

**REPORT TO THE
BOARD OF REGENTS**



April 21-22, 2016

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
10:00 a.m. – Friday, April 22, 2016
Cooperative Extension Building, Conference Room
Frankfort, Kentucky
Regent Karen W. Bearden, Presiding

A G E N D A

- I. **CALL TO ORDER:** Regent Karen Bearden, Chair
- II. **ROLL CALL:** Gordon Rowe, Secretary
- III. **OPENING REMARKS:** Regent Bearden
- IV. **APPROVAL OF MINUTES:**

Action Item: Approval of Minutes from the January 21, 2016 Board Meeting
Approval of Minutes from the March 11, 2016 Board Meeting
- V. **COMMITTEE REPORTS:**
 - A. Academic Affairs Committee: Regent Elaine Farris
Academic Affairs Update

Action Item: Ratification and Approval of Conferral of Degrees
Action Item: Approval of Faculty Emeritus Status for Dr. George Shields
 - B. Student Affairs Committee: Regent Ekumene Lysonge
Student Affairs Update
 - C. Business Affairs Committee: Regent LaVaughn Henry
Business Affairs Update

Action Item: Approval of Enrollment Deposit
 - D. Audit Committee: Regent Mindy Barfield
Audit Update

Action Item: Approval of Receipt of FY15 A-133 Financial Audit

- E. External Relations and Development Committee:
External Relations and Development Update Regent Charles Whitehead
- VI. **TECHNOLOGY UPDATE:** Wendy Dixie, Acting Chief Information Officer
- Update on Oracle
- VII. **UPDATE AND APPROVAL OF STRATEGIC PLAN**
- VIII. **LAND GRANT REPORT** Kirk Pomper
- IX. **PRESIDENT’S REPORT:** President Burse
- Update on General Assembly Session
 - Ratification and Approval of Appointment of Rick Smith, Vice President for External Relations and Development
- X. **CLOSED SESSION:**
- A. Pending Litigation (KRS 61.810 (1)(c))
 - B. Individual Personnel Matters (KRS 61.810 (1)(f))
 - C. Property Acquisition (KRS 61.810 (1)(b))
- XI. **OPEN SESSION:** Regent Bearden
- XII. **CLOSING REMARKS:** Regent Bearden
- XIII. **ADJOURNMENT**

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
3:45 p.m., January 21, 2016
Cooperative Extension Building, Conference Room
Frankfort, Kentucky
Regent Karen Bearden, Presiding

MINUTES

I. Call to Order:

Chairperson Karen Bearden called the meeting of the Kentucky State University Board of Regents (the "Board") to order on Thursday, January 21, 2016, at 3:45 p.m.

II. Opening Remarks:

Chairperson Bearden welcomed the attendees to the Board meeting. Chairperson Bearden explained that due to inclement weather, the meeting schedule was compressed to one day, with committee meetings in the morning and the regular Board meeting in the afternoon.

III. Roll Call:

Secretary Gordon Rowe conducted the roll call:

Regent Mindy Barfield	<i>Present</i>
Regent Karen Bearden	<i>Present</i>
Regent Elaine Farris	<i>Present</i>
Regent Diamond Gordon	<i>Present</i>
Regent David Guarnieri	<i>Present</i>
Regent LaVaughn Henry	<i>Absent</i>
Regent Ekumene Lysonge	<i>Absent</i>
Regent Elgie McFayden	<i>Present</i>
Regent Syamala H.K. Reddy	<i>Absent</i>
Regent Charles Whitehead	<i>Present</i>
Regent Hettie Oldham	<i>Present</i>

Eight regents were in attendance and a quorum was established.

IV. Approval of Minutes:

Action: Regent McFayden made a motion to approve the minutes from the Board of Regents meetings held on October 23, 2015. The motion was seconded by Regent Gordon. The motion passed 8-0.

V. Committee Reports:

Chairperson Bearden requested that, due to time restraints, the committees only deal with Action Items. She asked that anyone interested in the details of the committee reports refer to the Report to the Board of Regents.

Academic Affairs Committee Report:

Action Item: Motion was made by Regent Farris and seconded by Regent Gordon to ratify Conferral of Degrees, December 2015 graduation. The motion passed 8-0.

Student Affairs Committee Report:

No action was taken in regard to the Student Affairs Committee Report.

Business Affairs Committee Report:

No action was taken in regard to Business Affairs Committee Report.

Finance and Audit Committee Report:

Action Item: Motion was made by Regent Barfield, on behalf of the Audit Committee, to accept the 2014-2015 Financial Statements and Report of External Auditors. Regent Farris seconded the motion. The motion passed 8-0.

Action Item: Motion was made by Regent Barfield, on behalf of the Audit Committee, to accept the Internal Audit Report. Regent Farris seconded the motion. The motion passed 8-0.

External Relations and Development Committee:

No action was taken in regard to the External Relations and Development Committee Report.

VI. Information Technology

Interim Chief Information Officer Wendy Dixie introduced the new Oracle Project Manager, N’Namdi Paskins. Ms. Dixie stated that the contract with TATA/TCS (“TCS”) was terminated due to the fact that TCS was not meeting expectations. Mr. Paskins stated that KSU is in discussions with another company, ERP Analysts, and its subcontractor, Advantum, to implement the Oracle PeopleSoft system. Mr. Paskins also stated that ERP Analysts and Advantum have presented a draft contract to KSU as of January 21, 2016. The KSU Executive Team will review and edit the contract and continue to work with ERP Analysts

and Advantum to negotiate the terms of a final contract between the parties. Regent Farris expressed concern that the project was off track and emphasized the need to make sure that ERP Analysts and Advantum provide the deliverables required. Ms. Dixie assured the Board that the KSU Executive Team will work diligently to make sure that any company selected for the implementation will provide the required deliverables to KSU. She also stated that she and the KSU Executive Team will provide the Board with regular timeline updates. She also reported that the target date for completing implementation of the Finance and HR parts of the Oracle ERP implementation was currently between October and December, 2016, and that the Student/Campus Solutions component of the implementation was scheduled to be completed between April and May, 2017.

No action was taken in regard to the Information Technology Report.

VII. Strategic Planning Process:

Melinda Impellizzeri gave an update on the Strategic Plan. She briefly outlined the first part of the plan, the Mission Statement and Vision Statement.

Chairperson Bearden stated that she had reviewed the Mission Statement and Vision Statement and neither statement was bold or comprehensive enough. A discussion ensued as to the needed elements of the Strategic Plan. Chairperson Bearden and Regent Barfield suggested that the President set a special meeting in March to review an updated version of the Strategic Plan consistent with the concerns and comments of the Board. President Burse agreed to schedule such a meeting.

Regent Guarnieri stated that student input must also be included in the strategic planning process. Regent Whitehead added that alumni must also be included in the process. Ms. Impellizzeri stated that both students and alumni were important stakeholders and that their input would be included in the Strategic Plan. Regent Barfield shared her concern that the Board had not been included enough in the process. Regent Bearden again addressed the need to make the Strategic Plan transformational and to focus on what KSU can offer that other schools cannot. She stated that there was a large gap between the plan as presented and the aspirations of the Board for the University. President Burse assured the Board that prior to the March special meeting to address the plan that his administration would do more to produce the deliverables the Board was seeking. He stated that the Strategic Plan must produce a “compulsion to change,” which was cited in the morning session by Dr. Terry MacTaggart as a key factor in the success of other schools that were able to transform their institutions.

No action was taken in regard to the Strategic Plan report.

VIII. Amendment to Board By-laws to Create Governance Committee:

Chairperson Bearden explained that creation of a Governance Committee would be in accord with best practices for high-performing boards and recommended that the Board amend the By-Laws to create a Governance Committee as a standing committee of the Board.

Action Item: Motion was made by Regent Barfield and seconded by Regent Gordon to amend the By-Laws to create a Governance Committee. The motion passed 8-0.

President Burse stated that the Governance Committee also needed a charter to define its purpose and govern its actions. He recommended that the charter supplied to the Board members in the Report to the Board of Regents be adopted by the Board.

Action Item: Motion was made by Regent Farris and seconded by Regent McFayden to approve the charter for the Governance Committee. The motion passed 8-0.

IX. Board Committees Charters

President Burse stated that all Board standing committees were reviewed to determine which ones had charters and no committee had a charter. To help the committees function more effectively, charters were created for all standing committees by President Burse and General Counsel. President Burse recommended that the Board approve the charters for the standing committees.

Action: Motion was made by Regent McFayden and seconded by Regent Farris to approve the charters for each standing committee of the Board. The motion passed 8-0.

X. Revised Non-Discrimination Policy

President Burse explained the University's Non-Discrimination Policy was described differently in various University documents and did not include a non-discrimination provision for sexual orientation. For purposes of consistency and expanded inclusion, the Non-Discrimination policy has been revised. President Burse recommended that the Board approve the revised policy.

Action: Motion was made by Regent Barfield and seconded by Regent Farris to adopt the revised Non-Discrimination Policy. The motion passed 8-0.

XI. Hazard Mitigation Plan

President Burse stated that a Hazard Mitigation plan had been developed for KSU. The University previously received a grant to develop a Hazard Mitigation Plan for the University. The plan was designed to reduce or eliminate long-term risk to human life and property from a variety of hazards. President Burse recommended that the Board accept and approve the Hazard Mitigation Plan.

Action: Motion was made by Regent Farris and seconded by Regent McFayden to approve the Hazard Mitigation Plan. The motion passed 8-0.

XII. President's Report

President Burse reviewed the Karla Hughes Report with the Board. The report highlighted several problems in the academic infrastructure and academic policies of the University. President Burse emphasized the need to revise University policies in accord with best practices in the academy. Karla Hughes recommended the use of an organization called The Registry to help reorganize Academic Affairs. President Burse supported this recommendation.

He also stated that the Faculty Senate must accept the need to change and must work to eliminate and streamline courses. He also stressed the need to complete the University Catalog and he assured the Board that the Catalog would be completed this semester. Board members expressed concern that the Catalog had not yet been completed. President Burse stated that there was a lot of work to do in a limited period of time to correct the problems cited in the Hughes Report.

Regent Guarnieri asked what steps the administration was taking to keep students and faculty accountable and responsible. President Burse stated that he has required attendance for students in all classes. Faculty members are responsible for enforcing this policy. He had also directed Lynda Brown-Wright and Gordon Rowe to revise faculty contracts.

The President reported there are many positives for the University. The retention rate has increased to more than 60%. The number of students with a 4.0 GPA has increased. The graduation rate has increased to more than 22%, even though more improvement was necessary.

The Board members expressed their support for the findings of the Karla Hughes Report and the measures she recommended to promote change in Academic Affairs.

XIII. Closed Session

Action: Regent McFayden made a motion to go into closed session to discuss personnel matters, pending litigation, and property acquisition pursuant to K.R.S. 61.810 (Kentucky Open Meetings Act). The motion was seconded by Regent Gordon at 4:55 p.m. The motion passed, and the Board went into closed session at that time.

No action was taken by the Board in closed session.

XIV. Open Session

The Board reconvened in open session at 5:10 p.m. Chairperson Bearden reported that the Board took no action in the closed session.

XV. Adjournment

Action: Chairperson Bearden called for a vote to adjourn. Regent Farris made a motion to adjourn the meeting. The motion was seconded by Regent McFayden. The motion passed 8-0. Chairperson Bearden adjourned the meeting at 5:11 p.m.

Submitted By:

Gordon A. Rowe, Jr., Secretary
Board of Regents
Kentucky State University

Karen W. Bearden, Chairperson
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

KENTUCKY STATE UNIVERSITY
Special Meeting of the Board of Regents
10:00 a.m., March 11, 2016
Cooperative Extension Building, Conference Room
Frankfort, Kentucky
Regent Karen Bearden, Presiding

MINUTES

I. Call to Order:

Chairperson Karen Bearden called the meeting of the Kentucky State University (“KSU” or the “University”) Board of Regents (the “Board”) to order on Friday, March 11, 2016, at 10:01 a.m.

II. Opening Remarks:

Chairperson Bearden welcomed the attendees to the Board meeting.

III. Roll Call:

Secretary Gordon Rowe conducted the roll call:

Regent Mindy Barfield	<i>Present</i>
Regent Karen Bearden	<i>Present</i>
Regent Elaine Farris	<i>Present</i>
Regent Diamond Gordon	<i>Present</i>
Regent David Guarnieri	<i>Present</i>
Regent LaVaughn Henry	<i>Present</i>
Regent Ekumene Lysonge	<i>Present</i>
Regent Elgie McFayden	<i>Present</i>
Regent Syamala H.K. Reddy	<i>Present</i>
Regent Charles Whitehead	<i>Present</i>
Regent Hettie Oldham	<i>Present</i>

Eleven Regents were in attendance and a quorum was established.

Regent Bearden stated at the beginning of the meeting that the principal purpose of the meeting was to discuss the Strategic Plan and that the meeting would not be adjourned until the Board had an acceptable Strategic Plan.

IV. Legislative and Budget Update:

Budget Update

Vice President for Business Affairs Gregory Rush gave the Budget Update. He reviewed the current year's budget and discussed the effect of the Governor's proposed cuts to higher education. He reported that the University had been on track to meet budget goals, in spite of lower enrollment, before Governor Bevin's proposed cuts. However, Mr. Rush stated that it would be very difficult to avoid a budget deficit without more cuts to the KSU budget if the Governor's proposed higher education budget reductions were approved by the state legislature.

A discussion ensued as to what steps were being taken to deal with potential budget cuts. Mr. Rush stated that, among other measures, President Burse has frozen all hiring and he is personally reviewing every expenditure. In response to a question regarding whether the University could draw money from its endowment to supplement the budget, Mr. Rush stated that it was unlikely such a move would be made during the remainder of the current fiscal year.

Mr. Rush stated that increased admissions could be an offset for the Governor's proposed budget cuts. A discussion was held as to how admissions could impact next year's bottom line. During the discussion, President Burse stated that his goal for Fall 2016 admissions is to bring in 600 new freshmen, not including transfer students. President Burse further stated that reaching that goal, along with goals for retention of current, non-graduating students, would significantly increase overall revenue.

President Burse also reported that Scannell & Kurtz is currently working with admissions through a program called TAG to help assist KSU in getting those 600 freshmen students. He said Scannell & Kurtz will help KSU in rebuilding its admissions infrastructure and training its employees in successful enrollment management techniques.

Regent Lysonge asked about the track record of Scannell & Kurtz. President Burse said that Scannell & Kurtz has driven enrollment increases at Western Kentucky University, Northern Kentucky University, University of Kentucky and University of Louisville and he is confident they can do the same at KSU.

Mr. Rush pointed out a correction to his Board Report. He stated that Investment Income on Statement of Revenue page is actually -\$46,000 not \$3,219,142. He said that this account was previously not reconciled as it should have been.

Legislative Update

President Burse reported that the state House of Representatives may offer some relief from Governor Bevin's proposed budget cuts. He stated that he has

explained the KSU story and its current transformation to the legislative leadership and he believes that they understand what KSU is trying to accomplish. He has met with the entire House leadership, the State Budget Director and the Governor. He stated KSU was being heard and was getting positive responses. President Burse stated he will continue to have dialogue with various government leaders.

President Burse also stated that the Governor had recently visited KSU and that the feedback from the Governor was very positive.

No action was taken in regard to the report.

V. Equal Opportunity Policy:

Vice President for Academic Affairs Lynda Brown-Wright and Assistant Vice President for Academic Affairs Deneia Thomas gave a report regarding the University's Equal Opportunity/Affirmative Action Plan. Dr. Thomas stated that the Plan in the Board Report book was presented to CPE January 25, 2016. There were four focus areas, Student Body Diversity, Student Success, Workforce Diversity, and Campus Climate.

In the area of student body diversity, Dr. Thomas reported that even though overall enrollment had declined over the last two years, KSU had experienced growth in the number of students enrolled from its Service areas. KSU has also retained a majority African-American student body.

A discussion was held in regard to the current diversity level among faculty and staff. Regent MacFayden stated that there are only 14 African-American teaching faculty. Regent Whitehead expressed concern that he does not believe that number has moved in more than 10 years. Regent Farris stated that faculty and staff should reflect the demographics of the student body.

Regent Bearden stated that the Board is not taking a policy position that only certain kinds of employees can teach or lead African-American or Kentucky students. She then stated that the Board is emphasizing the need for more diversity in faculty positions so that students can have the HBCU experience they expect, with at least some African-American faculty.

No action was taken in regard to the report.

VI. Strategic Plan:

Mission Statement

President Burse gave an overview of the Strategic Plan. He stated that the Mission Statement focuses on producing transformational societal leaders, who can contribute to a 21st century, global environment.

Regent Guarneri stated that one goal of the Strategic Plan should be that KSU's students become leaders in their communities and initiate transformational change in their communities.

Vision Statement

President Burse stated that the University wants to be a top-tier, nationally ranked liberal arts university by 2025. He also said that the Strategic Plan emphasized the need to contribute to and impact the larger community.

Regent Bearden stated that the Vision Statement more closely matches what the Board wanted and she appreciated that.

Values

President Burse explained that KSU will inspire its students. The values included in the Plan are designed to say what KSU stands for and where it is going as an institution. President Burse also discussed the four goals of the University: a) Maximize Student Success in an Inclusive and Diverse Environment, b) Build, Grow and Sustain Academic Programs of Distinction, c) Foster Strategic Partnerships and Outreach for Community Impact and d) Strengthen Organizational Infrastructure to Promote Optimal Efficiency. He stated that there are specific measurable objectives under each goal, which should promote achievement of those goals.

President Burse discussed each goal and the objectives under each goal:

Goal 1: Maximize Student Success in an Inclusive and Diverse Environment

1.1 Recruit, Retain and Graduate a Diverse Student Body.

1.2 Increase opportunities for students to Engage in Learning and Discovery, and achieve cultural competency.

1.3 Achieve excellence in teaching and scholarly/creative activities.

-reduce time to degree from 6 years to 4 years

Goal 2: Build Grow and Sustain Academic Programs of Distinction

- 2.1** Redesign the University's General Education Core to foster cross-disciplinary, experiential, and inquiry-based learning.
- 2.2** Create new and strengthen existing programs of distinction.
- 2.3** Develop a Cross-disciplinary, Common Freshman Project Experience.
- 2.4** Create Cross-disciplinary, Cross-functional Capstone Projects for Seniors.

Goal 3: Foster Strategic Partnerships and Outreach for Community Impact

- 3.1** Develop Partnerships and Articulation Agreements with Public and Private Educational Institutions.
- 3.2** Promote Regional Economic and Entrepreneurial Development to Support Job Creation in the Commonwealth.

Goal 4: Strengthen Organizational Infrastructure to Promote Optimal Efficiency

- 4.1** Support a work environment that empowers its members by providing training and opportunities for professional development that increase productivity by improving accountability. Introduce a system that encourages merit and outstanding performance.
- 4.2** Develop a flexible and accountable management plan to increase the University's transparency and shared governance.

Regent Bearden stated that KSU must create "pillar programs." She used the Education Department as an example and stated that the University has a long, tremendous history of producing good teachers that must be continued. President Burse stated that the Education Department is not at the level it should be but his intent is for every program on campus to have the opportunity to create cutting-edge, world-renowned programs.

A discussion ensued, during which Regent Farris and Regent Barfield stated that the Strategic Plan should guide the University in developing world-renowned programs.

Regent Reddy emphasized the needs of the Nursing Program. President Burse stated that KSU needs a new nursing facility and needs to add a BSN program to its offerings.

In regard to the Whitney Young program, President Burse stated that he would like to enhance the program and take it back to its roots as a leadership-focused program. He stressed that the Whitney Young program, along with all student education programs, must emphasize development of the whole student.

President Burse also mentioned that the Registry consultants will be on campus later in March. They will be working to restructure the academic processes at KSU and will begin with the evaluation of academic policies and programs.

A discussion was held in regard to how to measure achievement of goals and objectives for development of academic programs. President Burse stated that there will be real, measurable goals for each department and a responsibility for annual departmental reports. Regent Bearden suggested that the administration should look at how programs are accredited. She asked that all accreditations be reviewed to determine whether KSU is using the best accrediting bodies for all programs.

President Burse also discussed the Strategic Partnerships Goals. He stated that KSU needs more partnerships with other regional programs. KSU must also work on regional economic growth and entrepreneurial projects.

Regent Whitehead asked how KSU can ensure that the Strategic Plan is followed. President Burse stated that having measurable metrics, regular reports, annual evaluations, and accountability will create academic programs of distinction and create success stories.

Regent Guarneiri stated that everyone has to be invested in the Strategic Plan. He was impressed with the Strategic Plan but stated that everyone has to be committed to get it implemented. Those comments were echoed by Regent Bearden.

President Burse stated he will present the final version of the Strategic Plan at the Board's regular April meeting.

No action was taken in regard to the report.

VII. Adjournment

Action: Chairperson Bearden called for a vote to adjourn. Regent Henry made a motion to adjourn. The motion was seconded by Regent Reddy and passed 11-0. Chairperson Bearden adjourned the meeting at 12:05 p.m.

Submitted By:

Gordon A. Rowe, Jr., Secretary
Board of Regents
Kentucky State University

Karen W. Bearden, Chairperson
Board of Regents
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

Kentucky State University

Board of Regents Meeting

Academic Affairs Committee

April 21, 2016

Regent Elaine Farris, Chairperson

Regent Mindy Barfield

Regent Elgie McFayden

Regent Syamala Reddy

Regent Diamond Gordon

Lynda Brown-Wright, Ph.D.

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Academic Affairs Committee
April 21, 2016
Cooperative Extension Building, Conference Room
Frankfort, Kentucky

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KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Academic Affairs Committee
April 21, 2016
10:00 am to 12:00 pm
Cooperative Extension Building, Conference Room
Frankfort, Kentucky

AGENDA

- | | |
|---|---|
| I. CALL TO ORDER: | Regent Elaine Farris
Chairperson |
| II. ROLL CALL: | Lynda Brown-Wright
Vice President for Academic Affairs |
| III. OPENING REMARKS: | Regent Farris |
| IV. APPROVAL OF MINUTES: | Regent Farris |
| V. EXECUTIVE SUMMARY REPORT: | Lynda Brown-Wright |
| VI. ACTION ITEMS:
Faculty Emeritus
Authority to Confer Degrees | Lynda Brown-Wright |
| VII. ADJOURNMENT: | Regent Farris |

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Academic Affairs Committee
January 21, 2016
2:00 p.m. to 2:55 p.m.
Cooperative Extension Building, Conference Room
Frankfort, Kentucky

MINUTES

Regent Elaine Farris, Chairperson, called the Academic Affairs Committee meeting of the Kentucky State University Board of Regents to order at 2:00 p.m. on January 21, 2016. Regent Farris asked the secretary to call roll:

Elaine Farris	Present	Syamala Reddy	Not Present
Mindy Barfield	Present	Diamond Gordon	Present
Elgie McFayden	Present		

A quorum was declared.

Approval of Minutes

Minutes of the October 22, 2015, meeting were approved. Motion was made by Regent McFayden and seconded by Regent Gordon.

Vice President's Report

Dr. Lynda Brown-Wright began the meeting by providing a midterm grade analysis. She explained that the purpose for examining midterm course grades was to provide a checkpoint for both students and faculty to evaluate where they stand and what needs to be improved so the student will be successful. Overall, midterm grades for fall 2015 have improved. There were more A's earned overall than D's, F's, & W's combined. The same pattern was evident for the final fall semester grades compared to fall 2015. There was an overall increase in satisfactory grades earned and a decrease in D's, F's, & W's for midterm and final grades earned.

Questions were asked about what was being done to improve students' grades. Dr. Brown-Wright stated that the University was working with faculty to ensure the students were getting the support they needed, Professional development and accountability will be utilized to ensure faculty have the skills to provide the best classroom environment that will promote academic success among KSU students. Dr. Erin Wheeler then discussed academic support and what the Student Support Center was doing to assist students achieve and perform better in their courses.

Dr. Brown-Wright gave a follow-up on the plan of action for the recommended policy for on-line classes. She had asked the Faculty Senate Academic Policies Committee to make recommendations to Academic Affairs. They made the following recommendations:

1. Define Courses: traditional, hybrid, or virtual?
2. Changes in Course Modality: shall not be altered once students have started enrolling.
3. First Day of Classes for Hybrid and Virtual Classes should be the same as traditional.
4. Non-Attendance for Hybrid and Virtual Courses should be reported.
5. A Director of Online Programs should be appointed.
6. A University-wide Distance Education Committee should be formed.
7. Procedure to Develop Hybrid and Virtual Courses should be defined.
8. First-Year Students should not be allowed to take Virtual Courses except Under Extenuating Circumstances that must be approved.
9. Evaluation Form for Virtual Courses should be used.

A discussion ensued on the policy for on-line classes. The recommendations proposed were driven by a need to define what the University means by virtual and hybrid courses. The Academic Policies Committee determined the best way to develop and maintain consistency in on-line instruction was to ensure that courses are developed and reviewed by a defined process. The Academic Policies Committee proposed that Director of On-line Programs would work as a “quality assurance” individual who would then review courses and make suggestions for revisions. It was unclear if this person will be a new position or added to the duties of an existing employee.

Dr. Brown-Wright gave an update on the Department Chairs search. She reported over 1200 applications had been received. Review of applications would begin January 29, 2016. She further reported that Human Resources was evaluating the criteria to ensure the candidates met the minimal criteria. She also shared that search committees had been formed. Appointments for beginning work of successful candidates would be on an ongoing basis.

Chairperson Bearden inquired about articulation agreements, specifically how the University decided with whom to have an articulation agreement. President Burse stated there was no set process, however it was based on the need of the University and if the relationship will benefit KSU students. He further stated, the agreements that KSU has are shared with the students by information boards, on-line, and faculty.

Dr. Brown-Wright gave an update on the 2010 Cohort. She reported there were 34 students currently enrolled for spring 2016 who have 94+ credit hours earned. Student Support Services has been tasked with monitoring these students. Dr. Wheeler has followed up with instructors and advisors on students’ progress. Five students had passing grades as of December 4, 2015. Two remaining students failed to take advantage of assignment extensions and resubmissions and were ultimately

unsuccessful. One student passed the needed course and graduated; another student who registered for two courses was successful in one course but failed the other one. Other students from the cohort are being contacted so staff can provide intense services to ensure they graduate. Fifty-dollar book store cards are being offered as incentives to get students to come in for face-to-face meetings with Student Support Services.

There are five students enrolled for Spring 2016 with less than 91 credit hours earned but can still potentially graduate by the end of Summer 2016. There are twelve students who were not enrolled for fall 2015 who had earned 91-154 credit hours. Student Support Services was working on contacting those students to assist in getting them back to Kentucky State University.

In the interest of time, Regent Farris stated that other items from the Board report would not be reviewed during the committee meeting

ACTION ITEM: A motion was made to ratify, approve and confer the appropriate degrees upon students who completed degree requirements and graduated on December 19, 2015 by Regent Farris and seconded by Regent Gordon. The motion passed unanimously.

After discussion Chairperson Bearden wanted it noted she would like an interim Report on April 11, 2016, with the updates to the following:

- Mid-term grades for Spring 2016
- Post Tenure Reviews
- Department Chair Hiring process
- 2010 Cohort Enrollment
- Update on Spring 2016 Enrollment

Adjournment

Motion for adjournment of the Academic Affairs Committee meeting was made by Regent McFayden and seconded by Regent Gordon. The motion passed unanimously. The meeting was adjourned at 2:55 p.m.

Submitted by:

Approved by:

Dr. Lynda Brown-Wright
Vice President for Academic Affairs

Regent Elaine Farris
Chairperson
Academic Affairs Committee

_____ Approved with no corrections

_____ Approved with corrections

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Academic Affairs Committee
April 21, 2016
Cooperative Extension Building, Conference Room
Frankfort, Kentucky

I. Response to January Academic Affairs Inquiries

- 1. Please be sure that all of the professors have prepared syllabus for students on the first day of class. Students have a right to know the expectations for each class the first day the class meets and that the professors explain those expectations.**

The faculty have been reminded about the syllabus expectation on numerous occasions and again at the recent Faculty and Staff Institute. They are aware that it is their responsibility to provide a syllabus for the first day of class. They are also expected to thoroughly go over the syllabus with their students. Electronic copies of the syllabi for each course offered during 2015-2016 academic year have been collected by Academic Affairs and hard copies have been submitted to the Library.

- 2. What are some examples of 200 level IGS classes?**

IGS 200: The Ancient World

IGS 201: Convergent Traditions from Late Antiquity to the Renaissance

- 3. Do the UNV classes have a viable and guaranteed curriculum? What is the purpose/mission of the UNV classes? Who teaches the UNV classes and how often are the classes scheduled to meet? Why do freshmen fail UNV classes?**

The UNV 101 curriculum is based on 1st-year retention research, namely Tinto's Student Departure Theory, which outlines six main issues that contribute to attrition.

1. Lack of college level study skills
2. Inability to manage time and responsibilities
3. Lack of engagement and connection to the university
4. Inability to manage finances
5. Inability to establish identity in the college environment
6. Lack of personal and career goals

Prior to her employment at KSU, Dr. Wheeler was on the freshman orientation design and implementation committee at Louisiana State University. The committee completed an in-depth study of current best-practices in extended orientation courses. Shortly after Dr. Wheeler's arrival at KSU, she modified the curriculum to align with best practices in extended orientation courses. Dr. Wheeler feels confident that the curriculum is viable but cannot guarantee as this was her first experience with using these particular topics and activities. After observing UNV 101 courses throughout the fall semester, Dr. Wheeler developed an understanding of common issues that KSU Freshmen experience. These issues include personal decision-making related to alcohol, drugs and weapons, and mental health, as well as knowledge of KSU scholarships. While the course addressed the six main issues in Tinto's Student Departure Theory, the curriculum lacked emphasis on the previously mentioned KSU specific student issues.

Because there was less than a month between Dr. Wheeler's arrival and the beginning of the fall 2015 semester, there was not enough time to redesign the course. However, a new UNV curriculum and design will be implemented in fall 2016. The UNV 101 design committee has chosen to move from the traditional, lecture format to a service-learning, project-base course.

There are four principles of service learning:

1. Engagement – Does the service component meet a public good?
2. Reflection – Is there a mechanism that encourages students to link their service experience to course content and to reflect upon why the service is important?
3. Reciprocity – How will students and the community teach and learn from one another?
4. Public dissemination – Is service work presented to the public or made an opportunity for the community to enter the public dialogue?

As the result of the change in instructional design, the course objectives have been updated. Below are the UNV 101 student learning objectives/outcomes for fall 2016:

I. Foster Academic Success

As a result of successful completion of this course, students will:

- a) Adapt and apply appropriate academic strategies to their courses and learning experiences.
- b) Use critical thinking, written and oral communication to discover, develop, and articulate ideas.

- c) Identify and apply strategies to effectively manage time and priorities.

II. Help Students Discover and Connect with Kentucky State University

As a result of successful completion of this course, students will:

- a) Identify appropriate campus resources and opportunities that contribute to their educational experience, goals, and campus engagement.
- b) Develop and apply skills that contribute to building positive relationships with peers, staff and faculty.
- c) Describe what it means to be a KSU student in the context of the history, traditions, expectations, and culture of the Kentucky State University as a Historically Black College and University (HBCU).

III. Prepare Students for Responsible Lives in a Diverse, Interconnected, and Changing World

As a result of successful completion of this course, students will:

- a) Examine how their background and experiences impact their values and assumptions and explain the influence these have on their relationships with others.
- b) Describe and explain the implications of individual decisions related to overall wellness in small group discussions.
- c) Acquire and apply personal financial skills relevant to the successful management of college expenses.
- d) Describe and demonstrate principles of responsible citizenship within and beyond the campus community with the completion of 10 hours of community service, reflective writing assignments and a culminating final project.

In addition to updating the student learning outcomes for UNV 101, new course requirements were created to align with the four (4) principles of service learning and the updated course objectives. Below is the draft of course requirements for the fall 2016 UNV 101 courses.

Draft of New UNV 101 Course Requirements

Requirement	Percent	Description
Academic Service Learning Project	35%	The project will include 10 hours spent on service at one agency over the course of the semester; a time-log; documentation of work (e.g. photographs, samples of work); three (3) page final reflection paper that connects activities to course objectives; and an oral/multimedia presentation to university and community stakeholders.
Campus Connections and Resource Activities	31%	Students will report on three campus connections made throughout the semester. Instructors will also create activities that will aid in helping students become familiar with student services and resources.
Participation/Attendance	24%	Attendance points includes points for mandatory attendance to University Convocations.
Textbook/In-class Activities	20%	Students will complete traditional textbook assignments such as learning style assessments, goal setting, personal budgets, and resumes.

Exit surveys, completed at the conclusion of fall 2015, revealed that the move to a service learning format is in line with student opinions. For example, while many students believed UNV 101 has helped them, they suggested that the course can be improved by adding more activities outside of the classroom, more group projects, and more group community service projects.

As far as students' individual performances, the students who failed UNV 101 did not attend class, neglected to do assignments, disregarded community service requirements and failed to take advantage of multiple opportunities to make-up work and receive bonus points. Many just did not take the class seriously. Dr. Wheeler met with instructors every two weeks to discuss course progress and student performance. Instructors were at a crossroad between being understanding of and forgiving the behaviors of 1st-year students and doing students a disservice by not helping students learn the consequence of neglecting academic responsibilities. Instructors understood that this course should not be a reason to pull down the GPA of our 1st-year students. However, the course needed to be taken as seriously as other courses.

Dr. Wheeler is hopeful that the redesign for fall 2016 can help these issues in the following ways:

- Increase engagement to encourage class attendance
- Reduce the amount of homework as to not take away from core courses
- Increase students commitment to KSU
- Improve personal responsibility

Prior to Dr. Wheeler's arrival, UNV 101 was taught by instructors who did not have a full load and assigned to UNV courses at the last minute. When assigned the responsibility of coordinating the course, Dr. Wheeler recruited staff from the Office of Academic Support and the Office of Student Life who were willing to teach the course.

According to the University Catalogue, UNV 101 is a two credit-hour course that is required to meet two hours a week.

4. Who is responsible for the implementation of online improvement plan?

The Vice President of Academic Affairs will be responsible for the implementation of the on-line improvement plan.

5. How do we determine which institutions of higher learning that we have articulation agreements with? Have we considered agreements with EKU's criminal justice department and UL's Speed School?

There is currently no formal process that the University has with regard to articulation agreements. Approaches have varied with respect to individual programs and decisions are usually based on how the program or entity is a benefit to KSU students and/or KSU.

6. What is the timeframe for implementation of the Student Success Collaborative (retention management system)? Who will be trained to use it?

It is the expectation that the system will be implemented within 9 months or by the beginning of the fall semester (**see Appendix A for Implementation Schedule [page 54]**). All advisors and faculty will be trained as well as all staff that interact with students (i.e., Financial Aid, Health Center, tutors and instructional counselors). Dr. Erin Wheeler, Dr. Lynda Brown-Wright, and Wendy Dixie make up the Leadership Implementation Team. The initial Leadership Team meetings are being held via teleconference and the Educational Advisory Board representatives are scheduled to come to KSU on April 19th, for a formal Kick-Off event.

7. The participation data for Race to the Finish are disappointing. Why do this if we are not requiring students to attend? Please explain. How many of the students that were contacted to attend AMP actually attended?

The Race to the Finish workshop was a required initiative. The additional study sessions were not. Without any serious repercussions, students do not take mandatory seriously. All flyers stated that it was mandatory to attend workshops. Students received an email from Dr. Wheeler stating workshops were mandatory. CAPS advisors also contacted students.

The probation intervention (AMP!) tested the use of academic holds for those students who neglected to attend required workshops. This did have a moderate impact on attendance during the workshops held prior to beginning of classes on January 14-15th. Approximately 30% of students attended the first three workshops. During the second week of classes, the Academic Support staff worked with Residential Life to distribute second warning letters to students living in residential halls who did not attend the initial workshops. The second letter warned students that their student identification card services would be disrupted if they did not contact CAPS, register and attend a make-up workshop. Staff also sat in front of the cafeteria to meet with students in the days after the second letter was distributed. While 163 students were required to attend AMP, 65 of the students required did not enroll for the spring 2016 semester which reduced the number of students that were targeted for the intervention to 98 students. To date, 63% (62/98) of students required to attend academic probation workshops have attended. At midterm, 39% (24/62) of students who attended the AMP workshops and follow-up meetings have shown an improvement in their midterm grades as compared to their fall 2015 GPA. Staff will continue to work to improve attendance and participation in these types of initiatives.

AMP! Academic Probation Attendance and Midterm Summary							
Classification	Attendees			Non-Attendees			
	Improved	Not Improved	Total Attended	Not Enrolled	Enrolled		Total Non-Attended
					Improved	Not Improved	
Freshmen	23	32	55	44	8	12	20
Sophomore	1	4	5	9	4	9	13
Junior	0	1	1	4	1	0	1
Senior	0	1	1	8	1	1	2
Total	24	38	62	65	14	22	36

8. Suggestion: If returning students have less than a 2.5 GPA at the end of a semester we should provide documented mentoring and academic support starting the new semester.

This is a great idea. The retention management software, Student Success Collaborative, will help us to create more interventions and measure their effectiveness in the 2016-2017 academic year.

9. Was the mentoring initiative successful?

The true outcome of the mentoring initiative cannot be accurately determined. The pilot implementation faced several challenges that made it difficult to evaluate the true impact of the program. These challenges include:

- Students not responding to mentors' outreach attempt.
- Some mentors were hesitant to initiate contact without proper training.
- There was not enough faculty or staff to match all 1st-year students with mentors.
- Mentors have not been receptive to completing activity surveys at least twice per month. The three-minute survey was designed to track participation of both the mentor and the mentee.

As a result of the above challenges, there were only 134 mentor-mentee pairs established, in which only 47 mentors have reported mentoring activity. The data from the initial mentoring activity reports show that the program can be beneficial in assisting students. Analysis of the activity reports show that the two most common ways that mentors engage are through meeting face-to-face and through attending mentees' extra-curricular activities. Moreover, academic support and social issues are the topics in which students seek the most advice. While the results from the activity report give some insight into the mentoring initiative, the data is not as accurate as it can be, as there are mentors meeting with students but not reporting data.

An end of the year wrap-up meeting is scheduled for May 20, 2016 with mentors to discuss areas of improvement for the program moving forward. The Office of Academic Support has been focused on improving the program for the 2016 cohort. Improvement and additions for 2016-2017 include:

- Summer mentor recruitment campaign that will solicit faculty, staff and local alumni to become mentors to the Class of 2020.
- Summer mentor training and program kick-off prior to Welcome Week. Training will emphasize the importance reporting mentoring activity.
- Mentor match and communication to begin prior to students arriving for the fall semester.
- Inclusion of mentor/mentee activities during Welcome Week.

Although there are improvements planned for the program, there are barriers that still remain for the program. These barriers include:

- Not enough faculty and staff signing-up to become mentors, especially to serve 600 new freshmen.
- Lack of effective consequences to students not participating.

However, despite the barriers, the mentoring program has the potential to be an effective student success initiative for 1st-year students.

10. Board members want to know if there are certain classes/programs where students have low grades consistently.

Percent DFWs BY COURSES (10+ Students Enrolled)

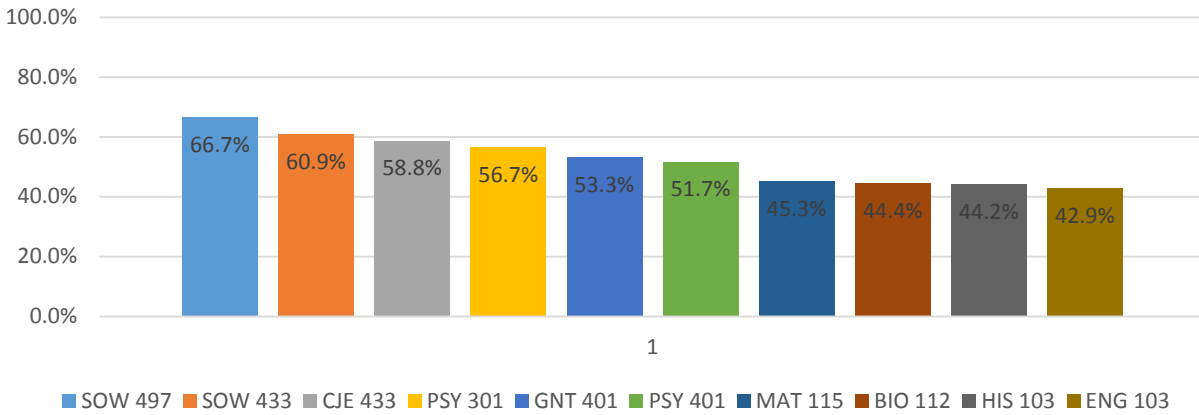
The following charts represent the courses offered in the fall 2014, spring 2015, and fall 2015 semesters, with an enrollment of 10 or more that contained the highest number of D's, F's, and W's.

Of the ten highest courses in the fall 2014 semester, six courses were upper level courses at the 300-level or 400-level, ranging from 66.7 percent to 51.7 percent. The remaining four courses (MAT 115, BIO 112, HIS 103, and ENG 103) were 100-level courses traditionally enrolled in by freshmen with a DFW rate that ranged from 45.5 percent to 42.9 percent.

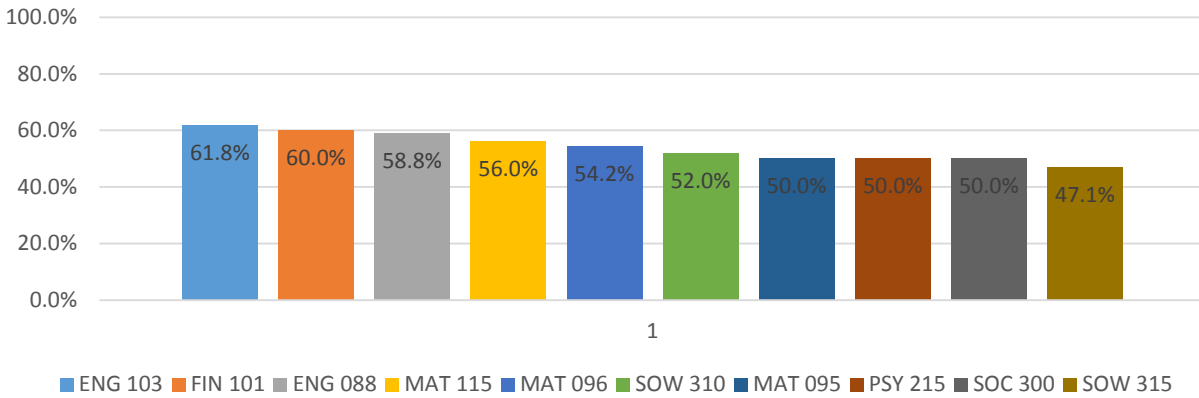
In the spring 2015 semester, the courses with the higher DFW rates were developmental courses (ENG 088 and MAT 096), 100-level, and 200-level courses, ranging from DFW rates from 61.8 percent to 50 percent. Courses at the 300 and 400 levels only accounted for three of the ten highest courses and were all in the same discipline of Social Work.

In the fall 2015 semester, there was a significant decline in the DFW rate from 43 percent to 27 percent. Of the ten courses with the highest DFW rate, six courses were 100-level courses, including introductory courses in Mathematics and English, two were 200-level, and two were 300-level. The decline with the DFW rate may be attributed to the accelerated learning model as well as the inclusion of Supplementary Instruction (SI) leaders in high-risk courses.

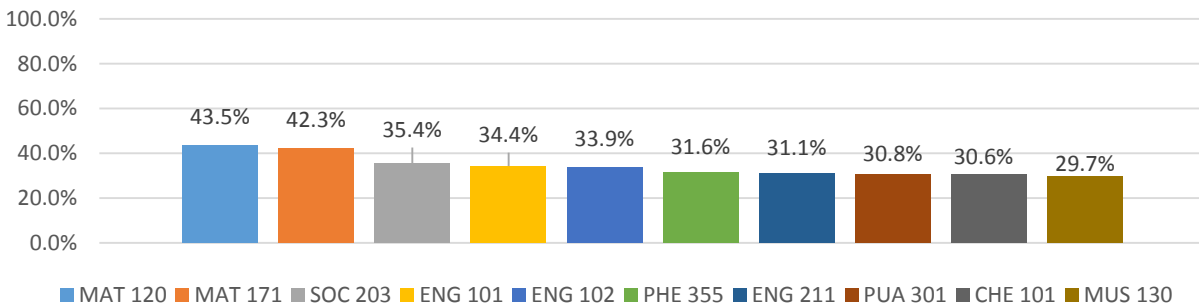
Fall 2014 Percent DFWs



Spring 2015 Percent DFWs



Fall 2015 Percent DFWs



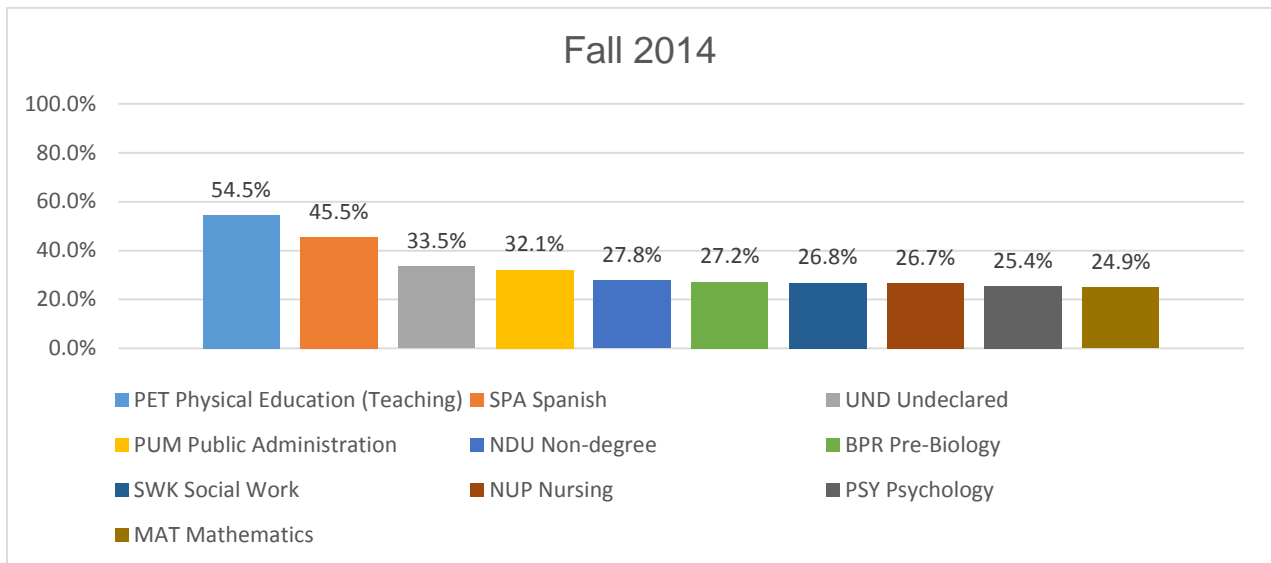
Percent DFWs BY MAJOR (10+ Students Enrolled)

The following charts represent those majors in the fall 2014, spring 2015, and fall 2015 that have at least a 30% DFW rate within the discipline.

