audit plan might include an additional audit of the Land Grant area as recommended by the current Compliance Officer.

VII. Adjournment

Action: Motion to adjourn by Regent Bearden, seconded by Regent Turner. Meeting was adjourned at 12:27 a.m.

Submitted by:

Approved by:

Dr. Ralph Kimbrough
Director of Internal Audit
Kentucky State University

Chair
Internal Audit Committee
Board of Regents

_____ Approved with no corrections
_____ Approved with corrections

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

To:	Board of Regents Audit Committee	Date:	October 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 July 1, 2009 through September 30, 2009, are presented for informational purposes.

Recommendation:

None.

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

KENTUCKY STATE UNIVERSITY
Internal Audit
Activities, Audits/Reviews, & Continuing Education
July 1, 2009 through September 30, 2009

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

Activities

The Internal Auditor provided over the normal budgeted hours for the external audit during the period of July 1, 2009 through September 30, 2009. In addition to this, the Internal Auditor completed and issued a report regarding the accounts payable and procurement process at KSU. In response to this audit, the audit client proposed certain recommendations such as implementing a procurement card, contacting KSU vendors in order to further educate these vendors of KSU policies, and issuing more purchase requisitions for recurring charges. In addition to this, an internal control review was performed of the football ticket inventorying and sales processes. This review resulted in a report that was should be finalized in October 2009. Again, the Athletic Director and the Internal Auditor agreed to improved procedures that would increase internal controls and reduced the possibility of intentional or unintentional errors in the inventorying or selling of event tickets. During this period an audit of Human Resources (HR) was initiated and a preliminary report was given to the Director of Human Resources. This audit will be finalized by October 15, 2009.

Continuing Education

The Internal Auditor organized a seminar for the Institute of Internal Auditors that was hosted at KSU on September 8, 2009. Some of the speakers at this seminar were Dr. Mary Sias, Dr. Laurie Hahn, Dr. Ivory Griskell, and Dr. Ralph Kimbrough. The topics that were covered included a review of IFRS (International Financial Reporting Standards), a discussion of university compliance, and a review of risk assessment. The Internal Auditor attended the 2009 Annual Conference for the Association of University and College Auditors in Minneapolis, MN. Dr. Sias was debriefed regarding some of the potential compliance risks (regarding research) to KSU that were discussed at this conference. Issues of research fraud were also discussed during this conference.

Recommended Changes Processing and Audit Plan

The Internal Auditor has made several recommendations to improve the operations of the university in the areas of accounts payable and procurement. Other changes regarding football ticket sales were also made as a result of the Internal Auditor's review. Recommendations have been made regarding the HR audit. Furthermore, with the advice and assistance of KSU's Compliance Officer, the Internal Auditor recommended changes to KSU's audit plan.