

REPORT TO THE BOARD OF REGENTS



January 19-20, 2017

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
10:00 a.m. – Friday, January 20, 2017
Julian M. Carroll Academic Services Building
Board of Regents Room – 2nd Floor
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 Items: Approval of Minutes from the October 21, 2016 Board Meeting

V. COMMITTEE REPORTS:

- A. Presidential Search Committee: Regent Ekumene Lysonge
Presidential Search Update
- B. Governance Committee: Regent Syamala Reddy
Governance Update
- C. Academic Affairs Committee: Regent Elaine Farris
Academic Affairs Update

Action Item:

- *Approval of Academic Program Reorganization*

- D. Audit Committee: Regent Mindy Barfield
Audit Update

Action Items:

- *Approval of University President's Travel Expense Policy*
- *Approval of Financial Statements and Report of External Auditors*

E. Business Affairs Committee: Regent Karen Bearden
Business Affairs Update

Action Items:

- *Approval of Human Resources Handbook*
- *Approval of Supplier Diversity Statement*

F. External Relations and Development Committee: Regent Elgie McFayden
External Relations and Development Update

G. Student Affairs Committee: Regent Ekumene Lysonge
Student Affairs Update

Action Items:

- *Approval of Enrollment Deposit*
- *Approval of Student Housing Application Fee*
- *Approval of Housing Contract Default Fee*
- *Approval of New and Continuing Students Housing Cancellation Fee*
- *Approval of Housing Contract Term Change Fee*

VIII. TECHNOLOGY UPDATE: Wendy Dixie,
Chief Information Officer

IX. TITLE III UPDATE Christina Leath,
Title III Director

X. PRESIDENT'S REPORT: Dr. Aaron Thompson,
Interim President

Action Item:

- *Approval of University Title IX Policy*

XI. 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))

XII. OPEN SESSION: Regent Bearden

XIII. CLOSING REMARKS: Regent Bearden

XIV. ADJOURNMENT: Regent Bearden

BOARD MINUTES

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
9:00 a.m., October 21, 2016
Academic Services Building
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, October 21, 2016, at 9:00 a.m.

II. Opening Remarks:

Chairperson Bearden opened with brief, introductory remarks and welcomed all attendees to the Board meeting. Chairperson Bearden yielded the floor to Ron Chi, Special Assistant to the President, to discuss the dual credit program. Ron Chi introduced the dual credit program then yielded the floor to Vince Mattox for additional remarks.

Vince Mattox explained how the dual credit program has evolved into a true pipeline program for the University. Through this program, KSU has developed important relationships with partner schools and has also aided in teacher development at the partner schools, especially in the area of cultural competence.

Karen Heavin discussed the history of the program. The program was originally designed to provide access to high quality instruction for high school algebra students. The program focused on economically and socially disadvantaged students who typically don’t have access to such services. Many of the students who enrolled initially went on to become first generation college students.

Interim President Aaron Thompson also discussed the pipeline nature of the dual credit program. He stated that students who participate are prepared for the rigors of college because they have actually been enrolled in college. KSU is in the best position to attract these students after enrollment in the program because they are exposed to the University, its instructors and many of the programs they could participate in. President Thompson also emphasized that the University’s partnership with area schools allows the University to infuse cultural competence into classrooms that may not otherwise have diverse cultural exposure.

Regent Elaine Farris invited Vince Mattox and Karen Heavin to attend the dual credit workshop sponsored by CPE.

Representatives from the Kenan Charitable Trust, also attended the meeting, along with two participating KSU students, Navar Cunningham and Dorian Wright. The Kenan Charitable Trust supports retention, including bringing back students who have left the University. This program works with students from Pre-K through college matriculation. They employ a 3:1 support system and 4 pillars of success. The program focuses on students who do not have adequate support structures for academic success.

Principal Mike Hefling of Frankfort Independent Schools also thanked the Board for the welcome his students have received on campus.

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 Ralph Williams	<i>Present</i>
Regent Paul Harnice	<i>Present</i>
Regent LaVaughn Henry	<i>Absent</i>
Regent Ekumene Lysonge	<i>Present</i>
Regent Derrick Gilmore	<i>Present</i>
Regent Elgie McFayden	<i>Present</i>
Regent Syamala H.K. Reddy	<i>Present</i>
Regent Dalton Jantzen	<i>Present</i>

Ten 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 meeting held on July 21, 2016. The motion was seconded by Regent Williams. The motion passed 10-0.

V. Election of Officers

Due to the departure of Charles Whitehead, the Board held an election for the office of Vice Chairperson. Regent Gilmore nominated Regent Lysonge as Vice Chairperson. The nomination was seconded by Regent McFayden. Regent Reddy moved to close the nominations. That motion was seconded by Regent McFayden. Chairperson Bearden asked whether there was any discussion on the nomination or whether there was any opposition to the motion. No opposition was raised and the nominations were closed. On a voice vote, Regent Lysonge was elected as Vice Chairperson of the Board on a vote of 9-0.

VI. Committee Reports:

Presidential Search Committee Report:

Regent Lysonge presented Mac Stewart from Academic Search, who gave an update on the Presidential Search process. Dr. Stewart provided some background information on Academic Search, stating that it is based in Washington, D.C. and has extensive experience in such searches. He stated that at this point Academic Search has talked to various constituent groups and is using the input received in those discussions to prepare a profile of the next president. He stated that the profile will be used to advertise the position to prospective candidates. He also stated that there will be very broad advertising for the position.

Dr. Stewart also explained the search process. He stated that Academic Search will review the credentials of all nominated candidates and work with the Presidential Search Committee to choose select candidates to interview. After those interviews, the Presidential Search Committee will make specific recommendations to the Board and the Board will select the next University President.

Regent Lysonge stated that the profile for the president should be ready by mid to late November. He expects the final pool of candidates to be selected by late January and then the Board and all stakeholder groups can review the final candidates in February.

No action was taken in regard to the Presidential Search Committee report.

Governance Committee

Regent Reddy presented his vision of the purpose and activities of the Governance Committee. He stated that he expects the committee to define and refine the roles of Board members and provide clear guidelines for Board members in terms of the execution of their fiduciary duties. He used a slide presentation to outline the basic fiduciary duties for Board members and to explain the general responsibilities of Board membership.

He also stressed that the Board must work together with the President and the faculty to be effective. He stated that the Board should periodically re-evaluate its purpose, mission and goals.

No action was taken in regard to the Governance Committee report.

Academic Affairs

Regent Farris gave the report of the Academic Affairs Committee. She reported that the Academic Affairs Committee met on the previous day. She reported to the Board that, during the meeting, all members were present except Dr. Reddy. Minutes from the previous meeting were approved. Dr. Candice Jackson presented to the committee. She

discussed how Title III funds various programs at the University and how the funds are allocated. She also discussed how student support programs work. A discussion ensued as to the allocation of funds for student advising and the extent to which that work is supported by Title III. Dr. Jackson explained the importance of student advising and discussed recent gains in retention rates, which she attributed to improved student support and advising.

Dr. Jackson also reported that the organizational chart for Academic Affairs has been presented to the campus community and will be incorporated into the University's overall organizational chart.

Dr. Jackson also provided information on the University's 2+2 program and explained how the program works. She stated that approximately twenty students are part of the 2+2 program. Committee members expressed some concern that similar programs were tried in the past and stressed that the program must be regularly evaluated.

Several faculty and staff members will attend a SACSCOC conference in December in preparation for SACSCOC reporting and evaluation. Dr. Jackson reported to the committee that she expects the Faculty Handbook will be updated by April and that she plans to submit a draft of the handbook to the Board prior to the Board's April meeting. Dr. Jackson also reported that the call for proposals for the new QEP will be in November.

No action was taken in regard to the Academic Affairs Committee report.

Audit Committee

Regent Barfield gave the report of the Audit Committee. She stated that Ingram Quick reported to the committee that the Bursar's office had been re-evaluated and found to be in compliance with the recommendations of the external audit.

Two action items were discussed. One item was approval of the President's travel expenses. The committee asked Mr. Quick to develop a policy that would allow for pre-approval of substantial travel and a review of other travel expenses. There is currently no such policy in effect and no other mechanism to review such expenses.

Second, Mr. Quick stated that there was a need to amend the charter for the Audit Committee to define the Internal Auditor's functional reporting relationship to the Board. The committee approved the action item to amend the charter.

Action Item: Regent Lysonge made a motion to approve the amended charter for the Audit committee to define the Internal Auditor's functional reporting relationship to the Board. Specifically, the Internal Auditor shall henceforth report administratively to the President and functionally to the Board. The motion was seconded by Regent Gilmore. The motion passed on a vote of 8-0.

Dean Dorton Allen & Ford also reported on the external audit. The auditors reported that concerns and issues from last year's audit are likely to reoccur. However, the auditors did indicate that they were encouraged to see that there now appears to be the right people in the right positions in Business Affairs and that personnel seems to be cleaning up past errors.

Regent Reddy suggested that the entire travel policy for the University should be reviewed to set parameters for travel, travel guests, and other related items. The Board tasked Mr. Quick with the responsibility of reviewing the current policy and comparing it with best practices at other universities.

No other action was taken in regard to the Audit Committee report.

Business Affairs

Regent McFayden gave the report of the Business Affairs Committee. He stated that the committee learned that, due in significant part to unfunded pension obligations, the University's net asset position was about \$2.4 million less than previously projected. Regent McFayden stated that this deficiency must be addressed. The committee discussed deficiencies in the delay in drawdowns for grants and how those delays may have cost the University significant funds that it would have been able to access.

Regent Gilmore stated that he wanted to see an expansion of the Presidential Scholars program. President Thompson said that this will be explored.

Vice President for Business Affairs Gregory Rush explained the effects of the change in net asset position on unrestricted funds. He said that there were several reasons for the \$2.4 million dollar difference. First, accruals were not done during the prior fiscal year. Although historically they were done after the audit report, he stated that going forward the accruals will be done during the year. In addition, the new GSB regulations require that KSU must account for pension fund contributions, which are about \$900,000.

President Thompson commented that some of the problems were due to personnel who are no longer with the University. He noted that the pension aspect will continue to affect the University because the contribution will not be clearly known until the end of the year.

No other action was taken in regard to the Business Affairs report.

Student Affairs Committee Report:

Chairperson Bearden summarized the Student Affairs Committee meeting. She reported that Francene Gilmer gave the report to the committee. She reported that many positive changes have taken place in the area of career services and that the Career Center has been renamed the Career and Professional Development Center.

She stated that Ms. Gilmer reported to the committee that student enrollment has increased over 9%. A discussion was held in regard to the composition of new students, including transfer students.

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

VII. Information Technology

Chief Information Officer Wendy Dixie and Oracle Project Manager N’Namdi Paskins gave the Information Technology report to the Board. Ms. Dixie stated that the Oracle implementation is progressing. She stated that the goal of the implementation team is to have the system ready to go live by January but she indicated that there was some risk in doing so. She stated that Advantum’s parallel team is still not performing as well as it should be. However, the KSU Executive team has a strategy to get the parallel team back on track and fully contributing.

The project is currently in the stage of System Integration Testing (“SIT”). Mr. Paskins explained the components of SIT. He stated that after that process, KSU users will begin User Acceptance Testing (“UAT”), where users will test the system with real data to make sure that the system is properly configured and usable.

A discussion ensued as to the security of the new system. Ms. Dixie stated that Oracle has very good security protocols in place and that it will be a very difficult system to hack.

Regent Farris stated that she has concerns about the training of KSU employees in regard to the Oracle system. President Thompson stated that KSU employees will receive training and will have to be certified before they can use the Oracle system. He also stated that training manuals are being developed to help new users adapt to the system.

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

VIII. Title III Update:

Christina Leath, Title III Director, gave a report on Title III. She presented to the Board a summary of expenditures and highlighted the major expenditures for the current period.

A discussion ensued as to software expenditures under Title III. Ms. Dixie stated that current funding only pays for updates of software licenses and maintenance. President Thompson stated that the administration is putting procedures in place to make sure that software purchases are not redundant.

Ms. Leath stated during the Spring 2017 Semester she will be writing a new Title III grant proposal and will be soliciting requests from various constituent groups. Regent Lysonge raised a question as to the high costs for travel reflected in the Title III spending report. Ms. Leath stated in order to better track results from such travel, in the future

persons who participate in such travel must come back to the University and report on what that person learned from the activity.

Ms. Leath also described the purpose of Title III. She started that Title III is generally for capacity building. A university requesting Title III grant funding must provide a rationale for how the proposed funding increases capacity at the university. Title III funds are not perpetual.

She also stated that the University can also use up to 20% of Title III funds to contribute to its endowment, if the University matches the contribution. Title III finds can also be used for new academic buildings, though not residence halls. The funds should not be used to indefinitely fund salaries. The University must find a way to sustain Title III programs after the initial 5-year funding period.

Ms. Leath noted that salaries have been reduced, particularly in the student advising area, for Title III in the last year of the current 5-year grant cycle.

She also emphasized that the renovation of Bell Gym is a good use of Title III funding because it will help the University build capacity for women's athletic programs and assist the University in its Title IX compliance goals.

Ms. Leath also reviewed expenditures under SAFRA and HBCU Masters. She answered questions from the Board as to both programs. She clarified that although travel may be attributed to a certain person, it actually pertains to a group. She stated that the University must shift from using Title III funds to support the vast majority of Information Technology programs. She stated that the majority of the Information Technology budget currently comes from Title III funds.

She also stated that SAFRA funds will be used to upgrade the library.

HBCU Masters can be used for student stipends and scholarships but must generally be used to support the growth of STEM programs. It currently funds 20-30 students at KSU pursuing Master's degrees.

No action was taken in regard to the Title III Report.

IX. 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 Reddy at 11:27 a.m. The motion passed 9-0, and the Board went into closed session at that time.

X. Open Session

The Board reconvened in Open Session at 12:32 p.m. Chairperson Bearden announced that, in closed session, the Board gave direction to counsel regarding litigation matters discussed during the session. The directives and the discussion related thereto was attorney-client privileged.

No other action was taken by the Board in closed session.

The Board recessed for lunch at 12:35 p.m. The Board reconvened at 1:22 p.m.

XI. President's Report

After returning from a lunch recess, the President was joined by Dr. Mary Pat Wohlford to discuss the Strategic Plan. Dr. Thompson and Dr. Wohlford reviewed a revised draft of the KSU Strategic Plan with the Board. The theme of the Strategic Plan is "Racing Toward KSU's Future."

Dr. Wohlford discussed the basis for the plan. She stated that she and Dr. Thompson developed a plan that would be a living document, allowing for year-to-year adjustments, depending on the needs of the University. She stressed that the plan was designed to be agile. The plan also provides for accountability among senior leadership.

Dr. Thompson also explained the strategic enrollment management plan. He reviewed data showing current enrollment statistics and data on past cohorts and graduation rates. He stated that KSU must improve its graduation rates and that at the current time, based on students remaining in the upcoming cohorts, the KSU graduation rates will continue to be low.

However, by implementing the right methodologies, President Thompson stated that, if all students in the 2014 cohort were retained and graduate within six years, the graduation rate for that cohort could be as high as 43.33%. It could be as high as 59.2% for the 2015 cohort, if all students in that cohort are retained and graduate within 6 years.

There are 5 principal goals in the Strategic Plan:

1. Enhance student enrollment, improve student life and engagement and improve student advising and career development;
2. Achieve academic excellence across all colleges;
3. Increase University financial strength and operational efficiency;
4. Enhance the impact of External Relations; and
5. Obtain maximum institutional effectiveness.

Action Item: Regent McFayden made a motion to accept the Strategic Plan and the Enrollment Management Plan, which was seconded by Regent Barfield. The motion passed on a vote of 6-0.

Action Item: Regent McFayden made a motion to accept the Management Plan to be presented to CPE, with administrative flexibility. The motion was seconded by Regent Jantzen. The motion passed on a vote of 6-0.

XII. Adjournment

Action: Chairperson Bearden called for a vote to adjourn. Regent McFayden made a motion to adjourn the meeting. The motion was seconded by Regent Williams. The motion passed on a vote of 6-0. Chairperson Bearden adjourned the meeting at 2:35 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

**EXECUTIVE
COMMITTEE
MINUTES**

KENTUCKY STATE UNIVERSITY
Board of Regents Executive Committee Meeting
8:00 a.m., October 21, 2016
Academic Services 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, October 21, 2016, at 8:19 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 Karen Bearden	<i>Present</i>
Regent Mindy Barfield	<i>Present</i>
Regent Elaine Farris	<i>Present</i>
Regent LaVaughn Henry	<i>Absent</i>
Regent Ekumene Lysonge	<i>Present</i>
Regent Elgie McFayden	<i>Present</i>
Regent Syamala Reddy	<i>Absent</i>

Five 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 McFayden. The motion passed on a vote of 5-0, and the Committee went into closed session at 8:20 a.m.

V. Open Session:

The Committee reconvened in open session at 8:58 a.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 Lysonge and seconded by Regent Barfield. The motion passed on a vote of 5-0. Chairperson Bearden adjourned the meeting at 8:59 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

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Academic Affairs Committee
January 19, 2017 – 9:00 a.m.
Carl M. Hill Student Center
Kentucky State University
Frankfort, Kentucky

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**KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Academic Affairs Committee
January 19, 2017 – 9:00 a.m.
Carl M. Hill Student Center
Kentucky State University
Frankfort, Kentucky**

AGENDA

- | | |
|-------------------------------------|--|
| I. CALL TO ORDER: | Regent Elaine Farris,
Chairperson |
| II. ROLL CALL: | Candice Love Jackson,
Interim Vice President for
Academic Affairs |
| III. OPENING REMARKS: | Regent Farris |
| IV. APPROVAL OF MINUTES: | Regent Farris |
| V. EXECUTIVE SUMMARY REPORT: | Candice Love Jackson |
| VI. ADJOURNMENT: | Regent Farris |

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Academic Affairs Committee
October 21, 2016
9:00 a.m. to 10:30 a.m.
Harold R. Benson Research and Demonstration Farm
Frankfort, Kentucky

MINUTES

Regent Elaine Farris, Chairperson, called the Academic Affairs Committee meeting of the Kentucky State University Board of Regents to order at 9:00 a.m. on October 21, 2016. Regent Farris asked the secretary to call roll:

Elaine Farris	Present	Syamala Reddy	Not Present
Mindy Barfield	Present	Ralph Williams	Present
Elgie McFayden	Present		

A quorum was declared.