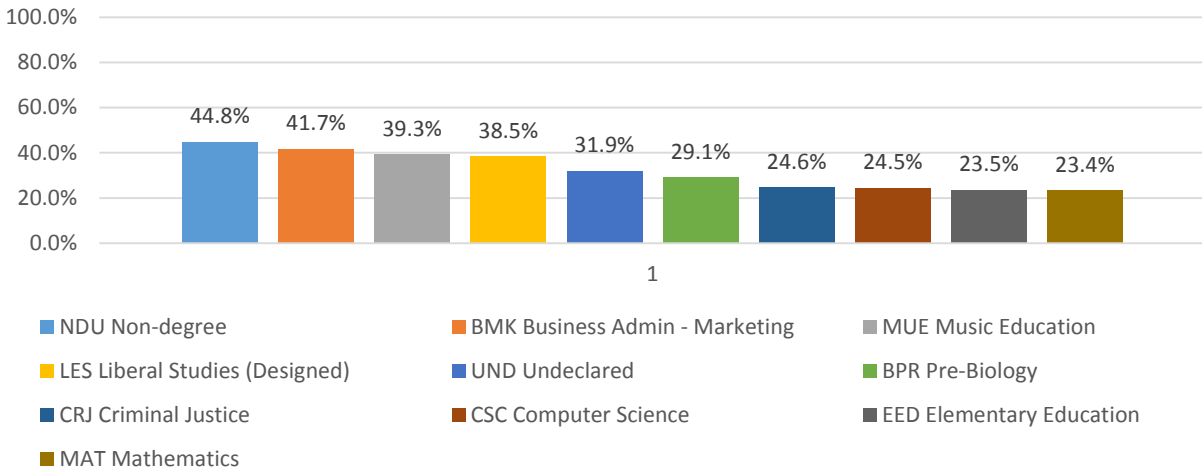
In the fall 2014 semester, Physical Education (Teaching), Spanish, and Public Administration had a DFW rate of 54.5 percent, 45.5 percent, and 32.1 percent, respectively. Those students who had not yet declared a major, collectively earned 32.1 percent DFW rate; it is important to note that 775 students in the fall 2014 semester were classified as Undeclared majors.

In the spring 2015 semester, those students classified as Non-degree seeking had a DFW rate of 44.8 percent; the number of students in this category was 453. Business Administration—Specialization in Marketing majors had a 41.7 percent DFW rate. Music Education majors earned a 39 percent DFW, and the student-designed, Liberal Studies major earned a 38.5 percent DFW rate.

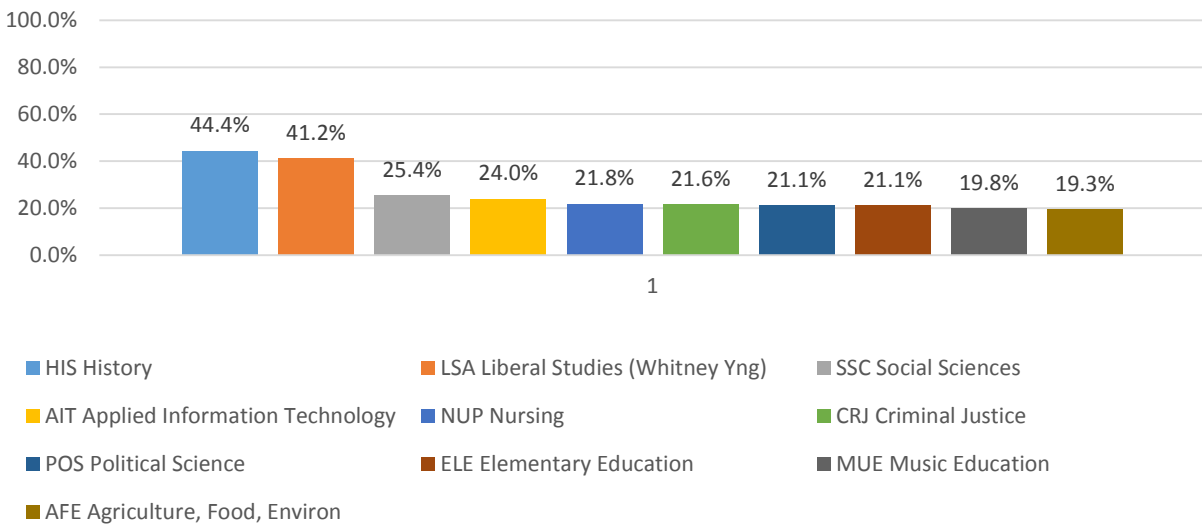
In the fall 2015 semester, only two majors earned a DFW rate above 30 percent. History earned a 44.4 percent DFW rate, and the Whitney Young Liberal Studies major had a DFW rate of 41.2 percent. While fall 2015 had only two majors that had more than 30% of the students to earn a D, F, or W, further analyses are needed to understand whether it represents a downward trend. An assessment of final grades as well as a comparison with the pattern of grades earned in future semesters will provide data points and valuable insight as programs are assessed.



Spring 2015

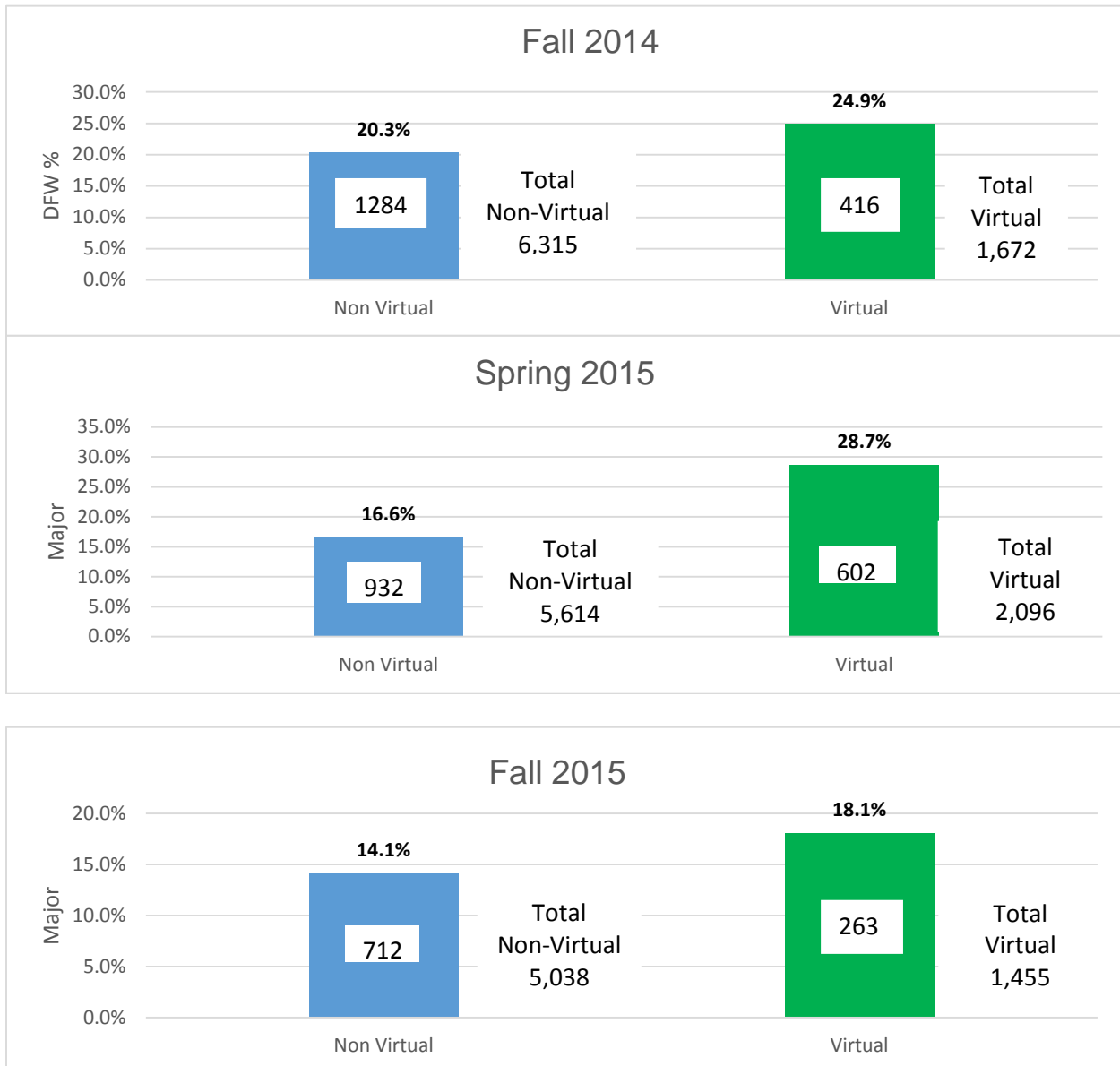


Fall 2015



Percent DFWs by Type of Course (Non-Virtual & Virtual)

The graphs show that for fall 2014-Fall 2015, more students took Non-Virtual (classroom) courses than Virtual (online) courses. However, those who took Virtual (online) courses were slightly more likely to earn DFWs than those who took Non-Virtual (classroom) courses, as a percent taken in each modality.



Faculty with Highest DFW Percentages

Some faculty (approximately 3) were consistently listed in the Top 10 Faculty with the most students earning DFWs for fall 2014, spring 2015, and fall 2015. These data do not indicate why this was the case. Overall, the number of DFWs given by faculty have decreased from fall 2014 to fall 2015 (highest percentage from 78% to 59%). Additional analyses are needed to further understand these trends.

Sokes, Karah	55.6%	Lovell, Florence	77.4%	Johnson, John	58.5%
Lovell, Florence	55.4%	Yetter, Erin	60.0%	Smith, Peter	47.9%
Vedder, Catherine	54.3%	Heavin, Karen	54.6%	Gafford-Williams, Tia	41.0%
Ellis Hebble, Sara	53.3%	Stokes, Karah	53.3%	Vedder, Catherine	39.7%
Kashan, Fariba	49.4%	Amusan, Ibukun	48.5%	Kashan, Fariba	37.7%
Bowers, Janice	48.0%	Ward, Elliot	47.9%	Stokes, Karah	31.6%
Singletary, Gilbert	44.5%	Hayes, Shirley	46.4%	Mustafa, Saleema	31.5%
Davis, Willie	42.6%	Vedder, Catherine	46.2%	Griffin, Robert	29.4%
Heavin, Karen	39.6%	Kashan, Fariba	44.6%	Shields, George	27.3%
Hayes, Shirley	39.6%	Greeman, Omar	44.2%	Merlino, Mara	26.7%
Fall 2014		Spring 2015		Fall 2015	

11. Also, we continue to hear that students are taking classes out of sequence and or taking classes they do not need. Is it possible to have a report run that can give us an indication about where this is happening and why it is happening?

There have been instances where students have been misadvised. In some cases, students have been placed in courses that they did not need, especially among transfer students. Additionally, there have been cases in which students were advised to take courses they were not prepared because they either had not taken, or had not successfully passed, the prerequisite for the course. There have been instances in which students were misadvised that they had met the requirements for graduation however, they had not because their course requirements were not calculated correctly. There have been situations in which students have been allowed to take a full load of on-line courses when they had not shown adequate academic progress that would indicate their success in online courses. In fact, in some cases, the students had shown that they would not be successful in a full load of on-line courses. Department chairs have placed greater emphasis on advising and as of the fall 2015 semester, the administration is holding professors/advisors accountable for the misadvising that occurs by reprimand and by more supervision by department chairs. Additionally, the Student Success Collaborative, which is a software platform that will allow the University to work smarter to meet the needs of its students, is expected to greatly assist with advising. It will provide data supported information to guide students to programs that best fit their abilities and interests. An added bonus is the research component that allows one to use a vast library

of research reports at the Education Advisory Board or to request a new study if nothing exists in their current resource center. The Student Success Collaborative provides useful tools to keep students on track so that they finish and move into the workforce in a timely manner, and in a manner that is tailored to their specific needs and where they can achieve success.

II. Spring 2016 Midterm Grades Overview

The highlights provide the overall student midterm grades for spring 2016, specifically highlighting the freshman fall 2015 cohort. In addition, there are comparisons with spring 2015-midterm grades. Institutional Research provided the total raw data counts and percentages for grade, instructor, class, and course.

Overall data information for the spring 2016 midterm grade analysis identifies progress answering the following questions:

- Are there more A's, B's, and C's than D's, F's, and W's for the spring 2016 midterm?
- Are there more A's, B's, and C's than D's, F's, and W's for the students in the fall 2015 cohort?
- What are the courses with the most D's, F's, and W's?
- Is there an overall increase in A's, B's, and C's for the spring 2016 midterm grades than the spring 2015 midterm grades?

Findings

Findings are based on grades submitted. Results concur with the fall 2015 midterm grades, with the total counts revealing for all the spring 2016 midterm grades submitted, there were more A grades earned (n=2000; 31.9%) than all Ds, Fs, and W grades combined (n= 1,104; 17.6%).

Likewise, for the fall 2015 cohort, there were more A grades earned (n= 336; 21%) than the entire cohort D's, F's, and W's combined (n= 229; 19%). From a total of 1615 grades, 54.1% of the spring 2016, fall 2015 cohort grades were A's, B's, and C's.

Overall, courses with the majority of D's, F's, and W's for spring 2016 were from Spanish (SPA); Music Education (MUE); Business Administration, Marketing specialization (MKT); Finance (FIN), and English (ENG). This count includes courses with 30% or above DFW rate with an enrollment of 15 or more students. The chart that follows demonstrates the DFW rate for spring 2016 for courses in these disciplines.

Spring 2016 Midterm DFW Rate (Top Five Disciplines)

Course Subject	A	B	C	D	F	I	NA	P	W	(blank)	Total	ABC	DFW
SPA	23	38	37	20	44						162	60.5%	39.5%
MUE	4	6	1	4	3						18	61.1%	38.9%
MKT	12	20	8	7	15						62	64.5%	35.5%
FIN	9	17	15	8	11				1		61	67.2%	32.8%
ENG	93	97	95	44	96	2	2			1	430	66.3%	32.6%

The spring 2016 midterm comparisons are comparable to the fall 2015 midterm grades, revealing that students have earned more A's and a fewer D's, F's, and W's (see **Appendix B** for fall 2015 and fall 2014 Midterm Grades [page 59]). While the increase in A's and B's are a notable high point in our academic progression, the best overall indicator is that KSU students earning midterm grades of Fs have decreased. For instance, in the spring of 2015, 66.4% of all grades earned were ABC's and 20.7% were DFW's. In contrast to this spring 2016, 70% of all earned grades were ABC's and 17.6% are DFW's. Particularly, for spring 2015 midterm grades for fall 2014 cohort, 37.1% were ABC's and 27.5% were DFW's. In comparison to spring 2016 midterm grades for fall 2015 cohort, 54.1% were ABC's and 18.5% were DFW's.

Spring 2016 Midterm Grade Totals											
Class	A	B	C	D	F	I	NA	P	W	(blank)	Total
FR	336	293	244	121	178	1	7	3		432	1,615
SO	284	260	228	104	197	3	1	2		73	1,152
JR	450	323	228	106	143	5	3	2		79	1,339
SR	731	431	260	92	152	3	3	3	1	129	1,805
GR	199	91	30	4	6			18		20	368
Grand Total	2,000	1,398	990	427	676	12	14	28	1	733	6,279

Spring 2015 Midterm Grade Totals											
Class	A	B	C	D	F	I	IP	NA	P	(blank)	Total
FR	174	157	150	112	245	4		12		442	1,296
SO	428	361	310	163	196	7		2		51	1,518
JR	378	367	258	115	131	10		2		81	1,342
SR	873	645	521	261	283	35	11	11		255	2,895
GR	151	100	25	10	9	5		1	1	25	327
Grand Total	2,004	1,630	1,264	661	864	61	11	28	1	854	7,378

Class	Spring 2015		Spring 2016	
	ABC	DFW	ABC	DFW
FR	37.1%	27.5%	54.1%	18.5%
SO	72.4%	23.6%	67.0%	26.1%
JR	74.7%	18.3%	74.8%	18.6%
SR	70.4%	18.8%	78.8%	13.6%
GR	84.4%	5.8%	87.0%	2.7%
Grand Total	66.4%	20.7%	69.9%	17.6%

Term	A	B	C	D	F	I	IP	NA	P	W	(blank)	Grand Total
S2015	27.2%	22.1%	17.1%	9.0%	11.7%	0.8%	0.1%	0.4%	0.0%	0.0%	11.6%	100.0%
S2016	31.9%	22.3%	15.8%	6.8%	10.8%	0.2%	0.0%	0.2%	0.4%	0.0%	11.7%	100.0%

III. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Update

- Fifth Year Report** - The final report of the Fifth Year Response was submitted to Dr. Belle Wheelan, President of SACSCOC, on March 31, 2016, and it was received by her on April 1, 2016.
- Substantive Change Report** - The final report was received from the SACSCOC office on January 20, 2016, with a deadline for a response by March 1, 2016. The Substantive Change Response committee worked daily to complete the Response. The Response was completed and submitted on February 27, 2016.

IV. Kentucky Board of Nursing (KBN) Update

On February 23rd and 24th, the School of Nursing hosted two Educational Consultants from the Kentucky Board of Nursing. These consultants were on-campus to conduct a site visit to determine if the University would be allowed to proceed in the development of the generic Baccalaureate of Science in Nursing degree, (BSN), which the School of Nursing has been working towards for the past several years. This two-day visit assessed both the University and the School of Nursing's readiness for this potential program. The consultants verified and assessed whether there were sufficient resources to offer a program that would ultimately be successful over time.

During the course of this visit, the consultants toured the campus to review the layout and locations of classrooms, offices, Learning Resources Center, computer access points, as well as library resources. The consultants also took this opportunity to interview Administrative Representatives, President Burse and Dr. Brown-Wright – the VP of Academic Affairs, Carmella Conner, and Erin Wheeler and multiple department heads, Dr. Dean Treadway (SoN), Reggie McDaniel (ACE), Ray Jordan (FRIENDS) and

Yolanda Benson (Interim Registrar), to verify the information that had been provided to them.

Upon the conclusion of the visit, the consultants stated in their Exit Conference that they would be recommending to the KBN Education Committee that KSU be allowed to proceed with the development of the Baccalaureate of Science in Nursing (BSN) Degree, with the caveat that this recommendation had to move forward and be reviewed and approved by the KBN Education Committee in March. Pending the approval at the committee level, it would proceed to – and be approved by – the full board at the KBN meeting in April. The consultants also noted three areas of relative concern: a) they noted that the proposal did not include a plan for students who failed to complete the ADN program by 2019, since that is the proposed time given to phase out the current ADN program; b) they stated that the Betty White facility appears adequate for the current number of students, but expressed concerns about the ability to make the facility work with larger numbers of students, and c) their final comment was that KSU needed to ensure that the Chair of Nursing is allotted adequate release time to provide the oversight needed to implement the new and current programs. They suggested that 50% or more time will be required for the Chair to adequately fulfill his/her duties.

On March 10, 2016, Lynda Brown-Wright and Scott Treadway attended the KBN Education Committee Meeting via teleconference where the BSN degree program received committee approval. The next step in this process is the proposal's consideration at the full KBN board meeting on April 7, 2016. At the full KBN board meeting, it will be recommended that KSU be eligible to begin advertising the BSN program, recruiting students, and preparing for its implementation to admit students beginning in fall 2017, with the initial nursing classes to be taught spring 2019. The Council on Postsecondary (CPE) will use the results of the KBN report to evaluate the program as they make decisions regarding their approval.

One additional item of importance occurred during the KBN Educational Committee meeting. This item was concerning KSU's Program Status for the current ADN nursing program. Based on KSU's NCLEX pass rate for the 2014-2015 cohort of students of 86.7%, it was recommended by the Education Board that the KSU School of Nursing have its program status changed from "Monitoring" to "Full" on both the KBN and KSU School of Nursing's websites.

V. Update Faculty/Chair Searches

There were four Endowed Chairs, ten Department Chairs, and twelve faculty positions advertised in December that yielded over 1000 applicants. After screening for minimal criteria, three hundred eighty applications were reviewed in detail. All search committee recommendations have been forwarded and their evaluations reviewed by Academic Affairs. The current status of the searches is listed below.

Department Chairs:

Two Department Chair candidates emerged from the pool to candidacy from Nursing and have been interviewed via Skype. Two candidates emerged from the pool from Fine Arts and one is being scheduled for a SKYPE interview. One candidate emerged from Division of Literature, Languages, and Philosophy and was interviewed via Skype. He has been invited to campus for a campus interview. Three candidates emerged for consideration for Chair of Public Administration, Criminal Justice and Social work. Skype interviews have been scheduled.

The following Chair searches are deemed to have failed: Business, Behavioral Sciences, Mathematics and Science, Education, Computer Science and the Whitney Young School of Honors. It is recommended that the search process continue.

Endowed Chairs:

All searches for endowed chairs have failed. Applicants either did not meet minimum criteria or were not the transformational leaders we were seeking.

Faculty:

Three candidates emerged for the position of Assistant Professor of Spanish and one as the top candidate who is being invited for an interview.

Fashion and Retail Merchandising:

Three top candidates emerged and are ready for Skype interviews.

Honors –Liberal Studies

Five candidates emerged as top candidates for positions in the Honors School. One has already been interviewed via Skype, four additional SKYPE interviews are being scheduled.

Mass Communications and Journalism, Search failed

School of Business Search failed

School of Education -Physical Education. Search failed.

VI. Cohort Update

Cohort Fall 2010 (August 1, 2016):

Original Student Cohort count:	519
Revised Student Cohort count:	477 (NA ¹ : 42)
Number of students with:	
1-30 hours:	233 ²
31-60 hours:	87
61-90 hours:	29
91-120 hours:	9
Graduates:	80 (16.77%)
Number of students enrolled spring 2016:	36

Plan of Action for fall 2010 Cohort:

1. Student Support Services will continue to monitor fall 2010 cohort students enrolled in spring 2016 semester and implement midterm interventions with advisors. Academic Center for Excellence and the Retention and Advising Liaison notified 17 students in the 2010 cohort that had at least one D at midterm to participate in the U-Turn mid-term intervention (workshops and individual academic coaching appointments). Workshops were not well attended. The Office of Academic Support will continue to aggressively reach out to students to improve their academic success. The Retention and Advising Liaison has begun scheduling individual appointments with students to develop a remediation plan.³
2. The nine students in the fall 2010 cohort who have earned 91+ hours and who have not enrolled in the spring 2016 semester are being contacted to reenroll and complete the degree by August 1, 2016. Student Support Services will conduct outreach to contact students, via traditional and social media, to create completion plans. These plans will utilize matriculation remedies, including alternative methods to satisfy requirements such as College-Level Examination Program (CLEP), placement testing assessments, Independent Study courses, Intercessions, Credit for Life, and Credit by Examination as well as Cooperative Education credit.

¹ NA: Never attended Kentucky State University

² Verification through National Student Clearinghouse data will determine if these students in this category in each cohort have transferred or are stop-outs. This verification has been requested of Institutional Research to understand more fully why so many students left KSU after one year of study.

³ Students, in all cohorts, who have multiple Ds and Fs have been identified, were contacted to attend a workshop on April 5-6, 2016, called U-Turn to Success. Additional workshops have been scheduled for April 13 at 11:00 a.m. and 4:00 p.m. to accommodate students' schedules. Interventions are ongoing to prepare students for success during their final examinations. The Advising and Retention Liaison has begun the outreach for currently enrolled students.

3. Administrative faculty will also be engaged to offer Independent Study courses in their field.

Cohort Fall 2011 (August 1, 2017):

Original Student Cohort count:	489
Revised Student Cohort count:	464 (NA: 25)
Number of students with:	
1-30 hours:	273
31-60 hours:	56
61-90 hours:	17
91-120 hours:	15
Graduates:	61 (13.14%)
Number of students enrolled spring 2016:	46

Plan of Action for fall 2011 Cohort:

1. The Retention and Advising Liaison has been monitoring fall 2011 cohort students enrolled in spring 2016 semester and has implemented midterm interventions with advisors. Academic Center for Excellence and the Retention and Advising Liaison notified 28 students in the fall 2011 cohort that had at least one D at midterm to participate in the U-Turn mid-term intervention (workshops and individual academic coaching appointments).
2. The University Registrar and advisors will also conduct degree audits at the end of the spring semester to ensure that students are enrolled in appropriate courses for the summer 2016 and fall 2016 semester. Advisors, Department Chairs, and Student Support Services will contact students and seek matriculation remedies based on the degree audits. Due to staffing changes in the office of the University Registrar, completing degree audits is behind schedule and will be completed by the May 15, 2016.
3. Students who have earned 91+ hours and who have not enrolled in the spring 2016 semester will be identified and given individual academic plans to facilitate reenrollment and completion by December 2016.
4. Students who have earned 61-90 hours will be identified and given individual academic plans to facilitate reenrollment and completion by May 2017 and August 2017.
5. Alternative methods to satisfy requirements such as College-Level Examination Program (CLEP), Independent Study courses, Credit for Life, and Credit by Examination as well as Cooperative Education credit will be utilized to ensure completion.

Cohort Fall 2012 (August 1, 2018):

Original Student Cohort count:	361
Revised Student Cohort count:	332 (NA: 29)
1-30 hours:	206
31-60 hours:	46
61-90 hours:	40
91-120 hours:	38
120+:	2

Plan of Action for fall 2012 Cohort:

1. KSU will concentrate efforts on those students in the fall 2012 Cohort who are on track to complete degrees by 2018. Of the 332 students in the revised cohort, 206 students earned 30 credit hours or less, which means that the number of students who have earned at least 31 credit hours is 126. The highest possible graduation rate with this number is 37.9%. Seventy-five (75) students in the cohort are currently enrolled in the spring 2016 semester. Advising and Retention Liaisons will concentrate on provided support to the 75 students currently enrolled in the spring 2016 semester as well as contact students who have earned at least 31 credit hours to reenroll and complete their degree at KSU.
2. Advising and Retention Liaisons, along with ACE, assigned to each of the academic units, will advise and monitor students as they persist toward the degree. Interventions through Student Support Services, Advising and Retention Liaisons, advisors, and ACE will facilitate persistence and completion.
3. Further support for this cohort will exist in the alternative methods to satisfy course and University requirements. Alternative methods to satisfy requirements such as College-Level Examination Program (CLEP), Independent Study courses, Credit for Life, and Credit by Examination as well as Cooperative Education credit will be utilized to ensure completion.

Cohort Fall 2013 (August 1, 2019):

Original Student Cohort count:	462
Revised Student Cohort count:	434 (NA: 28)
Projected graduation rate with spring 2016 enrollees:	29.9% (130 students)
0-30 credit hours:	251
31-60 credit hours:	77
61-90 credit hours:	92
91-120 credit hours:	11

Plan of Action for fall 2013 Cohort:

1. Juniors were sent communication in February 2016 to meet with the University Registrar to receive a degree audit to ensure

successful completion of the degree. Those students who did not receive audits will receive a letter stating remaining degree requirements before the beginning of the fall 2016 semester. This letter will be mailed in July 2016 to ensure that students and advisors are fully aware of the remaining requirements for timely degree completion as they prepare for fall 2016 semester.

2. A meeting of this cohort will be held at the beginning of the fall 2016 semester to reiterate University requirements as well as major requirements for the degree.
3. Advising and Retention Liaisons will conduct midterm interventions and work closely with advisors to ensure timely progress toward the degree. Liaisons will also contact those students who have separated from the institution to reenroll and complete the degree.
4. Analysis of progress of the cohort will be updated at both midterm and at the end of the spring 2016 semester to prepare for the fall 2016 semester and identify those requirements (University and in the major) in which students have been unsuccessful and would hinder degree progress.
5. Focus will be on ensuring that more students complete in four years.

Cohort Fall 2014 (August 1, 2020):

Original Student Cohort count:	280
Revised Student Cohort count:	278 (NA: 2)
Projected graduation rate with spring 2016 enrollees:	52% (145 students)

Plan of Action for fall 2014 Cohort:

1. The fall 2014 Cohort will meet at the beginning of the fall 2016 semester to discuss University and degree requirements to focus students on completion in four years.
2. Midterm grade analysis and interventions will be conducted every semester.
3. Degree audits will be conducted in the spring 2017 semester to ensure students' timely progress toward the degree.

Cohort 2015 (August 1, 2021):

Student Cohort Count:	174
Returning cohort students (Spring 2016)	148 (85.1%)
Number of students who did not return	26 (14.9%)

Plan of Action for the fall 2015 Cohort:

1. Intentional, intrusive advising for the fall 2015 cohort through Center for Academic Persistence and Success (CAPS) will manage and resolve academic and behavioral issues to ensure that

students persist toward graduation. This high-touch, high engagement advising model seeks to address students' educational and social needs that may hinder persistence.

2. Advisor training and certification for faculty ensures the adherence to the degree plan as well as mitigates the erroneous advising that leads to attrition and hinders timely progress toward the degree.
3. Contact stop-outs to reclaim students as soon as possible and encourage their return to KSU. Students who did not return for the spring semester will be contacted by CAPS during the summer to encourage students to reenroll in KSU for the fall semester.
4. Continue to utilize the Supplemental Instruction (SI) program to assist professors and students in high-risk DWF courses. The SI program is an academic support model that uses additional instructors to provide focused study sessions to improve retention and success rates in high-risk courses.

VII. Post Tenure Review

Twenty-four faculty members were notified in November that they would be reviewed. In December, there was an election of faculty members to serve on the Post Tenure Review Committee. Seven faculty members were elected to serve on the committee. Faculty members who were being reviewed submitted their dossiers to the Office of Academic Affairs in January. The dossiers have been evaluated by the Post Tenure Review Committee and the Chairs, and recommendations were submitted to the VPAA on March 10, 2016. Dossiers have been reviewed by the VPAA and recommendations were provided to the President on April 9, 2016.

VIII. Faculty Contract

Faculty contracts were revised to more clearly articulate responsibilities as a Kentucky State University faculty member. Specifically, enumerated duties were added in paragraph 11 of the Contract Addendum.



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Frankfort, Kentucky 40601
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OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS

DATE:

NAME

ADDRESS

ADDRESS

Re: 2016-2017 Faculty Contract/Employment Offer

Dear NAME:

President Burse and I are pleased to offer you an appointment as a POSITION TITLE AND COLLEGE at Kentucky State University ("KSU" or the "University"). It is a pleasure to extend this offer of appointment effective August ____, 2016, and ending on May ____, 2017. This full-time position is being offered for the 2016-2017 academic year and carries an annual salary of \$SALARY.

Your appointment is subject to the attached Addendum. Your appointment is also subject to the University's approval of your 2016-2017 Distribution of Effort Agreement that you will make with your Department Chair. The terms and conditions of the Commonwealth of Kentucky Revised Statutes, the current KSU Faculty Handbook, the current KSU Human Resources Policy Manual, the current KSU Policy Manual, KSU Board of Regents Policies, and KSU Administrative Regulations are also applicable to this appointment and these documents are hereby incorporated into this appointment letter by reference.

Please be advised that your appointment, teaching load, and course assignments are subject to the principles and guidelines established by the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC"). By accepting this appointment, you agree that the University may make scheduling and programmatic changes to ensure that it maintains compliance with SACSCOC accreditation principles and guidelines as well as other specialized program accreditation bodies.

Dr. NAME
DATE
Page Two

If you are in agreement with the terms set forth in this 2016-2017 Faculty Contract, I ask that you indicate your acceptance of this offer by affixing your signature and the date accepted in the space provided below and return this contract, with the attached Addendum, to my office. You must respond within 10 days of the date of this letter. The offer will expire after that time. If you have any questions, please feel free to contact me at (502) 597-6438.

Sincerely,

Lynda Brown-Wright, Ph.D.
Vice President for Academic Affairs

Rayla Smoot, MBA, SHRM-SCP
Director, Human Resources

cc: President Raymond Burse

Dr. _____, Department Chair

I, _____, accept this appointment subject to the terms and conditions set forth in this letter, my 2016-2017 Distribution of Effort Agreement, and the attached Addendum. I understand that this 2016-2017 Faculty Contract supersedes all previous employee agreements with the University. I further acknowledge that I will be governed by the administrative policies and regulations of the University, including, but not limited to, those currently in force and as amended in the future. I also acknowledge that the University reserves the right to reassign me during my term of employment, as necessary and pursuant to the Kentucky State University Faculty Handbook, KSU Human Resources Policy Manual, KSU Policy Manual, KSU Board of Regents Policies, KSU Administrative Regulations, and SACSCOC accreditation principles and guidelines.

Signature

Date

Faculty Contract Addendum

This Addendum (the "Addendum") to the Faculty Contract further clarifies the rights, duties and obligations of the faculty member who has been appointed to serve on the Kentucky State University (the "University") faculty for a one-year term beginning August ____, 2016 and ending May ____, 2017, pursuant to the foregoing Faculty Contract and the terms of this Addendum:

1. Appointment. Appointee is hereby appointed as a full-time _____ professor within the Department of _____ in the College of _____, for the 2016-2017 academic year, subject to the availability of funds in the 2016-2017 Budget of the Commonwealth of Kentucky, the availability of University funds and the provisions herein.
2. Salary. Appointee shall be paid at the rate of \$_____ for _____ [9 or 12] months service, which compensation shall be apportioned and paid out to Appointee bi-monthly for ___ months over the 2016-2017 academic year. Appointee shall also be entitled to other benefits, as set forth more fully in the Faculty Handbook and the Human Resource Policy Manual, including, but not limited to, FMLA leave, retirement benefits, and insurance benefits. Appointee's salary and other benefits are subject to the availability of funds in the 2016-2017 Budget of the Commonwealth of Kentucky and the availability of University funds.
3. Term and Termination. This is a _____ [9 OR 12] month appointment. The appointment begins _____ and ends _____. This tenured appointment may be terminated for "cause" as that term is defined in KRS 164.360, which includes his/her incompetency, neglect of, or refusal to, perform professional duties, and immoral conduct. Tenured appointments may also be terminated due to financial exigency, discontinuance of academic programs, or program elimination as defined in KSU Faculty Handbook.

Pursuant to the KSU Faculty Handbook, all tenured appointments are subject to changes in the terms and conditions of employment that may arise from year to year, provided such changes are made in accordance with KSU policies then in effect for all faculty members.

4. Twelve-month Appointment. Faculty members who receive a 12-month appointment *will not receive additional compensation for any supplementary employment with KSU.* Supplementary employment includes, but is not limited to, evening classes, seminars, master classes, tutorial services, speeches, paper presentations, and committee work. For purposes of this agreement, supplementary employment shall also include teaching responsibilities during the summer school session.

5. Administrative Appointments. Administrative appointments may be terminated or non-renewed separately from the academic appointment at any time. If an administrative appointment is terminated and a faculty member continues in an academic appointment, the faculty member will resume full-time teaching responsibilities and will be paid according to his or her rank and years of experience, as long as a faculty position is available, and subject to the other terms and conditions of the Faculty Handbook and the Human Resources Policy Manual. A faculty member with a 12-month administrative appointment reverts back to a 9-month base salary if she or he ceases to function in an administrative capacity. Faculty members with 12-month administrative appointments will receive four (4) weeks of vacation that will accrue over the 12-month fiscal year. No vacation may be carried from one academic year to the next.
6. University Governing Policy. This appointment is governed by the applicable provisions of the Kentucky Revised Statutes, the Board of Regents Policies, the Administrative Regulations, the Human Resources Policy Manual, the Faculty Handbook and the University Policy on Appointment, Rank, and Tenure of Faculty contained therein. Those regulations are incorporated by reference into this Agreement.
7. Policies General. The Appointee shall be subject to all applicable policies and procedures duly adopted from time to time by the University. Except as provided in paragraph 4 above, such policies and procedures are incorporated into this Agreement and are subject to change.
8. Conflict of Interest. Appointee agrees not to engage in any activity that interferes with his/her duties at the University. Appointee agrees to abide by the University's Ethical Principles and Code of Conduct. Appointee further agrees to sign a conflict of interest disclosure form and disclose in detail any potential or actual conflicts of interest that may interfere with Appointee's duty to University.
9. Assignment of Intellectual Property. Appointee understands that, in consideration of Appointee's employment by and compensation from the University and Appointee's ability to participate in projects administered by the University and his/her ability to use and to access University facilities and resources, Appointee agrees (a) to assign and does hereby assign to the University all rights, title and interests in all inventions, whether or not patentable; all copyrightable works, and all computer programs and software, whether protectable by copyright or patent law (collectively, "Intellectual Property"), that Appointee conceives, reduces to practice, and/or authors, in whole or in part, that the University is entitled to own and does own. Appointee understands that this present assignment includes, but is not limited to, all inventions Appointee conceives or reduces to practice in the course of performing University sponsored research and/or using University resources, unless otherwise agreed to up front in writing with the University (collectively, "University Intellectual Property"). Appointee also agrees to disclose University Intellectual Property

promptly to the Chief Information Officer, General Counsel or other office designated by the University and to undertake such other actions as the University may request to document and effect the assignment of rights in University Intellectual Property to the University.

10. Teaching Load.

Teaching is the primary responsibility of all full-time faculty members, including Appointee. Therefore, Appointee shall carry a full teaching load. For undergraduate classes, a full-time assignment shall be 24 credit hours per academic year. For graduate classes, a full-time assignment shall be 18 credit hours per academic year. While the University recognizes that occasional circumstances may result in a faculty appointment that exceeds a full teaching load, the goal is that no faculty member teach more than 3 hours on an overload basis in any academic year unless the overload is specifically approved by the Vice President for Academic Affairs.

11. Specific, Additional Duties.

In order to fulfill Appointee's duty to provide high-quality instruction, Appointee also agrees to each of the following:

- a. Produce and deliver to his/her students and to the Department Chair a syllabus for each course taught within 3 days of the first day of classes;
- b. Meet, attend and be prompt for all scheduled classes including meeting at its assigned time for the assigned length of time;
- c. Participate in Fall 2016 and Spring 2017 Faculty/Staff Institutes;
- d. Attend all graduation ceremonies, in full regalia with appropriate professional dress;
- e. Attend at least 75% of all University convocations;
- f. Submit mid-term grades in accordance with the schedule on the academic calendar for mid-term examinations;
- g. Submit final grades in accordance with the schedule on the academic calendar for final examinations;
- h. Take attendance in every class taught and develop an overall attendance policy to ensure that students attend classes on a regular basis;
- i. Demonstrate the use of best practices in instructional delivery;
- j. Provide reasonable accommodations, including modification of instructional and assessment methods for students with disabilities;
- k. Provide accurate, timely and consistent academic advising to students;
- l. Provide end-of-semester advising reports to Vice President of Academic Affairs, upon request;
- m. Participate in University professional development workshops;
- n. Actively seek information and training for necessary professional development;
- o. Participate on all committees, as assigned; and
- p. Complete all other duties that further the mission of Academic Affairs, as may be assigned by the Vice President for Academic Affairs.

12. Verification of Credentials. Upon the request of the University, Appointee agrees to provide to the University certified copies of any transcript(s) reflecting the award of degree(s) listed as received on the Appointee's curriculum vitae. Appointee further agrees to provide to the University, upon its request, evidence of employability as required by the United States Immigration Laws. Appointee agrees that the employment of Appointee is terminable by the University if at any time Appointee fails to provide such evidence.
13. Controlling Law. This Addendum shall be construed according to the laws of the Commonwealth of Kentucky, without reference to its conflicts of laws and rules. Franklin Circuit Court, Frankfort, Franklin County, Kentucky shall have exclusive jurisdiction and venue in any disputes related to the terms of this Agreement.
14. Amendments. The terms and conditions stated herein may not be modified except by means of a written amendment to this Addendum signed by the University and Appointee.
15. Limited Offer of Employment. Until signed by both the Appointee and the University, this Addendum and the foregoing Faculty Contract constitute only an offer of employment by the University and not a contract between the parties. This offer of employment expires if a signed original is not returned by Appointee and received by the University by _____, 2016.

Signature of Appointee

Date



IX. Academic support 2016-18 Plan

Academic Support Action Plan

Goal 1

Increase first to second year retention rate.

Objectives

Increase first to second year retention rate by 3% to 5% every year (or to 70% within five years). Maintain retention rate at 80% from sophomore to junior and each year thereafter.

Strategy 1

Improve support for 1st and 2nd Year Students.

Strategy 2

Customize support for special populations.

Strategy 3

Create and/or enforce academic check points.

Strategy 4

Create both reactive and proactive retention initiatives.

Strategy 5

Implement a retention management system.

Strategy 6

Improve tracking and reporting of at risk students and students who are not retained.

Strategy 7

Improve assessment and evaluation of support programs and retention initiatives.

Strategy 8

Reduce drop, failure and withdrawal rates.

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
1.1.1.	Create/re-establish 1 st -2 nd Year Experience Program that comprehensively and cohesively addresses retention issues from matriculation until end of 2nd-year. Program would coordinate Freshman Orientation, Welcome Week, University 101, and the Living Learning Community.		X			Dedicated office space Staff hired Two-year strategic plan	Not started The Student Life Plan Committee is currently carrying out the functions of this office for 2016-2017.
1.1.2.	Improve Living and Learning Program by adding block scheduling, peer mentors, structured programming, and specific housing for 1 st & 2 nd Year Students.	X	X	X	X	Approved action plan List of activities for 2016-2017 Block scheduling plan	In progress The Student Life Plan Committee is currently drafting an action plan that will be completed by April 1 st . Living and Learning Program for 2 nd Year Students will be implemented for the 2017-2018 academic year.

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
2.1.1.	Assess needs of student athletes, online students, Latino/Hispanic, non-traditional students, scholarship recipients, and high-achieving students.	X	X	X	X	Results of assessment	In progress Academic support staff is currently working the Athletic Affairs Committee and the Athletic Department to determine needs of student athletes. A focus group was held with Latino students on 2/12/16 to determine factors of Latino success at KSU. Initial need assessments of other groups will be scheduled and completed by the conclusion of Fall 2016.
2.2.2.	Create support initiatives, workshops, and resources that would increase student engagement for special student populations.	X	X	X	X	Plan for each initiative Communication materials Assessment for each initiative	Not started This task is the responsibility of the Retention and Advising Liaisons. One liaison has been hired. The search is continuing to hire three more by the start of the Fall semester. See Goal 2, Strategy 1.1.6.
3.1.1.	Utilize Academic Policy Committee to review the policies, such as warning, suspension, course repeat, and GPA requirements for each college.	X	X	X	X	Committee minutes	Not started

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
3.1.2.	Modify polices based on committees recommendations.	X	X	X	X	Committee minutes Approved policies	Not started
3.1.3.	Create check points and processes to enforce academic policies.	X	X	X	X	Action plan Process map	Not started
4.1.1.	Create and implement reactive intervention programs such as academic probation program, midterm intervention, and course repeat remediation.	X	X	X	X	Action plans Communication materials Assessment reports	In progress Academic probation program pilot "AMP!" is current being implemented. It involves mandatory study skills workshops, small group meetings, and class attendance monitoring. Midterm intervention pilot "Race to the Finish" was conducted Fall 2015. Modified midterm intervention will be tested Spring 2016. Staff will continue to implement iterations of the program based on assessment and participation. Course repeat remediation options, including the CLEP Exam for English, are currently being explored. A plan for assisting for students repeating courses will be finalized by Fall 2016.

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
4.1.2.	Create or modify proactive retention initiatives such as mini bridge programs, extended orientations, and Welcome Week.	X	X	X	X	Action plans Communication materials Assessment reports	In progress The Student Life Plan Committee is currently working to modify Welcome Week for 1 st -Year Students. Proposal for other initiatives will be submitted by Fall 2016 for implementation for Class of 2017.
5.1.1.	Work with the Educational Advisory Board to implement the Student Success Collaborative retention management software.	X				Fully functional software platform All faculty and appropriate staff trained	In progress Implementation is on track to be completed for use in Fall 2016.
6.1.1.	Formalize process to predict, evaluate, and document enrollment intentions of students each semesters.	X	X			Timeline Process map Documentation procedures	Not started
6.1.2.	Administer exit surveys each semester to gauge attitudes, perceptions and challenges that may hinder students from enrolling.	X	X			Survey instrument Administration procedures Results	In progress 1 st -year students were given an exit survey at the conclusion of their UNV course. Distribution methods, questions, and follow-up will be targeted for improvement for 2016-2017.

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
6.1.3.	Organize a committee of volunteers to conduct courtesy calls to all students to resolve issues, answer questions, and convey a sense of concern.	X	X			Script List of committee members Schedule of calls Results of calls Document of resolutions	Not started
7.1.1.	Create an assessment plan that captures research quality data to determine effectiveness of retention efforts.	X	X			Approved assessment plan	In progress The Educational Advisory Board Consultant will assist in creating an assessment plan as part of the Student Success Collaborative Agreement.
7.1.2.	Educate all staff on protecting the integrity of data and the process of data collection.	X	X			PowerPoint Job Aids Documentation of Professional Development	In progress The Fall 2015 Academic Support Staff Retreat, featured a presentation from the AVP for Assessment and Evaluation. Additional presentations and discussions will occur during the Summer 2017 retreat.

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
8.1.1.	Improve class attendance monitoring.	X	X	X	X	Quantitative results	<p>In progress</p> <p>As of Spring 2016, the Accelerated Learning staff are now responsible for recording attendance for all Accelerated Courses. The Accelerated Learning Coordinator creates and shares weekly attendance reports with all academic support units. CAPS staff work to resolve issues with attendance.</p> <p>The retention management system, will allow for better attendance tracking and reporting.</p> <p>Procedures for using attendance data effectively will be improved for 2016-2017.</p> <p>Interventions for upper-class students will be created and implemented in 2016 -2017.</p>

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
8.2.1.	Improve student learning by increasing the number of in-class presentations and learning strategy workshops for faculty to help teach students how to learn.	X	X	X	X	Decrease in DFW rate for target courses. Participation data	In progress As of 3/8/16, 18 in-class presentations have been conducted in Business, Psychology, English, Math, and Biology. In 2016-2017, the number of in-class presentations will increase to 30 per semester and content will be refined to fit specific courses and needs of students.
8.3.1.	Provide support for online students by creating video study skills workshops to help students become independent learners.		X	X	X	Script Completed Videos Number of views Student feedback	Not started
8.3.2.	Create self-evaluation for online students so they can determine areas for improvement to succeed in an online environment.	X				Completed instrument Participation data	Not started

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
8.4.1.	Increase academic support usage.	X	X	X	X	<p>Weekly average of 100 or more unique students visiting ACE.</p> <p>Weekly average of 15 or more students scheduling academic coaching appointments.</p> <p>60% of students enrolled in Supplemental Instruction courses attending study sessions.</p>	In progress
8.4.2.	Improve academic referral system by marketing the academic intervention referral form to faculty and staff, creating and implementing academic intervention team to manage referrals and resolve academic issues.	X	X			<p>Number of referrals</p> <p>Number of issues resolved</p>	<p>In progress</p> <p>Form has been created and placed on website. Marketing plan and procedures for handling referrals need to be refined and implemented in 2016 – 2017.</p>

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
8.4.3.	Improve marketing and branding by hiring a marketing and communications coordinator, creating an identity for academic support units, and creating strategic marketing plan	X	X			Marketing Coordinator hired Marketing plan created Branding elements created	In progress Marketing coordinator position is posted. 20 plus candidates have submitted resumes. Waiting on approval to fill the position.
8.5.1.	Update Academic Center for Excellence facility by improving lighting, adding new carpet and painting.	X				Lights bulbs replaced New carpet Updated painting	In progress The Center is currently undergoing renovations. Light bulbs have been replaced. New carpet is schedule for installation by April 2016.
8.6.1.	Improve quality of tutors by enforcing qualifications, intensifying training requirements, imposing bi-weekly observations, and ensuring each tutor obtains CRLA (College Reading and Learning Association) certification.	X	X	X	X	Training schedule CRLA Certification Certificates Observation sheets End of semester evaluations	In progress Tutor training hours have increased from six hours to twelve hours. Application to become a CRLA certified program will be submitted by May 2016. The purpose of the CRLA provides recognition and positive reinforcement for tutors' successful work from an international organization, CRLA. CRLA's tutor certification process sets an internationally accepted standard of skills and training for tutors. CRLA does not certify tutors or tutor trainers, but

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
							instead certifies tutor training programs which can, in turn, certify their tutors. Application is \$150 for one (1) year. After 1 year, the program can apply for certification that is good for 5 (five) years for \$350.
8.7.1.	Collaborate with faculty by inviting faculty to hold office hours in ACE, soliciting student referrals, soliciting feedback on services, and creating specific academic support resources for courses.	X	X	X	X	<p>Invitation to Faculty</p> <p>Documentation of logged hours and faculty participation</p> <p>Email detailing faculty outreach opportunities</p>	Not started
8.8.1.	Embed academic support into high-risk courses.	X	X	X	X	<p>Number of courses that have in-class support</p>	<p>In progress</p> <p>Supplemental Instruction program was implemented in Spring 2016. Staff will focus on adding additional courses into the program and improving participating in 2016 -2017.</p> <p>In 2017-2018, staff will focus on implementing other models of embedded academic support that are better suited for upper-class courses.</p>

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
8.8.2.	Improve Accelerated Learning model by hiring Accelerated Learning Coordinator, improving professional development for accelerated learning instructors, dedicate a specific group of instructors for the accelerated learning program.	X	X			Accelerated Learning Coordinator hired Schedule of professional development opportunities List of specified instructors and course list.	In progress Accelerated Learning Coordinator was hired on January 4, 2016.
8.8.3.	Implement Supplemental Instruction program in 15 high-risk 1 st and 2 nd year courses.	X	X			List of supported SI courses Sign-in list End of semester results	Supplemental Instruction program was implemented in Spring 2016. Staff will focus on adding additional courses into the program and improving participation in 2016 -2017.
8.9.1.	Create a writing center within the Academic Center for Excellence to improve writing skills in all disciplines and courses.	X	X			Documented objectives Learning outcomes Plan of operations	Not started

Goal 2

Improve progression and graduation rates.

Objectives

Improve the number of students successfully completing 15 credit hours or more each semester.

Improve the number of students graduating within four years. (Targets will reflect numbers in the strategic plan.)

Strategy 1

Improve professional and faculty advising.

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
1.1.1.	Implement the Student Success Collaborative, a retention management software to improve advising.	X				Number of advisors and faculty utilizing software	In progress

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
1.2.1.	Improve Faculty Advising by formalizing advisor training and certification process, implementing an advisor evaluation process (peer, student, self, chair), and linking advising to the tenure review process.	X	X			Approved academic advising policy Approved tenure review policy changes	In progress An Advising Task Force has been established to create advising policies and an advisor handbook for approval by the Academic Policy Committee.
1.2.2.	Create advisor training program that will mandate both professional and faculty advisors to gain a minimum number of education hours per academic year.	X	X			Advising training schedule Training attendance lists	The first advisor training sessions began in Spring 2016. A full schedule of trainings will be available and required for all advisors in 2016-2017.
1.2.3.	Create advisor handbook with best practices, academic policies and procedures for both professional	X	X			Approved handbook	Approved policies and handbook will be implemented in 2016 -2017.

Strategy	Tactic	Target Date				Performance Indicator	Status
		Fall 2016	Spring 2017	Fall 2017	Spring 2018		
	and academic advising staff.						
1.3.1.	Secure NACADA (National Association of College Academic Advisors) Consultant to assist in building training program, evaluation process and handbook.		X			Consultant's report	Not started
1.4.1.	Hire 4-8 additional Retention and Advising Liaisons to manage advising for each college, assist in cohort tracking, and coordinate retention initiatives.	X				Retention and Advising Liaisons hired Action plan Progress report	In progress Received SAFRA grant that provided salaries for four liaisons. Two liaisons were offered positions. One accepted will start in March. Search will continue until all positions are filled.



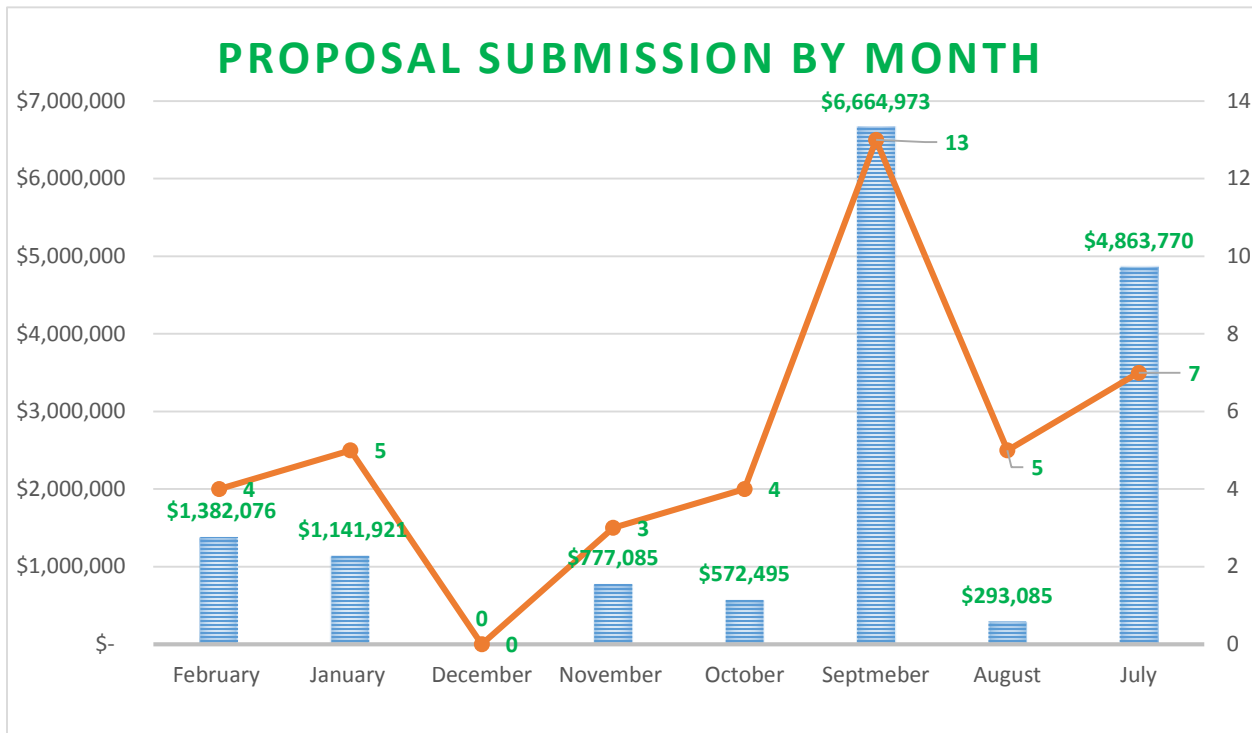
X. Sponsored Programs

**Office of Research Grants, and Sponsored Programs (OSP)
FY16 – JULY THROUGH FEBRUARY 2016**

Monthly Overview:

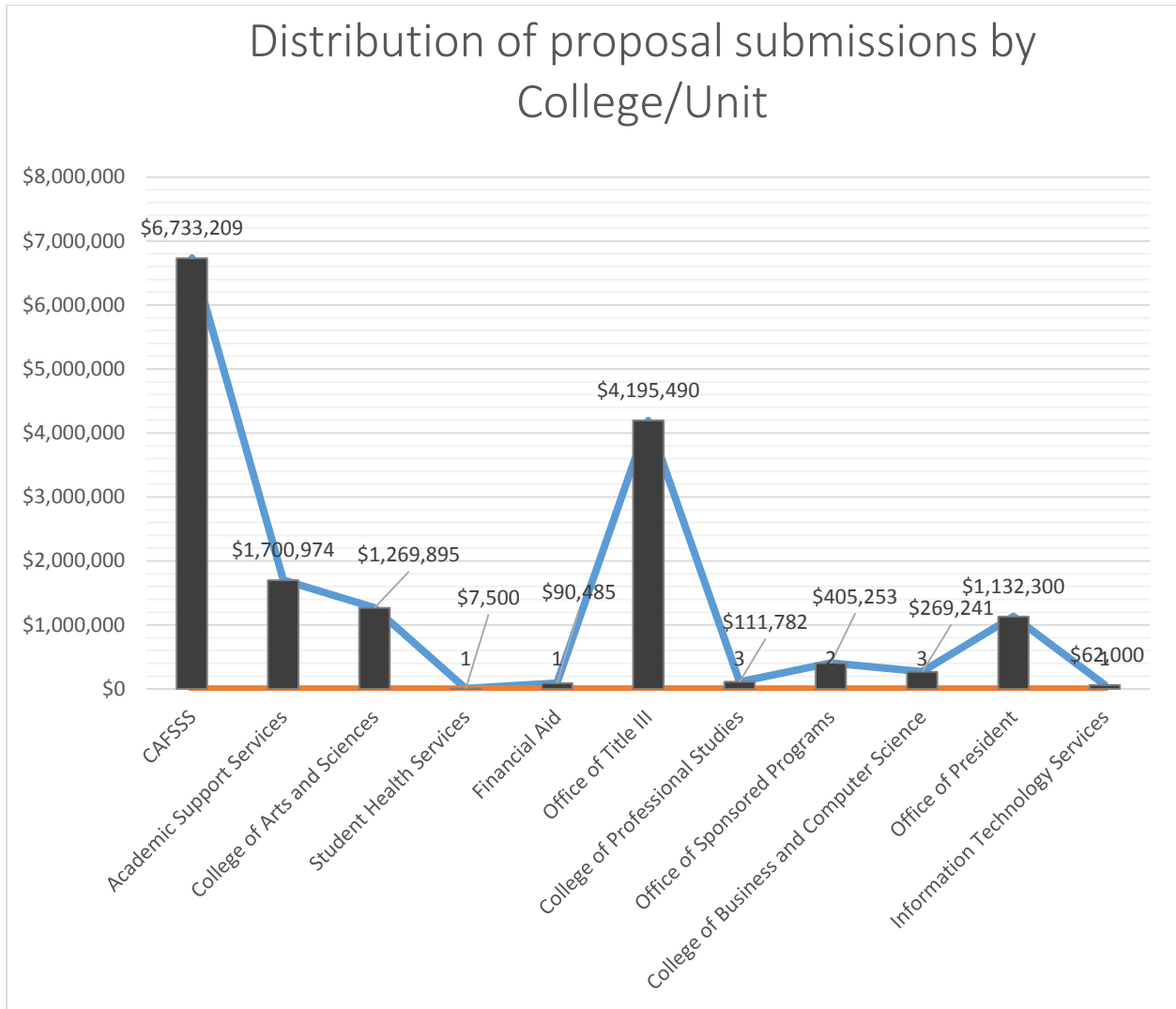
Proposals:

During FY16 a total of 41 proposals have been submitted, with a requested total budgeted amount of \$15,695,405. **A list of all proposals submitted for FY16 is presented in Appendix C (page 61).**



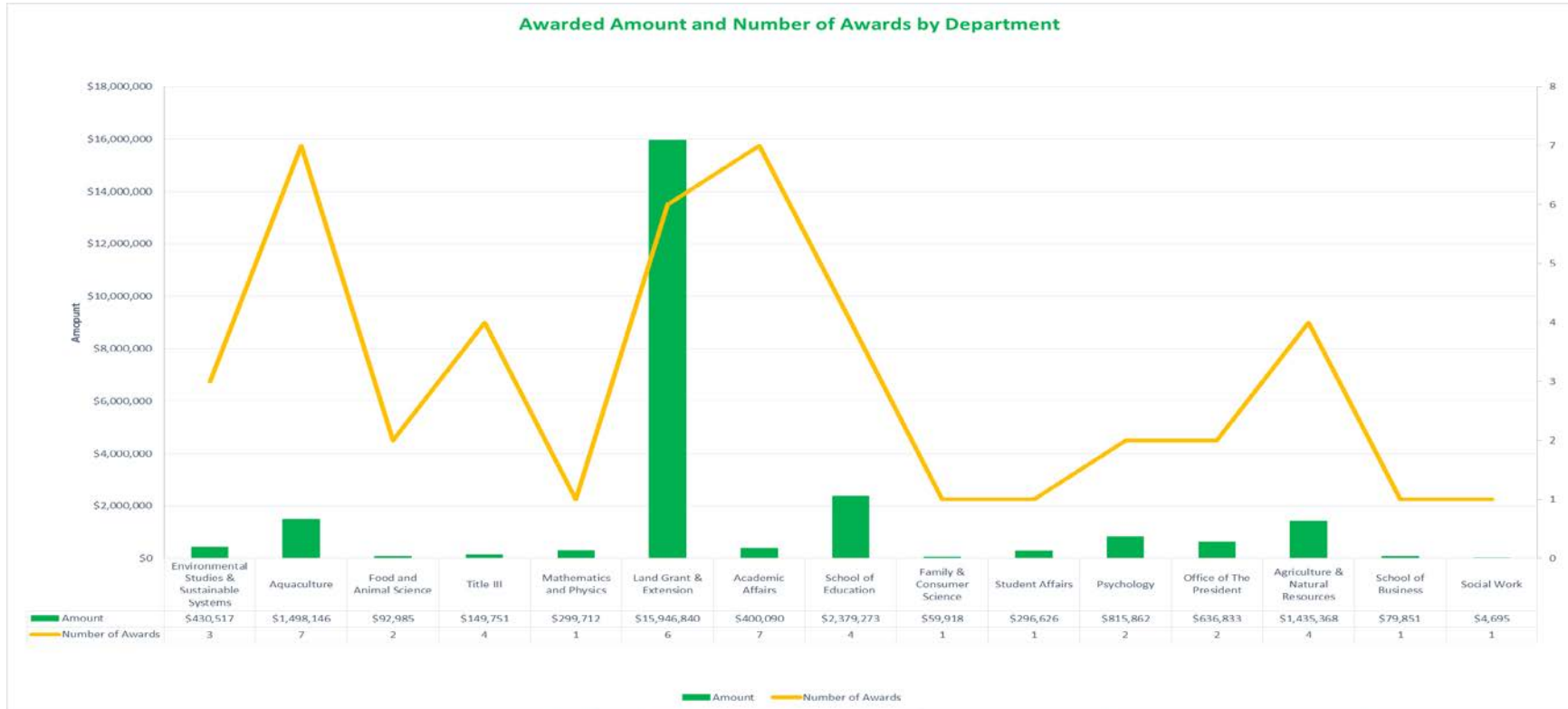
Quick Facts:

- Average amount requested for FY16 per proposal: \$412,911.
- Total IDC requested: \$452,666 (avg. amount per proposal: \$26,627, based on 17 proposal submissions that allow IDC).
- 38% of proposals submitted were classified as “research”, 25% classified as “public service” and 16% classified as "Student Services



Awards:

Through February of FY16, 46 new awards were received and activated through the OSP which total \$24,526,466. February produced a total of 2 new awards totaling \$439,695. (See Appendix C [page 59]).

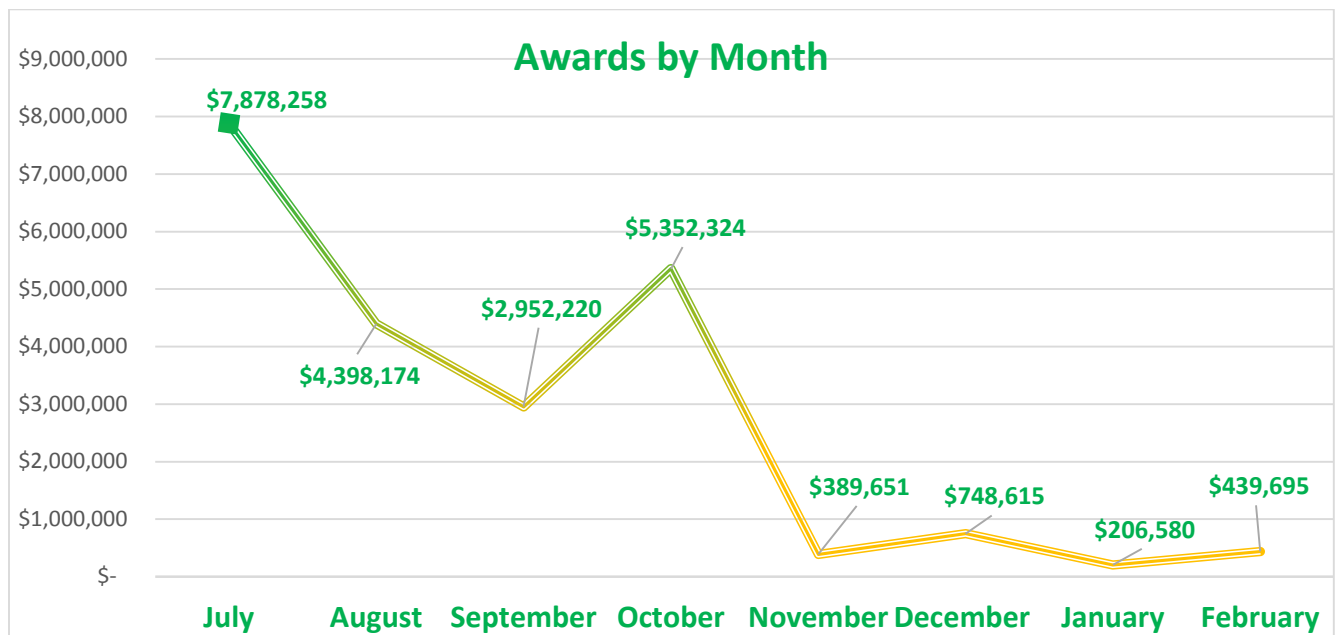
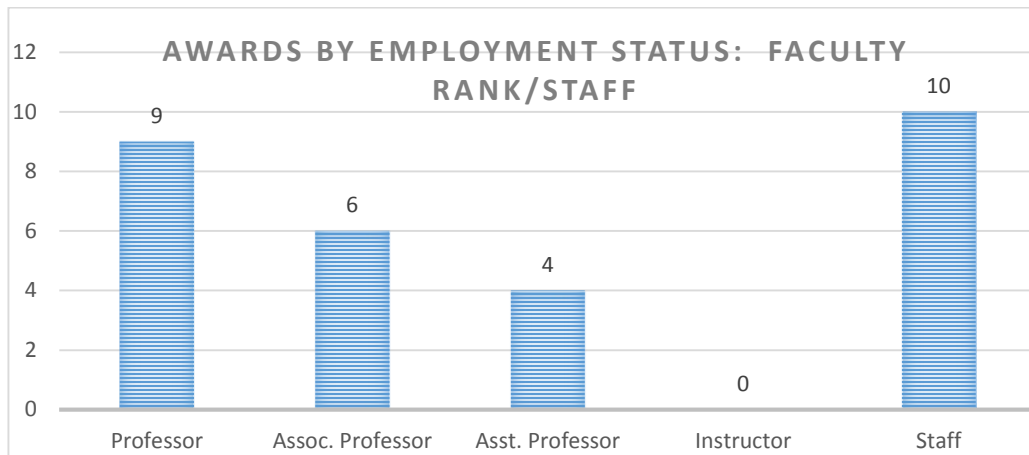


Quick Facts:

- Land Grant and Extension programs account for 65% of all awards.
- Total amount of IDC awarded for FY16: \$324,134.
- Only two grant awards require matching funds (\$3,790,009). Both are supported by USDA.

Quick Facts:

- USDA represented 58% of all awards, followed by the Dept. of Education at 11% and the Commonwealth of Kentucky with 7%.
- 19 individual faculty and 10 staff are responsible for management of the 46 awards in FY16.



APPENDIX A

Planning & Launching SSC Campus at Kentucky State University

Phase	Ideal Timing	Task	Description	Supporting Resources	Your Timeline	Status	
Planning	January & February	Project Planning Call	Confirm program leadership team, begin goal-setting discussion		12/21/201	Complete	EAB
		Technical Planning Call	Discussion of key requirements like Data Acquisition Services, SSO, Overall Data Acquisition plan		1/26/201	Complete	EAB
		Assess Campus	Assess campus climate and stakeholder groups; anticipate challenges	Org. Readiness Diagnostic	3/4/201	Complete	KSU
		Communication Plan Development	Create common message for campus, identify key stakeholders and channels of communication	Communication Toolkit	4/19/201	Scheduled	KSU
		Plan Kickoff and Discovery Onsite	Review needs assessment, workflow audit, configuration discussion, training plan review		4/19/201	Scheduled	KSU
Data Gathering	February & March	Initial Lookup Files Collection	Collection of basic configuration using the lookup files (OSF)	Data Specifications		Complete	EAB
		Initial Student Files Collection	Collection of more complex files that provide all the student term and course information (OSF)	Data Specifications		In Progress	EAB
		Tech Onsite (Optional)	Onsite after initial file collection - review initial student files and student validation				EAB
		Perform validation on preliminary OSF	Confirm early errors in files such as mismatches in credit counts, incorrect information pulling for student, etc. This data set will then be submitted to EAB's engineering team for further manipulation needed to put in correct format for data loading.				EAB/KSU
Configurations	March & April	Select Optional Data Requirements	Determine optional data points available for site including specific student groups, program descriptions and pre-	Data Configurations Document		In Progress	KSU
		'Grade Map' Configuration	Determine how various grade types will be handled by success markers, predictive modeling and analytics	Grade Map			EAB
		'Major Map' Configuration	Determine how historical majors will be mapped with current major, how small majors will be displayed, etc. which has implications in predictive modeling and analytics display	Major Map			EAB
		Implementation Strategy Onsite/ Webinars	Review major and grade maps, introduce success markers, discuss predictive model configurations, finalize institution report configurations, define SSC Campus workflow, finalize rollout strategy				EAB
		Roles and Permissions	Determine which roles have access to what scopes of student				KSU
		Site Language Configurations	Determine site language and specific advising workflow configurations				KSU

Planning & Launching SSC Campus at Kentucky State University

Phase	Ideal Timing	Task	Description	Supporting Resources	Your Timeline	Status	Task Owner
Train the Trainer	February through May	Determine Training Needs & Identify Trainers	Based on functionality and permissions, determine training modules needed and identify trainers				KSU
		Access to Sandbox Site	Complete eLearning modules on standard knowledge items and learn basic workflows in general SSC Campus site				EAB
		Training Onsite	Trainers review site functionality, ask questions, and discuss training procedure and practices				EAB
		Office Hour Support	Ensure key users are able to ask and answer initial testing questions and support the overall training plan				EAB
		Schedule training sessions (as desired) led by trainers for end users	Hold dates for training roll out				KSU
		Define/create a communication and marketing roll out	Build momentum for the actual launch and minimize disruption to staff daily workflow				KSU
Test SSC Campus Site Build	April & May	Launch SSC campus test site	Prepare site with the full data set and configurations				EAB
		Set up SSO for Testing (if applicable)	Set up single sign on login procedures				EAB/KSU
		Set up File Automation	Confirm file automation is correct and determine if daily updates in training are needed after production launch				EAB/KSU
		Validate SSC Campus test site	Confirm configurations, workflow and data accuracy with leadership team				EAB/KSU
		Prepare SSC Campus Training Site	Ensure the training site is configured including roles, permissions, locations, student services, school settings, group settings, reasons, etc.				KSU

Planning & Launching SSC Campus at Kentucky State University

Phase	Ideal Timing	Task	Description	Supporting Resources	Your Timeline	Status	Task Owner
Predictive Modeling	May & June	Predictive Model Requirements Confirmation	Finalize selection of using transfer grades in model, pre-enrollment data, etc.	Predictive Model 1- Pager			EAB
		Predictive Model Training	EAB Data Science team performs training of model and validates accuracy				EAB
		Predictive Model Results Review	Review risk distribution in site				EAB
		Skill Names and Description Development	Develop the nomenclature that allows people to understand the skills assessment in the model				EAB
		Training Onsite	Review Institution Reports and identify key opportunities for impact, lead success marker workshop, host trainer workshop				EAB
Production Site Build	June	SSC Campus Site Configuration	Completes final configuration in the site including grade configurations, active logic, display names,				KSU
		SSF Files Validation	Validate the new manipulated SSF files that are necessary to be loaded into the site. Resolve any issues before these files are loaded into the site				EAB/KSU
		Copy configuration settings over	Copy the designed configurations into the production site				KSU
		Verify production site	Review production site with leadership team				EAB/KSU
		Finalize automation	Ensure automation is working on the production site for at least 3 days in a row				EAB/KSU
		Finalize SSO (if applicable)	Confirm users are able to access site with their SSO link				EAB/KSU

Planning & Launching SSC Campus at Kentucky State University

Phase	Ideal Timing	Task	Description	Supporting Resources	Your Timeline	Status	Task Owner
Verification and Sign-Off	June & July	Basic Site Testing	Check basic functionality with data in site, user data is loaded into site, and test success markers displaying				KSU
		Configurations Testing	Check how data is displayed in reports as well as the configurations effect on your data set				KSU
		SSO Login Testing	Test SSO with end users				KSU
		Automation Timeline Development	Ensure daily data loads are successful				EAB/KSU
		Senior Leadership Sign-Off Completion	Confirms data and site display and function as expected for general use				EAB/KSU
Launch Prep	July	End-User Training & Campaign Development Onsite	Begin user training, identify and create campaigns				KSU
		User training sessions	Trainers provide initial training session to users across campus; users access eLearning modules and sandbox account to familiarize themselves with the platform				KSU
Go Live	August	Continue with SSC Campus overall project plan	Continue work with SSC Campus consultant on overall student success plan on campus				EAB/KSU
What else should you be							
Join appropriate Collaborative-wide webinars (and/or watch previous ones)							
Sign up for EAB Daily Briefing							
Ensure at minimum executive updates on a bi-monthly to quarterly basis between EAB, Program Owner, and Program Sponsor to ensure progress of timelines and engagement and awareness of key stakeholders in the project							
Read "Our Iceberg Is Melting" by Dr. John Kotter if you want to learn more about change management							
Key							
Name	Definition						
OSF	Original Submitted File						
SSF	Standard Submitted File						
SSO	Single Sign On (centralize user authorization on campus)						
Data Acquisition Services	EAB team that provides data extraction support						

APPENDIX B

2015 Midterm Grades Overview

Findings

The total counts reveal that for all the fall 2015 midterm grades, there were more A's (n=2228; 35.2%) than D's, W's and F's combined (n= 1205; 19%). Likewise, there were overall more A's (n= 521; 27%) for the fall 2015 cohort than D's, W's and F's combined (n= 480; 25%). A total count of 1261, 68%, of the fall 2015 cohort grades were A's B's and C's. The freshman cohort received the majority of D's, W's and F's in the 100 level courses including BIO, BUA, CHE, CJE, ENG, HIS, UNV and IGS at the 200 level. The 2015-14 fall midterm comparisons reveal an overall increase in A's and a decrease in D's, W's and F's for all students. While the increase in A's and B's are a commendable high point in our academic progression, the best overall indicator is that the midterm F's decreased in 2015, particularly for the freshman cohort compared to the 2014 freshman cohort.

Fall 2015 Mid-term Summary of Percentages							
	A		B	C	D	F	
Freshman	30	<5.6	24.97	18.4	11.5	16.8	>4.3
Sophomores	32	<7	28	18.1	10.4	9.9	
Juniors	39.8	<9.3	26.11	16.4	7.4	9.1	
Seniors	38.9	<7.2	27.1	15.4	6.8	9.1	
	35%	<7.1 %	26.5%			11.2 %	>4.1%

***It is important to note that results are based on 96% of the population (N=234 were counted I, IP, NA, NG, P, W or blank).*

Fall 2014 Mid-term Summary of Percentages					
	A	B	C	D	F
Freshman	24.4	22	19.2	12	21.1
Sophomores	25	25	21.8	13	16.5
Juniors	30.5	24.4	21.1	10.8	12.4
Seniors	31.7	25.1	19.4	9.3	11.2
	27.9%				15.3%

APPENDIX C

Month Received	Principal Investigator	College/Unit	Department	Sponsor-Agency	Title	Total Funds Requested	Status
February 2016	Erin Wheeler	Academic Affairs	Student Support Services	Department of Education	TRIO Talent Search	\$1,200,00	TBD
February 2016	Marion Simon	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	Southern SARE	SARE	\$11,111	TBD
February 2016	Katrina Sexton	Academic Affairs	Office of Sponsored Programs	Eastern Kentucky University	Professional Development & Training Project	\$108,965	TBD
February 2016	Wendy Dixie	Information Technology Services	Information Technology Services	Steelcase Education	Active Learning Center	\$62,000	TBD
January 2016	Kristopher Grimes	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	University of Tennessee	SNAP and EFNEP	\$25,000	Funded
January 2016	Vikas Kumar	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	Commonwealth of Kentucky	Enhancing Soybean Meal Utilization in Aquafeeds	\$135,350	TBD
January 2016	Shawn Moore	College of Agriculture, Foods Science and Sustainable Systems	Family & Consumer Science	Kentucky Transportation Cabinet	Educational summer enrichment program for 9th and 10th grade students.	\$55,000	TBD
January 2016	Robert Mania	College of Arts and Sciences	Mathematics and Physics	NSF	Scholarships Program	\$1,000,000	TBD
January 2016	Abdul Turay	College of Business and Computer Science	Business	NSF	Research nexus in Economics	\$197,271	Not Funded
November 2015	Kenneth Andries	College of Agriculture, Foods Science and Sustainable Systems	Agriculture & Natural Resources	USDA-NIFA	Addressing Production and Business Risk for Small Ruminant Producers in Kentucky	\$50,000	TBD
November 2015	Thomas Webster	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	DOD	Acquisition of confocal microscope and tissue processor	\$446,696	TBD
November 2015	Charlie Collins	College of Agriculture, Foods Science and Sustainable Systems	Environmental Studies & Sustainable Systems	DOD	Equipment acquisition for KSU Forestry	\$280,389	TBD

Month Received	Principal Investigator	College/Unit	Department	Sponsor-Agency	Title	Total Funds Requested	Status
October 2015	Pomper Kirk	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	Kentucky Department of Agriculture	Kentucky Department of Agriculture University Industrial Hemp Pilot Program	\$0	Funded
October 2015	T'Ebony Torian	Academic Support Services	Academic Affairs	Department of Education	GO College	\$30,974	Funded
September 2015	Andrew Ray	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	USDA-NIFA	Fish and Plants in High Tunnels	\$598,604	Funded
September 2015	Boris Gomelsky	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	USDA-NIFA	Tilapia Genetics Project	\$299,712	Funded
September 2015	Patricia Isenstein	Student Health Services	Student Affairs	SHAMSHA	Support of KSU GLBTQ supportive student-led organization	\$7,500	Not Funded
September 2015	Joanne Bankston	College of Agriculture, Foods Science and Sustainable Systems	Family & Consumer Science	USDA-NIFA	Children, Youth and Families At-Risks Sustainable Community Projects	\$135,000	Funded
September 2015	Janelle Hager	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	USDA-NIFA	Community Aquaponics Disaster Prep	\$87,428	Funded
September 2015	Francene Gilmer	Financial Aid	Student Affairs	USA Funds	Default Prevention Student Success Program	\$90,485	Funded
September 2015	Jo Anne Rainey	College of Professional Studies	School of Education	Commonwealth of Kentucky	KSU/CTE Kentucky Teacher Internship Program (CTE/KTIP)	\$2,005	Funded

Month Received	Principal Investigator	College/Unit	Department	Sponsor-Agency	Title	Total Funds Requested	Status
September 2015	Shawn Moore	College of Agriculture, Foods Science and Sustainable Systems	Food and Animal Science	Office of Juvenile Justice	4-H National Mentoring Program-OJJDP	\$92,000	TBD
September 2015	Derrick Gilmore	Office of Sponsored Programs	Academic Affairs	Department of Health and Human Services	KSU Substance Abuse/HIV Prevention, Education & Awareness Initiative (SAMSHA)	\$296,288	Funded
September 2015	Kristopher Grimes	College of Agriculture, Foods Science and Sustainable Systems	Environmental Studies & Sustainable Systems	USDA-NIFA	2015 Expanded Food and Nutrition Education Program	\$124,044	TBD
September 2015	Kirk Pomper	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	USDA-NIFA-MSCRF	McIntire Stennis FY 2015	\$110,200	Funded
September 2015	Siddhartha Dasgupta	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture		Farming for Cash: A renewal training program for Veteran, Socially Disadvantaged	\$626,217	Funded
September 2015	Christina Leath	Office of Title III	Office of The President	DOED	Student Aid and Fiscal Responsibility Act of 2009 (SAFRA)	\$4,195,490	Funded
August 2015	Zhanping Liu	College of Business and Computer Science	Computer Science Technology	San Diego State University Research Foundation	Visualization and Multiscale Analysis of NASA QUICKSCAT and NCEP	\$12,023	TBD
August 2015	Erin Wheeler	Student Support Services	Academic Affairs	DOED	Student Support Services 2016	\$220,000	Funded

Month Received	Principal Investigator	College/Unit	Department	Sponsor-Agency	Title	Total Funds Requested	Status
August 2015	Lynda Brown-Wright	College of Professional Studies	School of Education	Commonwealth of Kentucky	Minority Educator Recruitment and Retention-KSU (MERR)	\$40,000	Funded
August 2015	Jennifer Hubbard-Sanchez	College of Agriculture, Foods Science and Sustainable Systems	Environmental Studies & Sustainable Systems	Commonwealth of Kentucky	KSU Center for Environmental Education	\$1,085	Funded
August 2015	Vikas Kumar	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	Alltech	Algal Meal for Shrimp	\$32,000	Funded
July 2015	Kirk Pomper	College of Agriculture, Foods Science and Sustainable Systems	Agriculture & Natural Resources	USDA	Coop Extension FY2016	\$3,151,776	Funded
July 2015	T'Ebony Torain	Student Support Services	Academic Affairs	US Department of Education	Upward Bound	\$250,000	Funded
July 2015	Sonia Sanders	Office of President	Office of The President	Transportation Cabinet	Bridges to Opportunity	\$1,132,300	Funded
July 2015	Buddhi Gyawali	College of Agriculture, Foods Science and Sustainable Systems	Environmental Studies & Sustainable Systems	USDA-RD	Technical Assistance to Socially-Disadvantaged Groups	\$174,971	Funded
July 2015	Herman Walston	College of Professional Studies	School of Education	Health & Human Sciences	Promising Youth Center for Excellence Carry forward	\$69,777	Funded
July 2015	Kazi Javed	College of Arts and Sciences	Mathematics and Physics	NSF through CLiPS	Center for Layered Polymeric Systems (CLIPS)	\$25,000	Funded
July 2015	Abdul Turay	College of Business and Computer Science	Business	Department of State	U.S. Mission to the European Union Funding Opportunity	\$59,947	Not Funded

FY 16 Total

\$15,695,405

Award Month	Principal Investigator	Award College/Unit	Award Department	Sponsor-Agency	Descriptive Title	IDC Amount	Total Award
February 2016	Charlos Thompson	College of Professional Studies	Social Work	Eastern Kentucky University	Public Child Welfare Certificate Program	\$427	\$4,695
February 2016	Kirk Pomper	College of Agriculture, Foods Science and Sustainable Systems	Land Grant and Extension	Commonwealth of Kentucky-Governor's Office of Ag. Policy	Demonstration & Mini Grant Project	\$0	\$435,000
January 2016	Ashok Kumar	College of Business and Computer Science	School of Business	University of Rhode Island	Innovation in Brain Imaging	\$7,917	\$79,851
January 2016	Marion Simon	College of Agriculture, Foods Science and Sustainable Systems	Food and Animal Science	Kentucky Department of Agriculture	Limited Resource Minority Farmers Conference	\$0	\$2,500
January 2016	Kristopher Grimes	College of Agriculture, Foods Science and Sustainable Systems	Food and Animal Science	University of Tennessee	SNAP and EFNEP	\$6,324	\$25,000
Dec-15	Mara Merlino	College of Arts & Sciences	Psychology	Dept. of Justice	Cognitive Human Factors in Forensic Document Examination	\$85,960	\$728,615
Dec-15	Wendy Dixie	Office of President	Information Technology	KY. Dept. of Homeland Security	KSU Cybersecurity	\$0	\$20,000
November 2015	Mahetme Gebremedhin	College of Agriculture, Foods Science and Sustainable Systems	Environmental Studies & Sustainable Systems	USDA-NRCS	Use of Cover Manure		\$97,751
November 2015	Vikas Kumar	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	Alltech	Algal Meal for Shrimp	\$0	\$32,000
November 2015	Marion Simon	College of Agriculture, Foods Science and Sustainable Systems	Food and Animal Science	USDA	Assisting veteran, beginning and socially disadvantaged farmers	\$32,999	\$199,982
November 2015	James Tidwell	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	NSF	Healthy Ecosystems Healthy People	\$0	\$59,918
October 2015	Christina Leath	Office of The President	Title III	DOED	Title III SAFRA Extension YR 5	\$0	\$927,252

Award Month	Principal Investigator	Award College/Unit	Award Department	Sponsor-Agency	Descriptive Title	IDC Amount	Total Award
October 2015	Christina Leath	Office of The President	Title III		Title III HBCU Program YR3-CF FY15	\$0	\$467,142
October 2015	Christina Leath	Office of The President	Title III	DOED	Title III HBCU Masters FY5 Extension	\$0	\$464,000
October 2015	Christina Leath	Office of The President	Title III	DOED	Title II SAFRA	\$0	\$839,098
October 2015	Kazi Javed	College of Arts and Sciences	Mathematics and Physics	Case Western University	KSU-Case Western: Center for Layered Polymeric Systems	\$3,686	\$25,000
October 2015	Kirk Pomper	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	USDA-NIFA	Cooperative Extension FY15 CF	\$0	\$645,669
October 2015	T'Ebony Torian	Student Support Services	Academic Affairs	DOED	GO College	\$2,054	\$30,974
October 2015	Kirk Pomper	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	USDA-NIFA	Cooperative Research Services CF YF15 Evans Allen	\$0	\$1,000,000
October 2015	Changzeng Wang	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	USDA-NIFA	Developing Value-added Products from Asian Car	\$22,781	\$296,626
September 2015	JoAnne Rainey	College of Professional Studies	School of Education	Commonwealth of Kentucky	KSU/CTE Kentucky Teacher Internship Program (CTE/KTIP)	\$0	\$2,005
September 2015	JoAnne Bankston	College of Agriculture, Foods Science and Sustainable Systems	Family & Consumer Science	USDA-NIFA	Children, Youth and Families At-Risks Sustainable Community Projects		\$135,000

Award Month	Principal Investigator	Award College/Unit	Award Department	Sponsor-Agency	Descriptive Title	IDC Amount	Total Award
September 2015	Derrick Gilmore	Office of Sponsored Programs	Academic Affairs		KSU Substance Abuse/HIV Prevention, Education & Awareness Initiative (SAMSHA)	\$40,421	\$296,288
September 2015	Boris Gomelsky	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	USDA-NIFA	Tilapia Genetics Project	\$60,078	\$299,712
September 2015	Siddhartha Dasgupta	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	USDA-NIFA	Farming for Cash: A renewal training program for Veteran, Socially Disadvantaged		\$616,833
September 2015	Janelle Hager	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	USDA-NIFA	Community Aquaponics Disaster Prep	\$0	\$87,247
September 2015	Francene Gilmer	Financial Aid	Student Affairs	USA Funds	Default Prevention Student Success Program	\$0	\$90,485
September 2015	Andrew Ray	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	USDA-NIFA	Fish and Plants in High Tunnels	\$0	\$598,604
August 2015	Kirk Pomper	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	USDA	Cooperative Research Services	\$0	\$7,333,286

Award Month	Principal Investigator	Award College/Unit	Award Department	Sponsor-Agency	Descriptive Title	IDC Amount	Total Award
August 2015	John Sedlacek	College of Agriculture, Foods Science and Sustainable Systems	Agriculture & Natural Resources		Monsanto Fund Grant Scholarship		\$10,000
August 2015	Herman Walston	College of Professional Studies	School of Education	Department of Health and Human Services	An afterschool mentoring program	\$66,833	\$300,000
August 2015	Derrick Gilmore	Office of Sponsored Programs	Academic Affairs	Eastern Kentucky University	Professional Development and Training Project-Child Support	\$620	\$6,825
August 2015	Derrick Gilmore	Office of Sponsored Programs	Academic Affairs	Eastern Kentucky University	Professional Development and Training Project-Child Support		\$6,825
August 2015	Derrick Gilmore	Office of Sponsored Programs	Academic Affairs	Eastern Kentucky University	Professional Development and Training Project		\$107,560
August 2015	Louie Rivers	College of Agriculture, Foods Science and Sustainable Systems	Agriculture & Natural Resources	USDA-NRCS	KSU Small, Limited Resource & Minority Farmers Conference	\$0	\$10,000
August 2015	Jennifer Hubbard-Sanchez	College of Agriculture, Foods Science and Sustainable Systems	Environmental Studies & Sustainable Systems	Commonwealth of Kentucky	KSU Center for Environmental Education	\$0	\$1,085
August 2015	Donna Miller	College of Professional Studies	School of Education	Commonwealth of Kentucky	Minority Educator Recruitment and Retention MERR		\$40,000
August 2015	Mara Merlino	College of Arts and Sciences	Psychology	Department of Juvenile Justice	Data/Research Project		\$10,000
August 2015	Derrick Gilmore	Office of Sponsored Programs	Academic Affairs	Eastern Kentucky University	Professional Development and Training Project-Child Support	\$369	\$4,061

Award Month	Principal Investigator	Award College/Unit	Award Department	Sponsor-Agency	Descriptive Title	IDC Amount	Total Award
August 2015	Vikas Kumar	College of Agriculture, Foods Science and Sustainable Systems	Aquaculture	USDA-NRCS	Algal Meal for Shrimp	\$0	\$32,000
August 2015	Kirk Pomper	College of Agriculture, Foods Science and Sustainable Systems	Land Grant & Extension	USDA	Geospatial Characterization of Kentucky Forests for Agroforestry and Bioenergy		\$110,314
July 2015	Sonia Sanders	Office of The President	Office of The President	USDA	Bridges to Opportunities Workforce Development Consortium	\$0	\$1,132,300
July 2015	Herman Walston	College of Professional Studies	School of Education	Health & Human Sciences	Promising Youth Center for Excellence		\$69,777
July 2015	Kirk Pomper	College of Agriculture, Foods Science and Sustainable Systems	Agriculture & Natural Resources	USDA	Coop Extension FY2016		\$3,151,776
July 2015	Kirk Pomper	College of Agriculture, Foods Science and Sustainable Systems	Agriculture & Natural Resources	USDA	USDA Evans Allen FY2016		\$3,584,182
Total Awards:							\$24,526,466

Agenda Item Background

To:	Board of Regents Academic Affairs Committee	Date: April 22, 2016
From:	Lynda Brown-Wright, Vice President for Academic Affairs	
Subject:	Conferral of Degrees	
Reason for Consideration:	Approval	Enclosures: No

Background:

According to the Board of Regents of Kentucky State University Bylaws, Article V, Section 1, one of the duties of the Board of Regents is to "...grant diplomas and confer degrees upon the recommendation of the President and faculty."