Approval of Minutes

Minutes of the July 21, 2016, meeting were approved. Motion was made by Regent McFayden and seconded by Regent Barfield. Motion passed.

Academic Affairs Update

Dr. Candice Jackson began the meeting by giving an update on Title III funds and how they are allocated in Academic Affairs. Title III funds are used for faculty development, institutional planning, and student success and retention. We are actively working on a new QEP and quality advising program. We are no longer implementing AWA. Allocations are made to support an increase in retention and graduation rates. A question was raised concerning whether allocations are going to support the Board of Regents' Strategic Plan. Funds are allocated for salaries for Student Support and Student Success, which aligns with the Board of Regents' Strategic Plan. A discussion was held on Title III funds budgeting, scholarships, enrollment, sustainability, and how much of Dr. Erin Wheeler's operations were funded by Title III. Christina Leath addressed the Committee, stating she will present a Title III report to the Board tomorrow and it will show how funds are allocated for each activity.

Dr. Jackson stated the organizational chart approved at the July 2016 Board of Regents meeting has been presented to the campus community with much discussion. Once the Board's Strategic Plan is approved, we will implement those changes in the organizational chart. Some concern was expressed over the reorganization, specifically adding the extra layer of reporting structure by adding the Dean level to the colleges. Dr. Jackson explained that the recommendations for the reorganization of Academic Programs are from the Registry and follow best practices in higher education.

Dr. Jackson gave an update on the Office of Educational Support. We are piloting a Centralized Advising Model. It is a triangular model that offers each student an academic advisor, success coach, and faculty mentor. This is already in effect in some areas and will be fully implemented in the Spring. Early indicators show that it is a success, and some of the changes include a Student Success Contract outlining the student's responsibilities for successful matriculation and the University's commitment to their success. The advisors are checking student's attendance and grades. If they see a problem, they reach out to the student to see what their needs are and how to get them back on track.

Dr. Jackson reported on the 2+2 Program, stating there are 20 students in the pilot 2+2 cohort. These students were being denied admission due to low ACT test scores, even though they had a higher grade point average. Students meet with their advisors weekly and focus on personal development, decision making, and skill building. A discussion was held about programs like this not being successful in the past. Regent Bearden requested that once this pilot was complete the board develop a policy and consider capping the number of 2+2 participants.

Dr. Jackson stated a follow-up report is due to the Southern Association Colleges and Schools Commission on Colleges in April 2017 on the substantive change. We have a new chair in the School of Nursing who is working on establishing an assessment culture and will present a draft early next semester. Reaffirmation of accreditation is in 2019. Our team has been identified. Several staff and faculty will be attending a SACSCOC conference in December. Kentucky State University must have three semesters of data to produce and a new Quality Enhancement Program. Calls for proposals for the new Quality Enhancement Program will begin on November 1, 2016.

Dr. Jackson discussed faculty concerns. Tenure has been reinstated but not promotion. We are working on strengthening the promotion process. We will be reviewing and updating the Faculty Handbook and will have a revision for your review and approval in April. Will try to have a draft to the Board in January. Faculty Searches will also be published November 1, 2016.

Regent Farris was pleased with the discussion during this committee meeting and glad that it was a healthy discussion. We have to understand approval goes back to the full Board and the Board will continue to review and do research before moving forward.

Adjournment

Motion for adjournment of the Academic Affairs Committee meeting was made by Regent McFayden and seconded by Regent Barfield. The meeting was adjourned at 10:30 a.m.

Submitted by:

Approved by:

Dr. Candice Love Jackson,
Interim Vice President for Academic Affairs

Regent Elaine Farris,
Chairperson, Academic Affairs Committee

_____ Approved with no corrections

_____ Approved with corrections

I. External Program Accreditation Updates

The Department of Music seeks continued accreditation by the National Association of Schools of Music (NASM). The Self-Study is complete, and Dr. Roosevelt Shelton will submit the Self-Study to NASM in February 2017.

Kentucky State University is also seeking continued accreditation through the Network of Schools of Public Policy, Affairs, and Administration (NASPAA). We are requesting a delay in the submission of the programmatic Self-Study to ensure that faculty and processes are firmly in place.

The School of Nursing is seeking accreditation through the Accreditation Commission for Education in Nursing. Both the Self-Study and on-site visits are scheduled for the spring semester.

II. Academic Program Reorganization

The Office of Academic Affairs has evaluated the current organizational structure of the academic programs at Kentucky State University, including those recommendations from the Registry Consultants and Dr. Karla Hughes. Both the Registry, as well as Dr. Hughes, have recommended the reinstatement of the Deans structure, as the Dean of the University model proved ineffective. The proposed reorganization will reinstate the Deans structure as well as realign departments in the liberal arts theoretical model. Of note is the restructuring of the College of Arts and Sciences into three Divisions: Humanities, Social and Behavioral Sciences, and Natural and Technological Sciences. The College of Professional Studies would house the School of Public Administration and Social Work, the School of Business, and the School of Nursing. Criminal Justice will be realigned with Political Science for the Department of Criminal Justice and Political Sciences, under the Division of Behavioral and Social Sciences. The College of Agriculture, Food Science, and Sustainable Systems remains unchanged. **(See Appendix A)**

III. Faculty Senate Update

Tenure and Promotion. Professors undergoing Tenure and Post-Tenure Review have been notified and given a timeline for the submission of respective dossiers.

The Kentucky State University Faculty Handbook is currently under review. The previous administration utilized a top-down process without much input from the Faculty Senate. In the spirit of shared governance and institutional effectiveness, the Office of Academic Affairs is diligently working with the Faculty Senate to update the Kentucky State University Faculty Handbook. As the committee is updating the Faculty Handbook, the Professional Concerns Committee is evaluating the tenure and promotion process. Once the Handbook is complete, the Office of General Counsel must review before presentation to the Board of Regents for final approval. We are

seeking to have a partial-to-complete draft for the April 2017 Meeting of the Board of Regents, and a complete draft by the July 2017 Meeting of the Board of Regents.

IV. Office of Education Support

Vision

The vision of the Office of Educational Support is to provide quality, researched-based, high-impact, student-centered services and programs to empower all students to achieve academic success and attain a timely degree completion.

Mission

From orientation to graduation, the Office of Educational Support is committed to empowering students to achieve academic excellence through proactive advising, effective academic support, impactful mentoring, personalized coaching and innovative programming.

Goals and 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.
- 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.)

Units	Objectives	Staff
Academic Advising Center	<ul style="list-style-type: none"> • In collaboration with academic departments, oversees academic planning for all students. • Ensure all student success outcomes are met. • Monitor and resolve academic and personal issues that inhibit retention and persistence. • Address early alerts. • Enforce all retention initiatives created by Office of Educational Support. 	Sherri Lyons, Director Travis Haskins Stephanie Cramer Sophia Ellis Whitney Milton Walter Malone
<p style="text-align: center;">1st and 2nd Year Experience</p> <p>Creates and improves programming that addresses the transitional issues that inhibit retention and persistence of 1st and 2nd Year Students. Staff meet with students who may have personal and social transitional issues.</p>		

New Student Orientation	<ul style="list-style-type: none"> Oversee the logistics of New Student Orientation. Ensure all learning outcomes are met for incoming students and parents. Select, train and supervise Orientation Leaders. 	Churi Level, 1st-Year Academic Success Coordinator Victoria Mathis, 1st-Year Experience Counselor
University Orientation	<ul style="list-style-type: none"> Coordinate University 101 courses. Responsible for coordinating the creation of seminars beyond the first-year. 	Marshawn Thomas, University Orientation Coordinator
Living Learning Community	<ul style="list-style-type: none"> In collaboration with Student Affairs, create programming that promotes learning inside and outside the classroom. Responsible for coordinating the creation of a 2nd-year Experience Program. 	Ray Bankston, Living/Learning Community Coordinator
LINK Mentoring Program	<ul style="list-style-type: none"> Coordinate training and recruitment of mentors, the pairing of students with mentors, and the programming of mentoring activities. 	Churi Level, 1st-Year Academic Success Coordinator
Disability Services and Testing	<ul style="list-style-type: none"> For students, employees, and visitors to the campus who have disabilities and need accommodations; provides support in accordance with the Americans with Disabilities Act (ADA). Proctor national and local standardized testing. 	Lloyd Clark, Director of Disability Services and Testing
Office of Non-Traditional Education	<ul style="list-style-type: none"> Provide support for non-traditional, transfer, and commuter students. Coordinate programs such as Project Graduate, Donovan Scholarship and Credit for Life. Oversee the FRIENDS Program that provides space and custom programming for non-traditional students and commuter students. 	Ray Jordan, Director
Student Support Services	<ul style="list-style-type: none"> Federally funded TRIO program that serves 1st-generation, low-income, minority and/or disabled college students. Provides personal counseling, cultural trips, career and graduate 	Joseph Goodman, Director Xavier Dillard, Counselor Mary Maxwell, Administrative Assistant

	school development, and academic enrichment activities.	
Upward Bound	<ul style="list-style-type: none"> Federally funded TRIO program that serves 1st-generation, low-income, minority and/or disabled high school students. Provide tutoring, cultural trips, personal counseling, and college prep workshops to help prepare underserved students for college. 	T'Ebony Torain, Director Ayana Martin, Counselor Joann Webber, Administrative Assistant

The Office of Educational Support Staff

Erin Wheeler, Assistant Provost/Vice President

Brittany Motley, Executive Director for Student Success, has a Bachelor’s degree in pure mathematics, a Master’s degree in Business Administration and a Master’s degree in Computer Science, all from Kentucky State University. Ms. Motley has over 7 years of experience in Academic Support Services at minority serving institutions. She previously served as Assistant VP of Academic Affairs and Director of Academic Support Services at Wilberforce University.

Erica Dunn, Office of Educational Support Administrative Assistant and Athletic Academic Coordinator, received a Bachelor’s of Arts in Physical Education from Kentucky State University and is currently working on her Masters of Science in Intercollegiate Athletic Administration at Western Kentucky University. She has been employed at KSU for 7 years. She has experience in athletics and student success.

Sherri Lyons, Director of Advising, is in her second year as Director of Academic advising at Kentucky State University. She is a graduate of Western Kentucky University where she received her Masters and Rank I in Guidance and Counseling. She served as a High School Counselor for over 20 years, and was Project Director of the Louisville Youth Opportunity Grant where she planned, directed, and monitored instructional, vocational, and student activities. She also recruited, hired, trained, and evaluated supplemental staff, and recommended personnel actions for programs and services. Ms. Lyons served as Associate Director of The Governors Scholars Program where she addressed public audiences to explain program objectives and to elicit support, prepared grant proposals, budgets, scored applications, and selected program participants. Ms. Lyons served on the National Merit Selection Committee for three years.

Travis Haskins Sr., Advisor, has a Bachelor’s degree in Social Work and a Masters in Public Administration from Kentucky State University. He has been employed with Kentucky State University for 13 years and Academic Advising for six years working with special student populations.

Sophia Ellis, Advising and Retention Liaison, has a Bachelor’s degree in Diversity Leadership from Kentucky State University, Bachelor’s degree in Organizational Management from

Midway University and a MPA from Kentucky State University. She has been employed at Kentucky State University for 16 years, previously worked at various colleges, and Texas Instruments for 18 years serving in Quality Control and Teambuilding. Ms. Ellis also has over 20 years experience in customer service, program coordinating, and quality assurance.

Stephanie Cramer, Advising and Retention Liaison, holds an Education Doctorate (Ed.D.) in Curriculum and Instruction from the University of Kentucky. Recently retiring from The University of Tennessee, Knoxville, Dr. Cramer taught Education and Art in higher education for twenty years. Prior to this, she taught art in public schools and a variety of youth and gifted programs. In addition to being a Success Coach and Advisor, she currently teaches Education 309: Cultural Responsiveness as an adjunct in KSU's School of Education. Dr. Cramer is certified in K-12 art education in Kentucky.

Walter Malone, Advising and Retention Liaison, is a native of Louisville KY, holds a M.A. in Administration and an Ed.D. in Educational Leadership and Organizational Development. Walter works in Academic Advising and Retention at Kentucky State University, and is an adjunct professor within the School of Professional Studies at WKU. His assignments have included various director and staff positions. Within higher education, he has worked in Intercultural Student Engagement and been an instructor for a number of courses in addition to working in Academic Advising. Dr. Malone has also served as Director of Operations within the faith-based non-profit sector, and worked with many service and community based programs. Dr. Malone holds a Master's Leadership Certification, and his research interest focuses on effective leadership practices and student retention.

Whitni Milton, Advising and Retention Liaison, received her Bachelor of Arts degrees in Biology and Psychology from Kent State University. She obtained her Doctor of Medicine from Tulane University School of Medicine in 2011 and completed four years of post-graduate medical training in Internal Medicine and Anatomic and Clinical Pathology. Dr. Milton is passionate about increasing the number of minority students entering STEM majors (science, technology, engineering, and math) and preparing them to excel as competent professionals in these fields.

Janessa Graham, Academic Advising Center Administrative Assistant, has a Bachelor's degree in Child Development & Family Relations from Kentucky State University. She is currently in the Masters in Ministry program at Cedarville University. Janessa has been employed at KSU for one year as the Administrative Assistant in Academic Advising.

Ray Bankston Jr., Living Learning Community Coordinator, earned his Bachelor's Degree in Mass Communications and Journalism from Kentucky State University and has been employed with KSU since July 2016. Prior to rejoining the Thorobred family as a staff member, Ray spent two years at Central State University working within the divisions of Administration & Finance and Student Affairs. Ray is especially passionate about assisting college students as they navigate their first year and work towards finding their purpose.

Victoria Mathis, First Year Experience Counselor, earned her Bachelor's degree in Chemistry from Kentucky State University. Victoria has been employed at KSU for eight months now. She

served as a student ambassador and has experience developing peer New Student Orientation Leaders.

Marshawn Thomas, University Orientation Coordinator, has a bachelor's degree in business marketing with a specialization in Spanish and a Master's of Science in environmental studies with a concentration in business. She has been employed with the University for 4 years. Ms. Thomas has previous experience teaching developmental math and English courses while serving KSU as an academic coach and instructional counselor.

Churi Level, 1st Year Academic Success and LINK Coordinator, received her Bachelor's degree in Industrial Technology from Central State University. She has experience developing and advising new students through academic and personal difficulties. She has been employed at KSU for one year and also serves as the Auxiliary Coordinator for K-Rettes in the Mighty Marching Thorobred Band.

Lloyd Clark, Disability Services and Testing Director, has a Bachelor's Degree in Psychology from Rhodes College and a Ph.D. in Education from the University of Tennessee. She has been employed at KSU for 1 year and primarily works with students with disabilities. Prior to coming to KSU, she worked in higher education for 7 years as director of the Student Wellness Center. Dr. Clark is also a certified Health Coach. Dr. Clark has multiple years of experience working with college age students in multiple areas from stress reduction, disability management, as well as health and wellness initiatives.

Ray Jordan, Director of the Office of Non-Traditional Student Education, has a Bachelor's of Arts degree in English and is currently working on his Master's degree in Public Administration at Kentucky State University. Mr. Jordan has been employed at KSU since 2006. His experience involves working as an English Instructional Counselor and FRIENDS program coordinator. He now serves as the Director for Non-Traditional Student Education.

Joseph Goodman, Director of Student Support Services, earned a Bachelor's Degree in Business from Chicago State University, a Master of Public Affairs Degree from Indiana University, as well as a Master's Degree in Counseling & College Student Personnel from the University of Louisville. He has prior experience in banking, and customer relationship management, and is in his second year of employment at KSU. He previously worked at Indiana University, as well as at the University of Louisville coordinating programs to support and promote college students' academic success, career preparation and holistic development. He is currently working on his Ph.D.

Xavier Dillard, Student Support Services Counselor, holds a Bachelor's degree in Criminal Justice and a Master's in Public Administration from Kentucky State University. He is now in his fourth month with the SSS program. He is a former football player, president of the Criminal Justice club, and Kentucky State University Women's basketball assistant coach.

Mary Maxwell, Administrative Assistant, has a Bachelor's degree in Liberal Arts from Kentucky State University. She has been employed at Kentucky State University, Student Support Services for almost two years. She was previously employed with the Commonwealth of

Kentucky, Finance Cabinet and retired in 2013 with over 33 years including two and a half years of that retirement with Kentucky State University Graduate School as the Office Coordinator. She currently serves as the Secretary of the Staff Senate at Kentucky State University and the Board Chairman of the South Frankfort Community Center.

T'Ebony Torain, Upward Bound Director, has a Bachelor's degree in History from Fisk University and a Master's in Public Administration (with a concentration in Not for Profit Management) from Kentucky State University. She has been employed at Kentucky State University for nine years.

Joann Webber, Upward Bound Administrative Assistant, is a Franklin County High School Graduate and attended Kentucky State University. She has been employed as an Administrative Assistant with the Upward Bound Program at Kentucky State University for two years. Previous employment was with Bluegrass Community and Technical College, Instructional Specialist and Commonwealth of Kentucky, Administrative Specialist III as a warehousing/transportation manager. Ms. Webber has experience working with youth as a children's church director, coaching youth sports and testing high school students for nursing aide.