Recommendation:

Therefore, upon recommendation of the President and University Faculty, the Board is requested at this time to authorize the President to confer the appropriate degrees upon students who have completed degree requirements and are eligible to graduate on May 14, 2016.

Approval

Initiator:	Lynda Brown-Wright, Vice President for Academic Affairs
Board Action Date:	April 22, 2016
Effective Date:	April 22, 2016

Agenda Item Background

To:	Board of Regents Academic Affairs Committee	Date: April 22, 2016
From:	Lynda Brown-Wright, Vice President for Academic Affairs	
Subject:	Faculty Emeritus Status	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

Dr. George Shields has been approved by President Raymond M. Burse, Dr. Lynda Brown-Wright/Vice President for Academic Affairs, the faculty in his department and the Department Chair to receive Professor Emeritus status. Dr. Shields meets all of the criteria set forth in Section 2.1.3.1 of the Faculty Handbook for award of this honor.

Recommendation:

That George Shields be granted the rank of Professor Emeritus of Philosophy with all of the rights and privileges thereto appertaining.

Approval

Initiator:	Lynda Brown-Wright, Vice President for Academic Affairs
Board Action Date:	April 22, 2016
Effective Date:	April 22, 2016

CURRICULUM VITAE

GEORGE W. SHIELDS

4630 Shady View Drive

Floyds Knobs, Indiana 47119

Home Phone: 812-923-7356/Office Phone: 502-597-6990 or 6991

Fax: 502-597-6764/E-mail: George.shields@kysu.edu

Addenda to Enclosed CV, May 2013 Version

PUBLICATIONS AND SCHOLARLY RESEARCH

Co-author with Donald W. Viney in *The Internet Encyclopedia of Philosophy: A Peer-Reviewed Academic Resource*. www.iep.utm.edu:

“Charles Hartshorne, Part I: Biography and Philosophy and Psychology of Sensation”

“Charles Hartshorne, Part II: Neoclassical Metaphysics”

“Charles Hartshorne, Part III: Dipolar Theism”

“Charles Hartshorne, Part IV: Theistic and Anti-Theistic Arguments”

[Final acceptance notice received from American Philosophy section editors.]

“Does Hartshorne’s Environmental Ethic Allow Deontic Considerations? A Response to Clare Palmer” in *Beyond the Bifurcation of Nature: A Common World for Animals and the Environment*. Ed. By Brianne Donaldson and Daniel Dombrowski. Cambridge: Cambridge Scholars Publishing, 2014.

“Whitehead and Analytic Philosophy of Mind,” *Process Studies*, Vol. 41, No. 2 (Fall-Winter 2012). [Special Focus Issue on Whitehead and the Analytic Tradition, issued September 2013. NB: Longest feature article in the history of the journal; at monograph length, the paper ran from pages 287 – 336; original submission was 69 pages in 11 font. While the paper was invited by the editors of the Special Focus, the article was peer reviewed.]

APPOINTMENTS AS REFEREE/MANUSCRIPT CONSULTANT

Edinburgh University Press, 2014. Referee for proposed *Edinburgh Critical Edition of the Complete Works of Alfred North Whitehead*.

CURRICULUM VITAE

GEORGE W. SHIELDS

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Floyds Knobs, Indiana 47119

Home Phone: 812-923-7356/Office Phone: 502-597-6990 or 6991

Fax: 502-597-6764/E-mail: George.shields@kysu.edu

EDUCATION

Study, Oxford University, 1983:

Oxford/Smithsonian Seminar on Natural Science and Religious Belief; Residence at Worcester College; Directors of Study: J. R. Durant (Biology/Darwin Studies) and Geoffrey P. Thomas (Physics) with Arthur Peacocke and Peter Atkins.

Ph. D., The University of Chicago, 1981:

AOS: Philosophical Theology; Title of Dissertation: "The Semantics of Perfection: An Investigation of Theistic Meaning Postulates and Their Justification in the Philosophy of Charles Hartshorne," Joint Advisors: Alan Donagan and David Tracy; Waiver of Final Defense Due to Dissertation Excellence; Disciples House Scholar.

M.A., The University of Louisville, 1975:

Major in Philosophy; Title of Thesis: "Neoclassical Metaphysics and the Philosophies of Existence: An Interpretation of the Thought of Charles Hartshorne," Advisor: Charles F. Breslin; Graduate Dean Citation for Excellence; Phi Kappa Phi Honors Society.

B. A., The University of Louisville, 1973:

Major in Philosophy; High Honors; Richard C. Smith Memorial Award in Philosophy; Senior Honors Thesis Topic: F. H. Bradley and G. E. Moore's "The Conception of Reality."

UNIVERSITY ADMINISTRATIVE AND TEACHING EXPERIENCE

At Kentucky State University, Frankfort, Kentucky 40601

Interim Dean, College of Arts & Sciences, 2004; Interim Dean, College of Mathematics, Science, Technology, and Health (July - December 2004)

2000-2001 University Distinguished Professor

Chairperson, Division of Literature, Languages, and Philosophy, 1994-2008

Acting Chairperson, Division of Literature, Languages, and Philosophy, 1993-1994

Professor of Philosophy, 1993-Present

Administrative and Teaching Experience at Kentucky State University, continued

Associate Professor of Philosophy, 1988-1993 (Tenure Awarded 1988)

Assistant Professor of Philosophy, 1985-1988

Adjunct Professor of Philosophy, 1984-1985

Course Assignments in Philosophy, Integrative Humanities, and Great Books

PHI 200-Introduction to Philosophy
PHI 210-Introduction to Logic
PHI 310-Moral Philosophy
PHI 330-Philosophy of Religion
PHI 350- Special Topics in Philosophy (Philosophies of Human Nature; Environmental Ethics)
PHI 390-Bioethics
PHI 400-Metaphysics
PHI 490-Survey of Basic Mathematical Logic
ENV 515-Environmental Ethics (Graduate Level, Master's in Environmental Studies Program)
ENV 516-Environmental Justice (Graduate Level, Master's in Environmental Studies Program)
IGS 200-Foundations of Cultures
IGS 201-The Convergence of Cultures in the Middle Ages & Renaissance
IGS 300-The Search for New Forms of Culture/The Modern World (Online Version)
IGS 302-Studies in Asian Cultures
IGS 499-Senior Seminar: The Problem of Evil
IGS 499-Senior Seminar: Science and Religion (**Templeton Foundation Award Winning Course**)
WYC 101-Great Books Honors Seminar I: Plato to Aeschylus (Co-taught with L. Chawla, PhD)
WYC 102-Great Books Honors Seminar II: The Bible to Dante (Co-taught with L. Chawla, PhD)
WYC 432-Senior Preceptorial: Lonergan and Hartshorne (Co-taught with T. McPartland, PhD)

At the University of Louisville, Louisville, Kentucky 40292

Professorial Lecturer, 1993-Present; Associate Professorial Lecturer, 1988-93; Assistant Professorial Lecturer, 1981-88 (Full-time Teaching Load, Fall 1984); Lecturer, 1979-81, 1975-77; Graduate Teaching Apprentice in Philosophy, Fall 1974.

Course Assignments in Philosophy and Health Sciences

Introduction to Philosophy
Philosophies of Human Nature
Introduction to Logic
Ethics
Health Care Ethics and Law (Graduate Level, Heath Sciences Campus)
Philosophy of Religion
Modern Philosophy: Descartes to Kant
Recent Philosophy: Hegel to Wittgenstein

Teaching Experience at the University of Louisville/Humanities Division, continued

Course Assignments in Humanities

Introduction to the Study of Religion
New Testament in the Light of Modern Scholarship
Survey of Christian Thought and Culture I: Augustine to the Reformation
Survey of Christian Thought and Culture II: Kant to Tillich
Contemporary Christian Thought: The Problem of Evil
Survey of Islamic Thought and Culture
Islamic Philosophy (Graduate Level, MA in Humanities Program)
Formal Logical Systems: From Aristotle to Goedel (Graduate Level, MA in Humanities/Linguistics)

At Indiana University Southeast, New Albany, Indiana 47150

Adjunct Lecturer, 1980-82; Fall 1983- Spring 1985; Spring 2002; Fall 2008-Fall 2011; Fall 2012-
Current; **Visiting Assistant Professor of Philosophy**, 1982-83.

Course Assignments in Philosophy

Introduction to Philosophy (& Honors Version)	Bioethics (co-taught with Galen Renwick, PhD)
Elementary Logic	Medieval Philosophy: Augustine to Occam
Ethics	Modern Philosophy: Descartes to Kant

Course Assignments in Religious Studies

Introduction to Religion in Culture
Religion and Human Experience
Religions of the East
Religion, Ethics, and Public Life

At Other Institutions and Programs

Research Fellow, The Center for Philosophy and the Natural Sciences, California State University, Sacramento, CA, 2008-Present.

Philosophy Faculty, Governor's Scholars Program, Murray State University, Murray, KY, Summer 1992.

Visiting Scholar-in-Residence, Claremont Graduate University/Center for Process Studies, February 1991; study/discussion with John Hick, Stephen T. Davis, David Griffin and John Cobb with paper presented to Claremont faculty and PhD program students.

Contemporary Issues in Moral Philosophy, Spalding University, Louisville, KY, Fall 1986.

Introduction to Philosophy, University of Kentucky-Jefferson Community College Southwest Campus, Louisville, KY, Spring 1984.

PUBLICATIONS AND SCHOLARLY RESEARCH

Itemized Bibliography of Publications:

Books

Co-Author and Editor, *Process and Analysis: Whitehead, Hartshorne, and the Analytic Tradition*, SUNY Press Series in Philosophy. Albany: State University of New York Press, 2003.

Co-Author and Co-Editor with Mark H. Shale, *Science, Technology, and Religious Ideas*. Lanham and London: University Press of America, 1994.

Integrative Studies Textbook Series Co-Edited with George Weick *et al.* Acton, MA.: Copley Publishing Co. (2nd editions partially funded by the National Endowment for the Humanities):

The Search for New Forms of Culture, 1994; 2nd Edition, 1999.

The Convergence of Cultures: Readings, 1993; 2nd Edition, 1996.

Foundations of Cultures: Readings, 1992; 2nd Edition 1995.

Co-Author and Co-Editor with George Nordgulen, *Faith and Creativity: Essays in Honor of Eugene H. Peters*. St. Louis: CBP Press, 1987. [The CBP Press is now the Chalice Press; jointly distributed and marketed by Abingdon Press and the SPCK Press, London.]

Scholarly Monographs

Co-Author with Donald W. Viney, *The Philosophy of Charles Hartshorne: A Survey and Critical Interpretation*, currently under final preparation for submission to the *Process Studies Supplements Series*, 2013 (141 pages). Article originally commissioned by the peer-reviewed *Internet Encyclopedia of Philosophy* (see entry below).

Conference Proceedings

Proceedings of the Institute for Liberal Studies, Vols. 1-16 (Fall 1990 - Fall 2006). Vol. 1 co-edited with Paul Ciholas; Vols. 2-16 co-edited with Mark H. Shale.

Special Journal Issues

Invited Co-Editor with Derek Malone-France, *Process Studies*, Vol. 39, No. 1 (Spring/Summer 2010). Special Focus Issue on Eternal Objects and Future Contingents.

Invited Editor, *Process Studies*, Vol. 31, No. 1 (Spring/Summer 2002). Special Focus Issue on Process Philosophy and Philosophy of Technology.

Invited Editor, *Process Studies*, Vol. 25 (1996). Combined Annual Issue Appearing July 1997. Special Focus Issue on Analytic and Process Philosophy. Commemorative Volume in Honor of Charles Hartshorne's 100th Birthday.

Feature Articles, Introductions, Reviews, and Critical Studies

Articles and Reviews in Press or in Preparation

Article in Preparation: “On *Process and Analysis*: Replies and Re-visitations” to be submitted to *Process Studies*.

Article in Preparation: “On Lewis Ford’s *Transforming Process Theism*: A Critical Assessment” to be submitted to *Transactions of the C. S. Peirce Society*.

Invited Article in Preparation: “Logic, Transcendental Argument, and Alleged ‘Defeaters,’” in *Deep Morality: Metaphysics and Public Life – Essays in Honor of Franklin I. Gamwell*, ed. Kevin Schilbrack to be submitted to publishers. [Draft completed; under consideration by Oxford University Press]

Article Complete and Submitted: “MWI Quantum Theory: Logical and Philosophical Issues,” submitted to *The Journal of Cosmology*, ed. Ruth Schild (Harvard Astrophysics Observatory). [Special Issue on Physical Cosmology and Process Thought]

Commissioned Articles Complete and Submitted: In *Internet Encyclopedia of Philosophy: A Peer Reviewed Academic Resource*, www.iep.utm.edu, co-authored with Donald W. Viney:

“Hartshorne, Charles: Biography/Philosophy, Prt. I: Philosophy & Psychology of Sensation”

“Hartshorne, Charles: Philosophy, Part II: Dipolar Theism”

“Hartshorne, Charles: Philosophy, Part III: Neoclassical Metaphysics ”

“Hartshorne, Charles: Philosophy, Part IV: Theistic & Anti-Theistic Arguments”

[Initial report by the editors was positive, but the submitted 141 page original article was over the manuscript length requirement, so the article was returned for re-submission as four separate articles, a process which has been completed; awaiting final acceptance notice.]

Invited Article in Press: “A Logical Analysis of Relational Realism” in *Physics and Speculative Philosophy: Potentiality in Modern Science*, eds. Timothy Eastman, Michael Epperson, and David Griffin. Frankfurt and Lancaster: Ontos Verlag, forthcoming 2013. [US distribution by Rutgers University Press]

Invited Article in Press: “Whitehead and Analytic Philosophy of Mind,” *Process Studies* forthcoming Special Focus Issue on Whitehead and Analytic Philosophy, eds. Franz Riffert and Ludwig Jaskolla.

Published Articles, Reviews, Introductions, and Critical Studies

“Review of Charles Hartshorne, *Creative Experiencing: A Philosophy of Freedom*,” *Process Studies*, Vol. 40, No. 2 (Fall-Winter 2011).

“Toward Process Poetics: On Balancing Novelty and the *Cantus Firmus*,” co-authored with April D. Fallon, *The Journal of Kentucky Studies: Literary Annual of Northern Kentucky University*, Vol. 28 (September 2011).

“Lonergan and Process Philosophy,” co-authored with Thomas McPartland, *The Lonergan Workshop Rome*, Vol. 22, ed. Fred Lawrence. Chestnut Hill, MA: Lonergan Institute of Boston College, 2011.

“Introduction to Special Focus on Eternal Objects and Future Contingents,” co-authored with Derek Malone-France, *Process Studies*, Vol. 39, No. 1 (Spring/Summer 2010).

“Eternal Objects, Middle Knowledge, and Hartshorne: A Response to Derek Malone-France,” *Process Studies*, Vol. 39, No. 1 (Spring/Summer 2010).

“Panexperientialism, Quantum Theory, and Neuroplasticity” in *Process Approaches to Consciousness*, eds. Michel Weber and A. Weekes. Albany: State University of New York Press, 2010. [This volume was accepted by referees and recommended for publication in the Oxford University Press International Perspectives on Philosophy and Psychiatry Series, but a contractual dispute between the volume editors and OUP prevented its publication there.]

“*Quo Vadis?: On Current Prospects for Process Philosophy and Theology*,” *The American Journal of Theology & Philosophy*, Vol. 30, No. 2 (May 2009).

“‘Beyond Enlightened Self-Interest’ Revisited: Process Philosophy and the Biology of Altruism,” in *Researching with Whitehead: System and Adventure – Essays in Honor of John B. Cobb, Jr.*, eds. Franz Riffert and Hans-Joachim Sanders. Freiburg and Meunchen: Verlag Karl Albers, 2008.

“Ruse, Altruism, and Process Philosophy” in *Whiteheadian Ethics: Proceedings of the Ethics Sessions of the 6th International A. N. Whitehead Conference*, eds. Theodore Walker and M. Toth. Cambridge: Cambridge Scholars Publishing, 2008.

“Review of Catherine Keller and Anne Daniell, eds., *Process and Difference: Between Cosmological and Poststructuralist Postmodernisms*,” *Process Studies*, Vol. 35, No. 1 (Spring-Summer 2006).

“Review of Johanna Seibt, ed., *Process Theories: Cross-Disciplinary Studies in Dynamic Categories*,” *Process Studies*, Vol. 34, No. 2 (Fall-Winter 2005).

“Review of David R. Griffin, *Two Great Truths: A New Synthesis of Scientific Naturalism and Christian Faith*,” *The Journal of Religion*, Vol. 85, No. 4 (October 2005).

“Review of Januz Polanowski and Donald Sherburne, eds., *Whitehead’s Philosophy: Points of Connection*,” *Process Studies*, Vol. 34, No. 1 (Spring-Summer 2005).

“Introduction,” *Proceedings of the Institute for Liberal Studies*, Vol. 15 (Fall 2005).

“Process and Universals” in *After Whitehead: Rescher on Process Metaphysics*, ed. Michel Weber Frankfurt and Lancaster: Ontos Verlag, 2004. [Invited essay with a reply from Nicholas Rescher; U. S. distribution by Rutgers University Press.]

“Introduction,” *Proceedings of the Institute for Liberal Studies: Interdisciplinary Perspectives on the Environment*, Vol. 14 (Fall 2003).

“Review of Lawrence W. Fagg, *The Becoming of Time*,” *The Journal of Religion*, Vol. 83, No. 4 (October 2003).

“Omniscience and Radical Particularity: A Reply to Simoni,” *Religious Studies: An International Journal for Philosophy of Religion*, Vol. 39, No. 2 (July 2003).

“Alvin Plantinga” in *American Philosophers, 1950-2000* (Dictionary of Literary Biography Series), ed. by Phil Demaitteis and Leemon McHenry. Columbia, SC: Brucoli Clark Layman Inc., 2003.

“Review of Rem B. Edwards, *What Caused the Big Bang?*,” *Process Studies*, Vol. 31, No. 2 (Fall-Winter 2002). [Issued 2003.]

“The Diversity of the African Intellectual Heritage,” *Proceedings of the Southern Interdisciplinary Roundtable on African Studies*, Vol. 2, ed. F. F. Ayuninjam (2003).

“Introduction,” *Proceedings of the Institute for Liberal Studies: Interdisciplinary Perspectives on Evolution*, Vol. 13 (Fall 2002). [Issued April 2003]

“Review of Gregory Ganssle and David Woodruff, eds., *God and Time: Essays on the Divine Nature*,” *The Journal of Religion*, Vol. 83, No. 3 (January 2003).

“Introduction: On the Interface of Analytic and Process Philosophy” in *Process and Analysis: Whitehead, Hartsborne, and the Analytic Tradition*. Albany: State University of New York Press, 2003.

“The Logic of Future Contingents,” co-authored with Donald W. Viney, in *Process and Analysis: Whitehead, Hartsborne, and the Analytic Tradition*. Albany: State University of New York Press, 2003.

“G. E. M. Anscombe” in *British Philosophers, 1800-2000* (Dictionary of Literary Biography Series), eds. Phil Demaitteis, Peter S. Fosl, and Leemon McHenry. Columbia, SC: Brucoli Clark Layman Inc., 2002.

“The Moral Obligation of Taking Darwin Seriously,” co-authored with Michael Ruse, *Research News in Science and Theology*, Vol. 3, No. 2 (October 2002).

“Introduction: Of Process and Techné,” *Process Studies*, Vol. 31, No. 1 (Spring-Summer 2002).

“Process Thought and Recent Philosophy of Technology,” *Process Studies*, Vol. 31, No. 1 (Spring-Summer 2002).

“Introduction,” *Proceedings of the Institute for Liberal Studies: Science and Culture*, Vol. 12 (Fall 2001). [Issued April 2002]

“Review of David R. Griffin, *Unsnarling the World-Knot: Consciousness, Freedom, and the Mind-Body Problem*,” *Sophia: International Journal for Philosophy of Religion, Metaphysical Theology & Ethics*, Vol. 40, No. 2 (December 2001).

“Physicalist Panexperientialism and the Mind-Body Problem,” *American Journal of Theology & Philosophy*, Vol. 22, No. 2 (May 2001).

“Introduction,” *Proceedings of the Institute for Liberal Studies: Science and Culture*, Vol. 11 (Fall 2000).

“Review of Charles Hartshorne and Mohammed Valady, *The Zero Fallacy and Other Essays in Neoclassical Philosophy*,” *International Journal for Philosophy of Religion*, Vol. 46, No. 3 (December 1999).

“Introduction,” *Proceedings of the Institute for Liberal Studies: Science and Culture*, Vol. 10 (Fall 1999).

“Review of Stephen T. Davis, *God, Reason, and Theistic Proofs*,” *The Journal of Interdisciplinary Studies: Special Issue on the Restoration of Philosophy*, Vol. 11 (June 1999).

“Process Thought and Philosophy of Technology: A Report on the Technology Sessions of the International A. N. Whitehead Conference,” *Process Perspectives*, Vol. 21, No. 3 (Fall 1998).

“Introduction,” *Proceedings of the Institute for Liberal Studies: Science and Culture*, Vol. 9 (Fall 1998).

“Abstract: Nicholas Rescher, ‘The Promise of Process Philosophy’ in *Frontiers of American Philosophy*,” *Process Studies* Vol. 27, Nos. 1-2 (Fall 1998).

“Abstract: Donald Sherburne, ‘Whitehead and Dewey on System and Experience’ in *Frontiers of American Philosophy*,” *Process Studies*, Vol. 27, Nos. 1-2 (Fall 1998).

In *The Search for New Forms of Culture*, 2nd Edition. Ed. George Weick *et al.* Acton, MA.: Copley Publishing Co., 1999:

“Introduction to Martin Buber”

“Introduction to Søren Kierkegaard”

“Introduction to Friedrich Nietzsche”

“Introduction to Paul Tillich”

“Review of Dorothy Emmet, *The Passage of Nature*,” *Process Studies*, Vol. 26, Nos. 1-2 (Winter-Spring 1997).

“Introduction,” *Proceedings of the Institute for Liberal Studies: Science and Culture*, Vol. 8 (Fall 1997).

“Introduction: On the Interface of Analytic and Process Philosophy,” *Process Studies*, Vol. 25 (1996).

“Review of Nicholas Rescher, *Process Metaphysics: An Introduction to Process Philosophy*,” *Process Studies*, Vol. 25 (1996).

“**Invited Review Article:** Pragmatism, Interdisciplinarity, and Liberal Education—On Bruce Kimball, *et al.*, *The Condition of American Liberal Education*,” *The Association for Integrative Studies Newsletter*, Vol. 18, No. 3 (October 1996).

“Introduction,” *Proceedings of the Institute for Liberal Studies*, Vol. 7 (Fall 1996).

“Introduction to Descartes: *Discours de la methode* and *Le monde*,” in *The Convergence of Cultures*, 2nd Edition. Ed. George Weick *et al.* Acton, Massachusetts: Copley Publishing Company, 1996.

“Design, Chance and Necessity,” in *Facets of Faith and Science: Vol. 4, Interpreting God’s Action in the World*. Ed. Jitse van der Meer. Lanham and London: University Press of America, 1996.

“Introduction,” *Proceedings of the Institute for Liberal Studies: Science and Culture*, Vol. 6 (Fall 1995).

In *Foundations of Cultures: Readings*, Second Edition. Ed. George Weick *et al.* Acton, MA.: Copley Publishing Company, 1995:

“Introduction to the Pre-Socratics”

“Introduction to Plato”

“Introduction to Aristotle”

“Introduction to Selections from Aristotle’s *Physics*, Book II”

“Introduction to Selections from Aristotle’s *Nicomachean Ethics*”

“Annotated Free Translation of Selections from Aristotle’s *Nicomachean Ethics*”

“Review of Lewis E. Hahn, ed., *The Philosophy of Charles Hartsborne*, Vol. 20, Library of Living Philosophers Series,” *International Journal for Philosophy of Religion*, Vol. 36, No. 4 (December 1994).

“Introduction to Nietzsche,” in *The Search for New Forms of Culture*. Ed. George Weick *et al.* Acton, Mass.: Copley Publishing Company, 1994.

“Preface” in *Science, Technology, and Religious Ideas*. Lanham and London: University Press of America, 1994.

“The Wider Design Argument and the New Physics: Ruminations on the Thought of P. C. W. Davies,” in *Science, Technology, and Religious Ideas*. Lanham and London: University Press of America, 1994.

“Introduction,” *Proceedings of the Institute for Liberal Studies*, Vol. 5 (Fall 1994).

“Annotated Translation of Selections from St. Thomas Aquinas’ *Summa Theologiae*,” in *The Convergence of Cultures: Readings*. Ed. by George Weick *et al.* Acton, Mass.: Copley Publishing Company, 1993.

“Introduction,” *Proceedings of the Institute for Liberal Studies*, Vol. 4 (Fall 1993).

“Some Recent Philosophers and the Problem of Future Contingents,” *The Midwest Quarterly*, Vol. 35, No. 2 (April 1993).

“Introduction,” *Proceedings of the Institute for Liberal Studies*, Vol. 3 (Fall 1992).

- “Hartshorne and Creel on Impassibility,” *Process Studies*, Vol. 21, No. 1 (Spring 1992).
- “Infinitesimals and Hartshorne’s Set-Theoretic Platonism,” *The Modern Schoolman*, Vol. 49, No. 2 (January 1992).
- “Introduction,” *Proceedings of the Institute for Liberal Studies*, Vol. 2 (Fall 1991).
- “Critical Abstract: C. Hartshorne on ‘Von Wright and Hume’s Axiom’ in *The Philosophy of G. H. von Wright*,” *Process Studies*, Vol. 20, No. 2 (Summer 1991).
- “Critical Abstract: von Wright’s ‘Reply to Hartshorne’ in *The Philosophy of G. H. von Wright*,” *Process Studies*, Vol. 20, No. 2 (Summer 1991).
- “Review of Charles Hartshorne, *The Darkness and the Light*,” *Arts & Sciences News Digest*, Vol. 2, No. 2 (Spring 1991).
- “Review of Roger Penrose, *The Emperor’s New Mind: Concerning Computers, Minds, and the Laws of Physics*,” *Arts & Sciences News Digest*, Vol. 2, No. 1 (Fall 1990).
- “Introduction,” co-authored with Paul Ciholas, in *Proceedings of the Institute for Liberal Studies*, Vol. 1 (Fall 1990).
- “Distinguished Scholar Essay Series: Some Recent Controversies in Bioethics,” *Kentucky State University Alumni Magazine*, Vol. 8, No. 2 (Summer 1990).
- “Annotated Translation of Selections from St. Thomas Aquinas’ *Summa Theologiae*,” *Integrative Studies 201 Documents*. Kentucky State University, 1990.
- “Critical Abstract: William J. Wainwright and Robert M. Adams on ‘Necessary Existence’, *Nous* 29/2,” *Process Studies*, Vol. 18, No. 4 (1989).
- “Review of A. Zvie Bar-On, *The Categories and the Principle of Coherence: Whitehead’s Theory of Categories in Historical Perspective*,” *The Journal of Religion*, Vol. 69, No. 3 (July 1989).
- “Fate and Logic: Cahn on Hartshorne Revisited,” *The Southern Journal of Philosophy*, Vol. 26, No. 3 (Fall 1988).
- “Davies, Eternity and the Cosmological Argument,” *International Journal for Philosophy of Religion*, Vol. 21, No. 1 (1987).
- “Critical Abstracts of Special Issue on Philosophical Theology, *Encounter* 47/3,” *Process Studies*, Vol. 17, No. 3 (1987):
- J. H. Russell, “Stephen T. Davis’ Free Will Defense”; Lewis S. Ford, “Divine Persuasion and Coercion: A Response to Basinger”; Eldon Hay, “The Concept of Miracle: A Process Perspective”; Norman Pittenger, “The Divine Activity”; Mary Rattigan, “The Christology of John Cobb.”
- “Critical Abstract: Quentin Smith on ‘Infinity and the Past’, *Philosophy of Science* 54/3,” *Process Studies*, Vol. 17, No. 2 (1987).

"Critical Abstract: Manfred Frings on 'Social Temporality in G. H. Mead and Max Scheler'," *Philosophy Today* 27/4," *Process Studies*, Vol. 17, No. 2 (1987).

"Introduction," co-authored with George Nordgulen, in *Faith and Creativity: Essays in Honor of Eugene H. Peters*. St. Louis: CBP Press, 1987.

"Hartshorne and the Analytic Philosophical Tradition," in *Faith and Creativity: Essays in Honor of Eugene H. Peters*. St. Louis: CBP Press, 1987.

"Introduction to Selections from Aristotle's *Metaphysica*," *Integrative Studies 200 Documents*. Kentucky State University, 1986.

"Review of *Existence and Actuality: Conversations with Charles Hartshorne*, eds. John Cobb and Franklin Gamwell," *The Journal of Religion*, Vol. 66, No. 3 (July 1986).

"Review of George L. Goodwin, *The Ontological Argument of Charles Hartshorne*," *Religious Studies Review*, Vol. 11, No. 1 (January 1985).

"Is the Past Finite? On Craig's Kalam Argument," *Process Studies*, Vol. 14, No. 1 (1984). [Re-printed in *Religion On-Line*]

"Process Theology and Technology" in *Theology and Technology*, ed. Carl Mitcham and Jim Grote. Washington, D.C.: University Press of America, 1984.

"Critical Study: George Nordgulen, *Perspectives in World Religions*, Vol. I," *Process Studies*, Vol. 13, No. 4 (1983).

"Review of Charles Hartshorne and Creighton Peden, *Whitehead's View of Reality*," *Encounter*, Vol. 44, No. 2 (Spring 1983).

"God, Modality and Incoherence," *Encounter*, Vol. 44, No. 1 (Winter 1983).

"Critical Study: David Burrell, *Aquinas: God and Action*," *Process Studies*, Vol. 11, No. 1 (Spring 1981).

"Review of George L. Goodwin, *The Ontological Argument of Charles Hartshorne*," *The Journal of Religion*, Vol. 60, No. 3 (July 1980).

"Hartshorne's Modal Ontological Argument," *Dialogue*, Vol. 22, Nos. 1-2 (April 1980).

"Review of Stephen Toulmin's Nuveen Lecture: 'The Future of Cosmology'," *The Limen: University of Chicago DSA Newsletter*, Vol. 2, No. 26 (April 1979).

"Ontological Criteria in F. H. Bradley: An Essay Concerning G. E. Moore's Critique," *Milesian Fragments: Philosophy Annual of Union College*, Vol. 11 (1973). [Award Winning Paper, Kentucky Philosophical Association.]

Kentucky State University

Board of Regents Meeting

Student Affairs Committee

April 21, 2016

Regent Ekumene Lysonge, Chairperson

Regent David Guarnieri

Regent Hettie Oldham

Regent Elaine Farris

Regent Diamond Gordon

Francene Gilmer,

Interim Vice President for Student Affairs

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Student Affairs Committee Report
April 21, 2016
2:30 p.m.
Cooperative Extension Building Conference Room
Frankfort, Kentucky

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KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Student Affairs Committee
April 21, 2016
2:30 P.M.
Cooperative Extension Building Conference Room
Frankfort, Kentucky

AGENDA

- | | | |
|--------------|---|--|
| I. | CALL TO ORDER | Regent Lysonge,
Chairperson |
| II. | ROLL CALL | Francene Gilmer,
Interim Vice President for
Student Affairs |
| III. | OPENING REMARKS | Regent Lysonge |
| IV. | APPROVAL OF
JANUARY 21, 2016 MINUTES | Regent Lysonge |
| V. | SPRING 2016 ENROLLMENT REPORT | |
| VI. | UPDATE FROM SCANNELL & KURZ (RUFFALO) | |
| VII. | PROJECTED FALL 2016 ENROLLMENT | |
| VIII. | CAREER COUNSELING AND PLACEMENT
UPDATE/RESTRUCTURING | Francene Gilmer |
| IX. | HOUSING REPORT | Francene Gilmer |
| X. | FALL 2016 HOUSING PLAN | Francene Gilmer |
| XI. | 2016-2017 RESIDENCE LIFE PLAN | Francene Gilmer |
| XII. | STUDENT LIFE/STUDENT ACTIVITIES
UPDATE/PLAN | Francene Gilmer |
| XIII. | 2016-2017 STUDENT ACTIVITY PLAN
AND CALENDAR | Francene Gilmer |

XIV. STUDENT HANDBOOK UPDATE

Francene Gilmer

XV. ADJOURNMENT

Regent Lysonge

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Student Affairs Committee
January 21, 2016
1:00 p.m. – 2:00 p.m.
Cooperative Extension Building Conference Room
Frankfort, Kentucky

MINUTES

Regent Karen Bearden, acting Committee Chairperson, called the Kentucky State University Board of Regents Student Affairs Committee meeting to order at 1:03 p.m. on January 21, 2016. Regent Bearden asked the secretary to call roll:

Hettie Oldham	Present	David Guarnieri	Present
Diamond Gordon	Present	Elaine Farris	Present
Ekumene Lysonge	Not Present		

A quorum was declared.

I. Approval of Minutes

Minutes of the October 22, 2015, meeting were approved. Motion was made by Regent Farris and seconded by Regent Guarnieri.

II. Vice President's Report

Interim Vice President for Student Affairs, Francene Gilmer, presented the report. The Office of Admissions was conducting searches for a Director and Assistant Director. The positions have been advertised and applications were under review. Fall 2015 enrollment was 1,585, and 1,411 students are registered for Spring 2016 as of January 21, 2016. President Burse established an Enrollment Management Task Force to manage day-to-day operations until a Director of Admissions was hired. Task Force members are Francene Gilmer, Christina Leath, Carmella Conner, Linda Brown-Wright, Wendy Dixie, N'Namdi Paskins, Andrea Houston, and Candice Jackson.

It was discussed that manual processes will continue until a Customer Relations Management (CRM) was purchased and PeopleSoft implemented. The services of enrollment management consultants Scannell & Kurz have been obtained to assist with enrollment management.

It was noted that the Office of Admissions has not been effectively operating for many years. Students were recruited that did not want to be here and those who did want to be here did not receive adequate assistance to be retained.

Scannell & Kurz recommended the establishment of a marketing and enrollment management organization within the institution to include a Director of Marketing. The Office of Financial Aid, Office of Admissions, Student One Stop Center, and Registrar would no longer fall under the Offices for Student Affairs and Academic Affairs, respectively. These offices would report to the Vice President for Marketing and Enrollment Management. These offices will continue to report to the Enrollment Management Task Force until a Vice President was hired.

Discussion ensued concerning efforts to enroll more students for Fall 2016. Scannell & Kurz will implement a program to drive Fall 2016 enrollment. The program typically resulted in a 3-7% increase in enrollment. Admissions will use current students and faculty to assist with recruiting. Improving complaint resolution and customer service will remain a priority.

The Office of Admissions will host an Open House on March 26, 2016, and 800-1,000 students are expected to attend. Last year's event conflicted with a national test date, which resulted in low attendance. This year's event will not conflict with national testing. Invitations were to be sent to high schools, churches, and social organizations. Alumni clubs and the Athletic Department will also help advertise the event. Social media will be utilized as well. Planning meetings will include faculty, staff, and students. It was noted that the University's history should be incorporated more into tours. Ambassador tour guides are being retrained and marketing materials being revised.

The Office of Admissions has also created an implementation plan outlining recruitment strategies. The recruitment strategies are designed to strengthen relationships and outcomes with counselors, parents, and prospective students. Christina Leath will be the contact for Admissions and Dr. Fariba Bigdeli-Jahed will assist with coordinating faculty involvement in recruiting efforts.

Both the Director of Financial Aid and the Assistant Director of Financial Aid recently resigned. Qiana Hall now serves as Acting Director. Carmella Conner is working with her to ensure that the office processes are consistent and timely.

The purpose of the Student One Stop Center and improvement measures were discussed. The goal was to receive concerns and carry them through completion.

Developing programs to address student needs was discussed. Student programs addressing mental health as well as career counseling and placement will be scheduled this semester. Student programming has been incorporated with the University's living-learning goals by ensuring programs develop leadership skills, character, and teamwork. The Office for Student Life has been working closely with the Student Government Association and other student organizations to help meet student programming needs.

To help prepare students for graduation, the Office of Career Counseling and Placement will contact all students who have applied to graduate this year to discuss the student's plan, and if the student has no plan, will help develop a plan. The Career Fair is scheduled for April 7, 2016.

III. Adjournment

The meeting was adjourned at 1:53 p.m.

Submitted by:

Approved by:

Francene Gilmer,
Interim Vice President for Student Affairs

Regent Ekumene Lysonge,
Chairperson
Student Affairs Committee

_____ **Approved with no corrections**

_____ **Approved with corrections**

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Student Affairs Committee Report
April 21, 2016
Cooperative Extension Building Conference Room
Frankfort, Kentucky

Executive Summary

The Office of Student Affairs report will highlight the services of Career Planning and Placement, Residence Life, and Student Life. Enrollment updates will be provided by the Marketing and Enrollment Management Committee.

- V. Spring 2016 Enrollment Report**
- VI. Update from Scannell & Kurz (Ruffalo)**
- VII. Projected Fall 2016 Enrollment**
- VIII. Career Counseling and Placement Update/Restructuring**

The Office of Career Counseling and Placement is engaged in enhancing services by providing students opportunities for interviews, including the Thurgood Marshall College Fund and Leadership Institute. Efforts to reach all students who have applied for graduation is on-going. As of March 29, 2016, 105 students out 187 have been contacted. Of the lot, 39 have received job offers, 32 have been accepted to graduate school, four have had interviews, 14 are planning to apply to graduate school, two are pursuing employment opportunities, 12 are independently exploring options, and two are undecided. Upcoming events, such as a summer internship workshop and employer information sessions, will focus on providing sophomores and juniors with information to attain summer internships. The Office will collaborate with the Center for Academic Persistence and Success (C.A.P.S.) in an activity to assess career goals for freshmen using career interest inventories.

2015-2016 INTERNSHIP PLACEMENTS

The following table lists 2015-2016 student internship placements by major. Students received academic credit and/or a salary.

	MAJOR	PLACEMENT	JOB TITLE	JOB DUTIES	SALARY	ACADEMIC CREDIT
1	Agriculture	Legislative Research Commission	Legislative Intern	Take adequate notes during house committee sessions, type letters and other correspondence, keep daily calendar, and attend conferences.	Unpaid	Yes
2	Art Education	KSU Art Dept.	Student Art Assistant	Assist in studio and labs working with project designs and exhibitions and provide community outreach.	Unpaid	Yes
3	Art Education	KSU Art Dept.	Student Art Assistant	Assist in studio and labs working with project designs and exhibitions and provide community outreach.	Unpaid	Yes
4	Art Education	KSU Art Dept.	Student Art Assistant	Assist in studio and labs working with project designs and exhibitions and provide community outreach.	Unpaid	Yes
5	Biology	KORT Physical Therapy	Physical Therapist Assistant	Observe duties of Physical Therapist. Assist patients with conducting therapy procedures.	Unpaid	Yes
6	Business Administration	KY Dept. of Transportation	Human Resource Assistant	Assist Human Resource Specialist with various personnel matters. Answer phone and assist public.	\$10/hr	No

	MAJOR	PLACEMENT	JOB TITLE	JOB DUTIES	SALARY	ACADEMIC CREDIT
7	Business Administration	KY Dept. of Transportation	Human Resource Assistant	Assist Human Resource Specialist with various personnel matters. Answer phone and assist public.	\$10/hr	No
8	Business Administration	Owenton Center for Nursing	Office Manager	Manage office.	\$12/hr	Yes
9	Criminal Justice	Legislative Research Commission	Legislative Intern	Gather information on the legislative process, assist in drafting bills and legal research, and engage with constituents and lobbyists.	\$1,000/mo	Yes
10	Criminal Justice	Frankfort City Police Dept.	Citation Officer	Issue parking tickets and assist public with traffic issues.	\$11/hr	No
11	Criminal Justice	KY Dept. of Corrections	Juvenile Justice Program Assistant	Shadow staff and assist with juvenile programs.	Unpaid	Yes
12	Criminal Justice	KY Dept. of Corrections	Juvenile Justice Program Assistant	Shadow staff and assist with juvenile programs.	Unpaid	Yes
13	Criminal Justice	Circuit Court Office	Assistant Court Administrator	Take notes for Judge during court and assist with trial services.	Unpaid	Yes
14	Criminal Justice	KSU Police Dept.	Citation Assistant	Receive training in dispatch, shadow officers, and write citations.	Unpaid	Yes
15	Elementary Education	Legislative Research Commission	Legislative Intern	Take adequate notes during house committee sessions, type letters and other correspondence, keep daily calendar, and attend conferences.	Unpaid	Yes

	MAJOR	PLACEMENT	JOB TITLE	JOB DUTIES	SALARY	ACADEMIC CREDIT
16	Mass Communications	Legislative Research Commission	Legislative Intern	Gather information on the legislative process, assist in drafting bills and legal research, and engage with constituents and lobbyists.	\$1,000/mo	Yes
17	Mass Communications	KY Dept. of Transportation	Communication Assistant	Monitor social media sites, offer assistance on PR programs, and edit news releases.	\$10/hr	No
18	Mass Communications	City of Chicago Performing Arts School	Business Analyst	Develop business plans for companies.	\$12/hr	Yes
19	Mass Communications	Frankfort Chamber of Commerce	Administrative Assist.	Manage social media pages, answer phone, and assist with media details.	Unpaid	Yes
20	Master of Public Administration	KY Dept. of Transportation	Small Business Development Investigation Assistant	Assist with small business development. Help with investigation of various businesses.	\$10/hr	No
21	Nursing	Frankfort Regional Medical Center	Nurses Aide	Perform nursing duties.	Unpaid	Yes
22	Political Science	Legislative Research Commission	Legislative Intern	Gather information on the legislative process, assist in drafting bills and legal research, and engage with constituents and lobbyists.	\$1,000/mo	No

	MAJOR	PLACEMENT	JOB TITLE	JOB DUTIES	SALARY	ACADEMIC CREDIT
23	Public Administration	Legislative Research Commission	Legislative Intern	Gather information on the legislative process, assist in drafting bills and legal research, and engage with constituents and lobbyists.	\$13.50/hr	No
24	Sociology	KY Dept. of Transportation	Human Resource Assistant	Assist Human Resource Specialist with various personnel matters. Answer phone and assist public.	\$10/hr	No

CAREER COUNSELING AND PLACEMENT
SPRING 2016 EVENTS

The Office of Career Counseling and Placement sponsored the following on-campus programs.

Date	Career Services' Sponsored Programs	Location	Attendance	Purpose
01/28	Federal Highways – Applying for Federal Jobs	KSU – ASB 5 th Floor	10	Assisted students with constructing a profile and applying for federal positions
03/04	Build Your Own Brand	KSU – Student Center Ballroom	25	Women's Conference
03/22	Build Your Own Brand	KSU – Student Center Ballroom	25	Student Advisors, Organizations, and President's Leadership Conference
03/28-03/31	Career Fair and Graduate School Preparation Week	KSU – Student Center	78	Information tables set-up throughout the week focusing on job search skills, interview attire, and resume writing.
03/31	Interview and Career Fair Etiquette Convocation	KSU – Bradford Hall	60	Speaker: Mr. Le'Artis Allen, Associate Corporate Responsibility Specialist, Corporate Responsibility and Community Affairs, for LG&E and KU Energy

The Office of Career Counseling and Placement sponsored the following on-campus recruitment events for student employment opportunities.

Date	On-Campus Recruitment Events	Location	Attendance	Purpose/Results
01/26	Kroger West	KSU – Cafeteria Lobby	25	Disseminated information about potential job opportunities
1/26	Commonwealth Credit Union	KSU – Cafeteria Lobby	25	Disseminated information about potential job opportunities
1/26	Adecco	KSU – Cafeteria Lobby	25	Disseminated information about potential job opportunities
02/02	City of Frankfort Recruitment Initiative	KSU – Student Center Ballroom	20	3 students hired (2 full-time, 1 internship)
03/01	Thurgood Marshall College Fund (TMCF)	KSU – Cafeteria Lobby	50	Disseminated information about TMCF and upcoming information session
03/02	TMCF Student Information Session	KSU – Student Center	18	Informed students about Thurgood Marshall Leadership Institute, scholarships, and job opportunities
03/02	TMCF Faculty Information Session	KSU – Student Center	3 faculty members	Informed faculty about Thurgood Marshall Leadership Institute, newsletters, and scholarship and grant opportunities
03/03	Thurgood Marshall Leadership Institute Interviews	KSU – ASB 303	18	5 students will be selected
03/22	Kentucky Teachers Network-Teachers' Fair	Fayette County Extension Office, Lexington, KY	0	UK, ECU, and KSU organize and host the fair at various venues. Kim Jones represented KSU at the meetings and events. Faculty in the School of Education and Office of Career Counseling staff members solicited students to attend, but no KSU students attended.
04/07	Spring Career Fair	KSU – Exum		53 employers registered as of 4/5

To maximize student outreach efforts, the Office of Career Planning and Placement staff attended the following campus functions and set tables in high traffic areas.

Date	Office Outreach	Location	Attendance	Purpose
02/04	Basketball Game	KSU – Exum	30	Disseminated office brochures and information about upcoming events
02/15	Basketball Game	KSU – Exum	28	Disseminated office brochures and information about upcoming events
02/17	Student Center	KSU – Cafeteria Lobby	25	Disseminated office brochures and information about upcoming events
03/21	Graduation Fair	KSU – Exum	80	Students will receive graduation preparation info, have clearance forms signed, and resumes reviewed.
04/04	Career Fair	KSU – Cafeteria Lobby	30	Disseminate career fair information
04/05	Career Fair	KSU – Cafeteria Lobby	45	Disseminate career fair information

Employers interested in hiring KSU students are invited to campus to discuss employment opportunities. The following table highlights our most recent guests.

Date	On-Campus Employer Relations Visits	Location	Attendee	Purpose
01/25	Department of Transportation	KSU – ASB #303	Ron Banks	Met to discuss upcoming opportunities and potential candidates and receive additional application packets
01/28	Federal Highways	KSU – ASB #303	Ron Banks	Met to discuss upcoming opportunities and changes to application process
02/16	Whitney M. Young Job Corps	KSU – ASB #303	Ron Banks	Met to discuss opportunities, potential candidates, and application packets
02/18	Sherwin Williams	KSU – ASB #303	Ron Banks	Met to discuss upcoming opportunities
02/22	Federal Highways	KSU – ASB #303	Ron Banks	Met to follow-up on opportunities and potential candidates
03/08	Sherwin Williams	KSU – ASB #303	Ron Banks	Met to follow-up about employment opportunities and potential candidates

Visiting employers on-site is an integral component of maintaining relationships. The employers in the table below were visited.

Date	Off-Campus Employer Visits	Location	Attendance	Purpose/Results
01/08	Cabinet Secretary, Department of Labor	Frankfort, KY	Ron Banks	Discussed possible internships for the summer and full-time positions for graduates
01/11	Coca Cola	Louisville, KY	Ron Banks	Discussed summer position with Derrick Ramsey
01/12	CVS Pharmacy	Frankfort, KY	Ron Banks	Discussed part-time jobs
02/05	Franklin County Sherriff's Department	Frankfort, KY	Ron Banks	Discussed internships
02/09	Franklin County District Court Judge	Frankfort, KY	Ron Banks	Discussed possible internships for summer and fall
02/11	Legislative Research Commission	Frankfort, KY	Ron Banks	Discussed internships
02/02	City of Frankfort	Frankfort, KY	Ron Banks	Discussed police department internship and full-time position
02/29	ABC TV Network	Lexington, KY	Ron Banks	Discussed internship

The following graduate schools held events to recruit KSU students for their graduate programs.

Date	Graduate School Events	Location	Attendance	Purpose
01/28	University of Louisville	KSU – Carver Hall	175	U of L Department Attendees: School of Dentistry and School of Medicine Admissions Offices; Dept. of Physiology and Dept. of Otolaryngology in the School of Medicine; School of Public Health and Information Sciences; Office of Diversity and Inclusion in Health Sciences
03/03	University of Louisville Spring Visitation	Louisville, KY	5	Students interested in the University of Louisville participated in the graduate visitation program

The Office of Career Counseling and Placement participated in the following professional development events.

Date	Staff Professional Development Events	Location	Attendance	Purpose
01/08	Kentucky Career Development Association Lunch and Learn	Frankfort, KY	15 members from various universities	Kim Jones attended as the 4-Year College Representative to the Board. Discussion Topic - Effective Social Media Usage
02/05	Kentucky Career Development Association Board Meeting	Lexington, KY	7 members from various universities	Kim Jones attended as the 4-Year College Representative to the Board. Discussion Topics - Positions open for re-election and finalize Spring Drive-In to be held May 2016

Month	Individual Student Appointments for Resume Consultation
Jan	15
Feb	27
March	63
April	11 as of 4/5

Month	Individual Student Appointments for Employment Consultation
Jan	50
Feb	28 (including 3 mock interviews)
March	26
April	2 as of 4/5

Individual Student Appointments for Personal Statement—School
1 - Loyola University, Chicago, IL
1 - Frontier University, Hayden, KY
1 - University of Kentucky, Lexington

Career Counseling and Placement Restructuring

To improve the successful completion of a student's career at Kentucky State University, a restructure of the Career Counseling and Placement Center is necessary. Modern career centers across the country offer state-of-the art facilities, digital programs, and easy access to career search resources and potential employers and graduate/professional school opportunities. A restructuring plan may focus on the following objectives:

1. Prepare students to think about their career paths and create actual next steps;
2. Increase perception of our career counseling staff as being knowledgeable of career industries;
3. Refine service delivery (workshops, career fairs) while increasing overall participation;
4. Increase the diversity of employment opportunities for students;
5. Provide tailored messaging to students based on career interests; and
6. Increase the number of students who register with the Office.

Implementation will begin upon submission and approval of an agreed upon restructuring plan, which will be submitted by April 29, 2016.

IX. Housing Report

To comply with 24/7 coverage of the front desks for all six residence halls, security officers have been suggested for the hours of 12 a.m. to 8 a.m. This is proposed because there are insufficient numbers of resident advisors and hall managers to provide needed coverage. The process of interviewing candidates for positions is on-going. To date, candidates with adequate qualifications have not been identified.

Spring 2016 University Housing by Student Type			
Student Type	Total # of Students	# of In State Students	# of Out of State Students
New Student	168	104	64
New Student (Transfer)	33	20	13
Continuing Resident	253	104	149
TOTALS	454	228	226

Total Available Bed Spaces for Spring 2016			
Residence Hall	Total # of Students	Females	Males
Chandler Hall	114	114	0
Combs Hall	106	0	106
Hunter Hall	102	34	68
Kentucky Hall	136	136	0
McCullin Hall	97	70	27
Young Hall	150	68	82
TOTALS	705	422	283

NOTE: Currently, the Halls is not in operation and is not included in the above data.

Beginning fall 2016, students responsible for damage and/or vandalizing University property or property of a member of the University community will be held liable for the cost of repair and/or replacement.

X. Fall 2016 Housing Plan

Beginning fall 2016 Residence Life will have two Living-Learning Community (LLC) residence halls for freshmen students: Chandler Hall and Hunter Hall. The fall 2016 plan accommodates 705 on-campus students (669 residents and 36 resident advisors resulting in 555 on north campus and 150 on south campus) and reflects the new LLC arrangements.

New student housing applications have been accepted since March 1, 2016. Current residents are permitted to submit a University Housing Application along with the application fee. Due to the forecast of 600 new freshmen and 250 transfer students, the proposed University housing application priority deadline dates are Friday, May 13, 2016, for returning students and Friday, June 3, 2016, for new students. Students will receive their housing notifications in June 2016.

Due to the projected admissions numbers and various potential housing needs the fall 2016 University housing plan is in development, as outlined in the three below scenarios. None of the plans have been reviewed, evaluated or assessed for costs and programming.

The official condition of Old Young Hall (The Halls) is unknown. Joseph Gronefeld, Capital Project Manager, indicated there is mold on the furniture and doors of the ground floor of the north wing. He is unaware of any active mold issues on the upper levels of the building. This will need to be confirmed by an inspection and air quality testing performed by an environmental consulting firm. Gronefeld indicated air quality testing will cost \$6,000.00. No proposal has been presented.

There will be a minimum of two all freshmen residence halls: Chandler Hall for females and Hunter Hall for males. In order for the plan to be a successful recruitment, retention, and development tool, several improvements are needed in the areas of departmental collaboration and residence hall facilities.

- There is a need to increase the number of residence hall professional and paraprofessional staff members to properly staff and manage the residence halls with a 24 hour desk operation. Chandler Hall and Hunter Hall need additional student staff members to provide programming and front desk coverage. In addition, Hunter Hall is in need of a residence hall manager.
- Strategic partnerships will be created with:
 - Academic Affairs and Dr. Erin Wheeler, Assistant Vice President for Academic Support, to incorporate the Student Life Plan Committee's living-learning structure of small learning groups of 20-25 students with block scheduling for math, English, and UNV 101 classes.
 - The Whitney Young School of Honors and Liberal Studies and Dr. Cynthia Shelton, Associate Professor, to incorporate the living-learning component in to the honors program. Honors program students will be clustered together in the residence hall to promote academic development among those in the Program, with classroom space in Whitney M. Young Hall's Innovation Center.
 - The Division of Mathematics and Sciences and Dr. Fariba Bigdeli-Jahed, Associate Professor, to endorse and foster a living-learning environment for Toyota and James Graham Brown Scholarship recipients and S.T.E.M. majors. The S.T.E.M. students will be clustered together in the residence hall.
 - Facilities and Maintenance Operations to improve residence hall facilities and building upkeep.
 - As a preventative measure for all residence halls, Residence Life will request a semester maintenance check sheet that includes the condition, age, type, lifecycle, and general information for each residence hall's boiler and boiler system, HVAC units, pipes and plumbing system, roof, tile/carpet, paint, and furniture.
 - Chandler Hall improvements needed:
 - Room walls, doors and door frames, and common areas need to be repainted with a more inviting and welcoming color scheme throughout the building
 - Red cork boards in each room need to be repaired or replaced
 - Room furniture (dressers, chairs, mattresses, cabinets, towel racks, mirrors, etc.) needs to be assessed for repairs or replacement
 - Common areas need painting, new furniture, and new carpet

- Hunter Hall improvements needed:
 - Third floor furniture and floors need to be assessed for repairs or replacement
 - Peepholes need to be installed in the room doors for safety
 - Room walls, doors and door frames, and common areas need to be repainted with a more inviting and welcoming color scheme throughout the building
 - Laundry and computer rooms need to be painted
 - Main lobby and lower lobby furniture needs to be reupholstered or replaced
 - At least one full-time, detail oriented, efficient housekeeper is needed to properly clean and maintain the residence hall on a daily basis

Plan A – 5 New Freshmen Halls, 1 Transfer Hall, and Off-Site Alternative Housing

Chandler, Combs, Hunter, Kentucky, and McCullin Halls will be used for new freshmen students, and Young Hall will be used for new transfer students. This plan will accommodate 359 females and 346 males totaling 705 students; 525 new freshmen students, 144 new transfer students, and 36 resident advisors.

Residence Hall	Space Accommodation	Status
Chandler	114 Females	New Freshmen – LLC
Combs	106 Males	New Freshmen
Hunter	102 Males	New Freshmen – LLC
Kentucky	136 Females	New Freshmen
McCullin	97 Co-ed (27 females & 70 males)	New Freshmen
Young	150 Co-ed (82 females & 68 males)	New Transfer students

The residence halls will be assigned in the following order:

- 1) Chandler
- 2) Hunter
- 3) Young
- 4) Kentucky
- 5) Combs
- 6) McCullin

All other remaining students, who submit their application and fee by the designated deadline, will be placed in temporary alternative housing. The alternative housing spaces will be arranged with local hotel Best Western. As on-campus spaces become available, students in the alternative housing will be relocated to an on-campus housing assignment. In addition, arrangements will be made to have University staff on the premises and two shuttles to transport students to and from the off-site location for classes and on-campus activities. See below for cost analysis. As a precautionary

measure, alternative housing has been planned for an additional 40 students (2 students per double room type), as all 850 students will not reside on campus due to the following housing exemptions:

- 1) Veterans of at least two years of active military service
- 2) Commute from the home of a parent or legal guardian
- 3) Married
- 4) Age 21 or older

Costs associated with this plan are as follows:

\$48,594.60 (hotel) + \$8,154.20 (shuttle services) = \$56,748.80 + hotel fees

- Hotel - Best Western quoted a rate of \$89.99 + fees per night per room for 20 double bed rooms (with or without a microwave and refrigerator) from Saturday, August 13, 2016, to Friday, September 9, 2016 (27 days)
 - \$89.99 per night per room x 27 days = \$2,429.73
 - \$2,429.73 x 20 rooms = **\$48,594.60 + hotel fees**
- Providing University shuttle service every 30 minutes via a 12-passenger van would cost .71 cents per mile for the 7.4 mile round trip distance.
 - Two shuttles will be operated from 7 a.m. to 10 p.m. Monday-Friday and 9 a.m. to 8 p.m. Saturday and Sunday
 - 15 hours each day Monday-Friday; 30 one way trips per shuttle
 - 11 hours each day Saturday and Sunday; 22 one way trips per shuttle
 - Distance from hotel to campus: 3.7 miles each way = 7.4 miles round trip per shuttle (7.4 miles x 2 shuttles = 14.8 miles)
 - State motorpool charge for a 12 passenger van = .71 cents per mile
 - 30 weekday trips x 14.8 miles = 444 miles
 - 444 miles x .71 cents = \$315.24 per day
 - \$315.24 per day x 5 weekdays = **\$1,576.20 per week**
 - 22 weekend trips x 14.8 miles = 325.60 miles
 - 325.60 miles x .71 cents = \$231.17
 - \$231.17 x 2 weekend days = **\$462.35 per weekend**
 - \$1,576.20 + \$462.35 = **\$2,038.55 per week**
 - \$2,038.55 x 4 weeks = \$8,154.20 total shuttle service cost**
- Three drivers will be needed to properly operate the shuttle service (third driver is needed for breaks)
 - 15 hours per week day x 5 days (Monday-Friday)=75 hours per work week
 - 11 hours each weekend day x 2 days (Saturday and Sunday) = 22 hours per weekend
 - 75 hours per week x 4 weeks = 300 hours
 - 22 hours per weekend x 4 weekends = 88 hours
 - 300 weekday hours + 88 weekend hours = 388 hours of shuttle service
 - \$10.25/hr x 388 hours = **\$3,977 for drivers to drive the scheduled shifts**
 - 1 hour per driver (30 minutes at beginning and end of each driver's shift)
 - 3 drivers x 28 days = 84 hours of prep time
 - 84 hours x \$10.25 per hour = **\$861 for drivers' prep time**

- **\$3,977 (scheduled shift driving) + \$861 (drivers' prep time) = \$4,838.00 for Drivers**

- Daily food service will be provided to the students via the meal plan
- Considering the double room and board cost of \$3,345 per semester (122 days; \$27.42 per day) per student, the plan to accommodate students off-campus will cost the University more than accommodating students on-campus.
 - \$1,670 double room + \$1,675 board = \$3,345 per semester
 - \$3,345 ÷ 122 days = \$27.42 per day
 - \$27.42 x 20 double bed hotel rooms = \$548.40 per day
 - \$548.40 x 27 days = \$14,806.80

If the above services are needed beyond the projected timeframe, the adjustments will be made accordingly with the hotel and state motorpool.

Plan B – Mixed Housing and Waiting List

This plan will accommodate 444 females and 261 males (including 36 resident advisors). If this plan is selected, the exact breakdown of the status will be determined as the assignments are made.

Residence Hall	Space Accommodation	Status
Chandler	114 Females	New Freshmen – LLC
Combs	106 Co-ed (50 females & 56 males)	New Transfers & Returning Students
Hunter	102 Males	New Freshmen – LLC
Kentucky	136 Females	New Freshmen
McCullin	97 Co-ed (62 females & 35 males)	New Transfers
Young	150 Co-ed (82 females & 68 males)	Returning Students

Should the need for returning and transfer student bed spaces exceed the planned number of spaces, areas/floors will be designated for the particular group in the following residence halls: Combs, Kentucky, McCullin, and Young. In addition, once University housing reaches capacity, the students requesting University housing will be placed on a waiting list and contacted as space becomes available.

The residence halls will be assigned in the following order:

- 1) Chandler
- 2) Hunter
- 3) McCullin
- 4) Kentucky
- 5) Young
- 6) Combs

Plan C – Open Housing with 2 LLCs

This plan will accommodate 402 females and 303 males (a minimum of 114 new freshmen female students and 102 new freshmen male students).

Chandler Hall and Hunter Hall will be reserved for new freshmen students only, and the new transfer students will be permitted to move in Combs, Kentucky, McCullin, or Young Hall. Starting April 11, 2016, returning residents will be permitted to submit a University Housing Application and Fee at the discounted rate until May 13, 2016. The process consists of requiring current students to provide a copy of their fall 2016 class schedule to receive a housing assignment and residence hall contract. Returning students will be assigned according to the University's process and the student's preference on a first come first serve basis.

Residence Hall	Space Accommodation	Status
Chandler	114 Females	New Freshmen – LLC
Combs	106 Males (Single/Double Occupancy)	All
Hunter	102 Males	New Freshmen – LLC
Kentucky	136 Females	All
McCullin	97 Co-ed (70 females and 27 males)	All
Young	150 Co-ed (82 females and 68 males)	All with 3.0+ GPA

The residence halls will be assigned in the following order:

- 1) Kentucky
- 2) Young
- 3) Hunter
- 4) Combs
- 5) Chandler
- 6) McCullin

NOTE: The implemented plan can change based upon availability and need. Should there be a change in the implemented plan, students will be notified.

Housing Assignment Timeline

In order for a housing application to be processed, the student must pay the fee in full. In addition, students will only be charged for room and board via their student account and will not incur hotel charges for the time spent in alternative housing.

- March 1, 2016 Start accepting new student housing applications. As of April 6, two students have been accepted and paid the \$310 fee.
- April 11, 2016 Start accepting current student housing applications; \$60 discounted fee until May 13
- May 13, 2016 University housing priority deadline for current students; last day for current students to pay discounted housing application fee

- June 3, 2016 University housing priority deadline for new students
- June 15, 2016 First notification date of fall 2016 housing assignments; notice sent to all students who completed the process by the respective deadlines
- July 13, 2016 Second notification date of fall 2016 housing assignments; notice sent to remaining students who completed the process by this date; all other notifications will be given as the application process is completed
- August 1-26, 2016 Via Auxiliary Services, commuters will be eligible to sign-up for meal plans
- August 13, 2016 Move-in day for new freshmen and transfer students
- August 17, 2016 Move-in day for returning students

Living-Learning Community (LLC)

The Living-Learning Committee is a subcommittee of The Student Life Plan Committee, which is charged with campus events and activities that integrate academic and social aspects.

After discussion, review of current literature, and analysis of current resources, the committee has decided on the following structure for Kentucky State University's Living-Learning Community.

Learning: Block Scheduling

Students will be organized into small learning groups of 20-25 students. Each group will be enrolled in the same sections of math, English, and UNV.

Course Scheduling Process for Learning Communities

<p>Step 1: Students will be separated into groups according to majors and special programs: Nursing, Honors, Music, STEM (including Psychology), and other majors.</p>	<p>Step 2: Students will be further divided into groups based on math ACT score and students will be placed in appropriate math course.</p>	<p>Step 3: Students will be placed in an English course based on time that does not conflict with math course.</p>	<p>Step 4: Students will be placed in a UNV 101 section based on time that does not conflict with math or English course.</p>	<p>Step 5: Students will choose other required courses for major and liberal core.</p>
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Learning: Peer Mentors

Each UNV section will be assigned a peer mentor. Peer mentors will be students who have served as orientation leaders during New Student Orientation. Having orientation leaders serve as peer mentors will add consistency to the freshman year experience.

Living: Freshman Only Residence Halls

While it was the Committee's initial goal to have themed housing by interest or major, the logistics involved in achieving this living arrangement would be too cumbersome for implementation in fall 2016. The best option is to designate certain residence halls as freshman only. After considering cost and space, it is recommended two residence halls, Chandler and Hunter, are the primary choices for the Living-Learning program.

Chandler Hall – Females

Cost: \$4,400/annually (Single Occupancy); \$3,340.00/annually (Double Occupancy); \$4,240.00/annually (Suite)
Occupancy: 114

Hunter Hall – Male

Cost: \$3,340.00/annually (Double Occupancy)
Occupancy: 102 students

The committee is working to determine other residence halls that will accommodate additional first-year students.

Living and Learning: Utilizing classrooms in residence halls

Math, English, or University Orientation sections that will hold classes in either Hunter Hall or Chandler Hall will be identified. There will also be academic support activities that will be held in residence hall classrooms.

Living and Learning: Evening academic sponsored events

On April 6, 2016, departments agreed to sponsor evening activities beginning fall 2016 that will focus on career exploration and cultivate student-faculty relationships. Monthly interactions with on-campus students will take place beginning fall 2016 in residence halls and other locations. In-hall academic engagements will include tutoring sessions, meetings with faculty, and advising sessions. Departments will submit their activity proposals by April 30, 2016.

Living and Learning: Intentional holistic programming

The Committee will collaborate with Residence Life to make sure there are activities that will foster growth based on Chickering's Seven Vectors Theory of Development. Co-curricular monthly programs, tentatively scheduled for the first Tuesday evening of every month, will be created by June 2016. The Seven Vectors are:

1. Developing Competence – intellectual, physical, and interpersonal
2. Managing Emotions – such as anger and sexual desires
3. Developing Autonomy – taking care of oneself, emotionally and practically
4. Establishing Identity – discovering personal values, strengths, and likes
5. Freeing Interpersonal Relationships – valuing relationships based on need (dependence) to valuing individual differences in people
6. Developing Purpose – identify career and life goals
7. Establishing Integrity – adapting to rules so they become personally meaningful

The following co-curricular monthly programs will focus on topics unique to KSU:

1. KSU History
 - a. The beginning
 - b. Relationship with Berea
 - c. Residence Halls
 - i. Mildred Chandler Hall
 - ii. Ann J. Hunter Hall
 - d. Minority students' history at KSU
 - e. First white male/female to graduate
 - f. First Hispanic, Asian, etc.
 - g. Athletics
 - h. Aquaculture
 - i. Jackson Hall
 - i. Tours
 - ii. Fireside chat with historians and alumni

2. Tour of the Capitol
3. HBCU History

Additional co-curricular monthly programs include:

1. Attend campus functions and collaborate with Student Life for programs (refer to Student Life's Program Calendar 2016 – 2017)
2. Engage in Irma Johnson's Community Service Programs
3. By August 2016, create a mentorship program with upperclassmen around specific programs
4. Out of Frankfort programs
 - a. The Lincoln Institute (Simpsonville, Kentucky) to learn about Whitney M. Young's life in late August 2016
 - b. World Fest (Louisville, Kentucky) in September
 - c. Kentucky Horse Park (Lexington, Kentucky) in December
 - d. Civil Rights Museum (Memphis, Tennessee) in February

Upcoming Committee Tasks

1. Collaborate with department chairs to create a schedule of academic activities and events.
2. Create proposal with timeline to update common areas in residence halls that are in need of updates (paint, new furniture).

XI. 2016-2017 Residence Life Plan

Each resident advisor (RA) is required to facilitate two residence hall programs/activities (one floor community builder and one residence hall wide program) every month from September through April. Scheduling will be coordinated with other resident advisors and Student Life to prevent time conflicts and promote maximum participation. The program information listed below will be in addition to the monthly resident advisor programs and activities.

August 2016 & September 2016

Self-efficacy (confidence, respect, worth) & Engagement/Building Community Month

- Discovering the YOU in KSU (6 weeks of programming)
 - Building and Sustaining My Brand: Self-awareness and identity while adjusting to a residence hall environment
 - A College Student with Helicopter Parents: Self-accountability, self-responsibility, FERPA
 - Room cleaning/housekeeping tips
 - Respecting roommates
 - Campus Resources—Internal and External
 - Resident advisors and residence hall managers

- Collaborations with ACE, CAPS, Student Support Services, Career Services, Health Services, Wesley Foundation, and Faculty
 - Appreciating Differences and Resolving Conflicts
 - Personal and Professional Development
 - Responsibility for self, others, and the surrounding community
 - Civility
 - Student involvement and resume building
 - Applying for graduate school and internships
 - Communication skills
 - Verbal and non-verbal in-person interactions
 - Social media
- International Week
 - Collaboration with Student Life
 - Week of August 29th

September 2016

Health Awareness Month

- Programming in collaboration with Health Services on alcohol, drugs, mental health (depression/suicide), and fitness
 - “All That Glitters Is Not Gold” session discussing safety tips and healthy life choices
 - “Do You Know Your Limits” session discussing alcohol, drugs, self-control, and knowing one’s limits
 - Other programs will be determined when a new mental health counselor begins employment and offers input.
- Residence Life Week
 - Week of September 5th
 - Voter Awareness
 - Fashion Show
 - My Old Kentucky Dinner Train Trip for Spring 2016 Dean’s List students
 - Canoe Kentucky Trip
- Operation Graduation Series—Career Interest and Development
 - This is an ongoing program collaboration with Career Services, department chairs, and others to host various workshops focusing on professionally developing students before graduation.
- Sexual Awareness Week
 - Collaboration with DOPE
 - Week of September 19th

October 2016

Safety Awareness Month

- Programming in collaboration with University Police
- Self-Defense Class
- Operation Graduation Series—Impact of Social Media

November 2016

Cultural Awareness Month

- Operation Graduation Series—Internship and Graduate School Applications
- Diversity Week
 - Week of November 7th
- Trip to Southern Lights and Horse Park
 - Week of November 28th

December 2016

Spiritual Awareness Month

- Study Bucks Auction for fall 2016 semester participants
 - Week of December 5th
 - Students residing in the residence halls will participate in an academic incentive program and earn “bucks” for studying to be spent at the auction.

January 2017

Recreational and Physical Fitness Month

- Operation Graduation Series—Communicating in the Workplace

February 2017

Financial Literacy Month

- Trip to Lincoln Institute (Simpsonville, Kentucky)
- Rhythm Nation—Entertainment show of preselected musical acts from older generations
- Operation Graduation Series—Dress for Success

March 2017

Intellectual Development Month

- Operation Graduation Series—Professional and Dinner Etiquette

April 2017

Life After Graduation Month

- Financial Responsibility
- First 90 Days on the Job
- Adjusting to Graduate School

May 2017

- Study Bucks Auction for spring 2017 semester participants

Additional Activities

- Monthly civic engagement/community service activities rotating on and off-campus each month
- “Turn Up My Mic” spoken word sessions will be held on the third Wednesday of every month
- Overnight trip to Nashville
 - Tennessee State University and Fisk University campus tours to build relationships with other HBCUs
 - Shopping at Opry Mills
- Experience diverse eateries: Thai Smile (Thai), Queen of Sheba (Ethiopian), Ginza (Japanese), and Shalimar (Indian)
- Exact dates and locations will be determined upon receipt of the approved 2016-2017 academic calendar.

XII. Student Life/Student Activities Update/Plan

Spring Semester 2016 Student Life Event Calendar

Tuesday, January 26, 2016	Kentucky State University John Madden Football Tournament <i>Location: Student Center Game Room</i> <ul style="list-style-type: none">• 17 students attended• 10 students participated
Wednesday, January 28, 2016	Kentucky State University Pool Tournament <i>Location: Student Center Game Room</i> <ul style="list-style-type: none">• 37 students attended• 20 students participated
Thursday, February 7, 2016	Kentucky State University Super Bowl Party <i>Location: Student Center Ballroom</i> <ul style="list-style-type: none">• 41 students attended• 28 students completed the assessment<ul style="list-style-type: none">○ 53.6% rated overall event as excellent○ 46.4% rated overall event as very good○ 57.1% were extremely likely to attend a similar event in the future○ 42.9% were very likely to attend a similar event in the future
Tuesday, February 9, 2016	Hand Drumming Workshop – Students participated in a workshop instructing the techniques of West African Hand Drumming. The lecture focused on the

history of hand drumming in West Africa and its cultural importance to West Africans.

Location: Student Center Room 312

- 22 students attended
- 16 students completed the assessment
 - 93.8% learned more about African culture
 - 100% learned something new about African history

Wednesday, February 10, 2016 **“White Like Me” Movie and Discussion** – Student Life hosted a screening of a documentary focused on social issues related to race, class, and gender. Student engaged in an open discussion facilitated by Kentucky State University faculty and staff.

Location: Hathaway Hall Room 123

- 34 students attended
- 16 students completed the assessment
 - 34.4% learned something new about colorism
 - 34.4% learned something new about classism
 - 40.6% learned something new about racism

Friday, February 12, 2016

RBG African Pride Skating Party – Students were asked to wear the red, black, and green to express pride for African countries. Students not wearing the colors were charged \$1.00. Students took pictures in front of a RBG back drop and posted pictures on social media with #RBGatKYSU.

Location: Bell Gymnasium

- 91 students attended
- 70 students participated

Saturday, February 13, 2016

Central State vs. Kentucky State Basketball Game in Wilberforce, OH

Location: Central State University, Wilberforce, OH

- 65 students attended

Friday, February 26, 2016

African American Heritage Museum – Students attended a lecture by Dr. Umar Johnson focusing on combating negative stereotypes targeted towards African-American students. Information that will help students question their original perspective of self-worth was discussed.

*Location: African American Heritage Museum,
Louisville, KY*

- 23 students attended
- 19 students participated
 - 94.77% were inspired to change something about their lives
 - 84.2% were inspired to approach their education/professional career with more urgency

February 21-27, 2016

Phi Beta Sigma Week – The men of Phi Beta Sigma Fraternity, Incorporated hosted and sponsored a series of events and programs on Kentucky State University's campus. Events and programs included:

- House of Blues Night
- Stroll Off between Greek organizations
- Stroll Off After Party
- Birds and the Bees (sexual awareness event)
- Fear Factor event
- Bake Sale
- Pie A Sigma in the Face

Events were not sponsored by the Office of Student Life; therefore, outcomes were not captured.

March 20-26, 2016

Zeta Phi Beta Week – The women of Zeta Phi Beta Sorority, Incorporated hosted and sponsored a series of events and programs on Kentucky State University's campus. Events and programs included:

- Lip Sync Battle
- Zeta Church Service
- Hot Wing Eating Contest
- Finer Things In Life (Inspirational Quotes Distributed to the Student Body)
- Midnight Munchies Bake Sale
- Sip and Paint (students were taught to paint by Derek Patterson, a senior Studio Art major)
- Mr. Zeta Phi Beta Pageant
- March of Dimes event
- Bar B BLU (campus BBQ)
- Zeta On-Campus Party

Events were not sponsored by the Office of Student Life; therefore, outcomes were not captured.

March 23-24, 2016

Is It Right or Write? – Mandatory workshop for SGA and Mr. and Mrs. KSU candidates. Public speaking, writing, and grammar instruction were offered both days.

Location: Student Center Room 313

- 18 students attended
- 1 student attended twice

March 27-April 2, 2016

Alpha Kappa Alpha Week – The women of Alpha Kappa Alpha Sorority, Incorporated hosted and sponsored a series of events and programs on Kentucky State University's campus. Programs and events included:

- Autism Awareness event
- Black Excellence Dinner
- Elimadate (speed dating event)
- Gotta Secret Can You Keep It (women's empowerment event)
- Cleaning the Slate Car Wash
- Poison Ivy Party
- Talent Show
- Skating event

Events were not sponsored by the Office of Student Life; therefore, outcomes were not captured.

April 3-9, 2016

Delta Sigma Theta Week – The women of Delta Sigma Theta Sorority, Incorporated hosted and sponsored a series of events and programs on Kentucky State University's campus. Programs and events included:

- Beauty Bar
- Healthy Living Initiative
- Mr. Debonair Pageant
- Community service outing
- Day Party on the Yard (music and lunch for students)
- Career Fair partnership with the Office of Career Counseling and Placement
- Midnight Munchies with Mr. Debonair
- Delta Church Service

Events were not sponsored by the Office of Student Life; therefore, outcomes were not captured.

Monday, April 4, 2016

NCAA Men's Basketball Final Party – Student Life hosted a viewing party and refreshments for the

men's NCAA basketball final.

Location: Student Center Game Room, 9:00 p.m.

- 86 students attended

Thursday, April 7, 2016

53rd Annual Honors Convocation – Guest speaker: Dr. Leonard Slade. Students will be honored for their scholastic achievements.

Location: Bradford Hall Auditorium

Friday, April 8, 2016

Dr. Jae Won Kim – KSU Professor and concert pianist performing works of Rachmaninoff, Liszt, Chopin, and Poulenc.

Presented by the Frankfort Arts Foundation

Location: Bradford Auditorium, Smith Hall, 7 p.m.

Free Admission to KSU Students with proper ID

April 10-16, 2016

Alpha Phi Alpha Week – The men of Alpha Phi Alpha Fraternity, Incorporated will host and sponsor a series of events and programs on Kentucky State University's campus. Programs and events include:

- Sexual awareness event
- Miss Black and Gold Pageant
- Voter registration drive
- Train Like an Alpha
- Master Chef Campus Cook-off
- Miss Black and Gold Bake Sale
- Campus BBQ
- Alpha Blackout Campus Party
- Bowling with the Alphas

Friday, April 15, 2016

Flamenco Louisville – Dance company showcasing the art of Spanish Dance accompanied by Spanish guitar and vocalists.

Presented by the Frankfort Arts Foundation

Location: Bradford Auditorium, Smith Hall, 7 p.m.

Free Admission to KSU Students with proper ID

Saturday April 16, 2016

Lexington Brass Band – Concert honoring the memory of Dr. Leon Richard, Past President of the Frankfort Arts Foundation, Professor of Music, and KSU trumpeter. Performance by the Lexington Philharmonic Band featuring the area's outstanding brass and guest musicians.

Presented by the Frankfort Arts Foundation

Location: Bradford Auditorium, Smith Hall, 7 p.m.

Free Admission to KSU Students with proper ID

April 17-23, 2016

Men's Conference – Mr. KSU will coordinate multiple events with a committee of KSU men. The committee consists of male faculty, staff, and students, and events focus on personal development, professional development, men's health, and relationships. Events and programs include:

- Testicular Cancer Awareness Campaign
- I Got the Rock: A Real Conversation about Manhood
- How to Dress for All Things Excellent
- The Men of Excellence Award Show
- The Mixing Pot: Men's Conference Closing Ceremony

Location: All events will take place in the Student Center

April 18-24, 2016

Student Government Association Executive Board Candidates' Campaign Week

Tuesday, April 19, 2016

KSU Mocktails and Poetry – Student Life will host an open mic event dedicated to free expression through spoken word, poetry, and song. During the event students will also participate in activities related

to alcohol abuse and drunk driving prevention.

Location: Student Center Ballroom, 7 p.m.

Monday, April 25, 2016

SGA Election Voting Day – All fulltime KSU students will vote for the 2016-2017 Student Government Association Executive Board. Students will vote on individual laptops. Voting will be monitored throughout the day by the SGA Election Committee and Office of Student Life staff.

Location: Student Center Ballroom, 8 a.m.-6 p.m.

Thursday, May 6, 2016

Student Life Banquet – The Office of Student Life in conjunction with the Student Government Association will host a banquet honoring all Kentucky State University student organizations.

Location: Student Center Ballroom

Thursday, May 11, 2016

Senior Trip to Dave and Busters – The Office of Student Life will sponsor a trip for all spring 2016

graduating seniors.

Location: Dave and Busters, Cincinnati, OH

May 16-18, 2016

Kentucky Leadership Academy – The Kentucky Leadership Academy is a networking and leadership development conference comprised of the eight public secondary institutions in Kentucky. Seven SGA Executive Board members will attend seminars focused on the following:

- *Diversity: Defining It and Empowering It!*
- *Ethics: A Case Study*
- *Goal Setting & Visionary Leadership: Planning and Seeing What is Ahead*
- *Motivation & Delegation: Finding It, Creating It & Empowering It*
- *Personality: Finding Your Shape!*
- *Team Building: Working Together Made Easy*

The Student Government Association Advisor will develop a rubric to measure SGA Executive Board members' competency level after attending the Kentucky Leadership Academy. Students will be evaluated mid-semester and receive a final evaluation at the end of each semester.

Location: Barren River State Park, Lucas, Kentucky

May 31-June 6, 2016

National Association of Student Affairs Professionals Leadership Institute – The Student Leadership Institute is an intensive, interactive, and stimulating seven day learning program. The primary goal of the institute is to prepare participants to develop resourceful solutions to the problems they are likely to encounter as student leaders. During this event, SGA Executive Board members will create the following:

- Expectations for individual members and advisor
- Timeline for individuals to complete position responsibilities

Location: University of Maryland Eastern Shore

July 21-24, 2016

HBCU Kings and Queens Conference – Kings and Queens are brought together to learn from one another as well as attend seminars facilitated by trained professionals focusing on articulation, stage

presence, etiquette, confidence, professionalism, and servant leadership.

Location: New Orleans, LA

XIII. 2016-2017 Student Activity Plan and Calendar

Fall 2016 Activities

Welcome Week Extravaganza

- Date: August 2016
- Location: Student Center Courtyard
- Sponsor: Office of Student Life
- Summary: At the annual Welcome Week Extravaganza student organizations and campus offices will participate in a street fair type event and distribute information to new incoming freshmen, new transfer, and returning students that encourages on-campus involvement.

Social Events

- Dates: August-November 2016
- Locations: Pending size of event
- Sponsor: Office of Student Life
- Summary: Competitive events and activities to assist students with establishing communal relationships through interactions with each other. The social events created will be a positive outlet for students and help them relax and rejuvenate. Events include:
 - Minute To Win It
 - Students will compete in a series of challenges created by the Office of Student Life using household items.
 - No-Beer Pong
 - Students will compete in a game of water pong using the same rules as beer pong.
 - Welcome Back White Party (wear all white)
 - First party of the school year in the Student Center Ballroom. Mandatory dress code enforced.

Student Life & Residence Life Collaborative Programs

- Dates: August-November 2016
- Locations: Residence Halls and Student Center
- Sponsors: Offices of Student Life and Residence Life
- Summary: A series of workshops addressing the campus dress code and expectations and how to build effective interpersonal relationships with the opposite sex. Events include:
 - August – University Dress for Success Workshop

- September – What Binds Us: An open forum to discuss ways to develop and maintain healthy interpersonal relationships with the opposite sex.
- October – Brother 2 Brother and Sister 2 Sister: Forums to discuss key principles and characteristics of manhood and womanhood. Hosted by Mr. and Miss KSU.
- November – Wealth Development Training: Workshop will provide students with resources to assist with entrepreneurship and accumulation of wealth.

WorldFest

- Date: September 3, 2016
- Location: Louisville, KY
- Sponsor: Office of Student Life
- Summary: Student Life will sponsor transportation to WorldFest in Louisville, Kentucky. Admission is free. Students will visit numerous culturally themed booths at WorldFest which feature:
 - Art
 - Food
 - Clothing
 - Educational information
 - Dance and musical performances

Fall Leadership Conference

- Date: September 2016
- Location: TBA
- Sponsor: Office of Student Life
- Summary: The Conference will help prepare student leaders to effectively execute the duties of their positions and develop competencies that will be beneficial post-graduation.
- Leadership topics will include:
 - Interpersonal Community Building Inside Your Organization
 - Setting Goals for Your Position Responsibilities
 - Financial Management for Organizations
 - Relating Your Experience to a Career
 - Conflict Resolution
 - Branding Your Organization
- The Student Government Association Advisor will develop a rubric to measure students' competency level after attending the Fall Leadership Conference. Students will be evaluated mid-semester and receive a final evaluation at the end of each semester.

Circle City Classic (if KSU participates)

- Date: September 2016
- Location: Indianapolis, Indiana
- Sponsor: Office of Student Life

- Summary: Student Life will plan and sponsor a trip to support the Kentucky State University Football Team in Indianapolis during the Circle City Classic. Students will be charged \$45.00. Remaining costs will be subsidized by the Office of Student Life. The fee will cover:
 - Travel
 - Hotel accommodations
 - Game ticket
 - T-shirt

National Hispanic Heritage Month

- Dates: September 15th-October 15th
- Locations: TBA
- Sponsors: Office of Student Life and Hispanic and Latino Academic Success Liaison
- Summary: Through a series of programs and events, the University will celebrate the histories, cultures, and contributions of American citizens whose ancestors originate from Spain, Mexico, the Caribbean, and Central and South America.

Skating Party Cancer Benefit

- Date: October 2016
- Location: Bell Gym
- Sponsor: Office of Student Life
- Summary: The event will begin with a march for Cancer Awareness including students, faculty, staff, and community friends starting at the Exum Gymnasium and ending at Cheaney Plaza. Following the march, selected participants will take three minutes to share a story about how cancer has affected their life. After a brief program, attendees may join the skating party. Student Life will charge \$1.00 to rent a pair of skates. All proceeds will benefit the Frankfort Chapter of the American Cancer Society.

KSU Jazz, Mocktails, Art, & Poetry

- Date: October 2016
- Location: Student Center Ballroom
- Sponsor: Office of Student Life
- Summary: An open mic event dedicated to free expression through spoken word, poetry, and song. During the event students will also participate in activities related to alcohol abuse and drunk driving prevention facilitated by:
 - Franklin County Department of Health
 - Franklin County A.S.A.P. (Agency for Substance Abuse Policy)
 - M.A.D.D. (Mothers Against Drunk Driving)

KSU Angel Tree Program

- Dates: October-December 2016
- Location: Student Center
- Sponsor: Office of Student Life

- Summary: Student Life will coordinate with the Frankfort Salvation Army to ensure all program guidelines are followed and cross reference their database with the names of families who have signed-up with the Office of Student Life so families are adequately served. Parents will register their children to be adopted by KSU student organizations, faculty, and staff members.

Movie and Discussion

- Date: November 2016
- Location: Hathaway Hall Rm.123
- Sponsor: Office of Student Life and Faculty
- Summary: Screening of a movie or documentary focused on social issues related to race, class, and gender. Students will engage in an open discussion facilitated by University faculty and staff. Discussion facilitator(s) will create an environment that is respectful and inviting of various opinions and viewpoints by:
 - Establishing open discussion rules;
 - Limiting talk time of each student to three minutes; and
 - Eliminating sidebar conversations.

Relaxation Station

- Date: December 2016
- Location: Student Center
- Sponsors: Office of Student Life and Health Services
- Summary: Provide relaxation kits containing information and items related to stress relief, meditation and yoga sessions, and professional massages.

Spring 2017 Activities

Social Events

- Dates: January-April 2017
- Locations: Pending size of event
- Sponsor: Office of Student Life
- Summary: Competitive events and activities to assist students with establishing communal relationships through interactions with each other. The social events created will be an outlet for students and help them relax and rejuvenate. Events include:
 - Pool Tournament
 - Madden Tournament
 - Valentine's Day Ball

Movie and Discussion

- Date: February 2017 (recurring event)
- Location: Hathaway Hall Rm.123
- Sponsor: Office of Student Life and Faculty
- Summary: Screening of a movie or documentary focused on social issues related to race, class, and gender. Students will engage in an open discussion facilitated

by University faculty and staff. Discussion facilitator(s) will create an environment that is respectful and inviting of various opinions and viewpoints by:

- Establishing open discussion rules;
- Limiting talk time of each student to three minutes; and
- Eliminating sidebar conversations.

Hand Drumming Workshop

- Date: February 2017
- Location: Student Center
- Sponsor: Office of Student Life
- Summary: Students will engage in an instructional workshop on techniques of West African Hand Drumming while engaging in a lecture focused on the history of hand drumming in West Africa and its cultural importance to West Africans.

Red, Black, and Green (RBG) Skating Party

- Date: February 2017
- Location: Bell Gym
- Sponsor: Office of Student Life
- Summary: Students will be asked to wear the colors red, black, and green to express pride for African countries. Students not wearing the colors will be charged \$1.00. Students will take pictures in front of a RBG back drop and be asked to tag any pictures posted on social media with #RBGatKYSU.

Central State vs. Kentucky State Basketball Game in Wilberforce, OH

- Date: Pending
- Location: Central State University
- Sponsor: Office of Student Life
- Summary: Travel to support the men's and women's basketball teams competing against Central State University.

Spring Leadership Workshops

- Date: March-April 2017
- Location: TBA
- Sponsor: Office of Student Life
- Summary: Workshops will help prepare student leaders to effectively execute the duties of their positions and develop competencies that will be beneficial post-graduation. Training is mandatory for any student who desires to run for an SGA office during the April elections.

Women's Conference

- Date: March 2017
- Location: Pending
- Sponsors: Office of Student Life and Student Government Association

- Summary: Miss KSU will coordinate multiple events with a committee of KSU women. The committee will consist of female faculty, staff, and students. Events will focus on:
 - Personal development
 - Professional development
 - Women's health
 - Relationships

Essence of Culture Festival

- Date: April 2017
- Location: Student Center
- Sponsors: Office of Student Life and Hispanic & Latino Academic Success Liaison
- Summary: Live performances and booths that will include cultural food and other items. International students will manage a booth related to their culture.

Men's Conference

- Date: April 2017
- Locations: Pending
- Sponsors: Office of Student Life and Student Government Association
- Summary: Mr. KSU will coordinate multiple events with a committee of KSU men. The committee will consist of male faculty, staff, and students. Events created will focus on:
 - Personal development
 - Professional development
 - Men's health
 - Relationships

KSU Jazz, Mocktails, Art, & Poetry

- Date: April 2017
- Location: Student Center Ballroom
- Sponsor: Office of Student Life
- Summary: An open mic event dedicated to free expression through spoken word, poetry, and song. During the event students will also participate in activities related to alcohol abuse and drunk driving prevention facilitated by:
 - Franklin County Department of Health
 - Franklin County A.S.A.P. (Agency for Substance Abuse Policy)
 - M.A.D.D. (Mothers Against Drunk Driving)

XIV. Student Handbook Update

The Student Handbook is undergoing a major rewrite. Christina Leath, Gordon Rowe, Christopher Cribbs, and Francene Gilmer are responsible for the project. Sections were compared to the University Catalogue and website for consistency. A draft in form for review has not been produced and submitted.