Reggie McDaniel Sr., Accelerated Learning Coordinator, is beginning his second year as the Accelerated Learning Program Coordinator and has a Bachelor of Arts Degree in Mathematics Education from Kentucky State University (1987) and a Master's Degree in Mathematics Education from the University of Louisville (1995). Reginald retired in 2015 from the Jefferson County Public School System in Louisville, KY after 27 years of service where he taught secondary mathematics and served as a program coordinator. He served as a part-time lecturer of developmental mathematics for 12 years at the University of Louisville. In addition to being employed full time, he taught (10 summers) as well as coordinated (7 summers) the Lincoln Foundation Math and Science Program for 17 summers.

Kristine Wilson, English Instructional Counselor, has a Bachelor of Arts in English from Simpson College in Indianola, Iowa, and is working on an M.A.E. in Literacy education from Western Kentucky University in Bowling Green, Kentucky. She has been employed at Kentucky State University for two years. She previously taught high school language arts and journalism courses for four years. Ms. Wilson has presented a poster on KSU's Accelerated Reading courses at the 2016 Kentucky Student Success Summit.

Kessiah Cunningham, English Instructional Counselor, has a Bachelor's degree in English from Kentucky State University. She has been employed at KSU for one semester; she previously worked at Kentucky State University serving as a peer tutor in ACE. Kessiah is currently working on her Master's in Public Administration.

Danielle Kincaid, English Instructional Counselor, received her Bachelor's degree in English at Kentucky State University where she also served as the President of Sigma Tau Delta, the English Honor Society. She serves as an English Instructional counselor. She previously worked at KSU as an English tutor, as well as an English supplemental instructor for the AWA program.

George Johnson, Peer Tutor Coordinator, has a Bachelor's Degree in Mathematics and a Master's in Business Administration with a specialization in Environmental Studies from Kentucky State University. He will complete his Master's Degree in Computer Science Technology in May 2017. He has worked at Kentucky State University since 2007 in various roles in academic support, including Peer Tutor, Undergraduate Teaching Assistant, Project Seminar Leader in the Academics with Attitude program, Instructional Counselor in Mathematics and Business, Supplemental Instruction Coordinator, and Peer Tutor Coordinator. George Johnson began the Supplemental Instruction program in Spring 2016.

Nicole Washington, Academic Coach, has a Bachelor's degree in Liberal Studies from Kentucky State University. She previously worked for EDU Staff serving as a Building Substitute for Novi Meadows 6th grade building.

The Office of Educational Support

For finals week, the Office of Education Support (OES) hosted a two-week finals mania. Week 1 consisted of an Academic Pep Rally, Graduate School 101, Math Anxiety, and What Happens if I Fail My Finals? Week 2 consisted of Stress reliever activities such as Paints and Canvas, Stress Less with Pets, Poetry Jam (in collaboration with LLP), and Smart Body, Smart Mind Yoga workshops.

Educational Pep Rally	Number of attendees: 100
Blaze Your Trail to Success	Number of attendees: 215
Stress Less with Pets	Number of attendees: 100
Paints and Canvas	Number of attendees: 50
Open Mic Night	Number of attendees: 80
PJ Study Jam	Number of attendees: 56

The OES implemented the Student Success Collaborative software on August 29, 2016. Engagement and adoption of the system has exceeded expectation. 80% of faculty use the system to report attendance and submit progress reports and early alerts on at-risk students. Staff utilize the software to track advising appointments, workshop attendance, communicate with students, track progress of special student groups, track tutoring appointments and manage student issues. Consultants were thoroughly impressed stating, "The faculty responses for attendance and reporting were the highest amongst all schools that she consults with."

Academic Advising Center

During the Fall 2016 semester, the Academic Advising Center (AAC) increased student contact and visibility by hosting table sits every Tuesday and Thursday in the Student Center.

The Academic Advising Center will implement the second year of the Thoroughbred Improvement Program (TIP), a spring semester retention initiative focused on first and second year students who have been placed on, or are at risk of being on, academic probation. TIP is an intrusive program implemented by academic advising to help students get back on track and help to ensure that attrition does not increase due to academic struggles. This program is mandatory for all first and second year students identified as being academically at-risk. The learning outcomes of the program are for students to identify their individual learning style, understand their external and internal influences, and develop skills to assess the factors within their control that promote academic success. The TIP program promotes student ownership of their educational experience. By owning their successes and failures, students are less likely to blame others and begin to move in a positive direction toward internal accountability and academic success.

Academic Advising also monitored the students participating in the 2+2 Program. Below are the academic outcomes for the Fall 2016 semester.

2+2 Program			
Total Number of Students:	18		
Total Number of Band Students:	12		
Total Number of Non-Band Students:	6		
<i>*Originally 19 students one student was withdrawn from all courses for the semester.</i>			
Total Number of Students w 2.0 or above:	14	77.78%	
Students with 2.5 or above:	8	44.44%	
Students with 3.0 or above:	5	27.78%	
Students with 3.5 or above:	3	16.67%	
Total Number of Students below 2.0	4	22.22%	
Band Students:			
<i>Students w 2.0 or above per Total Student</i>	10	55.56%	
<i>Students below 2.0 per Total Students:</i>	2	11.11%	
<i>Students w 2.0 or above per Band Student</i>	10	83.33%	
<i>Students below 2.0 per Band Students:</i>	2	16.67%	
Non-Band Students:			
<i>Students w 2.0 or above per Total Student</i>	4	22.22%	
<i>Students below 2.0 per Total Students:</i>	2	11.11%	
<i>Students w 2.0 or above per Non-Band Student</i>	4	66.67%	
<i>Students below 2.0 per Non-Band Student</i>	2	33.33%	
REGISTRATION & TIP PROGRAM			
<i>Total Number of Students Registered for S</i>	11	61.11%	
<i>Total Number of Students for the TIP Prog</i>	8	44.44%	

Academic Center for Excellence

In the Fall of 2016, the Academic Center for Excellence continued marketing Academic Coaching services, in-class presentations, and six seminars to students and faculty. The individual, in-class presentations and seminars focused on time-management, study skills, and learning strategies as well as balancing social and academic life. Forty students scheduled approximately 196 appointments throughout the semester.

First Year Experience

Through collective efforts, First Year Experience (FYE) has increased students' awareness of educational support services, thus increasing the likelihood that students will utilize those services which directly impacts GPA.

FYE has built meaningful relationships with first-year students through the use of New Student Orientation (NSO) Leaders that are each responsible for a small group of students (approximately 20). NSO Leaders aid students in a smooth social transition, while making referrals to the appropriate office(s) and staff as necessary.

“New Student Orientation” is designed to introduce new students and their families to KSU. This summer’s orientation was different in format, as it was student-led and student-centered. Students met their NSO Leaders during Orientation and once students arrived in the fall semester, these familiar faces greeted them again to aid in their transition into college. All newly admitted students are required to attend.

“Welcome Week” is designed as a retention initiative to acclimate new students to KSU and is filled with a variety of fun and engaging academic and social activities. All first-year students were required to participate. Welcome Week is planned in collaboration with Student Affairs.

“No Boys Allowed” & “Man Up” are group mentoring sessions designed for first-year students where conversations are co-facilitated by students. Men and women separately discussed gender-specific issues. Sessions were held on a monthly basis and participation was voluntary.

Date	“No Boys Allowed” Attendance	“Man Up” Attendance
September 22 nd	8	16
October 20 th	11	15
November 17 th	13	18

“Class of 2020 Community Meeting,” held on November 1st, was designed to bring together the 2020 cohort to communicate pertinent information. All first-year students were required to attend. 90% of new students attended.

“Birth of a Nation Movie Viewing” was a cultural enrichment activity that aligned with the course material from the accelerated reading courses. Seventy-nine first-year students viewed the movie and participated a post-movie discussion.

“The Reality Store” was a collaboration between the FYE, KSU’s Office of Regional Stewardship & Community Engagement, and the Frankfort Area Chamber of Commerce. This financial simulation was designed to allow students to make decisions about their budgets and lifestyles. All students that were enrolled in University Orientation 101 were required to participate.

Special Interest Group (SIG) Events Conducted by NSO Leaders

Event Name	Date	SIG	Attendance
“Personal Pizzas” (collaboration with College of Agriculture)	September 27 th	Cook, Live & Learn	16
“Super-Cookin”	October 26 th	Cook, Live & Learn & Boom-Pow	71
“Race, Justice & Peace”	October 20 th	Rise	N/A
“What Not to Wear”	October 31 st	So Fly	4
Movie Viewing of the Documentary “13 th ”	November 3 rd	Rise	28
“Beat Making” “Making it in the Industry”	November 15 th	Create	24
“Game Night”	September	Sports of All Sorts	N/A

University Orientation

Fall 2016 was the first semester implementing the Service Learning model in UNV 101. The change was made to improve engagement and class attendance as a means to improve pass rates. The change was successful, as attendance improved, as well as the DFW rate. The average DFW rate for UNV 101 in the past was 31%. This semester the DFW rate is down to 13% despite the increased rigor and accountability in the course. Convocation attendance also improved this semester, as the retention software allowed staff to electronically track participation and hold students accountable.

UNV 101	ENROLLMENT	PASSING	FAILING	PERCENTAGE PASSING
MID-TERM	201	182	19	90.54%
FINAL	195	170	17	87.17%

Instructor	Section	Time and Agency
Dr. Milton	101-01	MW 9:00am - 9:50am REP Academy
Marshawn	101-02	MW 10:00am - 10:50am Service Projects
Marshawn	101-03	MW 1:00pm - 1:50pm Wesley Foundation
Khirsten	101-04	MW 2:00pm - 2:50pm Humane Society
Khirsten	101-05	MW 3:00pm - 3:50pm Salvation Army

Marshawn	101-06	TR 1:00pm - 1:50pm	Service Projects
Marshawn	101-07	TR 2:00pm - 2:50pm	CESKAA

Convocation Date	Freshmen Attendance	Participation Rate
September 6, 2106	153	95%
September 8, 2016	154	95.65%
September 27, 2016	112	69.56%
October 14, 2016	82	50.93%
October 27, 2016	89	55%
November 1, 2016	110	68.32%
November 10, 2016	72	44.72%

Service Learning Activity Summary

- UNV 101-01 worked with the R.E.P. (Rosenwald Empowerment and Preparation) Academy. Kentucky State University students served as mentors for the high school students and met with them weekly.
- UNV 101-02 and UNV 101-06 worked on several service projects throughout the semester with the Office of Regional Stewardship and Public Engagement. Students worked the 911 Service Day Fall Arts Festival at Josephine’s Sculpture Park. Students participated in various activities from assisting with parking to face painting/crafts and giving away food. For the observation of national peace day on Wednesday, September 21 students participated in a 1k peace rally to the Capitol. Halloween on the Hilltop was another fun and exciting service project students participated in where they were able to give candy and create creepy crafts in celebration of Halloween. They also gave out food and played fun games with the children. Attendance at the Reality Store activity was encouraged for all first year students, but these two sections used their class time to attend this activity. Overall, the Reality Store was a hands-on, interactive, educational, life experience that was sponsored by Kentucky Employees Credit Union and the Frankfort Area Chamber Staff. Similarly to the game of “Life”, each student received an assigned occupation and monthly income based on the luck of the draw. They then proceeded through the Reality Store – booths manned by business community volunteers that represented everything from housing choices to taxes. In each instance, the student must make a choice and reduce the corresponding cost from their income. The point of the simulation game is to make choices that fit within the assigned income and allow for unexpected expenses! Students really enjoyed this activity because it gave them a sense of what life would be like after college. To conclude the semester on December 3rd, we had a full day of service for Family Volunteer Day. We began the day at the Greenhill Cemetery where some students cleaned the grounds by picking up trash and removing

limbs from trees. Other students worked on documenting the gravestones in preparation of kiosk creation so that visitors can easily locate their family members. Next we attended the Sharing is Caring event held in the Exum Center where the Frankfort Kiwanis Club hosted a Christmas celebration for the local Frankfort community children. This event got everyone in the Christmas spirit with crafts, music, drawings, and food. We concluded our final day of service by packing boxes for families in Haiti.

- UNV 101-03 met weekly at the Wesley Foundation on Wednesdays. Each Wednesday students worked on various projects from stocking the food and toiletries closets to writing Christmas cards for the homeless. Students also held a seasonal wraps drive where they donated all materials to the homeless of the Frankfort community. Pastor Tina and Monique Frisby-Williams kept the students busy with weekly activities.
- UNV 101-04 worked in groups to compile a volunteer training video for the Frankfort Humane Society. Some students visited the shelter where they took photos and videos needed for video. Other students stayed in the classroom and worked on the edits of the photos and videos and constructed voice overs for the final product. Some students brainstormed ideas to present the material in an interactive and fun way.
- UNV 101-05 worked on various projects for the Frankfort Salvation Army. They held a class competition to see who could raise the most money for the kettle drive. They also volunteered at the center stocking food in the pantry. Students even helped organize the donations for the upcoming Salvation Army thrift store opening in April 2017.
- UNV 101-07 class visited the CESKAA (Center of Excellence for the Study of Kentucky African Americans) weekly to compile information to construct a virtual tour of Kentucky State University. Throughout the semester students worked with Dawn Offit, Irma Johnson, and archivist Ms. Betty. Each week students were divided into groups based on the buildings and alumni they chose. Students learned all the interesting facts and the history of their building and alumni. On nicer days, students began filming their segments with the help of the mass communications department and Diane Hawkins. At the end of the semester, students submitted all their segments to Irma Johnson who then forwarded them to Diane Hawkins to be put into a final movie to be used for admissions purposes.

UNV 102

This semester we will re-launch UNV 102. The purpose of UNV 102 is to help first year students continue the transition to Kentucky State University, both academically and personally. This course aims to foster a sense of belonging, promote engagement in the curricular and co-curricular life of the University, and focus on personal development and academic exploration, while helping students develop and apply critical thinking skills and continuing to clarify their purpose, meaning, and direction. This semester all sections will be taught by the Success Coach for the 2016 Cohort. The syllabus can be found in **Appendix B**.

L.I.N.K. Mentoring

Lead, Inspire, Network, Know-How (L.I.N.K.) Freshman Mentorship Program. There were 178 students/freshmen paired with an individual mentor or to a mentor within a club or organization. Currently the LINK program does not require events to be attended by the mass body. Activities

are conducted on an individual basis with the assigned mentor, but all students were encouraged to attend. Welcome Week, A+ Ice Cream Social, Community Meeting Awareness, and interest group activities that were sponsored by staff who are volunteers of the mentoring program. 45 activity reports were submitted by the students in November to show communication between the mentee and mentor. 75% of freshman/transfer students attended scheduled events and activities sponsored on campus. This improved the social connection and participation of the freshman class to attend campus events and activities in a greater capacity due to the relationship bridged with the New Student Orientation Leaders.

Student Support Services

In their Annual Performance Report to the Department of Education, Student Support Services reported strong numbers for persistence, retention, and graduation rates for their registered students. All metrics met or exceeded the University average.

2015-16 Results for Funded Number Criterion					
Number of participants funded to serve	Number of participants served	Percent served	Standard objective score		
140	144	102%	3		
2015-16 Results for the Persistence Objective					
Number of participants funded to serve	Number of participants served	Number persisted	Approved persistence objective	Actual persistence rate	Standard objective score
140	144	144	60%	100%	4
2015-16 Results for the Good Academic Standing (GAS) Objective					
Number of participants funded to serve	Number of participants served	Number in GAS	Approved GAS objective	Actual GAS Rate	Standard Objective Score
140	144	138	75%	96%	4
2015-16 Results for the Bachelor's Degree Attainment Objective					
Cohort Year	Number of participants in cohort	Number of participants attaining bachelor's degree	Approved bachelor's degree objective	Actual bachelor's degree attainment rate	Standard objective score
2010-11	58	18	46%	31%	0

Accelerated Learning Program

The first semester of accelerated composition and reading classes were very successful. Passing rates, defined as a student making a “C” or better, were consistent with the smaller pilot of spring 2015 (69.8%; 20/29) and significantly better than the 45-50% rates shown in past years.

However, when the increased scale is considered, the performance is excellent. Composition courses (ENG 101) finished with a passing rate of 66.5% (145/218) and reading (103) finished at 76.0% (73/96). The major reasons for failures in these classes were excessive absences (often as many as 20+) and the failure to complete assignments (consistently accomplishing less than 50% of assigned work, including papers, tests, and homework). Faculty members used all available means to communicate with students and were consistent in giving second chances to help first-time students adapt to the expectations of college. Academic Center for Excellence and Accelerated Program staff hosted Mid-Week Mastery sessions to provide extra support to students outside of class.

Final Grade Results

ENG 101	ENROLLMENT	PASSING	FAILING	PERCENTAGE PASSING
MID-TERM	214	134	80	62.6%
FINAL	218	145	73	66.5%

ENG 103	ENROLLMENT	PASSING	FAILING	PERCENTAGE PASSING
MID-TERM	96	63	33	65.6%
FINAL	96	73	23	76.0%

English Mid-Week Mastery Sessions

- 38 students attended the workshops
- 32 of the students were enrolled in both English 101 and English 103
- 80 total visits were made

MAT 171	ENROLLMENT	PASSING	FAILING	PERCENTAGE PASSING
MID-TERM	92	67	25	72.8%
FINAL	88	74	14	84%

ENG 101	ENROLLMENT	PASSING	FAILING	PERCENTAGE PASSING
FINAL FALL '15	218	145	73	66.5%
FINAL SPRING '16	74	44	30	59%
	*6 STUDENTS THAT WITHDREW ARE INCLUDED IN THE FAILING NUMBERS			
FINAL FALL '16	179	133	46	74%
	*7 STUDENTS THAT WITHDREW ARE INCLUDED IN THE FAILING NUMBERS			
MAT 176	ENROLLMENT	PASSING	FAILING	PERCENTAGE PASSING
MID-TERM	79	68	11	86.07%
FINAL	72	46	25	63.88%

MAT 172	ENROLLMENT	PASSING	FAILING	PERCENTAGE PASSING
MID-TERM	78	47	31	60.25%

Office of Non-Traditional Student Education (ONSE)

1. The ONSE hosted several events such as Non-Traditional Student Education Week and participated in collaborations with various on and off-campus entities that were key to nontraditional student education at KSU.
2. Director participated in the Project Graduate Initiative Council on Post-Secondary Education. KSU will be represented as the Council plans to execute a statewide campaign as a collective effort to increase visibility of the Project Graduate Initiative.

Usage Data and Statistics

Project Graduate • Inquires= 16 • Enrolled= 6 • Graduates= 2	Donovan Scholars • Inquires= 7 • Enrolled= 6
CLE • Inquires= 12 • Enrolled= 4	FRIENDS Center • Visits= 397 • Individual Students= 74

ONSE's Project Graduate program proved to be a success this semester for KSU's graduation rate.

The six students enrolled at KSU through the Project Graduate program this semester graduated with Bachelors of Arts Degrees.

Disability Services and Testing

There are 38 registered clients of the Office of Disability Services. The services provided allowed students to receive individualized accommodations in their classes. The students were also able to take exams with extended time and in a low distraction environment. Students were also provided note takers for their classes when necessary. Consultation services regarding connection with community agencies, study habits, and learning tips were provided on an ongoing, as-needed basis. This was done via email and followed up with individualized face to face meetings with all 38 qualified students. Many of these students were seen on a weekly or biweekly basis for follow-up consultation, proctoring, etc. The Director also communicated with each student who needed to register with the Office of Disability Services to make sure their needs were met.

Collaborations

The Office of Educational Support collaborated with Student Affairs to develop a unified retention model. The retreat was held on December 14, 2016, and there were 31 attendees representing Academic and Student Affairs. Per Goal 1 and Goal 2 of the KSU Strategic Plan, we are to improve the student life and engagement experience as well as the student advising and career development. The purpose of this retreat was to help everyone see the specific role they play in retention at KSU and how we can collaborate to enhance our roles and be more efficient. There was a lot of productive discussion and practical solutions presented, such as:

1. To reduce losing students due to financial issues, we would:
 - Host a Financial Literacy week to address all financial issues students may encounter.
 - Restructure UNV curriculum to deal with financial aid issues as they arise.
 - Improve all financial aid presentations during NSO (enhance the parent and student portion of NSO).
 - Include an activity/event during Welcome Week ensure all First-Year Students complete all financial aid steps so that the number of outstanding balances can be avoided.
2. In advocating for students, ensuring we:
 - Understand our students, so we will share reports among departments regarding student engagement.
 - Understand the climate we create for students. Are we approachable to first generation college students?
3. To improve student engagement, we will:
 - Utilize more peer to peer marketing.
 - Create video tutorials.

- Improve student incentives (Scholar Dollars) to make sure students are attending all campus events.

Upcoming for Spring 2017

Academic Enhancement Sessions – Spring 2017 (Proposed Schedule)

All sessions will be held in Student Support Services Classroom unless noted otherwise. Below are the proposed dates and departments to cover each of the academic enhancement sessions. No times have been listed to give room for departmental input upon approval. It would be ideal if all parties could agree on a consistent time for advertising purposes (i.e., Mondays at 5 p.m. and Wednesdays at 12:00 p.m.).

<p>January</p> <ul style="list-style-type: none"> • Understanding Your Course Syllabus: Keys to Success! 1/23 (AAC) 1/25 (AAC) • Identifying & Accessing Support Resources! 1/30 (FYE & SSS) 2/1 (FYE & SSS) • Effective Communication in College! 1/30 (LLC) 2/1 (LLC) <p>February</p> <ul style="list-style-type: none"> • Putting Your Best Pen Forward: Effective Note Taking! 2/6 (ACE) 2/8 (ACE) • Being Successful in Online Classes! 2/6 (AAC) 2/8 (AAC) • Discovering Your Learning Style with Style! 2/13 (ACE) 2/15 (ACE) • Winning the Procrastination Battle! 2/13 (LLC) 2/15 (LLC) • Study Skills Boot Camp! (Prep for Midterms) 2/20 (ACE) 2/22 (ACE) • Facing Your Fear of Math! 2/27 (ACE) 3/1 (ACE) 	<p>March</p> <ul style="list-style-type: none"> • What Does My Professor Want from Me?!? Faculty 411! 3/6 (Dr. Wheeler) 3/8 (Dr. Wheeler) • Active Reading: Strategies to Improve Course Learning! 3/6 (ACE) 3/8 (ACE) • Academic Advising: Your Pathway to Degree Completion! 3/20 (AAC) 3/22 (AAC) • Time & Stress Management! 3/27 (Dr. Clark) 3/29 (Dr. Clark) • The Balancing Act: Family & Academic Commitments! 3/27 (Ray Jordan) 3/29 (Ray Jordan) <p>April</p> <ul style="list-style-type: none"> • Academic Standing?!? Wait...What is That?!? 4/3 (AAC) 4/5 (AAC) • Test Taking Strategies & Test Anxiety! 4/10 (ACE) 4/12 (ACE)
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- New Student Orientation January 12-13, 2017

- No Boys Allowed and Man Up Freshmen Mentoring January 24, 2017
- Living Learning Community Lock In February 10, 2017
- Upward Bound Orientation February 11, 2017
- No Boys Allowed and Man Up Freshmen Mentoring February 21, 2017
- Can Do Carnival February 21, 2017
- Upward Bound Orientation February 25, 2017
- Upward Bound Orientation March 11, 2017
- Upward Bound Orientation March 25, 2017
- No Boys Allowed and Man Up Freshmen Mentoring March 21, 2017
- Living Learning Community Meeting March 28, 2017
- No Boys Allowed and Man Up Freshmen Mentoring April 18, 2017
- Living Learning Community End-of-Year Celebration April 28, 2017
- Upward Bound Orientation April 29, 2017
- Upward Bound Orientation May 2, 2017
- On This Day in Black History Seminar ONSE February 10, 2017
- Child Predators Seminar ONSE February 2017 (Date TBA)
- “Friend to FRIENDS Game Begins” ONSE March 20-May 1, 2017
- Alpha Sigma Lambda Induction Ceremony April 21, 2017

**Kentucky State University
Cohort Report January 2017**

Cohort Management:

Success Coach

The Academic Advising Center staff is now responsible for cohort management. Each cohort is assigned a success coach. A Success Coach is a professional advisor that will be responsible for monitoring the persistence, retention, and graduation rates for a cohort of students (first-time, full-time students). Through UNV 101, UNV 102, individual meetings, small groups, interventions, workshops, and seminars, Success Coaches will be responsible for ensuring that all cognitive, metacognitive, and social, financial, and academic affecting retention and success are factors addressed from freshman to senior year. Coaches will also ensure that all students are properly progressing in their career and professional school pathways. They are also responsible for re-enrollment campaigns for their cohorts in April-August and October-January.

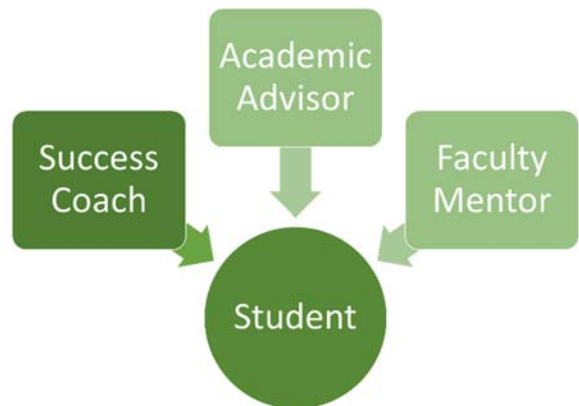


Figure 1 3:1 Advising Team Model

During Spring 2017, Success Coaches will regularly host cohort/class meetings with students to discuss:

1. Curriculum progression and registration information
2. Academic, personal, or social hurdles that may impede progression
3. Institutional issues or concerns students may have
4. Student success strategies related to academics, graduate school, and career

Cohort 2010 (August 1, 2016):

Original Student Cohort count: 519
Revised Student Cohort count: 476 (NA: 41)
Number of students with:

As of April 2016:

1-30 hours: 233 (150 students transferred)
31-60 hours: 87 (43 students transferred)
61-90 hours: 29 (7 students transferred)
91-120 hours: 9

As of November 2016:

1-30 hours: 228 (150 students transferred)
31-60 hours: 73 (43 students transferred)
61-90 hours: 32 (7 students transferred)
91-120 hours: 24

Number of students enrolled Fall 2016: 18

31-60: 1
61-90 hours: 5
91-120 hours: 12

4-yr Graduation Rate 5.3%
5-yr Graduation Rate 12.4%
6-yr Graduation Rate 20.6%

Cohort Status:

1. Students that earned 91+ hours not enrolled in the Spring 2016 semester were targeted with direct communications for completion for August 2016. 10 students responded to outreach communications and 5 of those students completed their degrees by August 2016. **If those 5 students would not have enrolled, our projected graduation rate would have been 19.5%.** Advisors worked to resolve balances, help students prepare for CLEP, and get transfer credits documented.
2. There were 18 students from the 2010 cohort that were enrolled in Fall 2016 and are being monitored by SSS and the Office of Non-traditional Student Education so that they can complete their degree.

Cohort 2011

Original Student Cohort count: 489
 Revised Student Cohort count: 464 (NA: 25)

(April 2016)

Number of students with:

1-30 hours: 273 (135 students transferred)
 31-60 hours: 56 (30 students transferred)
 61-90 hours: 17 (2 students transferred)
 91-120 hours: 15 (1 student transferred)

Number of students enrolled spring 2016: 46
 Graduates: 61 (13.14% as of Fall 2015)
 Graduates: 88 (18.9% as of Spring 2016)

(November 2016)

Number of students with:

1-30 hours: 239 (135 students transferred)
 31-60 hours: 57 (30 students transferred)
 61-90 hours: 20 (2 students transferred)
 91-120 hours: 21 (1 student transferred)

Number of students enrolled fall 2016: 21
 1-30 hours: 0
 31-60 hours: 0
 61-90 hours: 2
 91-120 hours: 19

Potential Graduation Rate with students enrolled Fall 2016: 22.8%

Cohort 2012 (6-Year Graduation Date: August 1, 2018)**(As of November 2016)**

Original Student Cohort count: 361
 Revised Student Cohort count: 332 (NA: 29)

1-30 hours: 206 (73 transferred)
 31-60 hours: 41 (24 transferred)
 61-90 hours: 27 (1 transferred)
 91-120 hours: 35

Number of students enrolled Fall 2016: 56
 Graduation Rate as of August 1, 2016: 4.8%
 Potential Graduation Rate with students enrolled Fall 2016: 21.6%
 Highest Possible Graduation Rate: 24%

Cohort Status:

Students who have at least 57 credit hours as of Fall 2016 can complete their degree by August 2018. There are currently 64 students that are on target for a 6-year graduation rate. The highest possible graduation rate with this number is 24%. Within the 64 possible graduates, 8 students were not enrolled in the Fall semester and are targeted to re-enroll in the Spring or Summer 2017 to complete their degree by 2018. Also, 8 of the 64 students completed their graduation requirements in Fall 2016. However, their degrees were not officially conferred at the time of this report and are not counted in the current graduate rate for this cohort.

Cohort 2013 (August 1, 2019):

Original Student Cohort count: 463
Revised Student Cohort count: 434 (29 non-attending)

1-30 hours: 203 (99 transferred)
31-60 hours: 53 (27 transferred)
61-90 hours: 75 (1 transferred)
91-120 hours: 55

Number of students enrolled Fall 2016: 127
Potential Graduation Rate with students enrolled Fall 2016: 28%
Highest Possible Graduation Rate: 34%

Cohort Status:

Students who have at least 33 hours as of Fall 2016 can complete their degree by August 2019. There were 124 students that were enrolled Fall 2016 that are on track to graduate within 6 years, with 15 students on track for a 4-year degree completion. There are 24 possible students that have not transferred, could re-enroll and graduate within two years. However, that number is reduced to 3 when eliminating students with GPAs under 2.0 and outstanding balances over \$6,000. There are 5 students who have completed their degrees, 1 in Spring 2016 and 4 in Fall 2016.

Cohort 2014 (August 1, 2020):

Original Student Cohort count: 280
Revised Student Cohort count: 278 (2 non-attending)

1-30 hours: 108 (56 transferred)
31-60 hours: 105 (27 transferred)
61-90 hours: 49 (13 transferred)
91-120 hours: 1

Number of students enrolled Fall 2016: 123
Potential Graduation Rate with students enrolled Fall 2016: 44%
Highest Possible Graduation Rate (enrolled plus not enrolled): 50%

Cohort Status:

All students with at least 15 credit hours can complete their degree by 2020. There are 79 students that have not transferred to other universities. However, if eliminating those students without a 2.0, there are 16 students (5 with balances over \$1,000) that can could re-enroll and successfully complete their degree.

Cohort 2015 (August 1, 2021):

Original Student Cohort count: 174

Currently enrolled in Fall: 103

1-30 hours: 59

31-60 hours: 43

61-90 hours: 1

Cohort 2016 (August 1, 2022)

Original Cohort Count: 161

Target Fall to Spring Retention = 85% or higher

85% = 137 Students Returning

90% = 145 Students Returning

Fall to Fall Retention Target

If 137 Students Enrolled in Spring

60% Retention = 83 Students

65% Retention = 90 Students

If 145 Students enroll in Spring

60% Retention = 87 Students

65% Retention = 95 Students

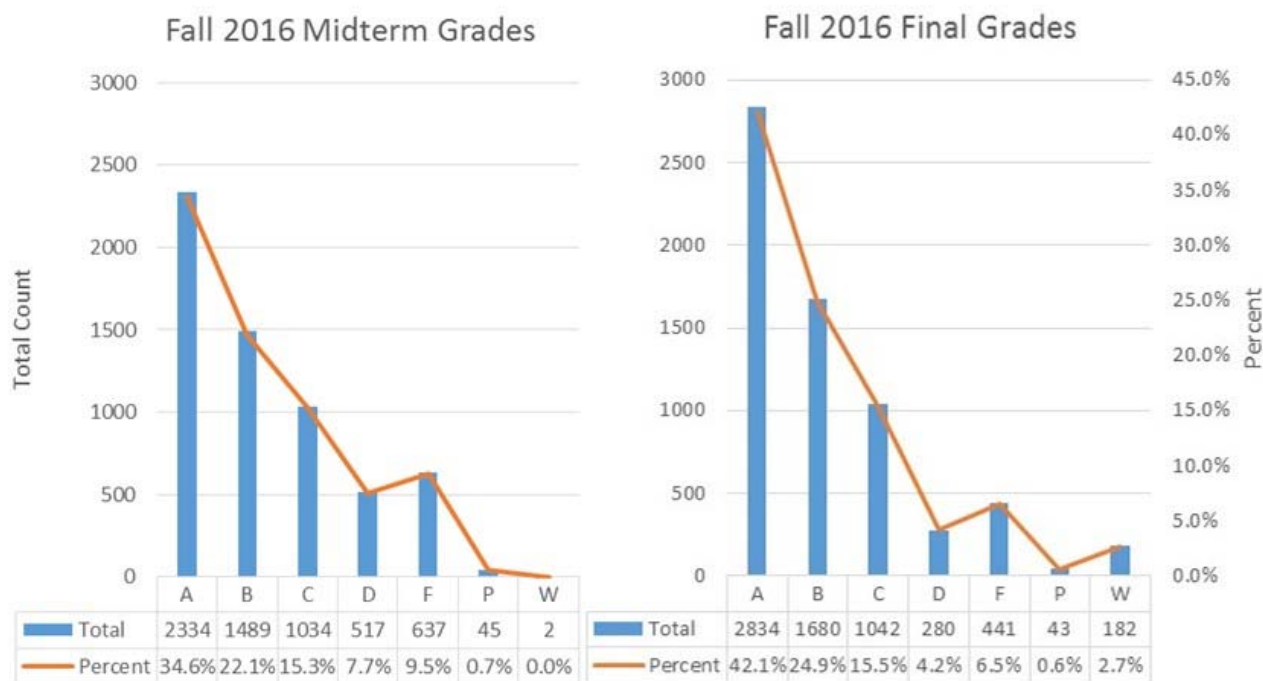
Fall 2016 Mid-term and Final Grades Overview

The Office of Institutional Research and Effectiveness (OIRE) has compiled the fall 2016 midterm and final grades. The methodology used was to run the list of students and courses on the census date, which is the last day for administrative course additions, and the grades were run on January 3, 2017. The DFW percentage is calculated as the total count of D, F, and W grades divided by the total count of all grades.

There were 1,736 students enrolled in fall 2016, with 407 courses in 529 different sections offered in that term. The overall percent of DFW midterm grades of all courses is 17.2% and the overall percent of DFW final grades of all courses decreased to 13.4%.

Considering A, B, C, and P's are satisfactory grades and D, F, and W's are failing grades, the overall final grades revealed that there were increases in the satisfactory grades from the midterm grades. There was a 7.5% increase in the total A's earned, 2.8% increase in B's, and 0.2% increase in C's. The failing grades on the other hand were decreased. The D's decreased by 3.5%, and a 3.0% decrease in F's. However, the P's decreased by 0.1% and W's increased by 2.7% which means that 2.7% of students withdrew from the midterm until final grading period. The overall satisfactory grades combined increased by 10.4% and the failing grades combined decreased by 3.8%.