Kentucky State University

Board of Regents Meeting

Business Affairs Committee

April 21, 2016

Regent LaVaughn Henry, Chairperson

Regent Elaine Farris

Regent David Guarnieri

Regent Syamala Reddy

Gregory Rush,

Vice President of Business Affairs, Staff

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Business Affairs Committee
April 21, 2016
1:00 pm to 2:30 pm
Cooperative Extension Building Conference Room
Frankfort, Kentucky

MEETING INDEX

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KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Business Affairs Committee
April 21, 2016
1:00 pm to 2:30 pm
Cooperative Extension Building Conference Room
Frankfort, Kentucky

AGENDA

- | | | |
|--------------|--|---|
| I. | Call to Order | Regent LaVaughn Henry,
Chairperson |
| II. | Roll Call | Gregory Rush, Vice President of
Business Affairs |
| III. | Opening Remarks | Regent Henry |
| IV. | Approval of Minutes | Regent Henry |
| V. | Action Item: | Gregory Rush |
| | Approval of Enrollment Deposit | |
| VI. | Update on Debt Collections | Gregory Rush |
| VII. | Human Resources Report | Gregory Rush |
| VIII. | Measures of Success | Gregory Rush |
| IX. | Third Quarter 2016 Financial
Statements | Gregory Rush |
| X. | Discussion | Gregory Rush |
| XI. | Adjournment | |

Agenda Item Background

To:	Board of Regents Business Affairs Committee	Date: April 21, 2016
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	January 21, 2016 Committee Minutes	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The minutes of the Business Affairs Committee meeting for January 21, 2016 require approval in order to become an official part of the committee records.

Recommendation:

It is recommended that the Business Affairs Committee approve the minutes of the January 21, 2016 meeting.

Approval

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Business Affairs Committee
January 21, 2016
12:00 p.m.
Cooperative Extension Building Conference Room
Frankfort, Kentucky

MINUTES

Regent Karen Bearden, in the absence of Regent LaVaughn Henry, Chairperson, called the meeting of the Business Affairs Committee of the Kentucky State University Board of Regents to order at 12:00 p.m. on January 21, 2016. Regent Bearden asked the secretary to call the roll:

LaVaughn Henry	Not Present	Elaine Farris	Present
David Guarnieri	Present	Karen Bearden	Present
Syamala Reddy	Not Present		

A quorum was declared.

I. Approval of Minutes

Action: Motion to approve the minutes from the April 23, 2015 Finance and Audit Committee meeting and the October 22, 2015 Business Affairs and Audit Committee meeting was made by Regent Oldham and seconded by Regent Guarnieri. The minutes were approved as submitted.

Regent Bearden recognized Mr. Rush to carry the discussion forward.

II. Vice President's Report

Debt Collections

Vice President Rush stated there are a number of issues that need to be corrected in Business Affairs and it will be an on-going process. He stated the Board had been given inaccurate information in reference to prior collection activity. Vice President Rush stated that the University has 181 accounts with the Department of Revenue totaling \$2.1MM. When the Bursar's Office began the process of submitting another group of accounts to DOR in October, a number of problems were discovered in the procedures being used to verify the accuracy of the accounts and resolve any protested balances. The Department of Revenue notified the University that the ten-day notice letters that were sent to debtors were insufficient and must be revised to advise the recipient of the right to a hearing. He stated that activities are underway to resolve these issues. Vice President Rush stated that he has proposed creating a financial

appeals committee that would essentially hear debtors' complaints and make a ruling and advise him or the President to take action on that account. Other activities to address the issues are: process mapping of the billing and collection procedures to include a collections timeline from the first day an account becomes delinquent until it is sent to a collection agency; updating of procedures manuals and training of all staff on proper procedures; and training to insure that the Bursar's Office staff understand the collection account reports and how to reconcile the number of accounts placed with each agency.

Building Contents Insurance Update

Vice President Rush stated that University buildings are valued annually by adjusting the recorded value of the buildings for current construction costs and the contents are valued for insurance purposes based on reports provided to the Office of State Risk Management by the University. A comprehensive contents report had not been submitted in eight years. Vice President Rush stated that review of the contents coverage compared to the fixed assets value was underway and upon completion, a comprehensive report will be provided to State Risk Management.

Government Accounting Standards Board – Statement Number 68

Vice President Rush gave a comparison of how the implementation of GASB 68 affected other institutions around the state. He stated it was a dramatic impact for every university. Vice President Rush stated the liability was calculated each year by the system's actuaries and that liability was used to determine the contribution rate required to retire that liability over the next thirty years.

Business Affairs Effectiveness

Vice President Rush stated that there was a Finance and Administration Assessment and Evaluation Committee that was established to look at how to increase effectiveness within Business Affairs. He stated that as a starting point, we should measure the accuracy and timeliness of reports. He stated by that measure, we are not effective but there are plans being developed to improve performance. Regent McFayden inquired of the impact of staff changes within the department. Vice President Rush stated turnover can have a negative impact but that we can mitigate some of that impact by having clear procedures in place. Regent Whitehead requested a plan be provided at the April board meeting that addresses the issues with solutions to correct them.

2015 Year-End Review

Regent Oldham asked about the past due invoices for the retirement systems and the potential liability. Vice President Rush stated that each payroll we make a contribution to the retirement systems based on the deduction of each employee and at the end of the year there was a process to reconcile to make sure what was withheld matches what was reported. He stated in 2012 the University did not report one payroll and that

caused a significant reconciliation problem. Vice President Rush stated that we are still verifying all accounts with both retirement systems with the assistance of temporary accounting staff to verify each University employee's record. Vice President Rush stated that we issued a RFP for a new broker for employee health benefits and the responses received have been distributed to the committee. He stated that we would like to have the contract in place in early February to assist the University with the health insurance plan development process.

Financials

Assistant Vice President Paul Edwards gave an overview of the financial statements. He stated that federal grants and contracts were down about \$2MM due to a year-end adjustment of \$828K that was reversed in the new year. He also stated that Title III revenue was down \$1.5MM compared to this time last year. He said it was mainly a timing issue as there were Title III cash receipts of just over \$1MM in January 2016. He informed the committee that state and local grants and contracts were down due to timing and because the revenue for the Bridges to Opportunity grant of \$351K had not been recorded for FY16. Assistant Vice President Edwards discussed the Other Operating Revenues line item stating that the difference in this item was due to a reallocation of student fees from Other Income to Tuition and Fees. Accounts receivable was down significantly primarily due to decreases in student receivables of \$360K and an increase in the allowance for doubtful accounts of \$2.3MM that was recorded in FY15. Assistant Vice President Edwards stated that the increase in investments over December 2014 was due to an error in the 2014 report that was corrected later in the year. If the correction had been shown in the financial statements, the difference in investments would have been a decrease of approximately \$400K, commensurate with the changes seen in the market during that period.

III. Adjournment

The meeting adjourned at 1:04 p.m.

Submitted by:

Approved by:

Mr. Gregory Rush, Vice President of Business Affairs	Regent LaVaughn Henry, Chairperson Business Affairs Committee
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_____ Approved with no corrections

_____ Approved with corrections

Agenda Item Background

To:	Board of Regents Business Affairs Committee	Date: April 21, 2016
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	Approval of Enrollment Deposit	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The University will implement a non-refundable enrollment deposit of \$150, beginning with the Spring 2017 semester. Collection of this deposit will allow the University to better project the number of students with true intent to enroll for each semester. This will provide better data earlier in the enrollment process to facilitate planning.

With the requirement of an enrollment deposit we will eliminate the application fee.

Recommendation:

It is recommended that the Business Affairs Committee approve the implementation of an enrollment fee deposit, not to exceed \$150.

Approval

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

Agenda Item Background

To:	Board of Regents Business Affairs Committee	Date: April 21, 2016
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	Debt Collections Update	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Please see attached.

Recommendation:

Informational Item

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

DEBT COLLECTIONS UPDATE

The University currently has in its accounting system 7,793 accounts with amounts owed totaling \$17.3 million. The majority of these accounts have been written off as bad debt and as a result are reflected on the University's financial statements as a part of the allowance for doubtful accounts. Very old debt has been written off completely as uncollectible. However, these amounts are still owed to the University and all of these accounts will be evaluated during the month of April to prioritize collections activity.

Of this \$17.3 million, the following amounts are placed with collections agencies as of March 10, 2016:

Agency	Number of Accounts	Amount
Conserve	81	\$365,835
National Credit Management	202	\$989,547
Williams & Fudge	247	\$972,509
Department of Revenue	181	\$2,147,384
Total	711	\$4,475,275

The remaining accounts will be analyzed to determine collectability and those in which the charges can be clearly verified will be placed with collection agencies. The target date for completion of this analysis is May 15, 2016. Accounts will be placed with agencies throughout this time period as they are verified. Priority will be placed on recent accounts as the data on both the debtor and the charges is more current.

A new collections structure will be implemented in April 2016. A Financial Appeals Committee is being created and a schedule to notify students about their accounts has been developed.

While students are enrolled, they will be notified within 5 days of their account becoming delinquent. At that point, the University will take whatever actions are available to collect the outstanding balance, such as account holds, suspension of meal plans access, and suspension of dorm access.

At the end of each semester, students with outstanding balances will be sent a validation notice to inform them of their outstanding balance and to request payment. They will receive a second notice at 30 days delinquent, and a second letter at 60 days delinquent. Each of these letters will inform the student that they are not eligible to enroll at the University or receive transcripts until their outstanding balance is paid. At 90 days delinquent, delinquent students will be sent a letter notifying them that their account will be sent to the Department of Revenue if they live in-state and to a collection agency if they live out-of-state. The Financial Appeals Committee will hear any protests and provide recommendations to the Vice President of Business Affairs and the President. This should satisfy the requirements of the Department of Revenue for a protest resolution procedure.

Agenda Item Background

To:	Board of Regents Business Affairs Committee	Date: April 21, 2016
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	Human Resources Report	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Please see attached.

Recommendation:

Informational Item

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

HUMAN RESOURCES REPORT

Retirement Audit

The audit of the retirement accounts started on December 22, 2015. Every transaction each month for each employee is being reviewed for the period 2012-2015 to ensure employee accounts are up-to-date and correct. This has proven to be a tedious process. The initial review of Kentucky Teachers' Retirement System accounts has yielded troubling findings; a majority of the accounts have errors that need to be corrected. The review of the TIAA-Cref, Valic and Deferred Compensation accounts has discovered very few errors. The KERS accounts are currently under review. The review of accounts is scheduled to be completed by April 30, 2016.

Once the audit is complete, Human Resources staff will work with each retirement agency to ensure any necessary corrections are made to employee accounts. Target completion date for all corrections is June 1, 2016.

Process Mapping

The following process maps have been completed or are in process.

- Payroll - target completion date April 30
- Benefits - target completion date April 30
- Retirement - target completion date April 30
- Campus Safety Procedures - complete
- Hiring – complete

Six-Month Plan

Human Resources staff have developed a six-month task plan to implement a number of improvements in the area.

- HR Dashboard – Online portal to view HR statistics and performance measures
 - Basic Dashboard by April 15
 - Enhancements by June will include HR department performance metrics
 - Implemented by July 1
- Review Completed Hiring Process Map with key stakeholders to determine final steps.
- Performance Appraisals
 - Instrument developed by April 15
 - Supervisor Training by April 30
 - Evaluations due to HR by June 1

HUMAN RESOURCES REPORT, continued

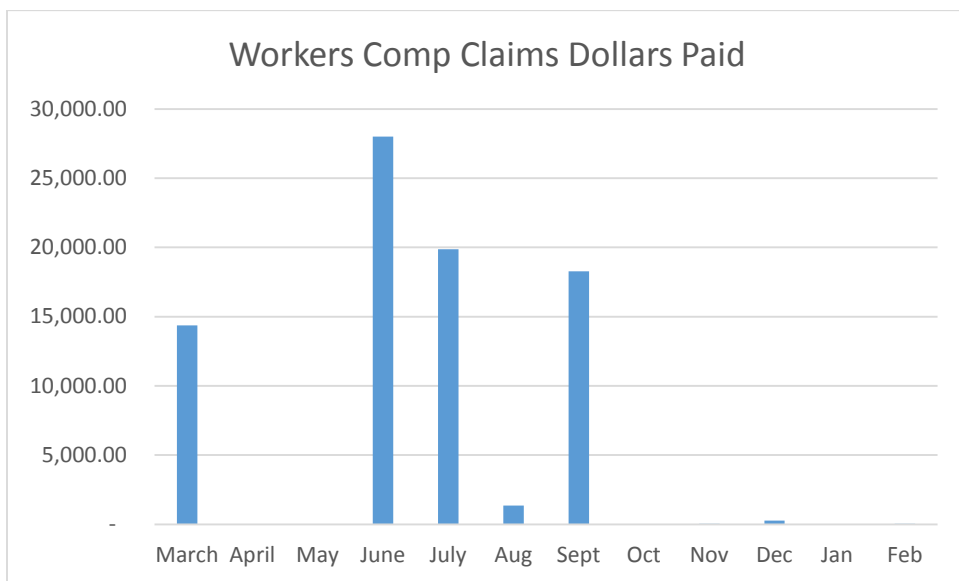
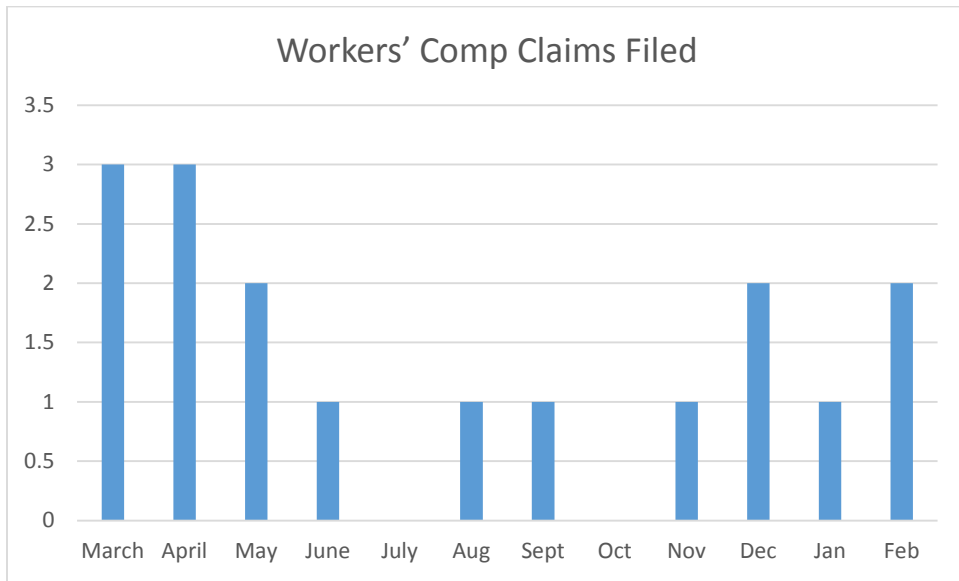
- Payroll
 - Payroll procedures have been documented and are now being updated to include new processes. These processes include overtime calculations, pre-posting reviews, and reviews of timesheets to identify and correct recording errors.

- Wellness:
 - Health Fair, Target Date May 15
 - Occupational Health Collaboration,
 - Investigate occupational health providers
 - Develop a policy for use after employee accidents
 - Investigate pre-employment physicals and drug screening
 - Wellness Initiative collaboration with the College of Agriculture. Target release April 30.

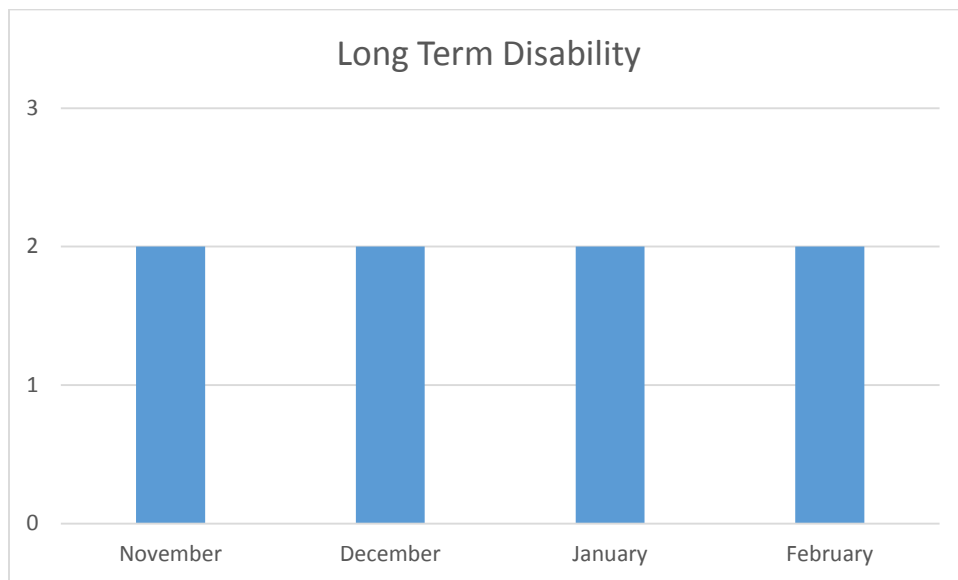
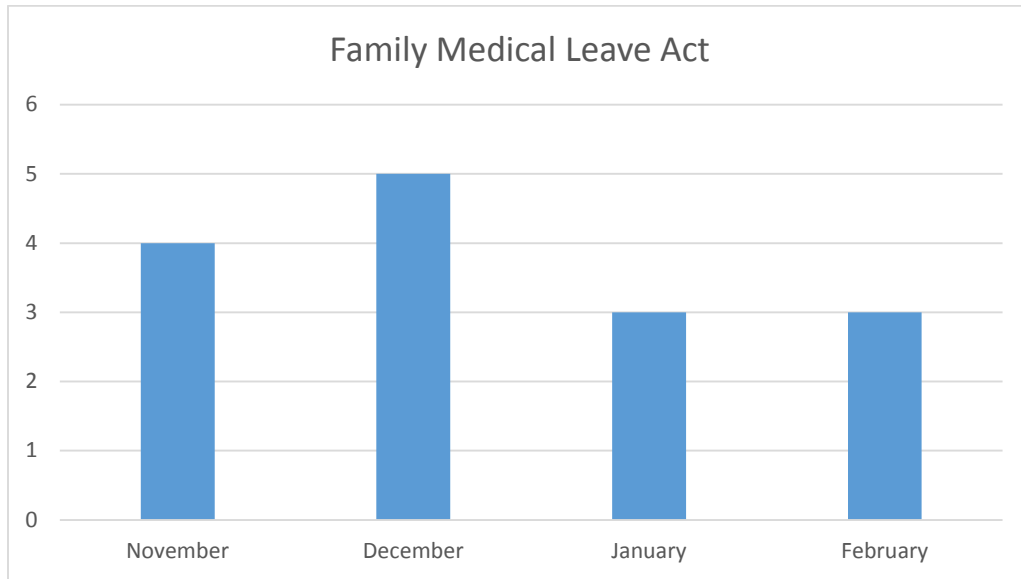
- New Hire Packet: New Hire packet to be mailed to new hires after accepting an offer of employment. It will include the following items: Banner access form, parking permit application, biographical information form, benefits information and campus map. The packet will be finalized by April 30, 2016.

- HR Procedures Manual
 - Employees have been tasked with documenting the processes they have as their primary responsibilities. During the documentation process, the team is cross-training to ensure coverage in the event someone is not available to perform their assigned tasks.

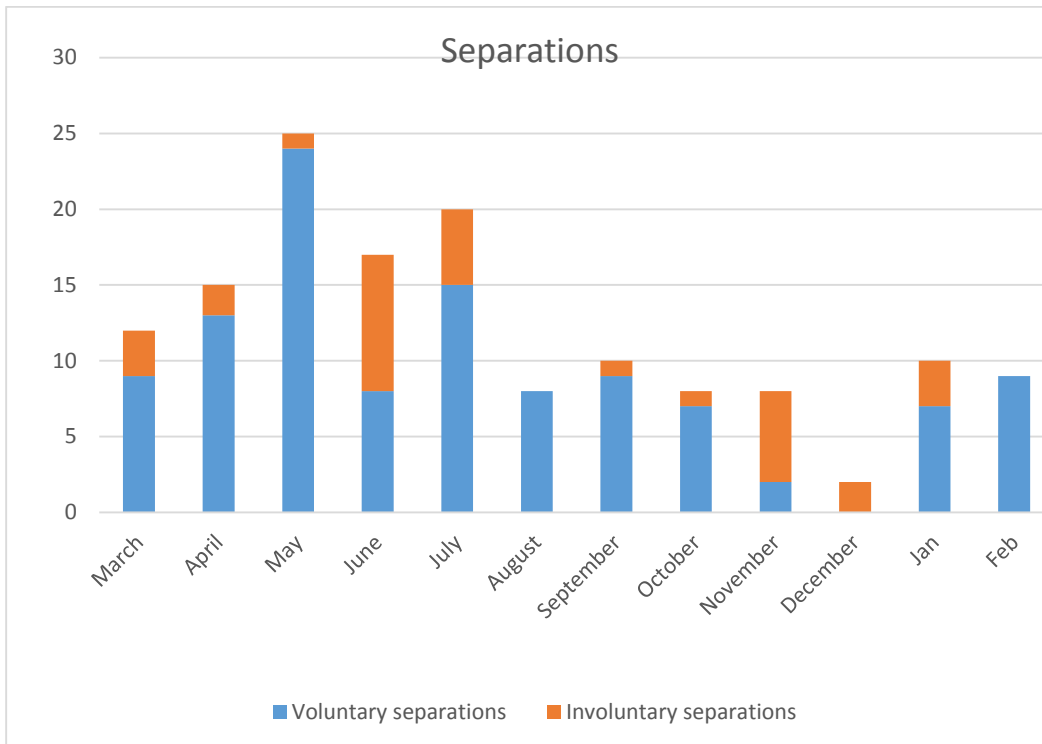
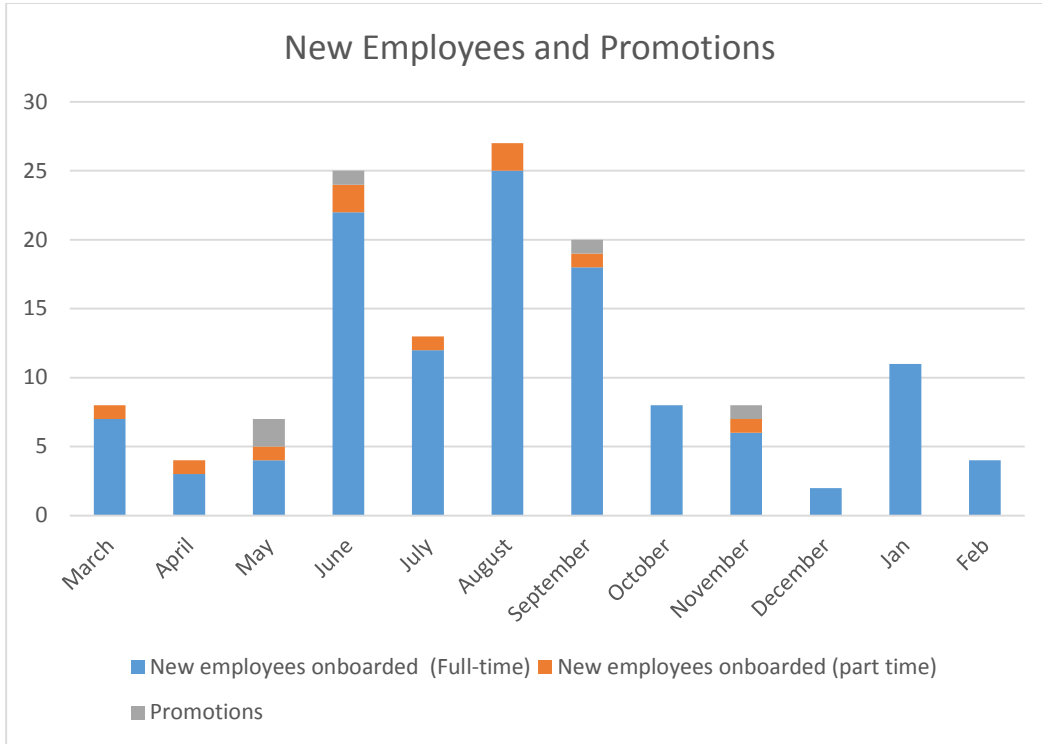
Workers Compensation Overview
March 2015 – February 2016



Leave Statistics
November 2015 – February 2016



Staffing Statistics
Twelve months ending February 2016



Agenda Item Background

To:	Board of Regents Business Affairs Committee	Date: April 21, 2016
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	Measures of Success	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Please see attached.

Recommendation:

Informational Item

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

MEASURES OF SUCCESS – BUSINESS AFFAIRS

Activities within Business Affairs should be on-time and accurate. A number of outcomes measures have been established to track performance and to determine areas where improvement is needed.

The measures that have been selected are those where a baseline can be established on April 1, 2016 and can be tracked beginning on that date. Additional measures will be added over time as the department becomes more familiar with determining appropriate and effective data points for measurement.

Once tracking of these measures is in place, a dashboard will be developed to allow performance to be tracked over time and to facilitate target setting. The projected completion date for the dashboard is July 1, 2016.

Human Resources	<ul style="list-style-type: none"> ❖ Average time to fill vacancies: <ul style="list-style-type: none"> ○ Staff ○ Faculty ❖ Percent of managers noting HR as “helpful” or “very helpful” ❖ Percent of employees noting HR as “helpful” or “very helpful” ❖ Percent of staff evaluations completed on time
Accounting	<ul style="list-style-type: none"> ❖ Percent of reports completed on time ❖ Percent of federal drawdowns completed on time ❖ Percent of accounts reconciled on schedule ❖ Percent of grants reconciled on schedule
Payroll	<ul style="list-style-type: none"> ❖ Percentage of employees paid correctly ❖ Percentage of retirement reconciliations submitted correctly and on schedule
Budget	<ul style="list-style-type: none"> ❖ Accuracy of revenue projections ❖ Accuracy of personnel expenditures projections ❖ Accuracy of operating expenditure projections

MEASURES OF SUCCESS – BUSINESS AFFAIRS, continued

<p>Auxiliaries</p>	<ul style="list-style-type: none"> ❖ Percentage of students rating food service program as “very good” or “excellent” ❖ Percentage of students rating the bookstore as “very good” or “excellent” ❖ Cost of books and instructional materials per credit hour ❖ Health department score of food service program
<p>Purchasing and Accounts Payable</p>	<ul style="list-style-type: none"> ❖ Percent of purchases on rebate program ❖ Total spend eligible for rebates ❖ Dollar amount of rebates (monthly, annually) ❖ Percent of vendor invoices paid on time
<p>Bursar’s Office</p>	<ul style="list-style-type: none"> ❖ Percent of student refunds issued on time ❖ Percent of student refunds issued in error ❖ Percent of phone calls answered or returned same day ❖ Percent of e-mails from the Bursar e-mail account receiving a response on the same day. ❖ Percentage of eligible accounts in active collections ❖ Percentage of accounts collected (monthly, annually)

Agenda Item Background

To:	Board of Regents Business Affairs and Audit Committees	Date: January 21, 2016
From:	Mr. Gregory Rush, Vice President of Business Affairs	
Subject:	Third Quarter 2016 Financial Statements	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Please see attached.

Recommendation:

Informational Item

Initiator:	Mr. Gregory Rush, Vice President of Business Affairs
Board Action Date:	January 21, 2016
Effective Date:	January 21, 2016

Kentucky State University

Budget vs. Actual

Nine months ending March 31, 2016

(Amounts shown in dollars)

	Approved Budget	YTD Actual Activity	YTD Actual % of Budget	% Variance	YTD ACTUAL BY FUND GROUP		
					Education and General	Auxiliary	Land Grant and Action Agenda
REVENUE							
State appropriations	23,429,600	18,743,700	80.00%	-20.00%	16,000,900		2,742,800
Student tuition & mandatory fees	16,509,300	13,933,564	84.40%	-15.60%	13,933,564		
Auxiliaries	4,543,100	3,481,087	76.62%	-23.38%		3,481,087	
Other	1,385,800	870,698	62.83%	-37.17%	870,698		
Total revenue	45,867,800	37,029,049	80.73%	-19.27%	30,805,162	3,481,087	2,742,800
EXPENDITURES							
Instruction	10,933,000	6,320,930	57.82%	-42.18%	6,307,280		13,651
Research	1,449,600	1,130,726	78.00%	-22.00%	19,303		1,111,423
Public Service	2,067,600	1,036,410	50.13%	-49.87%	118,543		917,867
Academic Support	1,822,800	1,011,490	55.49%	-44.51%	1,011,490		
Student Services	4,592,100	3,261,308	71.02%	-28.98%	3,261,092	216	
Institutional Support	12,194,900	6,350,487	52.07%	-47.93%	6,350,487		
Operations & Maintenance	6,302,000	3,969,918	62.99%	-37.01%	3,969,918		
Student Financial Aid	4,312,900	5,413,261	125.51%	25.51%	5,413,261		
Residence Halls	299,600	862,938	288.03%	188.03%		862,938	
Dining	1,596,300	1,459,166	91.41%	-8.59%		1,459,166	
Other Auxiliaries	296,700	545,084	183.72%	83.72%		545,084	
Total expenditures	45,867,800	31,361,718	68.37%	-31.63%	26,451,374	2,867,404	2,042,941
Surplus (deficit) before transfers	-	5,667,330			4,353,788	613,683	699,859
Mandatory & non mandatory transfers	-						
Surplus (deficit) before other activity	-	5,667,330			4,353,788	613,583	699,859
Other fund net activity	-	(3,443,170)					
Increase (decrease) in net position	-	2,224,160					
Year to date – 75.00% of budget has expired							

Kentucky State University

Statement of Revenues, Expenses and Changes in Net Position (By Function) Periods Ending March 31, 2016 and 2015 (Unaudited)

	<u>March 2016</u>	<u>March 2015</u>
REVENUES		
Operating revenue:		
Student tuition and fees (gross)	14,137,644	16,066,114
Less: Scholarship allowances	(5,159,479)	(5,336,522)
Student tuition and fees (net of scholarships)	8,978,165	10,729,592
Federal grants and contracts	4,192,070	5,686,202
Federal appropriations	5,680,635	5,075,988
State and local grants and contracts	1,620,132	1,802,259
Auxiliary enterprises		
Residence halls	1,916,952	2,427,448
Dining	1,705,581	2,220,664
Bookstore	-	4,990
Other auxiliaries-majority includes, laundry, homecoming and facility rental	22,117	18,430
Other operating revenues – primarily includes indirect cost recoveries, interest, grant, and rental income	895,213	1,947,409
Total operating revenue	25,010,866	29,912,983
EXPENSES		
Operating expenses:		
Educational and general		
Instruction	6,584,231	8,034,322
Research	4,689,845	4,140,854
Public service	4,881,373	5,412,647
Academic support	1,924,679	2,276,785
Student services	4,079,053	4,808,715
Institutional support	7,069,775	7,972,001
Operations and maintenance of plant	4,317,388	4,253,799
Student aid	5,588,079	7,330,137
Depreciation	3,032,162	3,093,205
Auxiliary enterprises		
Residence halls	862,938	1,002,559
Dining	1,459,166	1,596,332
Other auxiliaries – primarily includes Auxiliary salary expenses and copy services	545,084	510,888
Depreciation	228,403	243,121
Total operating expenses	45,262,175	50,675,365
Operating income (loss)	(20,251,310)	(20,762,382)

Kentucky State University
Statement of Revenues, Expenses and Changes in Net Position (By Function)
Periods Ending March 31, 2016 and 2015
(Unaudited)

	March 2016	March 2015
NON-OPERATING REVENUES (EXPENSES)		
State appropriations	18,743,700	18,743,680
Federal grants and contracts	4,348,281	4,983,513
Gifts	-	-
Investment income (net of investment expenses)	(487,426)	1,000,715
Interest on capital asset related debt	(129,272)	(123,899)
Other non-operating revenues (expenses)	-	-
Net non-operating revenues	22,475,283	24,604,009
Income (loss) before other revenues, expenses, gains or losses	2,223,973	3,841,627
Endowment Gifts	187	4,589
Capital appropriations	-	-
Increase (decrease) in net assets before cumulative effect of changes	2,224,160	3,846,216
Cumulative effect of a change in accounting principle	(93,364,175)	-
Increase (decrease) in net assets	(91,140,015)	3,846,216
Net assets, beginning of year	104,683,847	110,017,536
Net assets, end of year	13,543,832	113,863,752

Kentucky State University

Statement of Net Position March 31, 2016 (Unaudited)

	March 2016	March 2015
ASSETS		
Current assets:		
Cash and cash equivalents	22,924,472	29,027,845
Accounts, grants, and loans receivable, net	6,943,781	5,968,626
Inventory and other current assets	146,272	145,269
Total current assets	30,014,526	35,141,740
Noncurrent assets:		
Accounts, grants, and loans receivable, net	514,019	484,743
Investments	15,096,032	16,262,380
Capital assets, net	74,755,054	77,815,093
Total noncurrent assets	90,365,105	94,562,217
Deferred outflows of resources:		
Deferred outflows - KERS	1,953,418	-
Deferred outflows - KTRS	2,436,799	-
Total deferred outflows	4,390,216	-
Total assets and deferred outflows	124,769,847	129,703,957
LIABILITIES		
Current liabilities:		
Accounts payable and accrued liabilities	3,139,131	5,256,604
Accrued compensated absences	1,849,710	1,870,878
Unearned revenue (Federal and State Grants)	907,408	1,046,623
Deposits	168,923	165,886
Other current liabilities	283,790	(56,529)
Bonds and capital lease obligations, net	489,856	440,973
Total current liabilities	6,838,818	8,724,436
Noncurrent liabilities		
Net pension liability	93,542,214	-
Bonds and capital lease obligations	5,866,295	6,580,805
Other long term liabilities	(185,717)	534,964
Total noncurrent liabilities	99,222,792	7,115,769
Deferred inflows of resources:		
Deferred inflows - KERS	367,000	-
Deferred inflows - KTRS	4,797,405	-
Total deferred inflows	5,164,405	-
Total liabilities and deferred inflows	111,226,015	15,840,204

Kentucky State University

Statement of Net Position

March 31, 2016

(Unaudited)

NET POSITION		
Invested in capital assets, net of related debt	69,891,865	72,977,280
Restricted		
Nonexpendable	8,942,410	8,657,506
Expendable	1,326,067	2,946,971
Unrestricted	(66,616,511)	29,281,995
Total Net Position	13,543,832	113,863,752

Kentucky State University
Statement of Cash Flows
Periods Ending March 31, 2016 and 2015
(Unaudited)

	<u>March 2016</u>	<u>March 2015</u>
Cash flows from operating activities		
Tuition and fees	9,039,082	10,765,508
Grants and contracts	8,189,623	14,579,965
Payments to suppliers	(14,162,682)	(12,142,713)
Payments to employees	(23,990,871)	(25,995,801)
Student financial aid	(5,446,797)	(6,924,524)
Loans issued to students – Primarily PIOs	(132,858)	(421,842)
Collection of loans issued to students	128,710	178,129
Auxiliary enterprises		
Residence halls and dining	3,622,533	4,648,112
Bookstore	-	4,990
Other auxiliaries	22,117	18,430
Other receipts - primarily includes indirect cost recoveries, interest and rental income	881,629	1,966,375
Net cash from operating activities	<u>(21,849,513)</u>	<u>(13,323,371)</u>
Cash flows from noncapital financing activities		
State appropriations	18,743,700	18,743,680
Federal grants and contracts	4,348,281	4,983,514
Gifts for other than capital purposes	187	4,589
Student organization agency receipts	93,398	89,488
Student organization agency disbursements	(91,918)	(92,823)
Other receipts (payments)	-	-
Net cash from noncapital financing activities	<u>23,093,649</u>	<u>23,728,448</u>
Cash flows from capital financing activities		
Capital appropriations	-	-
Purchases of capital assets	(923,102)	(490,400)
Proceeds from capital debt	-	-
Principal paid on capital debt	(289,058)	(380,329)
Interest paid on capital debt	(129,272)	(123,899)
Net cash flows from capital financing activities	<u>(1,341,431)</u>	<u>(994,628)</u>
Cash flows from investing activities		
Interest received on investments	42,645	1,289,387
Investment expenses	-	-
Proceeds from sale of investments	5,203,740	4,636,481
Purchases of investments	(5,246,385)	(5,884,435)
Other investments	-	-
Net cash flows from investing activities	<u>-</u>	<u>41,433</u>
Net increase (decrease) in cash and cash equivalents	(97,295)	9,451,882
Cash and cash equivalents at beginning of year	23,021,767	19,575,963
Cash and cash equivalents at end of year	<u>22,924,472</u>	<u>29,027,845</u>

Kentucky State University
Statement of Cash Flows
Periods Ending March 31, 2016 and 2015
(Unaudited)

	<u>March 2016</u>	<u>March 2015</u>
Reconciliation of net operating gain (loss) to net cash from operating activities		
Operating gain (loss)	(20,251,310)	(20,762,382)
Adjustments to reconcile operating income to net cash from operating activities		
Depreciation expense	3,260,565	3,336,326
Actuarially calculated pension expense	(126,494)	-
Gain (loss) on disposal of capital assets	-	-
Bad debt expense	-	734,709
Changes in assets and liabilities:		
Receivables, net	(3,382,400)	1,588,394
Deferred Outflows	-	-
Inventory and prepaid expenses	(1,796)	12,575
Accounts payable and accrued liabilities	(1,206,453)	1,854,362
Accrued compensated absences	538,895	313,528
Other liabilities	(713,377)	(148,179)
Unearned revenue	32,857	(252,705)
Net cash from operating activities	<u>(21,849,513)</u>	<u>(13,323,371)</u>

Kentucky State University

Board of Regents Meeting

Audit Committee

April 21, 2016

Regent Mindy Barfield, Chairperson

Regent Karen Bearden

Regent David Guarnieri

Regent Hettie Oldham

Gregory Rush,

Vice President of Business Affairs, Staff

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Audit Committee
April 21, 2016
Cooperative Extension Building Conference Room
Frankfort, Kentucky

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KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Audit Committee
April 21, 2016
1:00 pm to 2:30 pm
Cooperative Extension Building Conference Room
Frankfort, Kentucky

AGENDA

- | | | |
|--------------|--|---|
| I. | Call to Order | Regent Mindy Barfield,
Chairperson |
| II. | Roll Call | Gregory Rush, Vice President of
Business Affairs |
| III. | Opening Remarks | Regent Barfield |
| IV. | Approval of Minutes | Regent Barfield |
| V. | Action Item: | Gregory Rush |
| | Acceptance of 2014-2015 Single Audit
Reports Under OMB Circular A-133 | |
| VI. | Internal Audit Report | Ingram Quick, Internal Auditor |
| VII. | Discussion | Gregory Rush |
| VIII. | Adjournment | Gregory Rush |

Agenda Item Background

To:	Board of Regents Audit Committee	Date: April 21, 2016
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	January 21, 2016 Committee Minutes	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The minutes of the Audit Committee meeting for January 21, 2016 require approval in order to become an official part of the committee records.

Recommendation:

It is recommended that the Audit Committee approve the minutes of the January 21, 2016 meeting.

Approval

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Audit Committee
January 21, 2016
10:00 a.m.
Cooperative Extension Building Conference Room
Frankfort, Kentucky

MINUTES

Regent Mindy Barfield, Chairperson, called the meeting of the Audit Committee of the Kentucky State University Board of Regents to order at 10:00 a.m. on January 21, 2016. Regent Barfield asked the secretary to call the roll:

Mindy Barfield	Present	Hettie Oldham	Present
David Guarnieri	Present	Karen Bearden	Present

A quorum was declared.

Regent Barfield recognized Mr. Rush to carry the discussion forward.

I. Vice President's Report

FY 2014-2015 External Audit

Vice President Rush introduced Crissy Fiscus and Megan Crane with Dean Dorton Allen Ford who provided an overview of the FY2014-2015 audit. Copies of the A-133 draft report along with the management letter were distributed to the committee. Ms. Fiscus pointed out that the A-133 was in draft form due to a pending item relating to the counseling of recipients' that were awarded Perkins Loans. She stated that management was attempting to obtain the documentation.

She discussed the responsibility of the auditors versus management, stating that the financial statements are the responsibility of management. Ms. Fiscus stated that KSU received an unmodified opinion on the financial statements. She stated that GASB Statement 68 became effective June 30, 2015, and has had a significant impact on the financial statements of the institution. She stated the University's allocated portion of the liability for the pension plans is now shown on the balance sheet. Ms. Fiscus stated \$93MM is the estimated amount for the total liability associated with KSU retirees. She stated there were no issues with allowance for doubtful accounts, capital assets, investments, and accumulated sick leave liability. There were several audit adjustments primarily related to student accounts receivable, cash, and accounts payable. She noted one uncorrected misstatement related to the payroll accruals. Ms. Fiscus stated there was a material weakness finding in internal controls over financial

reporting. Other findings were related to the return of Title IV funds calculation for three students. In those three cases incorrect withdrawal dates were used in the calculation. Ms. Fiscus also noted that the TRIO programs did not serve the minimum number of students as required by the program. She also stated that the United States Department of Agriculture has conducted a review of the NIFA-sponsored programs.

Ms. Fiscus then provided an overview of the financial statements. Ms. Fiscus informed the committee there were some difficulties encountered in performing the audit. She stated the turnover of staff impacted the ability to get appropriate policies and procedures in place to support good financial practices and reconciliations.

Action: Motion to accept the 2014-2015 Financial Statements and Report of the External Auditors Report was made by Regent Guarnieri and seconded by Regent Oldham. Motion passed unanimously.

II. Internal Audit Report

Mr. Ingram Quick, internal auditor, gave an overview of the Bursar's Office audit, particularly operating policies, procedures, and records specific to student billing and collections. He stated that internal control was inadequate and areas requiring corrective action have been identified. Specifically, untimely bank deposits, untimely recording of transactions in the Banner system, and incomplete monthly reconciliations. Mr. Quick stated there were also issues regarding tuition and fee charges, bookstore charges, and incorrect charges to student's accounts. He also stated that he found instances in which non-resident students did not receive the benefits that are required by federal regulations relating to veterans and their eligible dependents. Mr. Quick stated there was a lack of documented policies and procedures to guide Bursar's Office personnel in the performance of their duties. Mr. Quick stated that the report was given to Vice President Rush on December 21, 2015, and also the Bursar's Office for review. He stated he received the comments from the Bursar's Office staff on January 5, 2016, and they are included in the corrective action plans in the Observation and Recommendation section of this report. Regent Farris made a recommendation to the President and the committee that they receive an update on the implementation at the April Board meeting.

Regent Barfield, on behalf of the Audit Committee, welcomed Mr. Quick to the Audit Committee informing him that his function is critical to addressing the Board's concerns regarding adequate controls and documentation.

Action: Motion to accept the Internal Audit Report was made by Regent Oldham and seconded by Regent Farris. Motion passed unanimously.

III. Adjournment

Motion for adjournment of the Audit Committee was made by Regent Oldham and seconded by Regent Farris. The meeting adjourned at 11:20 a.m.

Submitted by:

Approved by:

Gregory Rush, Vice President of Business Affairs	Regent Mindy Barfield, Chairperson Audit Committee
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_____ Approved with no corrections

_____ Approved with corrections

Agenda Item Background

To:	Board of Regents Audit Committee	Date: April 21, 2016
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	Acceptance of 2014-2015 Single Audit Reports Under OMB Circular A-133	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Please see attached.

Recommendation:

It is recommended that the Audit Committee accept the Single Audit Reports Under OMB Circular A-133 for the 2014-2015 fiscal year.

Informational Item

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

Agenda Item Background

To:	Board of Regents Audit Committee	Date: April 21, 2016
From:	Ingram Quick, Internal Auditor	
Subject:	A-133 Compliance Review	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Please see attached.

Recommendation:

Informational Item

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

Office of Internal Audit
Kentucky State University

Audit Follow-up of Single Audit Report (SAR) Under OMB Circular A-133 issued February 2016

Scope and Purpose

Below is the audit follow-up of the fiscal year 2015 Single Audit Report under OMB Circular A-133. It encompasses significant issues identified during the audit and provides feedback to stakeholders on the progress of implementing management's corrective action plan. Not only is this a strong governance and risk management practice, it is also included in the Charter for the Office of Internal Audit.

The status of corrective action will fall into one of the following categories:

- **The corrective action has been implemented.** This means management has implemented the corrective action plan and an assessment was performed by the internal auditor to evaluate its effectiveness.
- **In process.** This means that some corrective action has been implemented but not completed.
- **No action taken yet.** This means that corrective action has not been evaluated, planned or implemented.

There has been considerable progress in addressing the issues through implementation of corrective actions. The progress demonstrates the commitment to excellence. While the Office of Internal Audit does not implement the corrective actions, the office is often the catalyst for change that results in a more efficient and effective organization. I will continue to work with the necessary departments to ensure significant issues and risks are addressed. My intention is to follow-up on outstanding issues periodically (e.g., quarterly, monthly) until corrective action has been implemented and assessed for effectiveness.