Chart 1: Fall 2016 Midterm and Final Grades Percentages



Of those courses with 15 or more students enrolled, the following are the list of courses with the highest percentage of DFW grades:

Table 1: Fall 2016 courses with highest DFW midterm and final grades

Course	Number of students	Percent DFW mid grades
PHE 355	20	80.0%
ENG 216	16	56.3%
HIS 103	52	50.0%
CHE 301	20	50.0%
PHE 333	29	44.8%

Course	Number of students	Percent DFW final grades
IGS 300	57	43.9%
CHE 310	19	36.8%
MAT 176	88	35.2%
CHE 301	20	35.0%
CDF 203	21	33.3%

However, the comparison of the same courses from midterm to final shows that CHE 301 still remains among the highest percentages of DFW grades in both the midterm and final. CDF 203, CHE 310, IGS 300, and MAT 176's percentages of DFW grades increased from midterm to the final, while ENG 216, HIS 103, PHE 333, and PHE 355's decreased and are no longer in the list of the highest percentage of DFW grades.

Table 2: Fall 2016 comparison of the same courses from midterm to final

Course	Number of students	Percent DFW mid grades	Percent DFW final grades
CDF 203	21	0.0%	33.3%
CHE 301	20	50.0%	35.0%
CHE 310	19	15.8%	36.8%
ENG 216	16	56.3%	12.5%
HIS 103	52	50.0%	9.6%
IGS 300	57	38.6%	43.9%
MAT 176	88	28.4%	35.2%
PHE 333	29	44.8%	13.8%
PHE 355	20	80.0%	20.0%

The grades distribution by student classification shows that the percentage of satisfactory grades of all classifications increased from the midterm to final except for Master's students, and the percentage of failing grades of all classifications decreased except for the UG non degree and High School students.

Table 3: Grades distribution by student classification

Class	Midterm		Final	
	Satisfactory	Failing	Satisfactory	Failing
Freshman	65.7%	21.9%	76.0%	20.0%
Sophomore	71.6%	19.3%	82.5%	15.5%
Junior	73.2%	17.8%	85.0%	13.7%
Senior	78.2%	14.2%	91.1%	7.2%
UG Non Degree	82.4%	0%	82.4%	5.9%
High School	62.1%	12.5%	66.0%	12.8%
Master's	90.2%	6.4%	90.0%	4.9%
GR Non Degree	100%	0%	100%	0%
Doctoral	95.3%	0%	100%	0%
Total	72.7%	17.2%	83.1%	13.4%

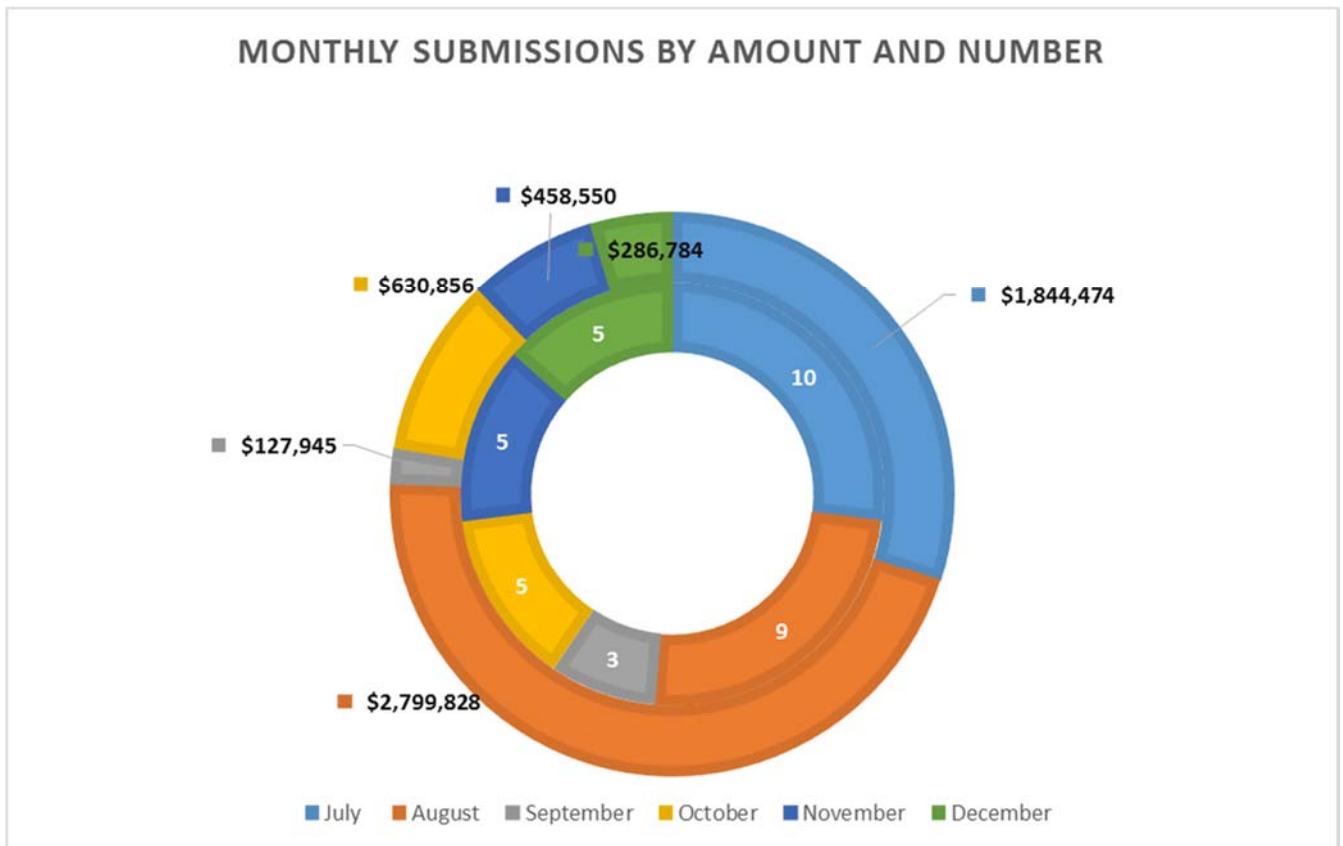
V. Office of Research, Grants, and Sponsored Programs

FY17-2ND QUARTER REPORT (JULY-DECEMBER)

Monthly Overview:

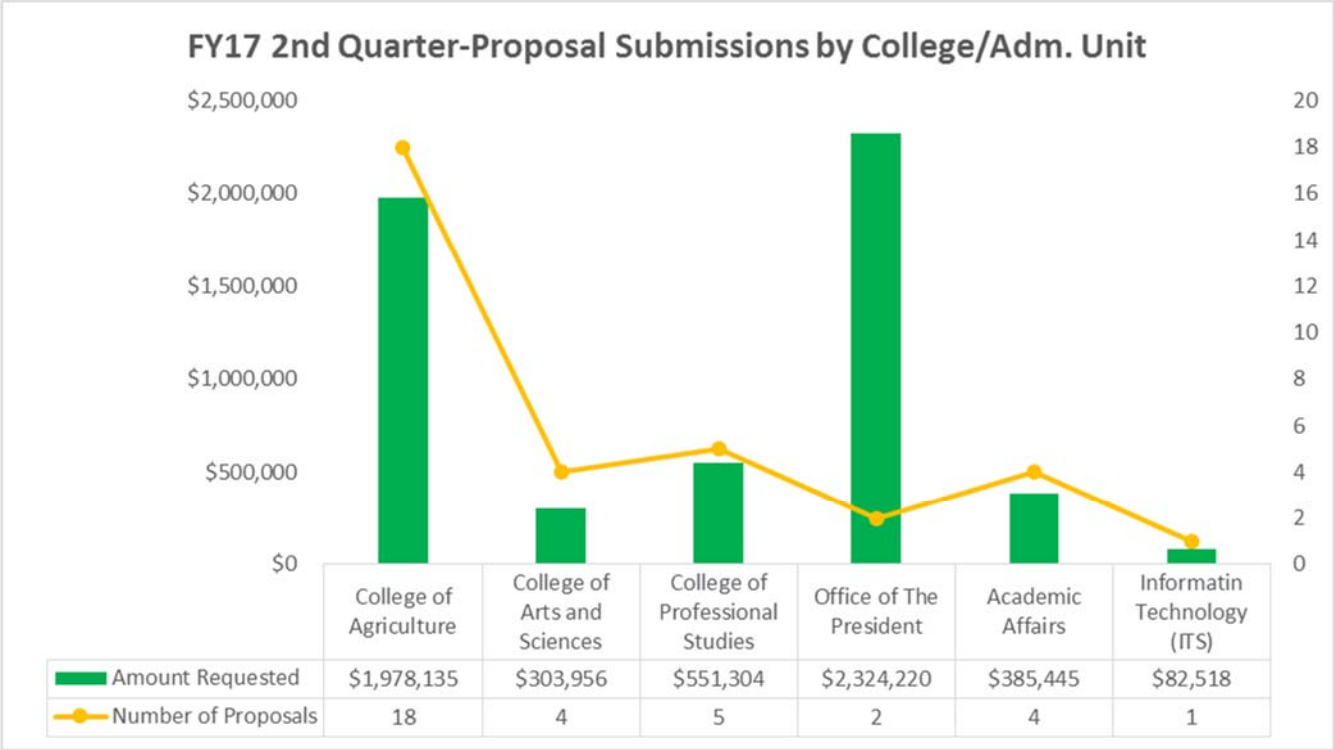
Proposals:

As of the 2nd quarter of FY17 a total of 37 proposals have been submitted, with a requested total budgeted amount of \$6,148,438. See attached listing of all proposals submitted for FY17.



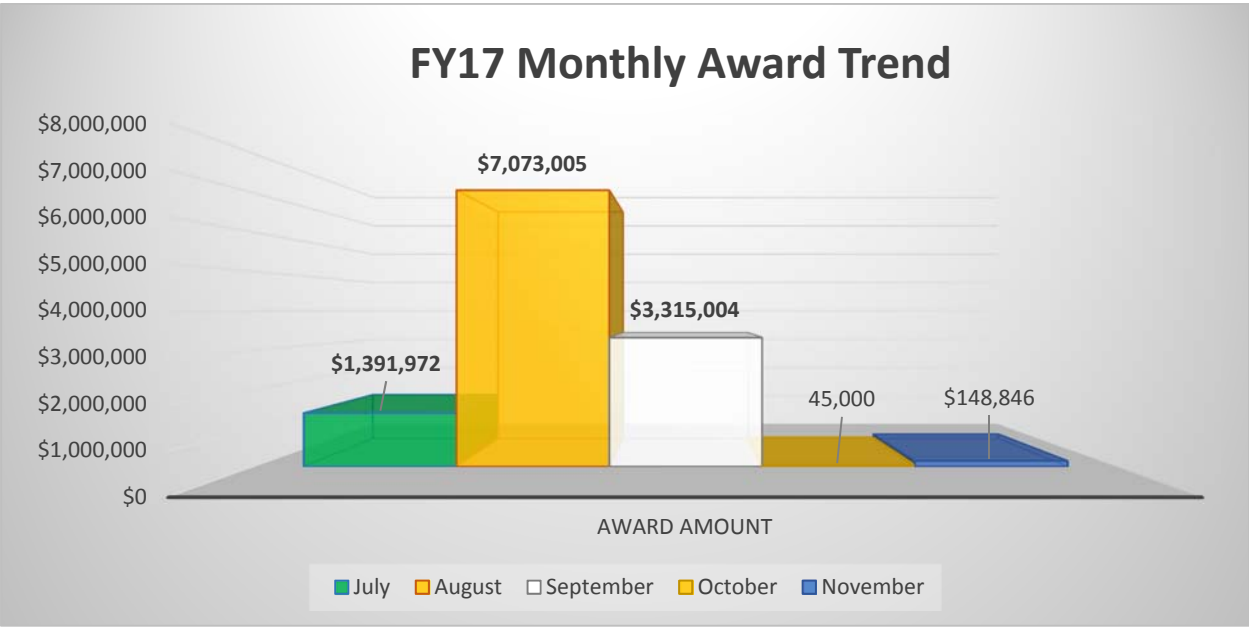
Quick Facts:

- Average amount requested for FY17, per proposal: \$183,176.
- Total Indirect Costs (IDC) requested: \$442,096 (avg. amount per proposal: \$15,789, based on 12 proposal submissions that allow IDC).
- 61% of proposals submitted were classified as “public service” and 31.5% classified as “research”.
- The US Dept. of Labor accounts for 40% of proposals submitted during the 1st quarter of FY17, followed by the US Dept. of Agriculture at 32%, the Dept. of Health and Human Services 6%, US Dept. of Education 5%, and the Commonwealth of Kentucky 4.5%.



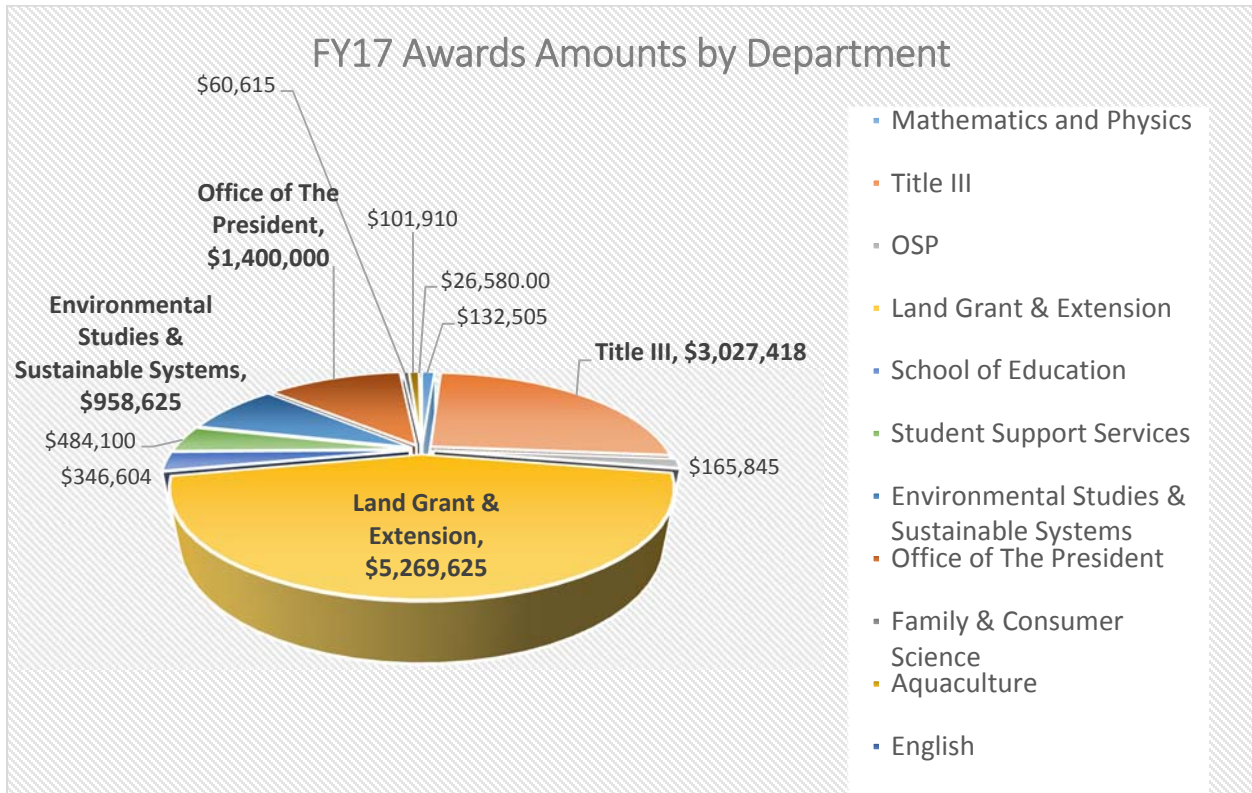
Awards:

Through the 2nd quarter of FY17, 31 new awards were received and activated through the OSP which total \$11,973,827. **See attached listing of all awards for FY17.**



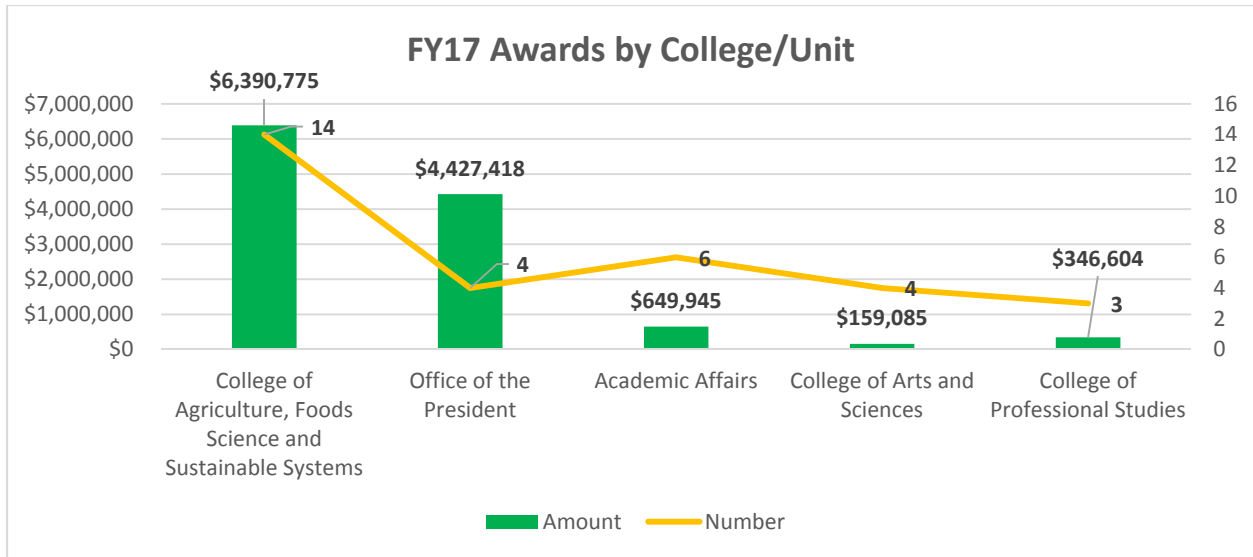
Quick Facts:

- Land Grant and Extension programs amount for 44% of all awards, followed by Title III at 26%, the Office of the President 12%, and Environmental Studies 8%.
- Total amount of Indirect Costs (IDC) awarded for FY17: \$279,574. Based on 11 of the 28 awards that allowed IDC, the average rate is 9%.



Quick Facts:

- US Dept. of Agriculture represented 52% (\$6M) of all awards, followed by the US Dept. of Education at 30% (\$3.5M), the Commonwealth of Kentucky 9% (\$1M), Private Foundations 4% (\$525K), and the US Dept. of Health and Human Services 3% (\$300K).
- Twenty-one faculty and staff are responsible for management of the 28 awards in FY17 to-date.



Kentucky State University
Office of Research, Grants, and Sponsored Programs
National Science Foundation-Higher Education Research and Development Survey
Summary

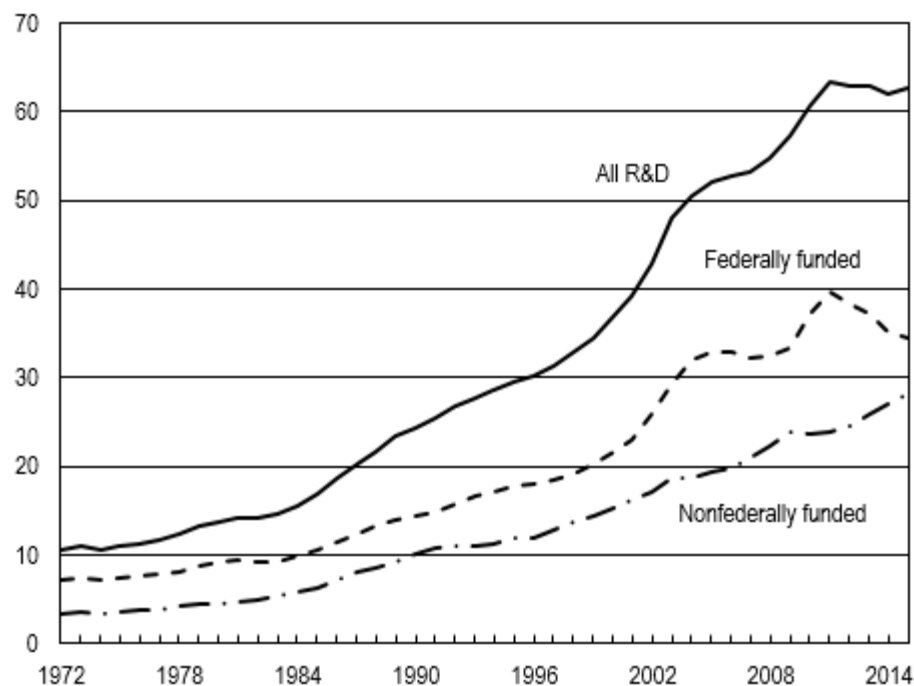
Executive Summary:

According to the National Science Foundation, nationally reports of federal funding for higher education indicates that “research and development funds declined by 1.7% between FY 2014 and FY 2015 and has fallen over 13% since its peak in FY 2011 (figure 1).¹ Kentucky State University however, has defied this trend and in the 2014 Higher Education Research and Development (HERD) Survey reported a KSU increase by eight (8) positions from the previous year position of 383. Currently ranked at 375, KSU also saw overall two percent increase in the amount of research expenditures reported. Among HBCUs KSU ranked 30th among 50 reporting institutions.

FIGURE 1. Higher education R&D expenditures, by source of funds: FYs 1972–2015

¹ Universities Report Fourth Straight Year of Declining Federal R&D Funding in FY 2015, Ronda Britt.

Billions of constant 2009 dollars



SOURCE: National Science Foundation, National Center for Science and Engineering Statistics, Higher Education Research and Development Survey.

What is the HERD Survey?

The Higher Education Research and Development (HERD) Survey, successor to the Survey of Research and Development Expenditures at Universities and Colleges, is the primary source of information on R&D expenditures at U.S. colleges and universities. The survey collects information on R&D expenditures by field of research and source of funds and also gathers information on types of research and expenses and headcounts of R&D personnel. The survey is an annual census of institutions that expended at least \$150,000 in separately budgeted R&D in the fiscal year.

Kentucky State University on the Rise!!!

When comparisons to key groups including institutions in the Commonwealth of Kentucky, 1890 Land Grant Institutions, Aspirational Institutions, and Historically Black Colleges and Universities, KSU in many instances outperformed and reported steady growth in research expenditures over the past five-years. Below are some facts/figures that provide an account of the aforementioned comparison groups.

KSU comparison to Institutions in the Commonwealth of Kentucky (Table 1):

- KSU is ranked 4th of the 8 schools reporting from the Commonwealth, reporting \$6,017,000 in expenditures
- One of only two schools who reported a positive percentage of increase from 2013 to 2014, (KSU 2%, NKU 13%)
- Over a 5-year period KSU has an average of 7% increase in research expenditures
- KSU is the only reporting institution in the Commonwealth that data indicates a positive percentage of change when comparing 2010 to 2014, calculated at 16%

KSU comparison with 1890 Land Grant Institutions (Table 2):

- KSU ranked 17th among 1890 Land Grant Institutions in 2013, however 2015 saw KSU climb to 15th
- Langston Univ. (73%) reported the highest % of increase from the previous year, while Arkansas Pine Bluff reported the highest percentage of decrease from 2013 at -52%

KSU comparison with Historically Black Colleges & Universities (Table 3):

- KSU ranked 30th out of the 49 Historical Black Colleges & Universities.
- KSU federal government funding totaled out to \$4,590,000, followed by state and local government at \$1,391,000. Business funding was at \$34,000 and non-profit organization at \$2,000.

Commonwealth of Kentucky:

Higher education R&D expenditures, ranked by FY2015 R&D expenditures: FYs 2010-15								
Rank	State Institutions of Kentucky	2010	2011	2012	2013	2014	2015	% of Change FY14-15
69	U. Kentucky	359,944	372,932	360,776	339,764	328,239	331,705	1%
107	U. Louisville	189,090	197,438	196,842	186,772	183,376	179,499	-2%
347	Western Kentucky U.	9,943	8,344	10,639	9,322	8,280	7,854	-5%
375	Kentucky State U.	4,912	4,562	6,859	5,605	5,694	6,017	6%
490	Murray State U.	3,396	3,718	3,345	2,192	2,080	2,371	14%
512	Northern Kentucky U.	2,316	2,397	2,201	1,810	2,052	2,026	-1%
524	Morehead State U.	2,145	2,018	2,174	2,631	1,892	1,838	-3%

1890 Land Grant Institutions:

Table 16. Higher education R&D expenditures, ranked by FY 2015 R&D expenditures: FYs 2010–15								% of Change FY14-15
Rank	Institution	2010	2011	2012	2013	2014	2015	
200	Florida A&M U.	53,474	53,326	52,263	51,149	46,367	46,522	0%
220	North Carolina A&T State U.	35,297	34,930	35,103	33,994	35,047	35,172	0%
230	Alabama A&M U.	30,497	30,238	29,979	29,720	29,461	29,202	-1%
242	Tuskegee U.	15,581	15,685	15,991	21,150	24,945	25,652	3%
263	Tennessee State U.	12,432	13,468	15,439	16,177	20,068	19,955	-1%
285	Delaware State U.	15,200	19,019	15,668	17,295	17,679	15,980	-10%
301	Prairie View A&M U.	12,565	15,243	14,552	13,198	12,292	13,123	7%
303	South Carolina State U.	7,167	10,037	12,909	12,809	12,709	12,607	-1%
322	U. Maryland, Eastern Shore	8,692	8,664	7,309	8,826	8,982	9,700	8%
330	Alcorn State U.	10,280	11,397	11,515	11,315	10,060	9,396	-7%
341	U. Arkansas, Pine Bluff	8,343	9,415	9,082	8,911	8,198	8,425	3%
342	Langston U.	4,492	5,206	5,326	4,932	8,512	8,126	-5%
348	Virginia State U.	7,466	8,562	10,296	9,535	8,374	7,808	-7%
356	West Virginia State U.	3,770	4,176	5,087	4,491	7,221	7,365	2%
375	Kentucky State U.	4,912	4,562	6,859	5,605	5,694	6,017	6%
395	Southern U. & A&M C., Baton Rouge	6,865	6,819	6,773	4,920	4,812	4,766	-1%
397	Southern U. & A&M C., Agricultural Research and Extension Center	ne	6,143	8,122	5,530	5,606	4,761	-15%
511	U. of the District of Columbia	5,012	4,422	4,030	3,073	2,361	2,043	-13%

Historically Black Colleges & Universities:

Table 27. Higher education R&D expenditures at historically black colleges and universities, ranked by all R&D expenditures, by source of funds: FY 2015

(Dollars in thousands)								
Rank	Institution	All R&D expenditures	Source of funds					
			Federal government	State and local government	Institution funds	Business	Nonprofit organizations	All other sources
	All HBCUs	548,364	424,516	32,024	73,873	4,280	6,447	7,224
1	Howard U.	47,322	38,820	1,318	4,839	1,018	1,287	40
2	Florida A&M U.	46,522	36,975	1,079	7,955	474	39	0
3	North Carolina Agricultural and Technical State U.	35,172	22,413	94	12,068	55	542	0
4	Morehouse School of Medicine	33,367	30,012	114	2,016	302	923	0
5	Alabama A&M U.	29,202	21,982	607	4,347	158	0	2,108
6	Tuskegee U.	25,652	14,166	2,898	5,358	429	194	2,607
7	Jackson State U.	23,908	19,656	1,313	2,011	0	898	30
8	U. of the Virgin Islands	20,630	19,456	254	0	0	0	920
9	Tennessee State U.	19,955	11,145	783	7,533	470	24	0
10	Delaware State U.	15,980	12,091	173	3,342	369	5	0
11	Hampton U.	14,895	14,735	148	12	0	0	0
12	Meharry Medical C.	13,998	13,068	0	391	5	534	0
13	Fayetteville State U.	13,746	9,243	596	3,643	163	101	0
14	Morgan State U.	13,577	12,805	553	NA	93	108	18
15	Prairie View A&M U.	13,123	7,994	2,938	1,957	7	60	167
16	South Carolina State U.	12,607	4,456	4,852	3,290	0	0	9
17	North Carolina Central U.	12,448	10,874	371	NA	158	781	264
18	Clark Atlanta U.	9,945	7,455	0	2,307	58	125	0
19	U. Maryland, Eastern Shore	9,700	9,284	174	0	5	5	232
20	Xavier U. Louisiana	9,588	7,735	817	792	0	244	0
21	Alcorn State U.	9,396	6,784	121	2,261	178	52	0
22	Dillard U.	9,387	8,853	37	345	0	91	61
23	Fisk U.	8,758	7,901	857	0	0	0	0
24	U. Arkansas, Pine Bluff	8,425	3,912	1,978	2,459	0	76	0
25	Langston U.	8,126	5,621	2,505	0	0	0	0
26	Virginia State U.	7,808	4,951	85	2,749	0	0	23
27	West Virginia State U.	7,365	5,562	1,438	193	0	0	172
28	Lincoln U., Jefferson City	6,296	5,492	804	0	0	0	0
29	Morehouse C.	6,180	5,944	236	0	0	0	0
30	Kentucky State U.	6,017	4,590	1,391	0	34	2	0
31	Norfolk State U.	5,348	5,104	11	0	0	26	207
32	Texas Southern U.	5,005	3,458	284	926	84	253	0
33	Southern U. and A&M C., Baton Rouge	4,766	3,258	92	1,359	57	0	0
34	Southern U. and A&M C., Agricultural Research and Extension Center	4,761	2,514	2,214	33	0	0	0
35	Fort Valley State U.	4,320	4,079	0	241	0	0	0
36	Tougaloo C.	2,689	2,689	0	0	0	0	0
37	Alabama State U.	2,303	2,303	0	0	0	0	0
38	Elizabeth City State U.	2,277	2,058	13	0	0	0	206
39	Wiley C.	2,176	1,894	270	0	0	12	0
40	U. of the District of Columbia	2,043	1,434	0	609	0	0	0
41	Grambling State U.	1,863	1,177	431	95	0	0	160
42	Savannah State U.	1,801	1,796	0	0	0	5	0
43	Spelman C.	1,524	1,035	0	416	73	0	0
44	Central State U.	1,508	1,508	0	0	0	0	0
45	Bowie State U.	1,497	1,497	0	0	0	0	0
46	Shaw U.	1,404	1,078	0	326	0	0	0
47	Benedict C.	1,373	1,373	0	0	0	0	0
48	Albany State U.	1,356	1,128	172	0	56	0	0
49	Clayton U.	1,255	1,158	3	0	34	60	0

VI. Strategic Plan Update—Office of Academic Affairs

Goal 2: Achieve Academic Excellence Across all Programs and Colleges, Increase Student General Education Skills, Degree Persistence, Career Readiness and Graduation Rates.

2.a. Launch the Assessment and Institutional Effectiveness Plan

The Assessment and Evaluation Plan has been updated and is being implemented. Policies are being reviewed and, in some cases, drafted, to ensure effectiveness in the Office of Academic Affairs. The document is being finalized for final approval. Academic Program Reviews comprise the first stage of the Academic Assessment and Evaluation Plan and are in process.

2.b. Develop and deploy a Quality Enhancement Plan.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires institutions to develop a Quality Enhancement Plan (QEP) with each decennial review. A key component of the reaffirmation of accreditation process, the QEP provides a three- to five-year plan of action to improve student knowledge, skills, attitudes, values, or behaviors. The requirements for the QEP are defined in the SACSCOC Principles of Accreditation: [Core Requirement 2.12](#) and [Comprehensive Standard 3.3.2](#). This information is also posted on the Kentucky State University website.

2.c. Launch an effective program review process

An Academic Program Review calendar and cycle has been developed. Those programs undergoing program review are submitting self-studies to the Office of the Academic Affairs for Assessment and Recommendations.

2.d. Review academic programs for sustainability

Academic programs are being reviewed for sustainability through the program review process. Disciplines with consistent low enrollment will be suspended or eliminated.

2.x. Develop a plan to promote opportunities for faculty, staff, and students to participate in significant and conscientious shared governance.

The Kentucky State University Faculty Senate remains engaged in the transformation of Kentucky State University through shared governance. The Faculty Senate is integrally involved with the University Committee Book and makes recommendations to the Vice President of Academic Affairs and the President.

2.bb. Design tactics to promote the teacher education program 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 and who contribute to the workforce needs of Kentucky.

2.cc Design processes to promote the Whitney Young Center for Global Leadership program.

The Whitney Young Center for Global Leadership is being reimagined as an honors program of excellence and relevance through curriculum redesign and programming. This also includes reestablishing membership in the National Association of African American Honors Programs (NAAAHP); students and faculty recently attended the 25th Anniversary conference in Nashville, Tennessee, hosted by Tennessee State University. The curriculum redesign seeks to recruit highly academically talented students to Kentucky State University and the Whitney Young Honors Program.

As part of the transformation, Whitney Young is also revitalizing Kentucky State University's Study Abroad program. Kentucky State University has reestablished its partnership with the Kentucky Institute for International Studies (KIIS) and have developed policies and protocols for students and faculty interested in study abroad opportunities.

2.hh. Launch the processes necessary to ensure an exemplary SACSCOC Reaffirmation Process

The SACSCOC Liaison, Dr. Deneia Thomas, is leading the SACSCOC Reaffirmation Process. Committees have been established to prepare for the SACSCOC Compliance Audit to be submitted in 2018. Kentucky State University is conducting an internal audit to assess its compliance of the SACSCOC Standards.

Language Initiatives

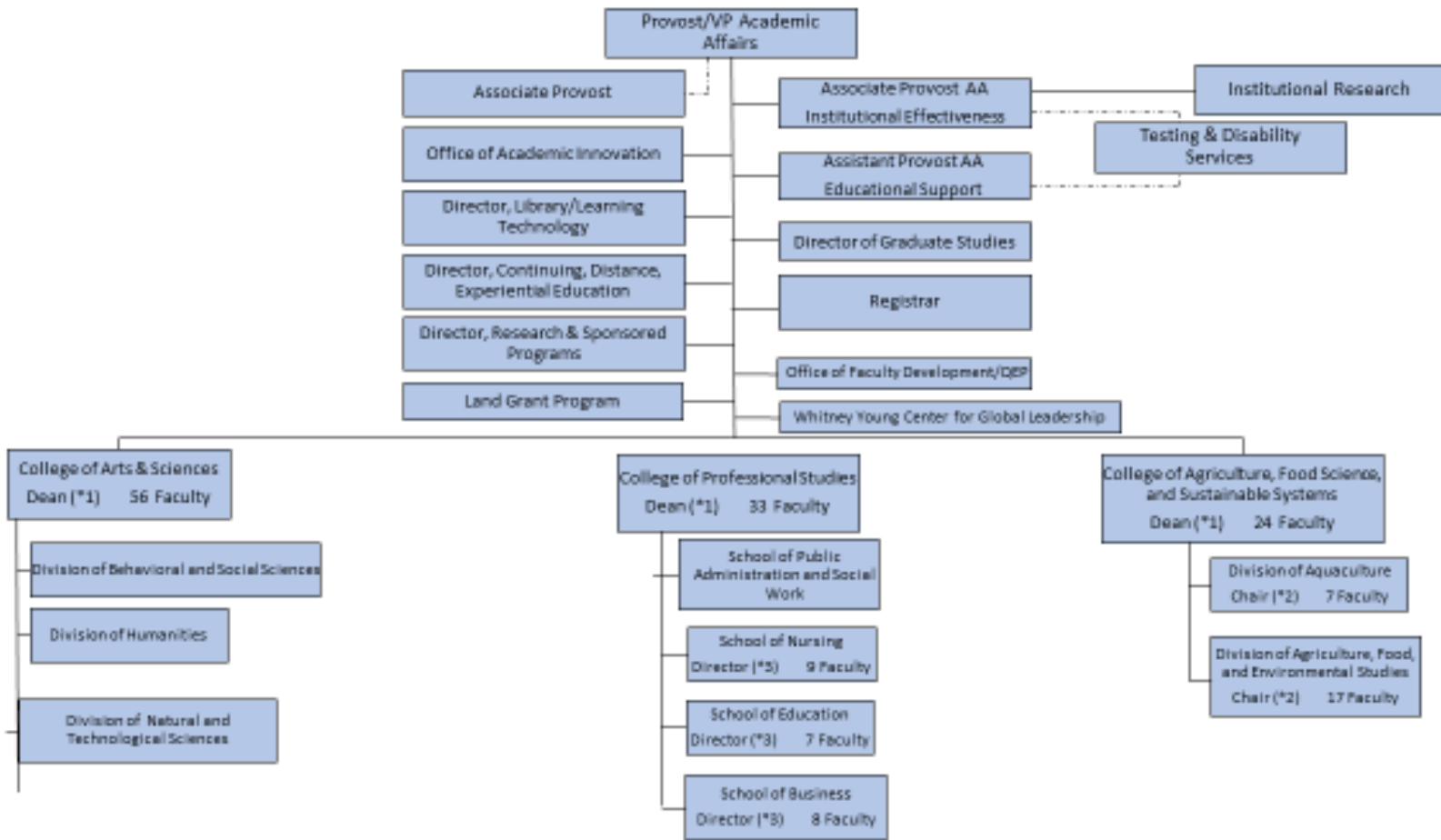
Kentucky State University has submitted applications to the Alliance for Language Learning and Education Exchange (ALLEX) Foundation's Teaching Associate Program. The ALLEX Teacher Training Consortium (Cornell University, Ohio State University, Portland State University, and Washington University in St. Louis) recruits, screens, and trains instructors in an intense, rigorous training program on language pedagogy. Fellows will also develop cultural programming. The host institution allows ALLEX Fellows to enroll in two courses toward a second bachelor's degree or a Master's degree as well as provide room and board. Kentucky State University has applied for language instructors in Chinese, Japanese, and Korean. Placement decisions will be made between February and March.