**Office of Internal Audit
Kentucky State University**

Audit Follow-up of Single Audit Report (SAR) Under OMB Circular A-133 issued February 2016

Schedule of Findings			Management Comments	Strategy for addressing issue		
Audit Finding No.	Action Unit	Issue identified	Corrective Action Response from Management	Current Status (Implemented, In process, No action yet taken)	Date of Implementation/ Expected Date of Implementation	Indicator of implementation / progress
2015-001	Accounting	All general ledger accounts were not reconciled to subsidiary ledgers or other supporting detail at least on a quarterly basis. During the audit, 15 adjusting journal entries were recorded to accurately reflect the financial position of the University as of June 30, 2015. Net position was increased \$3,027,191 as a result of these entries.	<i>"The University will review and revise the structure and procedures related to general ledger accounts. Procedures requiring monthly reconciliation of all general ledger accounts will be implemented. Reconciliations for each month will be reviewed by department management as part of the financial statement development process. The University's internal auditor will test compliance at least twice during each fiscal year."</i>	In process	Plan will be developed to require periodic (monthly, quarterly, annually) reconciliations of all accounts. The procedures will be updated in March 2016. Periodic reconciliations of all general ledger accounts will begin in April 2016 for accounts that can be reconciled monthly and June 2016 for accounts that need to be reconciled annually.	In the process of developing a plan to periodically reconcile all accounts. Cash, fixed assets, investments, travel and Perkins' accounts are currently reconciled on a monthly basis. However, the other general ledger accounts (accounts receivable, payroll, tax, etc.) have not been reconciled in over a year.

Audit Finding No.	Action Unit	Issue identified	Corrective Action Response from Management	Current Status (Implemented, In process, No action yet taken)	Date of Implementation/ Expected Date of Implementation	Indicator of implementation / progress
2015-002	Registrar	There is not a procedure in place to verify that the appropriate withdrawal date has been entered into the Banner system and used in the Return of Title IV Funds calculation. Three students were identified that had an incorrect withdrawal date.	<i>"Management concurs with the audit finding. According to federal regulations, 34 CFR 668.22(l)(3), "...if a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the student began the official withdrawal process or the date of the student's notification, unless a later date of attendance is confirmed." In order to properly address this issue, the Office of the University Registrar has revised its Withdrawal Form. The update allows the University Registrar's Office to capture the information required by federal regulations and input this data accurately into the student information system. This provides accurate data in the system, allowing the Financial Aid office to ensure that future Return of Title IV calculations are more precise. The staff of the Office of the University Registrar was trained on these new procedures and how to use the new form in the fall of 2015. The University Registrar's Office will run a weekly report beginning January 2016 to reconcile all withdrawal dates with the Financial Aid office. The University's Internal Auditor will test compliance monthly."</i>	The corrective action has been implemented.	Revised Withdrawal Form implemented June 2015. Withdrawal Report sent to Financial Aid weekly beginning January 2016.	A sample of five Withdrawal Forms were tested to verify agreement to the Banner system. All five withdrawal dates, per the form, were accurately reflected in the system. The withdrawal report has been used by Financial Aid to accurately calculate Title IV Returns.

Audit Finding No.	Action Unit	Issue identified	Corrective Action Response from Management	Current Status (Implemented, In process, No action yet taken)	Date of Implementation/ Expected Date of Implementation	Indicator of implementation / progress
2015-003	Student Support Services	<p>During the testing of eligibility for Student Support Services, it was noted that the University did not serve the minimum number of students as required by the federal program, TRIO. Per federal regulations, the University is required to serve a minimum of 140 student participants. During the year-ended June 30, 2015, the University served 111 participants through the program.</p>	<p><i>“Management concurs with the auditor’s finding. To insure that the TRIO program is in compliance in the future, a corrective action plan was put into place in the fall of 2015. The University has engaged an external evaluator in November 2015 to review program procedures. Also in November, a recruiting plan was developed to insure that the program serves at least 140 students. The program director attended training sessions in December 2015 on proper management of the TRIO program. Staff were trained on best practices and implemented a new filing system in December to better organize records and identify active and inactive participants. The University’s Internal Auditor will test compliance monthly.”</i></p>	<p>The corrective action has been implemented.</p>	<p>Recruiting plan implemented in November 2015.</p> <p>Filing system implemented in December 2015.</p> <p>Documented procedures for filing system developed in February 2015.</p>	<p>The number of active full time students in the TRIO Program is 175.</p> <p>Organization of student files facilitates the identification of active and inactive student participants in the program.</p>

Audit Finding No.	Action Unit	Issue identified	Corrective Action Response from Management	Current Status (Implemented, In process, No action yet taken)	Date of Implementation/ Expected Date of Implementation	Indicator of implementation / progress
2015-004	Bursar	During the testing of eligibility for Perkins loans, it was noted that the University did not maintain adequate documentation that entrance counselling had been provided to students. Per federal regulations, the University is required to provide the student with information regarding the responsibilities of students receiving a Perkins loan.	<i>“Management concurs with the audit finding. KSU will then amend, as necessary, those policies and procedures to include any and all required documentation related to the Perkins Loan Program that may be missing to specifically include the Perkins Loan Entrance counselling documentation with proper signatures as required by 84 CFR 674.16. This will be completed by February 15, 2016. The university’s internal auditor will test compliance monthly during each fiscal year.”</i>	No action taken yet.	Policy training by April 1, 2016 will address the need properly document and sign Perkins Loan Entrance counselling documentation.	Not applicable.

Agenda Item Background

To:	Board of Regents Audit Committee	Date: April 21, 2016
From:	Ingram Quick, Internal Auditor	
Subject:	Internal Audit Report – Corrective Action Plan, Bursar’s Office	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Please see attached.

Recommendation:

Informational Item

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

**Office of Internal Audit
Kentucky State University**

Management's Corrective Action Responses – Bursar Office Review issued January 2016

Scope and Purpose

Representatives from the Bursar Office have reviewed the results and are committed to addressing the issues noted. Management's corrective action plans are reflected within the Office of Internal Audit Corrective Action Forms. The Office of Internal Audit Corrective Action Form is a tool used to gather management responses to control deficiencies and audit issues identified during the review. Use of the Corrective Action Form provides a formal method for collecting data related to corrective actions. The Corrective Action Forms capture whether or not the audited department concurs with the recommendation noted in the report, if not, their alternative corrective action plan, person responsible for implementation and the target completion date.

The table below notes the area audited (e.g. cash management, tuition and fee compliance), audit finding, auditor's recommendation, whether or not audit client concurs with recommendation, (if not) alternative corrective action, person(s) responsible for implementation and target completion date. Subsequent to the target completion date, I will work with management to ensure the actions taken are effective to address the issues noted.

Office of Internal Audit

Kentucky State University

Management's Corrective Action Responses – Bursar Office Review issued January 2016

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Cash Management	There were 6 of 18 instances in which cash and check receipts were not deposited in the bank in a timely manner. The number of days between the transaction date and the date the receipts were deposited in the bank ranged from two to six days.	All cash, check and credit card receipts should be deposited in the bank daily in accordance with Bursar Office policy. This would help safeguard the funds and accurately reflect the information within the Banner system.	Management concurs with and will implement the audit recommendation noted. In addition management stated the following: <i>"The Bursar Office is exploring the option of purchasing a cash recycler from Fifth Third Bank that would electronically deposit cash and check receipts real-time."</i>	N/A	Per the Bursar Office, the corrective action was implemented on 3/15/16.	Natalie Turner, Bursar

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrency with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Cash Management	There were four instances in which checks were not posted to the Banner system in a timely manner. The number of days between the check date and the date the funds posted to the Banner system ranged from 2 to 54 days.	All funds should be posted to the appropriate Banner system account upon receipt. It is imperative that Bursar Office staff provide regular review of individual transactions for appropriateness, and completeness. Ultimately, this will help ensure the reliability of information for management analysis and help providing an effective audit trail.	Management concurs with and will implement the audit recommendation noted. In addition management stated the following: <i>"The Bursar Office will update policies and procedures to reflect that any cash or check receipts brought to the Bursar Office needs to be accompanied by a transmittal form."</i>	N/A	Per the Bursar Office, the corrective action was implemented on 3/15/16.	Natalie Turner, Bursar
Cash Management	There is no documented policy instructing departments and programs on when cash and check receipts on hand need to be taken to the Bursar Office for deposit.	A university wide policy should be established which instructs departments and programs on when cash and check receipts on hand need to be taken to the Bursar Office for deposit.	Management concurs with and will implement the audit recommendation noted.	N/A	Per the Bursar Office, the corrective action was implemented on 4/1/16.	Natalie Turner, Bursar

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Cash Management	There were four instances where completed tuition waiver forms were not posted to the Banner system in a timely manner. The number of days between the date the form was signed by the appropriate Cabinet official (or designee) and the date the tuition waiver posted to the student's account ranged from 11 to 21 days.	The Bursar Office should coordinate with Human Resources to ensure completed tuition waiver forms are applied to the eligible students' accounts in a timely manner. During registration, appropriate Bursar Office personnel should periodically check with Human Resources to identify any approved tuition waiver forms or any forms awaiting approval.	Management does not concur with the audit recommendation noted. In addition management stated the following: <i>"The Bursar Office does not process the tuition waiver form once it has been approved by Human Resources. Financial Aid processes the form in Banner in order to make the proper adjustments to the student's financial aid award."</i>	Auditor's Note: The tuition waiver form is submitted to Human Resources and input into the Banner system by Financial Aid. Therefore, during the registration process, Financial Aid personnel need to coordinate with Human Resources to ensure approved tuition waiver forms have been submitted for input.	Per Human Resources and Financial Aid, the corrective action was implemented on 4/1/16.	Rayla Smoot, Human Resources Director Qiana Hall, Acting Financial Aid Director

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Cash Management	<p>For both of the monthly reconciliations reviewed, a cumulative difference of \$5,510 was identified. The transactions in question dated back to September 2014. The monthly reconciliations were signed by the Assistant Vice President of Business Affairs to acknowledge his review. Although the Accounting Department was in the process of researching, there was no documented evidence the differences had been resolved at the time of his review. The lack of a documented resolution increases the risk that systemic issues, fraud, or errors may not be detected and as a result would not be prevented in the future.</p>	<p>The reconciliation of student payments and departmental deposits received during the month, the related Banner system account, and the related bank account should be performed at least monthly to detect unauthorized activity, unexpected payments, and other discrepancies. Reconciliations should be performed on at least a monthly basis, and any differences identified should be researched and resolved in a timely manner. The reconciliation should be subject to a formal review, evidenced by way of the reviewer's signature and the date of review. The Vice President of Finance and Business Affairs should review to ensure any differences that are inadequately researched and resolved be returned to applicable staff for further investigation.</p>	<p>Management concurs with and will implement the audit recommendation noted.</p>	<p>N/A</p>	<p>Per the Division of Business Affairs, the corrective action was implemented on 3/8/16.</p>	<p>Paul Edwards, Assistant Vice President of Business Affairs</p>

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Cash Management	<p>There were two of five instances in which returned payments were not recorded in the Banner system in a timely manner. There were three of five instances where the returned payment did not result in a return check fee being applied to the student's account as required by the Tuition and Fee Schedule approved by the Board of Regents.</p> <p>Although the risk is similar, the Internal Auditor was made aware that payments made through the online payment service provider (Touchnet) are not subject to a fee if returned for insufficient funds.</p>	<p>Returned payments should be recorded on the student's account immediately. This should be done to ensure student account balances are current and accurate for management analysis.</p> <p>Appropriate personnel should consider applying a return check fee for returned payments which originated online with our third party service provider (Touchnet). A policy which would prohibit persons to pay with checks that have been identified as repeat offenders regarding returned payments should be explored. This should be done in an attempt to deter students from intentionally making payments from a bank account that has insufficient funds.</p>	Management concurs with and will implement the audit recommendation noted.	N/A	Per the Bursar Office, the corrective action was implemented on 2/15/16.	Natalie Turner, Bursar

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Cash Management	<p>The daily reconciliation of the cashier's register is not performed in the presence of two individuals. There were instances in which the Cashier Check-Out Forms were not reviewed or approved by the Cashier Supervisor as evidenced by way of a signature and date.</p> <p>There were instances in which the Cashier Check-Out and Deposit Recap Forms were not fully completed.</p>	<p>The daily reconciliation of cashier's register should be performed in the presence of two persons (dual control) at the end of each work day. Any differences identified between the Cashier Check-Out Forms and cashier detail reports should be researched and resolved. The preparer should sign and date the reconciliation upon completion. The reconciliation should be subject to a formal review, evidenced by way of the reviewer's signature and the date of review. Any exceptions to the policy and procedures should be documented and included in the support documentation.</p>	<p>Management concurs with and will implement the audit recommendation noted.</p>	<p>N/A</p>	<p>Per the Bursar Office, the corrective action was implemented on 1/25/16.</p>	<p>Natalie Turner, Bursar</p>

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Cash Management	Cashiers have the ability to view and adjust system receipt information and activity reports from the Banner system prior to and during their daily checkout process without supervisor review. This allows the cashier to be aware of revenue receipt balances prior to closing their register. This increases the risk that funds could be diverted for personal use without detection.	Appropriate personnel should determine whether the Banner system has security features to prohibit cashier access to receipt information / activity reports. If so, these controls should be activated. In the absence of these security features, compensating controls (e.g., unannounced cash counts by supervisor) could be performed to help ensure the accuracy of revenue receipts.	Management concurs with and will implement the audit recommendation noted.	N/A	Per the Bursar Office, the corrective action was implemented on 4/1/16.	Natalie Turner, Bursar

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Tuition and Fee Compliance	There were instances where bookstore charges applied to the students' accounts in Banner did not agree to the bookstore charges reported in the Blackboard system. The Banner system included the bookstore charge as part of the student's bill while the Blackboard system did not have any record of the transaction for the student.	The Bursar Office should work with Information Technology to facilitate the process of recording students' book store charges to their accounts in the Banner system. A review should be performed to ensure that the proper amount of bookstore charges were applied to students' accounts.	Management concurs with and will implement the audit recommendation noted.	N/A	8/1/16	Natalie Turner, Bursar

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Tuition and Fee Compliance	There was one instance in which the tuition charged to the student was not in agreement with the applicable Tuition and Fee Schedule for the semester. The student was charged the undergraduate non-resident rate for tuition although Admissions has the student listed as a resident of Kentucky.	The Bursar Office should ensure that all tuition and fees charged comply with the applicable Tuition and Fee Schedule as approved by the Board of Regents for the semester. Supervisory oversight could help to ensure tuition and fees charged are accurate, appropriate and complete.	<p>Management does not concur with the audit recommendation noted. In addition management stated the following:</p> <p><i>"While the Bursar Office assesses tuition and fees for compliance with the applicable Tuition and Fee Schedule, the assessment is based on the accuracy of the information which is input in the Banner system. The Admissions Office recorded the student as being an out of state resident while documentation obtained during the admission process stated the student was a resident of Kentucky."</i></p>	<p>Auditor's Note: Based on further discussion with the current Bursar, it was determined that corrective action to address this issue would be best served with Office of Admissions. The Office of Admissions is responsible for entering information in the Banner system regarding the student's residency status. The Office of Admissions should ensure the student's residency is accurately reflected in the Banner system based on the source document used to capture resident status (e.g., application). Periodic monitoring by management could be performed to verify information from random student's applications are accurately reflected in the Banner system.</p>	Per the Office of Admissions, the corrective action was implemented on 3/7/16.	Carmella Conner, Director of Academic and Financial Success

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
Tuition and Fee Compliance	<p>The Choice Act of 2014 requires colleges and universities to provide resident-rate tuition and fee charges to covered veterans and their dependents.</p> <p>During the Fall 2015 semester, Kentucky State University had 60 registered students who qualified to receive this benefit. Nine of these students were charged the non-resident rate for tuition and fees.</p>	<p>The Bursar Office should coordinate with the Registrar's Office, particularly the Veteran Affairs liaison, to ensure that veterans and their dependents covered by federal regulations are receiving the benefits they are entitled to.</p>	<p>Management concurs with and will implement the audit recommendation noted.</p>	<p>N/A</p>	<p>Per the Bursar Office, the corrective action was implemented on 3/15/16.</p>	<p>Natalie Turner, Bursar</p>
General Administration	<p>There are no detailed policies and procedures to guide personnel in the performance of their job duties. This increases the risk of noncompliance with intended policies and procedures.</p>	<p>A written internal policies and procedures manual should be developed to guide personnel in the administration of activity. The internal policies and procedures manual should include sufficient detail for each job duty performed and the procedures followed in the processing of activity.</p>	<p>Management concurs with and will implement the audit recommendation noted.</p>	<p>N/A</p>	<p>5/1/16</p>	<p>Natalie Turner, Bursar</p>

Audit Area	Audit Issue	Audit Recommendation	Management's Concurrence with Audit Recommendation	Alternative Corrective Action	Target Date	Person(s) Responsible for Implementation
General Administration	Due to the mail initially going to the Xerox Solution Center and Mail Room prior to delivery to departments, there is an increased risk that payments or donations to the university may be inappropriately or not specifically addressed which would result in an untimely delivery to the Bursar Office for deposit.	Appropriate personnel should explore the feasibility of centralizing the receipt of incoming mail (e.g., post office box). Centralizing the receipt of incoming mail serves as a control to prevent loss and/ or theft of mail.	Management concurs with and will implement the audit recommendation noted.	N/A	Per the Division of Business Affairs, the corrective action was implemented on 4/15/16.	Greg Rush, Vice President of Business Affairs
General Administration	Third party vendors provide debt recovery services on behalf of the university. No one in the Bursar Office reviews the invoices to ensure the completeness and accuracy of the student debt collected. Also there is no verification of the collection fee charged by the vendors to ensure accordance with contractual terms.	Appropriate personnel should review vendor's invoices to ensure that student debt collected is complete, accurate and to ensure the collection fee is in compliance with contractual terms prior to approval of payment. If the invoice and supporting information do not clearly provide this level of detail, additional explanation should be provided.	Management concurs with and will implement the audit recommendation noted.	N/A	Per the Bursar Office, the corrective action was implemented on 4/1/16.	Natalie Turner, Bursar

Kentucky State University

Board of Regents Meeting

External Relations and Development Committee

April 21, 2016

Regent Charles Whitehead, Chairperson

Regent LaVaughn Henry

Regent Elgie McFayden

Todd Horstmeyer,

Assistant To The President for External Relations, Staff

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
External Relations and Development Committee
April 21, 2016
3:00 p.m.
Cooperative Extension Building, Conference Room
Frankfort, Kentucky

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KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
External Relations and Development Committee
April 21, 2016
3:00 p.m.
Cooperative Extension Building, Conference Room
Frankfort, Kentucky

AGENDA

- | | | |
|-------------|----------------------------------|---|
| I. | CALL TO ORDER: | Regent Charles Whitehead,
Chairperson |
| II. | ROLL CALL: | Todd Horstmeyer, Assistant To The
President for External Relations |
| III. | OPENING REMARKS: | Regent Whitehead |
| IV. | APPROVAL OF MINUTES: | Regent Whitehead |
| V. | EXECUTIVE SUMMARY REPORT: | Todd Horstmeyer |
| VI. | ADJOURNMENT | Todd Horstmeyer |

Agenda Item Background

To:	Board of Regents External Relations and Development	Date: April 21, 2016
From:	Todd Horstmeyer, Assistant To The President for External Relations	
Subject:	Committee Meeting Minutes (January 21, 2016)	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The minutes of the External Relations and Development Committee meeting of January 21, 2016, require approval in order to become an official part of the committee's records.

Recommendation:

It is recommended that the External Relations and Development Committee approve the Minutes of the January 21, 2016, meeting.

Approval

Initiator:	Todd Horstmeyer, Assistant To The President for External Relations
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
External Relations and Development Committee
January 21, 2016
3:00 p.m.
Cooperative Extension Building, Conference Room
Frankfort, Kentucky

MINUTES

Regent Charles Whitehead, Chairperson, called the meeting of the Kentucky State University Board of Regents External Relations and Development Committee to order at 3:00 p.m. on Thursday, January 21, 2016. The secretary was asked to call the roll.

Elgie McFayden	Present	LaVaughn Henry	Not Present
Charles Whitehead	Present		

A motion was made by Regent Whitehead to approve the minutes from the October 22, 2015, External Relations and Development Committee, and seconded by Regent McFayden. A vote was taken and the minutes were approved.

Todd Horstmeyer, Interim Vice President for External Relations and Development, presented the Executive Summary. Todd Horstmeyer discussed the "Sharing is Caring" event sponsored through the Kentucky State University Office of Student Life and Frankfort Kiwanis Club on December 12, 2015. Over 6,000 flyers promoting the event were distributed in Franklin County through elementary schools, community businesses, and area churches. He related the purpose of the event was to encourage children to come to a Christmas party held at William Exum Center on the KSU campus and to bring a gift to be donated to children participating in KSU's Angel Tree Program. The event featured lunch, crafts, games, and prizes with the children primarily interacting with KSU students regarding these activities. Approximately 200 children participated, and the number of gifts contributed during the event allowed the Angel Tree Program to provide gifts to an additional 50-plus children. Numerous positive comments were received following the event regarding the community and the University coming together to hold such a worthwhile activity for the benefit of Frankfort and the surrounding area.

Todd Horstmeyer informed the committee of a new Kentucky State University project depicting its past, present, and future. The side of the Jordan Building facing University Drive had been a topic of discussion for some time due to its unattractive appearance. As a result, a meeting was held with a representative of Lynn Imaging to determine what options were available to cover the four separate concrete areas, which are showing signs of wear and tear. The option being pursued was to erect banners flush to the side of the building, which will depict a series of collages consisting of a collection of photos highlighting outstanding historical events, achievements of the University, and

campus life at KSU. The project, if initiated by the first week of January, will be completed by March.

Also discussed were inquiries from Regent Whitehead whether External Relations had an overall plan for 2016 and the pertinent need for an event and program planner. He went on to add that the event planner would be a great necessity to foster a consistent communication link to the community regarding KSU activities that will promote Frankfort's University. President Burse added that, External Relations and Development was in the process of a departmental assessment led by Global Advancement LLC. This assessment will provide information upon which to base a restructure of the department. Completion of the assessment was stated to be by July, 2016.

Regent Whitehead shared his concerns regarding the declining interest and gifts for the Capital Campaign. President Burse agreed that there has been for some time declining interest in the campaign.

Todd Horstmeyer reported that Joanna Hay Productions, a Frankfort-based company, had been retained to produce three videos on behalf of Kentucky State University to be utilized for a number of future purposes. Ms. Hay graduated Summa Cum Laude in 1999 from KSU. The three videos will serve three distinct purposes:

- Video 1 will feature various KSU student activities depicting aspects of campus life and be shown on the TVs located throughout the campus. This video can also be used in conjunction with Video 3 described below.
- Video 2 will be used to promote KSU to the general public in a positive light showing all facets of the University, including academics, athletics, music, agriculture research, and other areas. This video will open with an aerial view of the entire KSU campus which video footage was shot using a drone. The video will be shown to various civic organizations, on the local cable TV channel and generally used at future promotional events conducted on behalf of the University.
- Video 3 will be designed to focus on high school student recruitment and will be featured at high school events pertaining to college recruitment. It will have a contemporary theme with music, activities on campus and other aspects of the university depicted in a manner to appeal to the high school-age student.

The length of the videos will be as short as 1-½ minutes to as long as 4 minutes. A completion deadline was set for the first of March.

The endowment summary report was presented by James Fereday of Fifth Third Bank.

Regent Whitehead adjourned the meeting at 3:45 p.m.

Submitted by:

Approved by:

Todd Horstmeyer, Assistant To The President
for External Relations

Regent Charles Whitehead, Chair
Board of Regents
External Relations and
Development Committee
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

Agenda Item Background

To:	Board of Regents External Relations and Development	Date: April 21, 2016
From:	Todd Horstmeyer, Assistant To The President for External Relations	
Subject:	Executive Summary Report	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

N/A

Recommendation:

Informational

Informational Item

Initiator:	Todd Horstmeyer, Assistant To The President for External Relations
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
External Relations and Development Committee
April 21, 2016
3:00 p.m.
Cooperative Extension Building, Conference Room
Frankfort, Kentucky

EXECUTIVE SUMMARY REPORT

The Department of External Relations & Development [ERD] continues to assist and participate in the internal and external assessment being conducted by Global Advancement. The interviews scheduled for present and past Kentucky State University [KSU] employees have been completed. The next phase of the assessment is to set up interviews with KSU alumni and others in the community and surrounding area to get their perspectives regarding the University and to obtain information they may have that could prove helpful to the assessment process and end results.

The street banner project is nearing completion in that the designs for the two banners have been approved and will initially be installed in various combinations on nine light poles in the vicinity of the KSU campus and downtown Frankfort. One banner depicts the KSU logo as its main feature while the second banner displays the 130th anniversary logo. Additionally, there are three locations for new light poles under consideration to be added at designated locations on Martin Luther King Blvd. These additional poles will help create a corridor effect as one approaches the main entrance of KSU. KSU and the City of Frankfort have agreed to equally divide the total cost of the new poles of which \$2,000.00 is KSU's portion.

The Jordan Building project continues to proceed in a timely manner with the final design of the banners which will appear on the concrete panels of the exterior wall facing University Drive being the priority. The process involves selecting photos from four defined time periods which traces the history and culture of KSU, and then arranging the enlarged versions as part of separate collages which will appear on individual banners to be installed. It is estimated that the project will be completed by April 1st.

The KSU videos project continues with an estimated completion date of early April. The project consists of the production of three videos and each has a separate purpose. The videos will aid in student recruitment, provide KSU students with sense of student pride and can be used when making presentations to various civic organizations and outside groups to help promote KSU.

A phonathon at Exum was conducted on March 1, 2 and 3 to increase the membership of the Frankfort chapter of the KSU Alumni Association. The participants consisted of KSU students and staff, Frankfort Kiwanis members, local KSU alums and KSU athletes and included football coach John L. Smith. The persons contacted were KSU alums in the Frankfort area who have not joined the local alumni chapter. As a result of the event, an additional 102 individuals have agreed to become members. Follow up with

those contacted including letters and applications has been completed. KSU is presently awaiting the return of applications that were mailed.

The ReForest Frankfort project is scheduled for Saturday, April 2nd, Arbor Day beginning at 10:00 A.M. and ending at 3:00 P.M.. This event is a KSU and community partnership involving KSU students, faculty and staff along with Frankfort citizens with a goal of planting over 2,500 trees at designated locations on the campus of KSU. It is anticipated that 200-300 volunteers will participate in the actual tree planting. In addition, KSU is sponsoring a 4K race on KSU's campus which will start at 8:00 A.M. The preparations for the race are in place.

A grant application was submitted on March 15th to the Kentucky Bar Foundation on behalf of KSU and each of the Commonwealth's three law schools. The grant application requests funds for a program to be conducted at KSU designed to prepare pre-law KSU students to make application to law school including studying for and taking the LSAT exam, developing better writing and communication skills and generally completing all parts of the application process in a professional manner. The grant request amount is \$32,100.00 and the program would be conducted by legal professionals during the last two weeks of June, 2016.

An appreciable amount of time has been spent working with Coach John L. Smith and the KSU Athletic Department to promote the football program in the central Kentucky area. This has included arranging for Coach Smith to have a weekly TV show on local Cable 10 during the upcoming football season, setting up speaking engagements for Coach Smith with local civic organizations and high schools and organizing a season ticket sales blitz during April. Also, a graphics designer has been retained to produce a new Thorobred logo and tagline/theme for this year's football season to be used on various promotional materials such as flyers and posters which will be displayed and distributed throughout Franklin County and the surrounding area. In addition, prospective donors and sponsors have been called on to solicit their support for funds to renovate areas of the football athletic facility by replacing worn out and stained carpet, rusted and broken lockers, and replacement of weights and the antiquated weight machines. The goal is to use no budgetary funds to pay for the improvements mentioned.

The unfilled positions of Director of Development and Administrative Assistant II have been posted by the Department of Human Resources as well as the position for the Director of Alumni Relations. To date, none of the applications received pertaining to these positions has warranted a follow up interview. The majority of the applications have been submitted by persons who do not have the necessary background and qualifications for the positions posted. The search for appropriate candidates will continue.

Agenda Item Background

To:	Board of Regents External Relations and Development	Date: April 21, 2016
From:	Todd Horstmeyer, Assistant To The President for External Relations	
Subject:	Contributions Report	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

N/A

Recommendation:

Informational

Informational Item

Initiator:	Todd Horstmeyer, Assistant To The President for External Relations
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

KENTUCKY STATE UNIVERSITY
DIVISION OF EXTERNAL RELATIONS AND DEVELOPMENT
OFFICE OF DEVELOPMENT SERVICES



CONTRIBUTIONS REPORT
FY2016 Third Quarter
July 1, 2015– March 31, 2016

Constituency Type (Quarterly)	Total Dollars Raised July 1, 2015- March 31, 2016	Total Dollars Raised July 1, 2014 - March 31, 2015	Total Dollars Raised July 1, 2013 – March 31, 2014	Total Dollars Raised July 1, 2012 – March 31, 2013	Total Dollars Raised July 1, 2011 – March 31, 2012	Total Dollars Raised July 1, 2010 – March 31, 2011
Total Alumni Contributions	\$98,701 (276)	\$173,916 (451)	\$156,561 (277)	\$132,058 (277)	\$103,138.45 (245)	\$56,350 (169)
Total Corporation Contributions	\$19,850 (8)	\$10,159 (10)	\$391,263 (10)	\$509,550 (10)	\$6,250 (10)	\$14,675 (16)
Total Employee Contributions	\$3,868 (11)	\$65,313 (51)	\$5,958 (43)	\$13,894 (55)	\$80,533 (27)	\$10,657 (62)
Total Foundation Contributions	\$58,570 (7)	\$17,156 (12)	\$25,933 (18)	\$664,500 (8)	\$70,585 (33)	\$38,516 (21)
Total Organization Contributions	\$46,174 (39)	\$32,333 (33)	\$22,998 (16)	\$28,314 (20)	\$78,833 (70)	\$142,329 (126)
Total University Friends Contributions	\$19,528 (105)	\$43,138 (100)	\$123,146.50 (82)	\$39,824 (82)	\$141,748 (94)	\$9,329 (64)
TOTAL CONTRIBUTIONS	\$246,691 (446)	\$342,015 (657)	\$725,860 (446)	\$1,390,140 (452)	\$486,087 (479)	\$271,856 (458)

Constituency Type (Capital Campaign Giving)	Total Dollars Raised July 1, 2010 – March 31, 2016	Total Dollars Raised July 1, 2010- March 31, 2015	Total Dollars Raised July 1, 2010 - March 31, 2014	Total Dollars Raised July 1, 2010 – March 31, 2013	Total Dollars Raised July 1, 2010 – March 31,2012
Total Alumni Contributions	\$1,064,184	\$861,481.38	\$649,384	\$494,228	\$200,518
Total Corporation Contributions	\$3,055,191	\$3,020,316	\$2,981,191	\$2,562,885	\$228,933
Total Employee Contributions	\$190,233	\$186,878	\$159,390	\$144,876	\$167,469
Total Foundation Contributions	\$1,119,319	\$1,011,899	\$933,914	\$836,938	\$124,105
Total Organization Contributions	\$842,225	\$789,711	\$624,725	\$506,474	\$305,922
Total University Friends Contributions	\$438,521	\$417,714	\$247,452	\$143,419	\$380,511
TOTAL CONTRIBUTIONS	\$6,709,673	\$6,287,999	\$5,596,056	\$4,688,820	\$1,407,376

Agenda Item Background

To:	Board of Regents External Relations and Development	Date: April 21, 2016
From:	Todd Horstmeyer, Assistant To The President for External Relations	
Subject:	Alumni Relations Report	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

N/A

Recommendation:

Informational

Informational Item

Initiator:	Todd Horstmeyer, Assistant To The President for External Relations
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
External Relations and Development Committee
April 21, 2016
3:00 p.m.
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ALUMNI RELATIONS REPORT

The Office of Alumni Relations has been involved in a number of projects during the months of January, February and March. In January, time was expended to implement an on-line voting system relative to alumni elections. This involved working with the President of the National KSU Alumni Association, the IT department at KSU as well as other alums who participated in the process. The on-line voting system has been put in place. However, due to concern regarding meeting voting deadline, it was decided to not use on-line voting for the spring elections. Paper ballots were mailed to 987 KSU dues paying alums. The return ballots are presently being received by the Office of Alumni Relations. Also, during this timeframe, 372 alumni membership cards were mailed to alums paying their annual dues.

The second project involved the organization of a phonathon held on March 1, 2 and 3, 2016 at Exum. The participants contributing time to this effort were KSU students, Frankfort Kiwanis members, Frankfort area KSU alums and Coach John L. Smith and members of the KSU football team. During this event, calls were made to KSU alums residing in the Frankfort/Central Kentucky area over the three night period. The end result was that a total of 102 KSU alums agreed to join the local Frankfort Chapter.

The office organized two mini-homecoming events which were planned for the weekend of the basketball game between Central State University and KSU. The first involved an alumni reception at Exum which included arrangements to provide food and drink for the visiting alums before, during and after the game. One of the purposes of this event was to use the occasion to introduce the new football coach, John L. Smith to the alums attending the reception. Arrangements were also made to have an after game party which was to be held on Saturday evening at Johnny Carino's in Frankfort. To ensure a large turnout for these events, various alumni chapters were notified directly by either email or by telephone. Although, the preparations described were all in place for the event, due to an unexpected snowstorm, the Central State University basketball game was cancelled and then rescheduled for the following Thursday evening. This did not allow for the event to be carried out as planned.

Initial preparation is ongoing with regard to organizing a golf scramble tournament to be held at Juniper Hills Golf Course in Frankfort on Saturday, April 30th. The expected attendees for this event are members of the football coaching staff, KSU alums and community leaders in Frankfort. Promotional materials are in the process of being produced and arrangements are being made to have a cookout after completion of the

tournament. Potential sponsors are also being contacted as part of the fundraising aspect of the event. It is anticipated that approximately 100 people will participate.

Agenda Item Background

To:	Board of Regents External Relations and Development	Date: April 21, 2016
From:	Todd Horstmeyer, Assistant To The President for External Relations	
Subject:	Communications Report	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

N/A

Recommendation:

Informational

Informational Item

Initiator:	Todd Horstmeyer, Assistant To The President for External Relations
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
External Relations and Development Committee
April 21, 2016
3:00 p.m.
Cooperative Extension Building, Conference Room
Frankfort, Kentucky

Communications Report

Communications Report

During the period of January 1, 2016 through March 31, 2016

January Highlights:

- Nine stories were published on the KSU website.
- Assisted with the publicity and press conference for Frankfort Independent Schools, KSU partnership with hiring of shared Chief Innovation Officer Ron Chi.
- Photographed and publicized award-winning author and artist Synthia SAINT-JAMES' visit to KSU. Photos were posted to social media.
- Alerted campus community and media about weather conditions.
- Met with William Head, John L. Smith, Todd Horstmeyer and Dedra McDowell to start discussions about the marketing and ticket sales of the upcoming football season.
- Took over duties in updating the KSU Thoroughbreds sports website.
- Published and distributed *Onward & Upward* magazine to campus and alumni.

Media attention from press releases

- Frankfort Independent Schools and Kentucky State University Announce Partnership with Hiring of Shared 'Innovation Officer -- **Capital Living, State Journal (1/19)**
- KSU head football coach John L. Smith to speak at Frankfort Kiwanis Club – **Capital Living, (1/27)**
- Multicultural artist Synthia SAINT-JAMES to speak at KSU – **Capital Living, (1/29)**

February Highlights

- Nine stories published on the KSU website.
- Communications Specialist Dedra McDowell redesigned the look and organization of the Public/Special Announcements.
- Five stories posted to Thoroughbred Athletics website.
- Produced the Good News letter for CPE.
- Photographed John L. Smith at the Kiwanis Club luncheon (photos posted on

- Facebook and Twitter accounts).
- Acted as a liaison between TV/radio/print journalists about the President Raymond Burse's reaction to the proposed budget cuts.
President Burse appeared on television stations WLKY, WDRB, WHAS, and WAVE; WFPL and WHAS radio; Courier-Journal and Lexington Herald-Leader. Other wire services picked up the story/quotes from these appearances.
- Crafted a letter to alumni as to how they can assist the University (a listing of legislators to contact).
- Met with Simmons College Director of Recruitment/Engagement Lettie Johnson and Duane Lightfoot to discuss increasing enrollment and advertising for KSU and Simmons (proposed: free airtime on WLKY 15 1-minute spots and KSU's participation in HBCU college fair on Simmons College campus in April).
- Composed 130 historical facts about KSU with archivists Hettie Oldham, Sharon McGee and communications specialist Dedra McDowell.
- Photographed LaVaughn Henry, Charles Ogletree and Ruth Brinkley's speeches at the Living Legends convocation.
- Met with video documentarian and web designer to discuss how videos can be streamed on our website in its redesign.
- Communicated with ECU's Eastern Standard radio show to interview KSU supporters/historians Don Lyons and Ed Powe.
- Crafted a script/positive points for Admissions to convey to parents and students interested in KSU.
- Interviewed, photographed and posted story (KSU website and social media) about Gentell Esters, environmental leadership award winner

Media attention from press releases

- Thorobreds to face Lane College on Senior Night -- **Capital Living, (2/10), State Journal (2/16)**
- KSU highlights African-American Living Legends Series in February:
State Journal attended four series: Donald Hylton – Learning the Corporate Game, **(2/8)**; Living Legend: Diverse teachers needed to shape next generation of students (Sam Meaux), **(2/11)**; Sacrifice now to do more in the future (LaVaughn Henry) **(2/18)**; Make your place in history (Charles Ogletree) **(2/23)**
- Kentucky State University delivers 850 cases of water to Flint -- **HBCU Digest, (2/17)**
- Ruth Brinkley Delivers Dynamic Speech – brief story was generated from KSU's quote and photos via Twitter. The quote and photos were tagged (sent) to her company's Twitter address/handle, **Inside Kentucky One Health, (2/23)**
- Frankfort's KSU alumni chapter hopes telethon will boost membership, **Capital Living, (2/29)**

March 1-31 Highlights

- Four stories posted on the KSU website.

- Three updates posted about the women's basketball tournaments on Thorobred Athletics website.
- Interviewed and posted (social media and KSU website) a story about KSU student D'Andre Garrison, Posters-At-the-Capitol
- Discussed online ticket sale possibilities with representatives from The Fix Computer Store, a local Frankfort company.
- Instrumental role with External Relations VP Todd Horstmeyer in writing a resolution for Frankfort in support of KSU.
- Reported and photographed (posted to KSU website) Dr. Jo Anne Rainey and KSU students who attended the KACTE, an event at State Capitol Building and reception at Historical Society.

Media attention from press releases

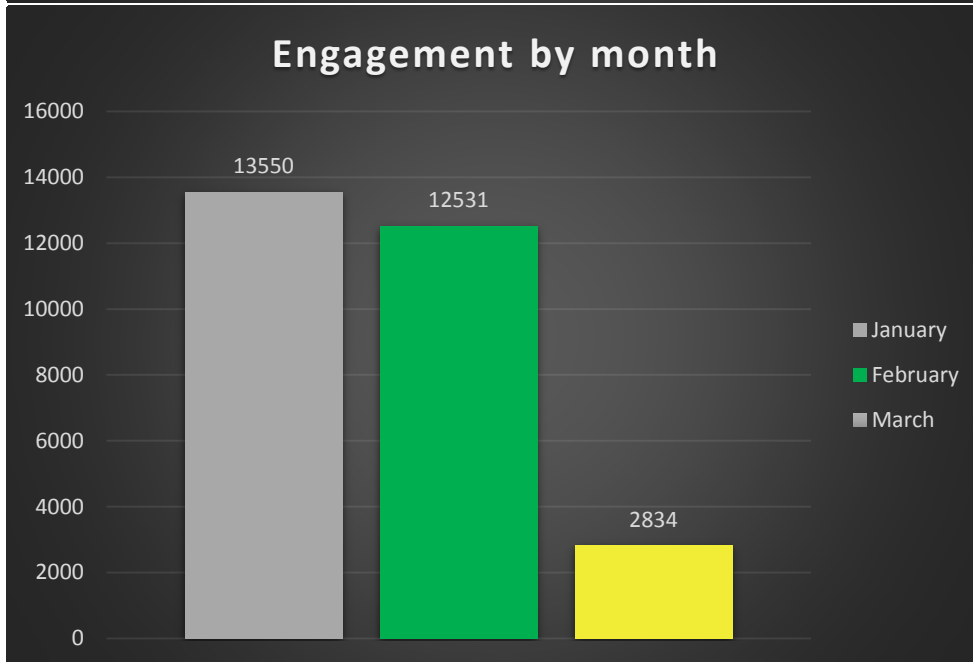
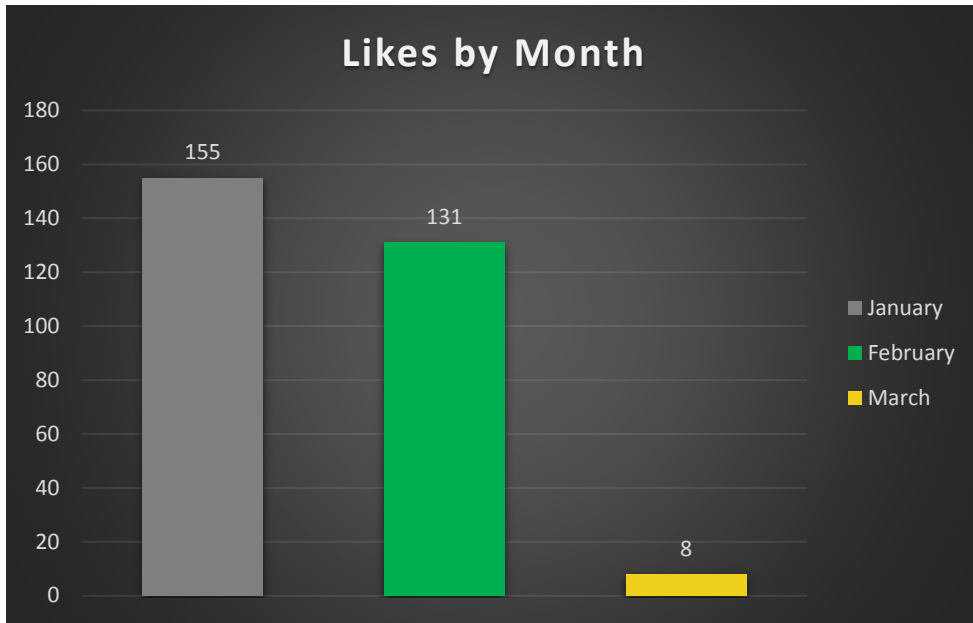
- Join the phonathon, **State Journal, (3/1)**

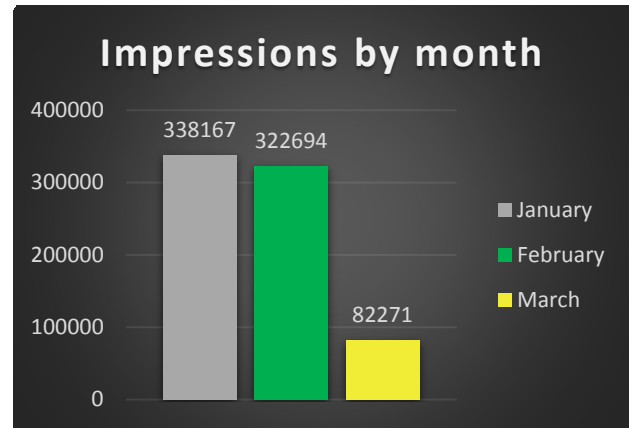
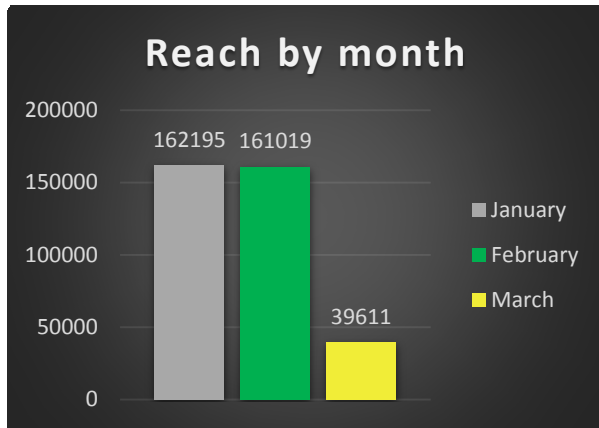
SOCIAL MEDIA:



Facebook

For this time frame, the University's FB following has continued to see growth. The page has reached a total of 4,099 likes.





Post Message	Type	Lifetime Post Total Reach	Lifetime Post Total Impressions	Lifetime Engaged Users
KSU men's and women's basketball teams gave the fans something to sing about last night beating Central State!	Video	51393	100186	6490
Students from KSU, Murray State and other Kentucky universities marched from the campus to the Capitol on Thursday. The March for Education aimed to show concern over proposed budget cuts affecting higher education.	Photo	31892	52201	2997
Congratulations to the Thorobrettes for making it to the SIAC Championship! #bredtown	Photo	8765	14977	428
Governor Matt Bevin met faculty, staff and students during his tour of the University on Wednesday. He was joined by State Budget Director John Chilton as they learned more about KSU's history and degree programs.	Photo	7289	11519	1000
"So far we have about 60 cases," said Fatimah Shabazz, associate head coach for cross country and assistant coach for track and field at KSU. "We're trying to get 500 cases, and we're really looking to reach that goal."	Link	6698	11400	298
"This partnership provides seamless support and it will be a model for other school districts. Faculty and community experts working together will give our students an innovative edge to form businesses of the future," says President Raymond M. Burse.	Link	6064	10546	632

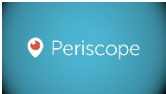
Check out this scholarship opportunity from KSU and Toyota! Deadline: February 15.	Link	5339	8721	262
Become a part of the KSU transformation! Now hiring.	Link	4451	7092	322
Be safe out there!	Link	4374	6915	225

Top Posts:



Snapchat

Snapchat is a platform that is used to take video or picture messages that can be shared for a limited time. We continue to use this platform for short video clips during convocations and other gatherings.