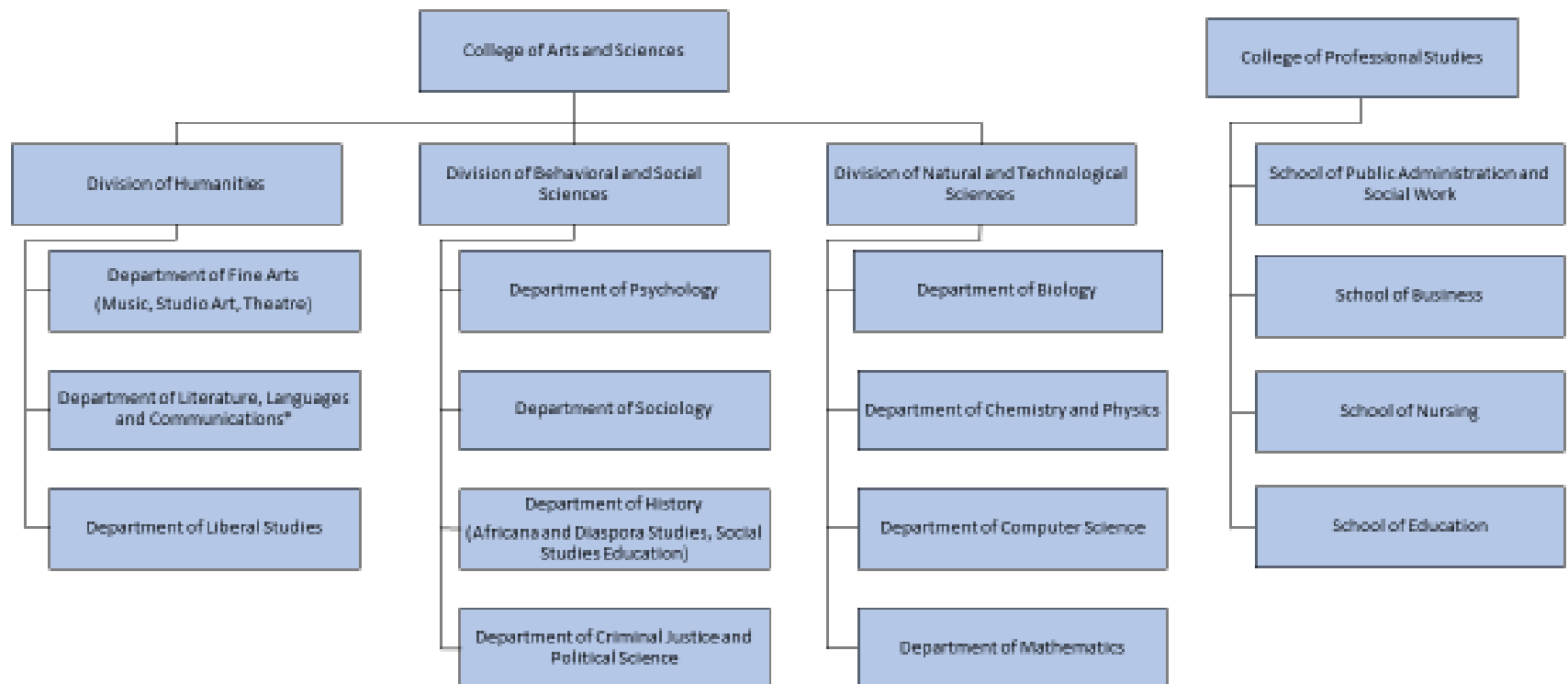
A Memorandum of Understanding is also being developed with Georgetown College to share a French professor for the Fall 2017-2018 academic year.

This will increase our foreign languages offerings from one (Spanish) to a possible five languages.

APPENDIX A

Office of Academic Affairs





* Reflects a name change. Growth of Mass Communications major may necessitate a separate department in 3-5 years.

APPENDIX B

Kentucky State University

Academic Affairs - Office of Educational Support

UNV 102 – Personal Development & Academic Exploration (1 Credit Hour)

PROFESSOR: Dr. Walter Malone

SEMESTER: Spring 2017

OFFICE: ASB 241 A

CLASS TIME: Thursdays at 12 noon

PHONE: 502-802-2239

CLASSROOM: ASB Auditorium

E-MAIL: walter.malone@kysu.edu

OFFICE HOURS: By Appointment

MISSION STATEMENTS:

The Objectives and Learning Outcomes of this course directly support the Mission of the University, College, and Division, available at the websites below:

www.kysu.edu/about

<http://kysu.edu/academics/academic-programs-wd/>

NOTICE TO STUDENTS WITH DISABILITIES:

Any student who requires an accommodation due to a documented disability may contact the Disability Resource Center (DRC) at (502) 597-5076, or visit Academic Services Building (ASB), Suite 241, to arrange for reasonable accommodations. The student is required to obtain verification from the DRC and deliver the signed DRC document to the instructor specifying the accommodations. The student is encouraged to complete this process at the beginning of the semester since an approval for accommodations is not retroactive. The accommodations become effective upon receipt of the DRC approval by the faculty member from the student. Additional information concerning the DRC and accommodations can be found at the following website:

<http://kysu.edu/administration-governance/finance-business/human-resources/disability-resources/>

COURSE DESCRIPTION – COURSE RATIONALE:

“This course is designed to help students make a smooth transition as they assume their roles and responsibilities as students at Kentucky State University. Emphasis will be placed on helping student improve their success strategies in order to adjust successfully to the University’s rigorous academic environment. The topic covered will include the wide variety of campus resources and services that are available to help student meet their academic, social, financial, and personal needs.” (KSU Catalogue).

COURSE OBJECTIVES:

The purpose of UNV 102 is to help first year students continue the transition to Kentucky State University, both academically and personally. This course aims to foster a sense of belonging, promote engagement in the curricular and co-curricular life of the university, and focus on personal development and academic exploration all while helping students develop and apply critical thinking skills, and continuing to clarify their purpose, meaning, and direction.

STUDENT LEARNING OBJECTIVES/OUTCOMES:**1. Foster Personal Wellness**

- a. Explain the impact of personal health and wellness on one's experience as a college student and describe methods to improve one's own health
- b. Creating a balanced life (Spiritually, Physically, and Emotionally)
- c. Stress Management (healthy stress and healthy relationships)

2. Academic Planning/Career Exploration

- a. Create an educational and career plan
- b. Explore how students interest, talents and educational abilities align with specific majors and careers
- c. Major decisions showcase

3. Conducting Research

- a. Understand the impact of technology
- b. Research methods and integrity (Plagiarism)
- c. Relating research to coursework
- d. Explore library resources

4. Leadership Development

- a. Facilitate students' exploration of multicultural perspectives
- b. Personality and leadership
- c. Identifying strengths and opportunities

5. Financial Literacy

- a. Budgeting and saving
- b. Credit cards, loans and debt
- c. Home basics and living expenses
- d. Insurance and auto

6. Foster Academic Success

- a. Challenge students toward attainment of academic excellence and persistence
- b. Critical Thinking
- c. Adjusting your academic perspective
- d. Creating an individualized study plan
- e. Utilization of campus resources

BLACKBOARD:

BlackBoard 9.0 (BB) is a course-management system that allows students to access class information, documents, and assignments 24 hours a day. By using BB, you can stay better organized, keep up with your assignments, and more easily meet your academic obligations. The course outline, requirements, policies, important documents, assignments, project directions, etc. are available on BB at any time day or night. Periodically, you may be required to complete online quizzes on BB outside of class hours; those quizzes will be graded instantly and the grades will be posted immediately in your personal ‘Grades’ section in the BB Gradebook.

UNV grades will be posted and updated regularly on BB, or in a manner determined by the instructor, so you as a student can check your progress at any time. Check the system daily because sometimes simple assignments will appear unannounced. In addition, the Blackboard 9.0 system enables your professor to periodically check to see (a) who logs on, (b) when they log on, and (c) what areas they look at, quizzes they take, etc. So, if you need to practice using BB, the directions are on the BB link on the KSU website. There is also a BB Tutorial on the BB link’s opening page that will show you step-by-step how to use the system. If you have trouble, quickly ask for help.

COURSE SPECIFIC REQUIREMENTS, EXPECTATIONS, POLICIES:

- 1. ATTENDANCE** - Attendance in class is recorded each day by the professor. Class attendance is important and the rules and guidelines governing class attendance are set by the instructor in agreement with KSU policy. The attendance policy for this course is the same as the University’s attendance policy as stated in the KSU Catalogue: if a student has more than three unexcused absences a professors will lower the final grade in the class one letter grade beginning with the fourth unexcused absence. In other words, you lose points when you miss class – and you lose out on a lot more than that. Quizzes often begin during the first few minutes of class, so if you’re late you will not have enough time to finish the quizzes.
- 2. OFFICIAL EXCUSED ABSENCES** – Read the University’s attendance policy in the KSU Catalogue. You must take verification/proof of an absence to the Office of the Vice President of Student Affairs (3rd floor Student Center). This is your responsibility. If an “excused absence” is granted, a staff member in that office will email the official excuse to all of your professors. However, it is up to your professor to decide whether or not you get to make up any work you missed during your absence. Good grades usually result from faithful attendance and hard work. Poor attendance almost ALWAYS results in a failing grade.
- 3. LATE ASSIGNMENTS** - If you are having trouble getting your work done on time, contact your professor immediately because all late assignments, quizzes, projects, etc. are usually penalized one letter grade for each day they’re late. Some professors may not accept late work at all. Your professor determines the penalty – but turning things in late will quickly ruin your grades. Late work is usually the result of poor time management,

so it is crucial that you learn to manage your time well so you can get your work done well and ON TIME.

4. **E-MAIL ACCOUNTS** – Your campus email account is **your ‘academic business address’** while you are a KSU student. You must get in the habit of using your campus email address as an important means of communicating with your professors - and for conducting your academic and financial business with professional staff. If you have trouble with your email, either go to the Computer Lab on the 2nd floor of the Student Center or to the Office of Information Technology (3rd floor ASB) to find out what’s wrong. Information about important university events, financial aid issues, check disbursements, midterm & final grades are sent to your campus email address - **not** to your personal email. Assignments submitted from your personal, off-campus address will **NOT** be accepted by most professors. **NOTE:** One of the easiest and least painful ways to establish an effective relationship with your professors is to email your questions to them.
5. **FINANCES & YOUR WIRED ACCOUNTS** – It is YOUR responsibility to keep up with your financial situation at the University – and it can get pretty confusing if you don’t pay attention. In UNV class you will learn how to navigate the WIRED link on the KSU homepage to view your financial aid/account summary information and make sure you are financially healthy. You can’t learn if you’re freaking out about money issues. If your password does not work or is disabled for some reason go to the One-Stop Shop in ASB to get it reset. You will find most of the important academic information on WIRED – including your course schedule, midterm grades and final grades.
6. **ACE** - KSU students who develop the habit of seeking help from the Instructional Counselors (ICs) and/or Student Tutors in the Academic Center for Excellence (ACE), which is located on the first floor of the student center, make better grades than students who do not. As a result, students who develop the habit of going to ACE for help each week during their freshman year progress toward graduation more steadily than students who wait until their sophomore year or later. **ASKING FOR HELP IS SMART.** . Early in the semester when students most need help adjusting to their classes there are many academic workshops offered – usually in the Student Center. The schedule of these workshops is posted regularly on the campus website.
7. **PERFORMANCE GUIDELINES** – On BlackBoard 9.0 in the ‘Course Documents’ section you will find a list of important behavioral expectations called **PERFORMANCE GUIDELINES**. Students who follow these guidelines usually have a very effective and enjoyable college experience. Look at the KSU Student Handbook for additional information about appropriate student behavior both in the classroom and on the KSU campus. For example, in the Handbook you will find the following:
“Students are expected to attend classes, ready to learn, and stay for the duration of class. Inappropriate behavior will not be tolerated” (KSU Student Handbook).

In addition, all faculty members have the authority to enforce the KSU Dress Code described in the Handbook, so check with your professors about their expectations.

8. **PERSONAL ISSUES** – All students have personal issues that often get in the way of their academic performance. First-year students in particular face many stressful challenges when they begin college because they are in an entirely new environment. So, the professional staff members in the Comprehensive Counseling Center (CCC) in the

Betty White Health Center will come to one of our first Tuesday Seminars and explain how they are available to help students adjust to the campus environment. You must learn to recognize when you need help and then to ask for it. The staff members in the CCC offer free confidential advice/support to students through private counseling sessions – and additional support through group workshops and other programs on campus.

- 9. CELL PHONES** – As a rule, your cell phone must be out of sight at all times during class and turned to “silent.” The use of cell phones, tablets and laptops is not allowed in class unless the instructor permits.

COURSE ASSIGNMENTS

Students will have a variety of papers/projects throughout the semester. These projects and activities are designed to help students gain the skills necessary to be a successful college student. These are subject to change and more details will be given in class or on Blackboard.

- 1. Syllabus Quiz** – There will be a syllabus quiz the first week of class. Make sure to familiarize yourself with your syllabus. This quiz will be due by **Sunday, January 22, 2017 at midnight.**
- 2. Critical Thinking Reflection Paper** – Students will read the selected article from Blackboard on becoming a critical thinker. After reading the article, each student will write a 2 page reflection summarizing the article, identifying their area(s) that needs improvement, and the most impactful thing they took from the reading. This assignment is due by **Sunday, January 29, 2017 at midnight.**
- 3. Library Research Project** – Students will attend an instructional workshop explaining the various research services of KSU’s Library. After this workshop, students will select groups of 2 or 3 persons, and create a one (1) minute IG video that illustrates what the students learned about conducting research. These videos should be creative, and to receive credit should have the Office of Educational Support tagged in the post. This assignment is due by **Sunday, February 19, 2017 at midnight.**
- 4. Faculty/Staff interview Reflection** – Using the interview questions provided and questions you create in class, you will interview 1 staff and 1 faculty member about their college experience and advice that they may have for you. You will then write a 2 page paper about who they are, what they said and if you think the experience was valuable. This assignment is due by **Sunday, February 26, 2017 at midnight.**
- 5. Leadership Assessment** – Students will be required to take a leadership assessment and will use the results to contribute towards their Leadership Analysis paper and presentation. This assignment should be completed by **Sunday, February 19, 2017.**

- 6. Leadership Analysis Paper/Presentation** – In assigned groups, students will choose and conduct a leader assessment of a public person (not a relative or friend). The public person is either historic or currently living. Students must have the person of their analysis approved by the instructor. Students evaluate their leader by analyzing the leader's behaviors using the Five Practices of Effective Leaders by Kouzes and Posner. Students must describe how their leader illustrated one leadership approach talked about during the ROTC Leadership Development day. The paper should be no more than 3 pages, and the presentation should be 5mins. Creatively find a way to incorporate each group members top leadership behavior into the presentation. Both the paper and presentations will be **due during Week 8 in lieu of a midterm exam.**
- 7. Letter to Self** – Students will write a 1 page (minimum) letter to themselves discussing their academic and life goals. There is room for creativity for this project and it will be discussed further in class. This assignment is due by **Sunday, April 9, 2017 at midnight.**
- 8. Monthly Budget Assignment** – Students will complete a monthly budget based on a given scenario, challenging the students to plan, prepare, and learn some needed life skills pertaining to their finances. This assignment is due by **Sunday, April 23, 2017.**
- 9. Campus Resource Project** – Students will be divided into groups and given a KSU campus resource to research, including conducting an interview with a staff member of that department. They will present their findings to the class in a 7 minute presentation using PowerPoint and create a hand out for the class. Additional instructions will be given in class. These presentations will be **due during Week 16 in lieu of a final exam.**
- 10. One on Ones** – Two times per semester you will be required to meet with your Success Coach, to talk about how your semester is going and the needs you may have in regards to college life. This is also so you become more comfortable talking with your instructors.
- 11. Registration Appointment** – In April, you will be required to meet with your Academic Advisor, to get registered for the Fall 2017 semester. This appointment will count towards your final grade.
- 12. One-Minute Paper/Participation** – Class attendance, participation, and in-class assignments are an important portion of the semester grade. At the beginning of each class meeting, students will have 1 minute paper prompt to write and turn in for participation points.
- 13. Convocation** – All UNV 102 classes are required to attend convocations throughout the semester. These will be held in either Bradford Hall Auditorium or the Little Theatre. It is the student's responsibility to swipe in at each convocation to ensure their attendance is recorded. At these Seminars you should behave in a respectful manner to show respect

for the speakers, your classmates, teachers, and yourself. Sit up, turn off your phone, put it away, remove your headgear, listen to the speaker, act interested, etc.