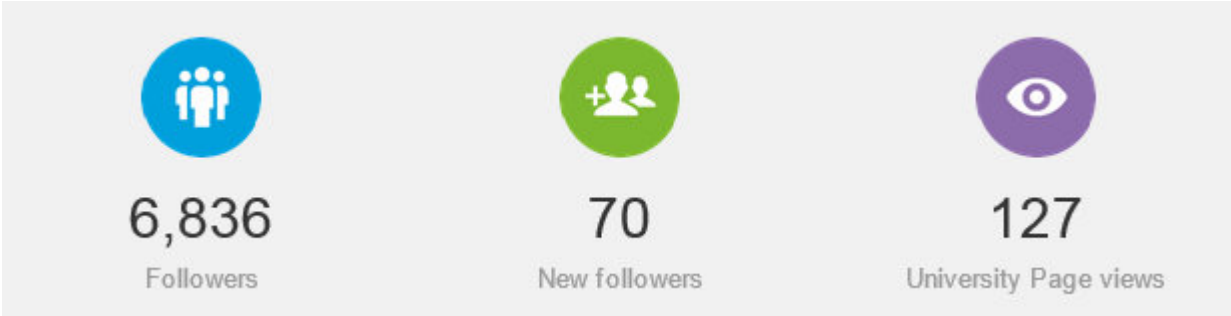


Periscope

Our Periscope channel, which features lives broadcasting capabilities, is also used for video clips for events including convocations and event promotion.

LinkedIn

While not as socially driven as other outlets used by the department, LinkedIn continues to see growth in engagement as well. This platform connects alumni, potential students, as well as potential employees with the university. The graphic below shows the page’s statistics for the current review period.











Twitter

The @KyStateU twitter has reached a milestone. The page now boasts 2,036 followers. This social media channel is used to communicate news, share new posts from the website, and to interact with users who mention the University.

Below, you will find the most popular tweets, their reach and their engagement.

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	Kentucky State U. @KyStateU · Mar 2 Congrats KSU women's basketball!!! 🏆 Thorobrettes 86, Stillman 53 quarter finals @KSU_Athletics @CoachSerenaKing #KyState_RYS16 View Tweet activity			1,492	82	5.5%
	Kentucky State U. @KyStateU · Jan 21 Due to weather conditions, KSU vs. Central State University game cancelled lsh.re/X4FJ @KSU_Athletics pic.twitter.com/YL1blwl9g5 View Tweet activity			1,404	86	6.1%
	Kentucky State U. @KyStateU · Mar 3 Operation Preparation seeks volunteer career advisors How to help! lsh.re/ZA87 @WeAreFrankfort @TLCprincipal @Frankfort_Ind View Tweet activity			1,402	12	0.9%
	Kentucky State U. @KyStateU · Feb 10 . @MissAmericaKY sings with the KSU Concert Choir during the Black History Month event at the capital rotunda. #hbcu pic.twitter.com/MNOazzoilR View Tweet activity			1,310	68	5.2%
	Kentucky State U. @KyStateU · Jan 19 Innovative partnership: @WeAreFrankfort, KSU hire shared 'Innovation Officer' @TLCprincipal lsh.re/X1A3 pic.twitter.com/o98cxFKqm2 View Tweet activity			1,211	66	5.5%
	Kentucky State U. @KyStateU · Jan 21 Classes are canceled Friday Jan. 22. Be safe out there! kysu.edu/2016/01/21/cla... View Tweet activity			1,162	39	3.4%



Instagram

Our Instagram account (Instagram.com/kentuckystateuniversity) has seen a consistent amount of interaction as detailed below.

We have grown from 625 followers since our last report to 817 followers as of March 7.

Instagram Account

Kentucky State



MOST ENGAGING

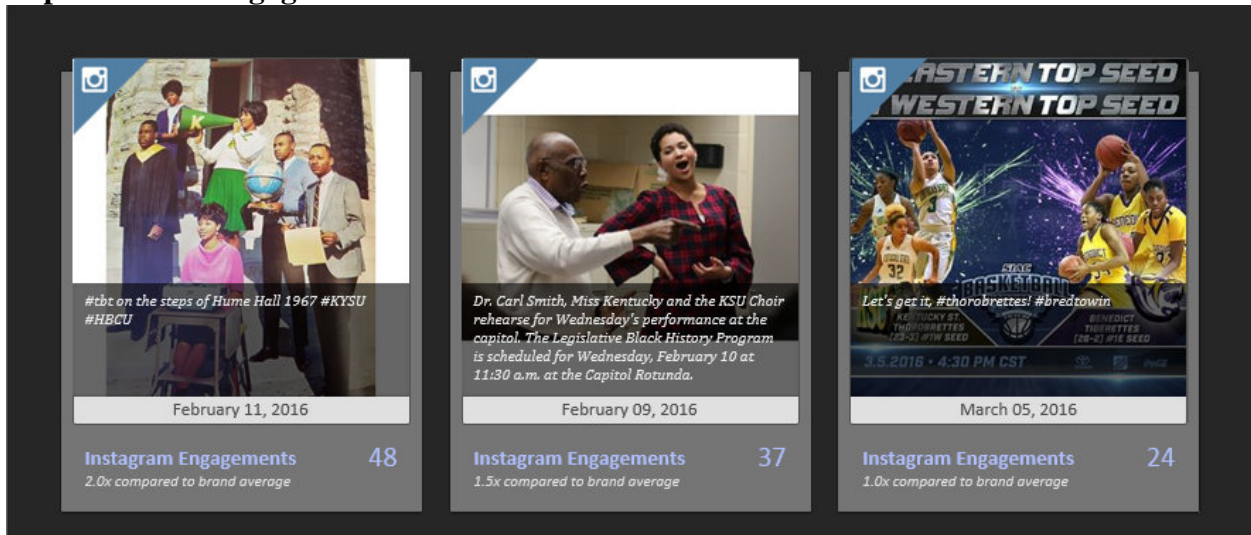


INSTAGRAM POSTS

ENGAGEMENTS ENGAGEMENTS PER

All	12	290	24.2
Photo	12	290	24.2
Video	0	0	0

Top Posts with engagement:



To:	Board of Regents External Relations and Development	Date: April 21, 2016
From:	Todd Horstmeyer, Assistant To The President for External Relations	
Subject:	Endowment Management Report	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Recommendation:

Informational

Informational Item

Initiator:	Todd Horstmeyer, Assistant To The President for External Relations
Board Action Date:	April 21, 2016
Effective Date:	April 21, 2016

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
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Endowment Management Report

The market value of the Endowment as of 03/31/16 was \$14,854,199. This represents an **increase of approximately \$122,000 (+0.83%)** during the 1st quarter of 2016. Over the last 6 months the portfolio is up approximately \$470,000 (+3.2%).

Economic and Market Overview

The first quarter in 2016 continued where 2015 left off, with high levels of volatility due to continued oil price declines, fears of deflation and a global growth slowdown. Equity markets were down anywhere from 4-9% in the first 2 months of the year, but managed to rebound significantly in March as fears subsided.

The U.S. economy unexpectedly expanded at a faster pace in the fourth quarter than initially estimated. Gross domestic product grew at a 1 percent annualized rate, compared with an initial estimate of 0.7 percent; 0.4 percent gain was the median forecast.

Job growth settled into a more sustainable pace in January and the unemployment rate dropped to an almost eight-year low of 4.9 percent, including signs of a resilient labor market that's causing wage growth to stir. The 151k advance in payrolls, while less than forecast, largely reflected payback for a seasonal hiring pickup during the 2015 holiday season.

The yield on the 10-year Treasury continued to fall in February, down 19 basis points, to finish the month at 1.73%. But the effects of a lackluster January jobs report was temporarily negated by some promising wage inflation and manufacturing data. This led to a brief rally in rates which was derailed a week later by renewed concerns about the energy sector.

U.S. core (excluding the volatile food and energy sectors) Consumer Price Index (CPI) ticked up to 2.2% in January, essentially meeting the Fed's stated target for inflation. If crude prices can find a bottom, and dollar-gains remain limited, this will give the Fed more confidence to raise interest rates later in 2016.

Home values in 20 U.S. cities steadied in the year ended in December, putting residential real estate on healthier footing to contribute to the economic expansion. The S&P/Case-Shiller index of property values increased 5.7 percent from December 2014. The price gains are a result of dwindling inventory amid steady demand.

In a bid to promote price stability, Saudi Arabia, working with other OPEC and non-OPEC producer nations, is working on a plan to freeze oil output at January highs (production levels).

Russian oil companies remain resilient to the oil rout thanks to low production costs. They may not need to cut a single barrel even if Brent prices stay near \$30 because expenses at the wellhead and taxes don't exceed \$24 a barrel. A weak ruble, which has dropped over 50% against the dollar in the last two years, has helped to keep costs low in dollar terms.

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Oracle Update

Project Summary

A contract for implementation services was signed with ERP Analysts on February 19, 2016. The ERP Analysts project manager and parallel team arrived at KSU on March 21, 2016 to begin project planning. The project implementation kick-off was held on April 4, 2016, where the remaining implementation team joined the project. Additional items completed are as follows:

- The KSU process lead document has been completed and approved.
- The Project Governance document has been completed but has not been approved.
- A draft of the Project Charter has been completed but has not been finalized nor approved.

Key Upcoming Activities:

- Finalize detailed Project Plan, Project Governance document and Project Charter.
- Verify operation of PeopleSoft and Cloud ERP test systems.

Project Status

Tentative and High-level Project Schedule as Proposed by ERP Analysts

<u>Project Item</u>	<u>Timeline</u>
Project Planning	April 2016
Requirements Gathering and Detailed Design	April - October 2016
Cloud ERP Implementation	May 2016 - December 2016
Campus Solutions Implementation	May 2016 - March 2017
Training	July 2016 - March 2017
Cloud ERP Go-Live	January 2017
Campus Solutions Go-Live	April 2017
Post Implementation Efforts and Transition	May 2017 - August 2017

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Project Milestones

To measure project deliverables, the project has been divided into six milestones and a post-implementation phase:

	Deliverables	Timeline	Status	% Complete
Milestone 1	Project Kick-off: Sign off for Project Governance Plan including Risk Register template/Mitigation Plan, Parallel Team Mobilized and Performing, Project Charter, and detailed Project Plan	April 2016	In Progress	0%
Milestone 2	Business Process Specification Document, Data Migration Strategy, Future Model Process/Solution Blueprint Document Business Process Specification Document, Data Migration Strategy, Future Model Process/Solution Blueprint, Training Plan, Conference Room Pilot 1 (Solution overview)	July 2016	Not Started	0%
Milestone 3	Application Setup Document, Data Mapping Design, Report and Interface Functional Specification, Conference Room Pilot Sessions (Solution overview), Training Plan Systems Integration Test Scenarios, User Training Manuals Document, Application Setup Documents	October 2016	Not Started	0%

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Project Milestones Continued

	Deliverables	Timeline	Status	% Complete
Milestone 4	Cloud ERP: Training Sessions, User Acceptance Test, Production Instance Configuration	January 2017	Not Started	0%
Milestone 5	Cloud ERP: Go Live Rollout, Complete System (Production), Production Testing, All issues resolved PSCS: Training Sessions, User Acceptance Test, Production Instance Configuration	February 2017	Not Started	0%
Milestone 6	PSCS: Go Live Rollout, Complete System (Production), Production Testing, All issues resolved	April 2017	Not Started	0%
Post Implementation	Post Implementation Verification: System proven and working consistently.	August 2017	Not Started	0%

Agenda Item Background

To:	Board of Regents	Date: April 22, 2016
From:	Raymond M. Burse	
Subject:	KSU 2016-2020 Strategic Plan	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The University has worked to develop a Strategic Plan over the last 16 months using a bottoms-up process through a broad-base committee. Many methods and sessions were held to collect input, ideas and suggestions. The process has yielded the document attached. (Plan will be distributed separately)

Recommendation:

The Board of Regents adopt and approve the KSU 2016-2020 Strategic Plan.

Approval

Initiator:	Raymond M. Burse
Board Action Date:	April 22, 2016
Effective Date:	April 22, 2016

***Onward & Upward in
Excellence***
**Strategic Plan
2016-2020**

**Kentucky State University
Frankfort, Kentucky**

**Draft as of
2016-03-24**



**Onward & Upward in Excellence
Strategic Plan 2016-2020**

**Kentucky State University
Frankfort, Kentucky**





Onward & Upward in Excellence Strategic Plan 2016-2020



Onward & Upward in Excellence

President's Message

Kentucky State University is celebrating its 130th year. It is fitting that in this 130th year its strategic plan would have a focus on excellence and for its direction to be “Onward and Upward.” This strategic plan represents a bold step and direction for KSU as we, the KSU community, seek to rebuild and enhance an institution that will last for another 130 years, rising to the ranks of premier institution of education.

That foundation will be built through a focus on four strategic goals that are essential to KSU's being and continuing to be the great institution that it is.

- KSU will Maximize Student Success in an Inclusive and Diverse Environment
- KSU will Build, Grow, and Sustain Academic Programs of Distinction
- KSU will Foster Strategic Partnerships and Outreach for Community Impact
- KSU will Strengthen its Organizational Infrastructure to Promote Optimum Efficiency and Operational Output with Attention to Sustainability.

These four goals will lead KSU into the future but we can only get there with the entire KSU community embracing the four goals and with everyone's conduct, on a daily basis, focused on the University moving “Onward and Upward in Excellence.”

Raymond M. Burse
President

Onward & Upward In Excellence

KSU Leadership

Name	Position
Raymond M. Burse	President
Candice Jackson	Chief of Operations
Lynda Brown-Wright	Vice President for Academic Affairs
Francene Gilmer	Acting Vice President for Student Affairs
Gregory Rush	Vice President for Business Affairs
Vacant	Vice President for Facilities and Maintenance Operations
Gordon Rowe	General Counsel
Rick Smith	Vice President for External Relations and Development
Wendy Dixie	Acting Chief Information Officer
Ingram Quick	Internal Auditor
Vacant	Special Assistant to the President for Strategic Planning

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Board of Regents

Mindy Barfield
Karen Bearden, Chair
Sara Elaine Farris
Diamond Gordon
David J. Guarnieri
LaVaughn Henry
Ekumene M. Lysonge
Elgie McFayden
Hettie Oldham
Syamala Reddy
Charles Whitehead, Vice Chair

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President & Cabinet

Name	Position
Raymond M. Burse	President
Candice Jackson	Chief of Operations
Lynda Brown-Wright	Vice President for Academic Affairs
Francene Gilmer	Acting Vice President for Student Affairs
Gregory Rush	Vice President for Business Affairs
Vacant	Vice President for Facilities and Maintenance Operations
Gordon Rowe	General Counsel
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KSU History And Programs Sections

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History & Background

From its modest beginnings as a small normal school that trained Black teachers for Black schools in Kentucky, Kentucky State University has evolved to become a unique liberal studies institution, serving students without regard to their race, age, sex, national origin, or economic status.

The University was chartered in May 1886 as the State Normal School for Colored Persons, only the second state-supported institution of higher learning in Kentucky. During the euphoria of Frankfort's 1886 centennial celebration, when vivid recollections of the Civil War remained, the city's 4,000 residents were keenly interested in having the new institution located in Frankfort. Toward that end, the city donated \$1,500—a considerable amount in those days—and a site on a scenic bluff overlooking the town. This united display of community enthusiasm and commitment won the day. The new college was located in Frankfort in spite of competition from several other cities.

Recitation Hall (now Jackson Hall), the college's first building, was erected in 1887. The new school opened on October 11, 1887, with three teachers, 55 students, and John H. Jackson as president. In 1890, the institution became a land grant college, and the departments of home economics, agriculture, and mechanics were added to the school's curriculum. The school produced its first graduating class of five students in the spring of that year. A high school was organized in 1893. This expansion continued into the twentieth century in both name and program. In 1902, the name was changed to Kentucky Normal and Industrial Institute for Colored Persons. The name was changed again in 1926 to Kentucky State College for Colored Persons. In the early 1930s, the high school was discontinued, and, in 1938, the school was named the Kentucky State College for Negroes. The term "for Negroes" was dropped in 1952. Kentucky State College became a university in 1972, and, in 1973, the first graduate students enrolled in its School of Public Affairs.

Kentucky State University's 882-acre campus includes a 204-acre agricultural research farm and a 306-acre environmental education center. Kentucky State University has an enrollment of more than 1,700 students and more than 125 full-time instructional faculty members.

Kentucky State University, today, has more than 43 campus structures to serve its family. Many courses are taught each academic year in off-campus classes throughout Franklin County and the surrounding six-county service area. The University's student-faculty ratio is the lowest among public institutions of higher learning in Kentucky. Today's students have the opportunity to receive an associate (two-year) degree in two disciplines, a baccalaureate (four-year) degree in 38 majors, several of which have optional specializations, a master's degree in seven disciplines, and a doctoral degree in nursing practice. Students may also elect to prepare for professional schools through the university's arrangements with the University of Kentucky, the University of Louisville, the University of Maryland at College Park, Vanderbilt University, Meharry Medical College, Florida A&M University, Northern Kentucky University, Auburn University, Tuskegee University, Southern College of Optometry (Memphis), the University of Houston, and the University of Alabama-Birmingham.

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Academic Programs

KSU is organized into four colleges: (1) College of Arts and Sciences, (2) College of Agriculture, Food Science and Sustainable Systems, (3) College of Business and Computer Science, and (4) College of Professional Studies. Kentucky State University offers seven undergraduate degrees in STEM-related fields: (1) Bachelor of Science in Computer Science, (2) Bachelor of Science in Digital Gaming, Entertainment, and Simulation; (3) Bachelor of Science in Applied Information/Electronic Technology, (4) Bachelor of Science in Chemistry, (5) Bachelor of Science in Biology, (6) Bachelor of Arts in Mathematics, and (7) Bachelor of Science in Agriculture, Food and Environment.

Programs of study lead to seven Masters Degrees: (1) Master of Science in Environmental Studies, (2) Master of Science in Aquaculture/Aquatic Sciences, (3)

Master of Science in Computer Science Technology, (4) Master of Public Administration, (5) Master of Business Administration, (6) Master of Arts in Special Education with a Certification in Learning and Behavior Disorders (MA-LBD, P-12), and (7) Master of Arts in Interdisciplinary Behavioral Science. Research experiences for undergraduate and graduate students in these programs are critical to the achievement of minority STEM students successfully completing these degree programs.

KSU also offers a doctorate in Nursing practice, the University's first and sole doctorate program.

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Strategic Planning Team

NAME	Position	NAME	Position
<i>Andrea Houston</i>	<i>Staff</i>	<i>James Obielodan</i>	<i>Faculty</i>
<i>Brandy Davis</i>	<i>Staff</i>	<i>Jens Hannemann</i>	<i>Faculty</i>
<i>Carmella Conner</i>	<i>Staff</i>	<i>Jo Anne Rainey</i>	<i>Faculty</i>
<i>Chuck Lambert</i>	<i>Staff</i>	<i>Kirk Pomper</i>	<i>Faculty</i>
<i>Deneia Thomas</i>	<i>Faculty/Staff</i>	<i>Lorna Shaw-Berbick</i>	<i>Faculty/Staff</i>
<i>Diamond Gordon</i>	<i>Student</i>	<i>Lynda Brown-Wright</i>	<i>Faculty/Staff</i>
<i>Dionna McDonald</i>	<i>Staff</i>	<i>Mark H. Shale</i>	<i>Faculty</i>
<i>Don Lyons</i>	<i>Alumni</i>	<i>Melinda Impellizzeri</i>	<i>Staff</i>
<i>Erin Gilliam</i>	<i>Faculty</i>	<i>Rhonda Chinn</i>	<i>Staff</i>
<i>Erin Wheeler</i>	<i>Faculty/Staff</i>	<i>Robert Durborow</i>	<i>Faculty</i>
<i>Fariba Bigdeli-Jahed</i>	<i>Faculty</i>	<i>Sherri Scrogam</i>	<i>Staff</i>
<i>Gregory Rush</i>	<i>Staff</i>	<i>Wendell Thomas</i>	<i>Alumni</i>
<i>Ingram Quick</i>	<i>Staff</i>	<i>Wendy Dixie</i>	<i>Staff</i>

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KSU Vision And Mission

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VISION STATEMENT

Kentucky State University (KSU) is transforming into a top-tier, nationally ranked, preeminent liberal arts university by 2025. KSU will be recognized by the leadership of our graduates, the excellence of our programs, the quality of our instruction, our innovative research and outreach, with significant contribution to and impact on our community, state, nation, and world.

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MISSION STATEMENT

Kentucky State University (KSU), is a public comprehensive, liberal arts, 1890 Land Grant institution that provides a nurturing learning environment, and graduates critical thinkers, who become transformational societal leaders.

As a Historically Black College and University, KSU is committed to opportunity and access, and dedicates itself to responsively adapting to a diverse student population and the ever-changing economic demands of the workforce.

Through a focused, student-centered campus, students become successful scientists, scholars, as well as business and community leaders who are equipped to contribute and thrive in the 21st century global environment.

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KSU Values

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VALUES

- **I** Integrity and Ethical Leadership
- **N** Nurturing
- **S** Student-Centered Philosophy
- **P** Perseverance
- **I** Innovation
- **R** Responsible Citizenship
- **E** Excellence in All Things

VALUES

- I Integrity and Ethical Leadership

The Kentucky State University community continually demonstrates integrity and ethical leadership by requiring intellectual and personal honesty in every action, every learning, each teaching and each research moment, and in all service.

VALUES

- **N** Nurturing

Kentucky State University, empowers each student to be the best thinker, citizen, leader, and lifelong learner.

VALUES

- **S** Student-Centered Philosophy

We see the student as a whole person in mind, body and spirit, developing intellectual, physical/social, and ethical dimensions. KSU values the life of the student's mind, his/her health and wellbeing, and his/her ability to maintain and forge balanced social relationships. KSU places him/her at the center of its management systems by designing its operations to match the optimum cultural habits of students' needs. Students have ready access to faculty, essential services, and administrators.

VALUES

- **P** Perseverance

KSU community exhibits perseverance daily. Perseverance is what powers each of us until we pinpoint what's getting in the way. It's what keeps us engaged when student progress comes slowly, over weeks, months, or even years. Perseverance enables us to view our students and programs through our "future glasses" with the confidence that the end goal is reachable – and worth it!

VALUES

- I Innovation

KSU is purposeful in its plans to develop its students in and outside of the classroom. We provide/create numerous “out of the box” ways and opportunities for our students and employees to continuously learn and grow.

It is critical to the success of KSU and its students that the students are able to apply what they learn in the classroom to real-life situations.

VALUES

- **R** Responsible Citizenship

KSU educates students about the roles, rights and responsibilities of citizenship and provides students opportunities to participate in local, national, and global development opportunities.

VALUES

- **E** Excellence in All Things

KSU's commitment to excellence impels both individuals and the University to strive for outcomes that are exemplary rather than simply satisfactory. Striving for excellence touches all aspects of University life from academic programs to sports, from student services to campus environment, from recruitment to publications, and from special occasions to daily business.

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KSU Goals

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Goals

Goal 1: Maximize Student Success in an Inclusive and Diverse Environment

At Kentucky State University, dedicated faculty and staff promote learning and discovery, and maximize student success through excellence in teaching, strong academic support, experiential learning and extraordinary undergraduate research opportunities. Recognizing the interconnectedness and interdependence of the global society, Kentucky State University values and demonstrates appreciation of diverse cultures, experiences and views in its educational environment.

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Goals

Objective 1.1: Recruit, Retain and Graduate a Diverse Student Body.

- Increase enrollment (headcount) by 25% by 2020. 10% per year. (This number based on Fall 2015 total headcount of 1,586) (Note: this is about 100 total students per year)
- Increase enrollment in graduate programs by 25% by 2020.
- Increase faculty diversity to reflect the diversity of the student body by 2020.
- Increase Year 1 to Year 2 Retention Rate to 70% by 2020 (This goal based on CPE Retention Rate of Cohort of 2014-2015 of 60.2%).
- Reduce time to degree: Increase number of undergraduate students completing 30 credit hours per year by 10% each per year by 2020 (need this calculation baseline).
- Achieve CPE's target for number of degrees conferred including STEM fields by 2020.
- Double four-year graduation rate by 2020 (This number based on Fall 2016 Cohort to graduate in 4 years in 2020) Need 4 year graduation rate from 2015 cohort.
- Increase six-year graduation rate by 40% or to 30% by 2020 (This number based on May 2015 6 year graduation rate of 22%).

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Goals

Objective 1.2: Increase opportunities for student to engage in learning and discovery, and achieve cultural competency.

- Drive completion of research or experiential programs by 50% of graduates by 2020 and 90% by 2025.
- Increase the number of students completing internships with potential employers by 15% by 2020.
- Increase the percentage of alumni who are gainfully employed in their field by 10% each year.
- Increase the percentage of alumni who are engaged in graduate or professional study to 25% by 2025.
- Increase student scores on the International Critical Thinking Test by 10% by 2020
- Increase student engagement in community service, service learning experiences, and study abroad.
- Develop culturally responsive curricular and co-curricular learning opportunities.

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Goals

Objective 1.3: Achieve excellence in teaching and scholarly/creative activities.

- All Faculty will be engaged in their respective professional associations by 2020.
- Develop a Center for Teaching, Learning Excellence and Assessment which supports innovative and experimental pedagogies.
- Increase the number of faculty collaborating with research institutions by 15% by 2020.
- Increase the number of interdisciplinary research collaborations.

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Goals

Goal 2: Build, Grow, and Sustain Academic Programs of Distinction

Future jobs in areas such as academy and the professions, life sciences, big data, advanced manufacturing (3-D printing, lean and agile management), operations research, Internet of Things, and culturally responsive P-16 education require understanding and appreciation of the interdependency of disciplines such as sciences and ethics; literature and engineering; public policy and the arts; and mass communication and intellectual property.

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Goals

Objective 2.1: Redesign the University's General Education Core to foster cross-disciplinary,-experiential, and inquiry-based learning.

- Increase cross-listing of courses and co-teaching in the General Education core.
- Integrate critical and analytical thinking skills in the General Education core.
- Integrate computational and design thinking in the General Education core.
- Integrate technical writing skills in the General Education core.
- Promote environmental awareness across the General Education core.
- Conduct a “General Education Symposium” that provides a platform to showcase the best practices in cross-disciplinary General Education.
- Develop a General Education core assessment plan to ensure program effectiveness.

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Goals

Objective 2.2: Create new and strengthen existing programs of distinction.

- Strengthen and promote the Aquaculture Program.
- Promote the teacher education as a program of distinction built on a culturally responsive curriculum. The School will graduate teachers who are competent and skilled at teaching in any cross-cultural or multicultural setting.
- Promote Whitney Young School of Honors and Liberal Studies to a true honor program with an enhanced redesigned curriculum and programmatic thrust.
- Promote the School of Business to offer a Business Management program of distinction that collaborates with businesses to prepare graduates as leaders for positions in business economics/investment banking, enterprise systems and data analytics, and supply chain management.
- Position KSU due to its location in the State Capital to work with State Government to transform its Public Administration programs into programs of distinction.

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Goals

Objective 2.3: Develop a Cross-Disciplinary Common Freshman Project Experience

- Develop a freshman-level course around Design Thinking, Innovation, and Entrepreneurship in which students learn about the creative process and how to apply it to design and create a product prototype. Students will work in cross-disciplinary teams on all aspects, including but not limited to marketing, budgeting, artistic and engineering design, and environmental and societal impact.

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Goals

Objective 2.4: Create Cross-Disciplinary, Cross-Functional Capstone Projects for Seniors.

- Form a group of faculty and research supervisors in charge of capstone courses to develop multidisciplinary, cross functional projects. Teams of seniors from across disciplines will form the Capstone Project teams. Team members with different interests and skills will contribute to various aspects of the project such as business aspects, environmental impact, community impact, aesthetic aspects, technical requirements, and the like.
- Allow cross-disciplinary capstone projects to solve real world problems sourced from and worked on in collaboration with surrounding business, research, or governmental entities. As such, KSU will build and sustain relationships with these stakeholders to provide projects for our students and value to our community.

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Goals

Goal 3. Foster Strategic Partnerships and Outreach for Community Impact

Objective 3.1: Develop Partnerships and Articulation Agreements with public and private educational institutions.

- Partner with KCTCS to increase the number of 2+2 programs.
- Partner with KCTCS to increase the number of students transferring to KSU.
- Enhance partnership with service area and regional P-12 schools to enhance college readiness and awareness by increasing dual-credit offerings, promoting Kentucky State University's Associate Degree Pathways, and Student-to-Teacher Transformation Pathways (STTP).
- Increase continuing education/professional development opportunities in local communities and the Commonwealth of Kentucky by 20% by 2020.

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Goals

Objective 3.2: Promote regional economic and entrepreneurial development to support job creation in the Commonwealth.

- Increase research relationships within the KSU community (Land Grant, Public Administration and other units) and between KSU and private and government entities to enhance university resources and student experiential learning opportunities.
- Catalyze exemplary and relevant Land Grant research programs to resolve agricultural, educational, economic, and social problems of the people of the Commonwealth of Kentucky, especially economically and socially disadvantaged persons and families.
- Increase continuing education/professional development opportunities for local communities, the Commonwealth, the nation, and the world by 20% by 2020.
- Strengthen relationships between the Land Grant Program and partners, and stakeholders in setting research, education, and extension programming goals.
- Increase the number of students, alumni, faculty, and staff engaged in volunteer activities by 20% by 2020.

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Goals

Goal 4: Strengthen Organizational Infrastructure to Promote Optimum Efficiency and Operational Output with Attention to Sustainability

Objective 4.1: Support a work environment that empowers its members by providing training and opportunities for professional development that increase productivity by improving accountability. Introduce a reward system that encourages merit and outstanding performance.

- Align Faculty and staff's performance evaluations systems with the University's goals and objectives set forth in this Strategic Plan.
- Design professional development plans based on the results of evaluations to support employees' advancement and to provide career improvement opportunities.
- Allocate a University merit compensation pool for outstanding performance to be distributed for achievement of unit goals and objectives tied to this Strategic Plan.

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Goals

Objective 4.2: Develop a flexible and accountable management plan to increase the University's transparency and shared governance.

- Align the KSU Facilities Master Plan with the University Strategic Plan.
- Create a sustainability plan for the KSU campus to reduce energy use (electrical power, water, gas, and coal) by using environmentally sustainable methods.
- Improve customer service for admissions, registration, financial services, and student services.
- Implement efficiency measures to strengthen business processes and internal controls.
- Improve faculty, staff, and student health and wellness.

Agenda Item Background

To:	Board of Regents	Date: April 22, 2016
From:	Raymond M. Burse	
Subject:	Approval and Ratification of Appointment of Rick Smith as Vice President of External Relations and Development	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The University has conducted a search for the Vice President of External Relations and Development. The search yielded Rick Smith as Vice President of External Relations and Development. The resume of Rick Smith is attached.

Recommendation:

Recommendation – That the Board of Regents approve and ratify the appointment of Rick Smith as Vice President of External Relations and Development.

Approval

Initiator:	Raymond M. Burse
Board Action Date:	April 22, 2016
Effective Date:	April 22, 2016

Rick W. Smith Sr.

P.O. Box 91724. Louisville, Kentucky 40291

Email: Rwsmith66@gmail.com

Tel: 678 354 9766

www.linkedin.com/pub/rick-smith-sr-mba

Professional Summary

Accomplished with more than twenty years of executive-level management and consulting experience in all facets of; healthcare operations, public relations, internal communications, consumer and business marketing, development, government relations and diversity and inclusion initiatives. Core duties focused on increasing market share, image management, enhancing employee engagement, fundraising, business development, ensuring culturally-competent care for patients, families and employees and leveraging supplier and community diversity efforts through diversity and inclusion initiatives.

Companies include: KentuckyOne Health System, Pheobe Putney Health System, Ephraim McDowell Health, Southeast Alabama Medical Center, Southern Regional Health System, Aydlotte & Cartwright Inc., The Health Alliance of Greater Cincinnati, and The University of Cincinnati Medical Center.

Education

- Masters of Business Administration, Kennedy-Western University (Warren National University), Cheyenne, Wyoming 2005
- Bachelors of Arts, Broadcast Communications, University of Louisville, Kentucky 1989

Publication Experience

The New Marketing Frontier. Spectrum, Society for Healthcare Strategy & Marketing Development published January 2015.

Professional Experience

KentuckyOne Health System – Louisville, KY

SYSTEM DIRECTOR, COMMUNICATIONS

2013-PRESENT

Direct the internal communications efforts for KentuckyOne Health. Responsibilities include creating framework for internal communication across the system utilizing traditional and non-traditional methods of communicating to system employees, employed, non-employed physicians and clinical staff. KentuckyOne currently includes more than 200 locations (including 14 hospitals) and more than 13,000 employees, with a rich and diverse culture of Catholic, Jewish and academic heritages. Of which I developed and implemented strategic communication plans for several key Human Resources initiatives, including organizational merit increases, PTO, compensation integration. KentuckyOne Health's majority sponsor is Catholic Health Initiatives (CHI) – one of the largest and most respected health care systems in the country. KentuckyOne Health is also one of the largest systems within CHI, accounting for approximately 20% of the national organization's overall assets. And I launched an internal communication campaign entitled Becoming KentuckyOne, which served as the umbrella for employee recruitment and integration of communication both externally and internally.

Phoebe Putney Health System—Albany, GA

SYSTEM CORPORATE DIRECTOR, MARKETING & PUBLIC RELATIONS

2012-2013

Administrator of Phoebe Putney Health System Marketing and Public Relations (PPHS) functions and coordinated media efforts during Albany Dougherty Healthcare Authority vs. Federal Trade Commission. Phoebe Putney Health System is a network of four hospitals, and more than 200 family medicine clinics, rehab facilities, auxiliary services, and medical education training facilities spread over a nine county service area.

Healthcare Consultant—Louisville, KY

Owner and President

2011-2012

Worked with healthcare and higher education clients, consulting in areas of public relations, marketing, media relations, strategic planning, planning and development, diversity and inclusion. Provided media training for government officials, healthcare executives, public relations and marketing professionals, and physicians.

Ephraim McDowell Health—Danville, KY

VICE-PRESIDENT /CHIEF MARKETING OFFICER

2009 –2011

Served on the system's senior leadership team with executive responsibilities for the Marketing, Public Relations, and Government Relations functions of EMH. Duties also included operational responsibility for services provided by Ephraim McDowell Health Resources, which include the McDowell Wellness Center, MedSource (DME), A Children's Place (child care facility), McDowell Place of Danville(100-bed assisted living center), Ephraim McDowell Medical Center Auxiliary and Ephraim McDowell Ft. Logan Auxiliary. Produced an 8% increase in both operating and net income margins in DME for FY11. Re-engineered wellness center operations, achieving cost efficiencies and increased member satisfaction. Recipient of Kentucky Hospital Association Thoroughbred Award of Advertising Excellence two consecutive years. Planned and coordinated Breast Cancer Awareness Month activities, including hanging the largest Pink Ribbon in the Commonwealth of Kentucky (75ft) on EMRMC building, Tickled Pink Comedy show and dinner, Real Men Wear Pink Advertisement, and Pink Glove Dance Video.

Southeast Alabama Medical Center—Dothan, AL

VICE-PRESIDENT OF MARKETING & COMMUNITY RELATIONS

2005 – 2009

Served on the hospital administrative team with executive responsibility for hospital growth and service line development, business development, physician relations, marketing, public relations, volunteers, retail, print shop, training and development, child development center, and security services for Southeast Alabama Medical Center. Also served as administrative contact for marketing and public relations functions at SAMC affiliate, Medical Center Barbour- a 120-bed hospital located in Eufaula, Alabama, which serves southeast Alabama and southwest Georgia. Implemented Thompson-Reuters CRM™ to track success/profitability of marketing and public relations activities. Administrative contact for hospital "Loyalty Team", which focused on hospital service improvement initiatives to improve patient satisfaction scores. Administrative contact for hospital "Growth Team", which monitored and forecasted changes in market share, physician admission trends, and general SWOTs. Created retail division which included hiring a retail director, creation of four retail shops, campus restaurants, vending, fitness facility, and e-commerce. Revenues of combined shops exceeded \$100,000 in first year of operation. Coordinated multi-faceted facility beautification and improvement project. Coordinated year-long 50th anniversary

activities in 2007, which included publication of hospital yearbook, activities for employees, retirees, physicians, board, and community members. Leadership role in hospital's efforts to acquire federal funding to launch a rural health-screening program. Partnered with hospital CEO to create SAMC Foundation to serve the development and philanthropic needs of the organization.

Southern Regional Health System—Riverdale, GA

MANAGING DIRECTOR OF PUBLIC RELATIONS/MARKETING & GOVERNMENT RELATIONS 2000 – 2005

Managed staff of eight public relations, marketing, community relations, government relations, and administrative professionals. Formed Cultural Diversity Advisory Community (CDAC) to advise CEO, VP of HUMAN RESOURCE and Administrative Team on issues related to diversity and inclusion in the workplace. Co-executive sponsor of hospital customer service initiative utilizing the Studer Group. Worked with hospital CEO and VP of Planning to develop hospital strategic plan. Plan included aggressive growth strategy in primary and secondary services areas resulting in 5% marketing share growth and CON work for Acute Rehab Center.

The UC Medical Center & Health Alliance of Greater Cincinnati, OH

DIRECTOR OF PUBLIC RELATIONS & MARKETING, THE UNIVERSITY HOSPITAL 1994-1998

Directed public relations and marketing efforts for Cincinnati's second largest acute care hospital. Managed budget in excess of one million dollars. Served as University Hospital's representative on the University of Cincinnati's Cultural Diversity Advisory Committee. The University Hospital was member of the Health Alliance of Greater Cincinnati. University Hospital is a regional resource for primary care and specialized treatment services and a major teaching hospital. Managed a staff of seven, including three media relations specialists, one marketing specialist, editor, and one public relations/marketing assistant. Responsible for creating the Marketing and Public Relations Department housed within the University Hospital. Helped lead communications and branding efforts during the formation of the Health Alliance of Greater Cincinnati. Worked daily with local, national, and international media outlets. Also responsible for media relations functions of each Health Alliance facility.

WKRC-TV, WHAS-TV, WLWT-TV, WAVE-TV

1986 - 1994

Emmy Award winning journalist, working in television news in major television markets for eight years. Positions included: assignment editor, writer, producer, field producer, anchor and anchor.

FACULTY EXPERIENCE

Adjunct Faculty member teaching **Healthcare Strategic Marketing at Saint Catherine College, Springfield, Kentucky**. Also served as a faculty member for the **American College of Healthcare Executives Leadership and Senior Leadership Executive Training Program 2010-2014**, teaching crisis communication and media relations preparedness skills.

PROFESSIONAL & COMMUNITY AFFILIATIONS & DISTINCTIONS

- American College of Healthcare Executives (ACHE), member since 2004-Present
- Rotary Club of Louisville, Kentucky 2015-Present
- Louisville Urban League ULAS Class 2015
- South Oldham High School Based Decision Council (SBDM) Member 2014-2015
- Who's Who Black Louisville 2014, 2015
- Leadership Louisville 2014-2015 Class Member
- Leadership Louisville Board Finance Committee Member 2014-Present
- Kentucky Chapter American College of Healthcare Executives, Board of Directors, 2011-2012
- Heart of Kentucky United Way, member Marketing Committee 2010-2012
- Fern Creek High, Louisville, Kentucky School Board of Directors, 2010-2012
- Danville, Kentucky Community Arts Center, Board Member 2010-2011
- Danville, Kentucky Rotary, member 2009-2011
- Recipient of Danville Advocate "Best Boss" Award in Danville, Kentucky 2010
- Featured speaker, 2010 Ephraim McDowell Health Auxiliary Board Retreat
- Fern Creek High School Hall of Fame inductee 2009
- Dothan, Alabama, Rotary, member 2005-2009
- American College of Healthcare Executives, 2009 Senior Executive Leadership Development Program Alumni
- Southeast Alabama Wiregrass United Way, member Marketing Committee 2005-2009
- United Way of Southern Crescent Atlanta, GA, Board of Directors and Marketing Committee 2005
- Riverdale, GA Youth Empowerment Project Board Member, 2000-2005
- National Speaker, What's Right In Healthcare, Studer Group Conference, Chicago 2005
- Selected by CEO to represent hospital in the inaugural class of Leadership GHA 2003-04
- Selected by the Atlanta Business Chronicle for "Up and Comers: Under 40 and Rising" Fall 2004 special profile
- Who's Who Black Atlanta 2003
- Society for Healthcare Strategy and Market Development, member since 1998
- United Way of Cincinnati, Volunteer and Marketing Committee member, 1998
- Urban League, Greater Cincinnati Marketing Committee Chair, 1997- 1998
- Urban League of Greater Cincinnati African-American Leadership Development Program Class V, 1997
- Who's Who Black Cincinnati, 1997
- Greater Cincinnati YMCA Black Achiever 1997
- National Association of Health Services Executives, member since 1995

KENTUCKY STATE UNIVERSITY
Executive Committee Meeting of the Board of Regents
8:30 a.m. – Friday, April 22, 2016
Cooperative Extension Building, Conference Room
Frankfort, Kentucky
Regent Karen W. Bearden, Presiding

A G E N D A

- I. CALL TO ORDER:** Regent Karen Bearden, Chair
- II. ROLL CALL:** Gordon Rowe, Secretary
- III. OPENING REMARKS:** Regent Bearden
- IV. APPROVAL OF MINUTES:**
 - Approval of Minutes from the December 19, 2015 meeting
 - Approval of Minutes from the March 11, 2016 meeting
- V. CLOSED SESSION:**
 - A. Pending Litigation (KRS 61.810 (1)(c))
 - B. Individual Personnel Matters (KRS 61.810 (1)(f))
 - C. Property Acquisition (KRS 61.810 (1)(b))
- VI. ADJOURNMENT**

KENTUCKY STATE UNIVERSITY
Board of Regents Executive Committee Meeting
11:30 a.m., December 19, 2015
Julian Carroll Academic Services Building, Board Room
Frankfort, Kentucky
Regent Karen Bearden, Presiding

MINUTES

I. Call to Order:

Chairperson Karen Bearden called the meeting of the Kentucky State University Board of Regents (the "Board") Executive Committee to order on Saturday, December 19, 2015, at 11:30 a.m.

II. Opening Remarks:

Chairperson Bearden welcomed the attendees to the Committee meeting.

III. Roll Call:

Board Secretary Gordon Rowe conducted the roll call:

Regent Mindy Barfield	<i>Present</i>
Regent Karen Bearden	<i>Present</i>
Regent Elaine Farris	<i>Present</i>
Regent LaVaughn Henry	<i>Present</i>
Regent Ekumene Lysonge	<i>Present</i>
Regent Charles Whitehead	<i>Present</i>

Six regents were in attendance and a quorum was established.

IV. Closed Session:

Action: Regent Barfield made a motion to go into closed session to discuss pending litigation, personnel matters and property acquisition. The motion was seconded by Regent Henry at 11:31 a.m. The motion passed on a vote of 6-0, and the Committee went into closed session at that time.

V. Open Session:

The Committee reconvened in open session at 1:45 p.m. Chairperson Bearden reported that the Executive Committee took no action in the closed session.

VI. **Adjournment:**

Action: Chairperson Bearden called for a vote to adjourn. Motion to adjourn was made by Regent Henry and seconded by Regent Farris. The motion passed unanimously. Chairperson Bearden adjourned the meeting at 1:46 p.m.

Submitted By:

Gordon A. Rowe, Jr., Secretary
Board of Regents
Kentucky State University

Karen W. Bearden, Chairperson
Board of Regents, Executive Committee
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections

KENTUCKY STATE UNIVERSITY
Board of Regents Executive Committee Meeting
9:00 a.m., March 11, 2016
Cooperative Extension Building
Frankfort, Kentucky
Regent Karen Bearden, Presiding

MINUTES

I. Call to Order:

Chairperson Karen Bearden called the meeting of the Kentucky State University Board of Regents (the "Board") Executive Committee to order on Friday, March 11, 2016, at 9:00 a.m.

II. Opening Remarks:

Chairperson Bearden welcomed the attendees to the Committee meeting.

III. Roll Call:

Board Secretary Gordon Rowe conducted the roll call:

Regent Mindy Barfield	<i>Present</i>
Regent Karen Bearden	<i>Present</i>
Regent Elaine Farris	<i>Present</i>
Regent David Guarneri	<i>Present</i>
Regent LaVaughn Henry	<i>Present</i>
Regent Ekumene Lysonge	<i>Present</i>
Regent Charles Whitehead	<i>Present</i>

Seven regents were in attendance and a quorum was established.

IV. Closed Session:

Action: Regent Henry made a motion to go into closed session to discuss pending litigation, personnel matters and property acquisition. The motion was seconded by Regent Farris at 9:02 a.m. The motion passed on a vote of 7-0, and the Committee went into closed session at that time.

V. Open Session:

The Committee reconvened in open session at 9:55 p.m. Chairperson Bearden reported that the Executive Committee took no action in the closed session.

VI. Adjournment:

Action: Chairperson Bearden called for a vote to adjourn. A motion to adjourn was made by Regent Henry and seconded by Regent Farris. The motion passed on a vote of 7-0. Chairperson Bearden adjourned the meeting at 9:56 a.m.

Submitted By:

Gordon A. Rowe, Jr., Secretary
Board of Regents
Kentucky State University

Karen W. Bearden, Chairperson
Board of Regents, Executive Committee
Kentucky State University

_____ Approved with no corrections

_____ Approved with corrections