EVALUATION PROCEDURES:

The methods of instruction in this course include short lectures, class discussions and activities, group projects, and written assignments. The methods of evaluation in this course will include daily assignments, written and oral work, quizzes, a Library Research Assignment, and other assigned work deemed important by the instructor.

Attendance/Participation (5pts per One-Minute Paper)	75pts
Convocation	45pts
One on Ones	20pts
Registration Appointment	10pts
Syllabus Quiz	10pts
Critical Thinking Reflection Paper	25pts
Library Research Assignment	50pts
Faculty/Staff Interview Reflection	50pts
Leadership Assessment	10pts
Leadership Analysis Paper	50pts
Leadership Analysis Presentation	50pts
Letter to Self	25pts
Monthly Budget Assignment	10pts
Campus Resource Presentation	100pts
TOTAL POINTS	530pts

Grading Policy:

A = 100 – 90%

B = 89 – 80%

C = 79 – 70%

D = 69 – 60%

F = 59% or lower

**UNV 102
TUESDAY COURSE SCHEDULE
Spring 2017**

WEEK	DATE	TOPIC	ASSIGNMENT	DUE DATE
1	1/19/17	Critical Thinking & Expectations	Syllabus Quiz	1/22/17
			Article Reflection	1/29/17
2	1/26/17	Knowing Your Learning Style		
3	2/2/17	Self-Management	LPI Assessment	2/19/17
			Leader Analysis Presentations	3/9/17
4	2/9/17	College Research & Library Skills	Library Research Project	2/19/17
5	2/16/17	KSU Success: Faculty/Staff 411	Interview Reflection	2/26/17
6	2/23/17	Leadership Development		
7	3/2/17	Mid-Term Prep		
8	3/9/17	Leadership Analysis Presentations	Campus Resource Presentation	5/4/17
9	3/16/17	SPRING BREAK		
10	3/23/17	Academic Planning		
11	3/30/17	Group Project Session		
12	4/6/17	Diversity & Identity Development	Letter to Self	4/9/17
13	4/13/17	Financial Literacy	Monthly Budget Assignment	4/23/17
14	4/20/17	Bred Talk		
15	4/27/17	2 nd Year Prep		
16	5/4/17	Campus Resource Presentations		

EXTRA CREDIT: Each student has the opportunity to earn 2pts per convocation attended, if dressed in business casual attire. Check-in with your professor at the Convocation to receive bonus points for your professional attire.

Student Acknowledgment of Receipt of Course Information

My signature below indicates that I have received a course syllabus for the following course, _____, and I have been notified that the “Common Policies for all Courses at KSU” can be found throughout the University Catalogue at:

<http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/enrollmentManagement/Registrar/Kentucky+State+University+Catalogue.htm>

I agree to read these documents, and I agree to sign and deliver this copy of the “Student Acknowledgment” form within two (2) weeks of the start of the semester. I understand that the policies contained within these documents apply directly to me and to all students in the class. I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU as per Section 2.C. of the Student Handbook and Section XIX.G.1 of the University Catalogue.

Name (please print): _____

CWID: _____

Signature: _____

Date: _____

Contact information (please print):

Local Address: _____

Local Phone: _____

E-Mail: _____

[Or, the instructor may choose the electronic option:]

Student Acknowledgment of Receipt of Course Information

Read the syllabus and the “Common Policies for all Courses at KSU” found throughout the University Catalogue at:

<http://www.kysu.edu/about/divisions/studentAffairsAndEnrollment/enrollmentManagement/Registrar/Kentucky+State+University+Catalogue.htm>

Then, type **exactly** what is written below in Statements (1) and (2), and **deliver this statement as instructed**; make sure “**Student Acknowledgment of Receipt of Course Information**” is on the subject line. Adding your name and student ID at the end of the statement will stand as your signature. I also agree to deliver this copy of the “Student Acknowledgment” form within two (2) weeks of the start of the semester. I understand that the policies contained within these documents apply directly to me and to all students in the class. I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU as per Section 2.C. of the Student Handbook and Section XIX.G.1 of the University Catalogue.

1) This statement acknowledges that: (A) I have received the course syllabus for _____, and (B) I have read the "Common Policies for all Courses at KSU." I understand this statement will be printed and kept in my permanent file or be placed in my electronic Blackboard file for future reference.

2) I agree that I have read these documents before sending this email to my Instructor. I understand that the policies contained within these documents apply directly to me and to all students in the class. By sending this email I agree to abide by these policies, and recognize that not abiding by these policies could result in dismissal from this class and/or affect my standing as a student at KSU.

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Student Affairs Committee
January 19, 2017
3:45 p.m.
Carl M. Hill Student Center

MEETING INDEX

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KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Student Affairs Committee
January 19, 2017
3:45 p.m.

- | | | |
|-------------|-----------------------------|---|
| I. | CALL TO ORDER: | Regent Ekumene Lysonge, Chairperson |
| II. | ROLL CALL: | Francene Gilmer, Interim Vice President,
Student Affairs |
| III. | OPENING REMARKS: | Regent Lysonge |
| IV. | APPROVAL OF MINUTES: | Regent Lysonge |
| V. | EXECUTIVE SUMMARY: | Francene Gilmer |
| VI. | ADJOURNMENT: | Regent Lysonge |

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Student Affairs Committee
October 21, 2016
1:00 p.m. to 2:30 p.m.
Harold R. Benson Research and Demonstration Farm
Frankfort, Kentucky

MINUTES

Regent Karen Bearden called the Student Affairs Committee meeting of the Kentucky State University Board of Regents to order at 1:00 p.m. on October 21, 2016. Regent Bearden asked the Secretary to call roll:

Ekumene Lysonge	Not Present	Dalton Jantzen	Present
Mindy Barfield	Present	Ralph Williams	Present
Elaine Farris	Present		

A quorum was declared.

Approval of Minutes

Minutes of the July 21, 2016, meeting were approved. Motion was made by Regent Williams and seconded by Regent Barfield. Motion passed.

Student Affairs Update

Francene Gilmer, Interim Vice President for Student Affairs, gave a summary of the areas in Student Affairs. The Betty White Student Health Center has been relocated to the School of Nursing to promote total health and allow the School of Nursing students to become involved in a clinic setting. The Career and Professional Development Center is the new office for career services. The new location of the Career and Professional Development Center is 320 Hill Student Center. The Career Fair was held on September 29, 2016, and was well attended. Employers were impressed. Favorable remarks about student preparation and the location were made. Plans for the Spring Career Fair are underway.

A census update was given from the Office of Admissions. The September census indicates an increase from Fall 2015 to Fall 2016. First-time freshmen and graduates increased by 9.7%. The total enrollment is 1,736, which is an increase of 9.5% from Fall 2015. A discussion was held on admission criteria, dual credit students, and scholarships. Due to ITT and St. Catharine's College closings, seventy-five students were admitted as a result of focused recruiting efforts.

Financial Aid is currently working to improve customer service and financial aid processes. The FAFSA for the 2017-18 Academic Year was made available on October 1, 2016. A campaign to encourage students to complete it is underway.

The Career and Professional Development Center is installing a system by Symplicity and is scheduled to go live January 12, 2017. Symplicity will allow electronic storage of information for employers and students, post job and internship openings, create resume books for majors and career fields, assist with career fair registration, and allow notes to be recorded for student progress. An additional focus is engaging students and working with faculty to become involved in the student's career development plan. Career coaches will be hired to assist students in building and preparing for their future. The Center's new location will allow better access to students and visitors. Interview rooms, computer stations, and literature resources will be available.

Office of Residence and Student Life update. All staff and Resident Assistants in Chandler Hall have been relocated to Combs Hall because of mold. The mold in Chandler Hall can be remedied by removing ducts and providing a deep cleaning. Updating existing residence halls will be reviewed for immediate change. Discussions were held regarding a Facilities Master Plan for buildings and implementing periodic maintenance checks. The Facilities Master Plan will be available for the January meeting to review capital construction needs and advocate for the needs with Legislatures when they reconvene in 2017.

Adjournment

Motion for adjournment of the Student Affairs Committee meeting was made by Regent Barfield and seconded by Regent Farris. The meeting was adjourned at 2:25 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
January 19, 2017
Carl M. Hill Student Center
Frankfort, Kentucky

I. Office of Admissions

The following information highlights recent activity for the Office of Admissions. As of January 4, 2017, the total number of received applications for Fall 2017 is 2,073. 495 prospective students have been admitted and 269 have been denied admission. 1,298 applications are incomplete. Approximately 200 applicants have submitted complete applications with transcripts and/or test scores that are not recent. Decisions are pending for this group of applicants, as they are submitting updated transcripts and/or test scores.

The KSU Experience Open House on Saturday, October 29, 2016, was a success with 518 students attending.

Priority application deadline for all scholarships is February 15.

Action Item:

Proposed mandatory enrollment deposit of \$100.00 to be paid by a specified date.

Rationale:

At this time, the University does not require an enrollment deposit. The lack of deposit makes it difficult to accurately project enrollment and plan for the incoming class. Research indicates the majority of schools require some type of enrollment deposit or fee when committing to attend the university. Requiring this deposit will help with projections and confirm students' intent to enroll. The \$100.00 enrollment deposit will be applied to the student's tuition and fees once enrolled. If the student does not enroll, the student will forfeit the deposit.

II. Financial Aid Office

Processing

2016-2017 Awarding	Financial Aid Office (FAO) began awarding and sending out Award Letters April 22, 2016. The State FAFSA Filing priority deadline was April 15, 2016. Awarding for New Students for Fall 2017 will take place soon after the People Soft is implemented and live. The current estimated date is in March.
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Financial Aid Packaging	To date the FAO has packaged 2,946 students for some type of aid source. A slight increase in the number of students packaged for aid during Spring registration is expected. <i>*Please note this is not exclusive to Federal, State and Institutional aid. This includes State Employee discount recipients, KSU, and other institution employee waivers and Donovan Scholars.</i>
Processing	<ul style="list-style-type: none"> • The FOA continues on the weekly processing schedule of Importing and exporting FAFSA details, Loan and Pell data. Disbursements also occur on a weekly basis unless otherwise directed. • Awarding, Award Letters, and Missing Information Letters continue on a weekly basis as well.
Projects	<ul style="list-style-type: none"> • Ongoing projects are Verifications. To date the FAO has verified 394 students. • Clean-up. The FAO is in the process of evaluating all of our Federal Aid programs to ensure complete compliance with all State and Federal Regulations, including but not limited to returns.
Technology	The FAO is working with IT to obtain the needed updates to maintain functionality within the BANNER system. Because the new system will not go live until March 2017 (estimate), version 8.28 is needed. Version 8.26.1 is currently used.

Upcoming Activities

New FAFSA date	The 2017-18 FAFSA became available October 1, 2016 for students to complete. The FAO hosted, Financial Aid Nights every Tuesday in October from 4:30 to 6 pm. Our office remained open to assist student with FAFSA completion and any other FA need.
PeopleSoft	FA is continuing to work closely with our implementation team. We are up to date and on schedule with implementation.
Professional Development	<ul style="list-style-type: none"> • The two of the newest members to the FAO attended the FALL KASFSA conference. This is a professional Financial Aid Organization, of which each KSU FAO staff is a member. This organization provides trainings and keeps all members up to date on State and Federal Aid news. • Assistant Director Frank Kincaid will attend the Southern Association of Student Federal Aid Administrators conference in February. • Interoffice training is conducted on a weekly basis. Staff members are trained in their areas of specialization and Federal Aid regulations.

III. Career and Professional Development Center

The Career and Professional Development Center has been established and will be housed in Suite 320 of the Carl M. Hill Student Center. The redesign of the space to adequately accommodate the needs of students and employer activities is delayed until mid-May. The decision to delay will provide the eight weeks needed to properly prepare the space. The lack of personnel in facilities resulted in not attending to the suggested timelines and a six month delay. Installation of new carpet and paint will be completed by January 13. Ms. Elizabeth Marcum, the Recruiting Coordinator, and Ms. Francene Gilmer will initially occupy the suite to provide these student services. Students are currently being offered services in Suite 330 Carl M. Hill Student Center. Ms. Dionna McDonald has received thorough instruction for the Symplicity System and is training Ms. Marcum to utilize Symplicity to the extent possible until PeopleSoft is available.

The following activities will be planned for these time frames:

Kentucky State University CAREER AND PROFESSIONAL DEVELOPMENT CENTER Spring 2017
Week 1 - 2
January 16 - 27 Welcome back activities Students take career assessments Host resume writing, job search and interviewing sessions Advertise job openings, graduate school opportunities Students sign up to take the GRE, LSAT, MCAT Promote summer internships
Week 3 - 5
January 30 – February 17 Introduce Strengths Finder assessments Host Thurgood Marshall College Fund representatives to interview for the Fall 2017 Leadership Institute and provide workshops on interview preparation
Week 6 - 8
February 20 - March 10 Invited employers to conduct mock interviews Promote summer internships

Week 9
March 13 - 17 Spring Break
Week 10
March 20 - 24 Student Career Fair preparation workshops Final Career Fair preparation
Week 11
March 27 - 31 March 29 - Career Fair
Week 12 - 14
April 3 - 21 Career Fair follow-up with student and employers Conduct senior survey; collect resumes from seniors Celebration with students and employers
Week 15 - 16
April 24 - May 5 May 13 - Commencement Resume critique, job search, interviewing activities

IV. Office of Residence and Student Life

Residence Life Overview:

Event: The Office of Residence and Student Life Professional Training

Date: Sunday, January 8, 2017

Summary: The training sessions will consist of an overview of the University's and Student Affairs expectations, staff development, best practices, prepare for Resident Assistant trainings, end of the year reports, programming, campus labs, living learning communities, visitation policy, and incident reports.

Event: The Office of Residence and Student Life Resident Assistant Training

Dates: Monday, January 9, 2017 to Wednesday, January 11, 2017

Summary: The training sessions will consist of an overview of department's expectations, communication, crisis management, diversity and social justice, ethics and role modeling, leadership, teamwork, mental health, programming, roommates, and sustainability.

Event: 2017 Spring Move-In

Date: Wednesday, January 11, 2017

Summary: The residence halls will reopen for all new and returning students to move-in. Early arrivals (student athletes) checked in Tuesday, January 3, 2017.

Upcoming Student Life Events:

Event: Celebration of Dr. Martin Luther King, Jr. Candlelight Ceremony, Cheney Plaza

Date: Tuesday, January 17, 2017

Summary: Students will participate in a march on campus to honor Dr. Martin Luther King, Jr. Students will reflect on the 1964 March in Frankfort through song and poetry. There will be a brief presentation from Donald Lyons. Mr. Lyons will provide insight about his participation in the 1964 March on Frankfort. Students who attend the event should be able to:

1. Gain a better understanding of the 1964 March on Frankfort.
2. Gain an appreciation for equality.

Event: Tax Preparation Seminar

Date: Wednesday, January 18, 2017, 7:00 p.m.

Summary: The Office of Student Life will host a seminar that will focus on helping students prepare their own tax returns for financial gain. Students who attend event should be able to:

1. Prepare their own taxes for the maximum return.
2. Understand the importance of tracking and organizing financial documents throughout the calendar year.
3. Use their tax information to complete their FASFA.

Event: *Selma* Viewing Party, Student Center Ballroom

Date: Wednesday, January 18, 2017, 8:00 p.m.

Summary: The Office of Student Life will host a movie viewing of *Selma* in honor of Dr. Martin Luther King, Jr. Students who attend the event should be able to:

1. Gain a better understanding of the march in Selma.
2. Promote change focused on current national equality issues.

Event: Martin Luther King, Jr. Celebration Service Project, Student Center Game Room

Date: Friday, January 20, 2017

Summary: The Office of Residence and Student Life along with various student organizations will host a community service event for members of the Frankfort King Center. Participants aged 7-11 years old will create dream journals. Participant aged 12-17 will create dream boards (vision boards). Students who attend the event should be able to:

1. Understand the role Dr. King played when advocating for human rights.
2. Gain an understanding of servant leadership.

Event: Martin Luther King, Jr. Banquet, Student Center Ballroom

Date: Saturday, January 21, 2017

Summary: The Office of Student Life will host a banquet to celebrate the memory of Dr. Martin Luther King. The banquet will feature an oratorical performance, "The Heart of a King," a one man show about the life of Dr. Martin Luther King. Students who attend the event should be able to:

1. Gain a better understanding of Dr. King's life story.

Event: Jonathan Blanchard, Bradford Hall Auditorium

Date: Thursday, February 9, 2017

Summary: Bass vocalist Jonathan Blanchard will perform a funky blend of soul, jazz, funk, and spirituals.

Event: Hand Drumming Workshop, Student Center Ballroom

Date: Tuesday, February 7, 2017

Summary: Students will engage in a workshop that will instruct them on the techniques of West African Hand Drumming. Students will also engage in a lecture focused on the history of hand drumming in West Africa. Students who attend the event should be able to:

1. Have a better understanding of West African music.
2. Learn more about the history of Africa.
3. Identify techniques for hand drumming.

Event: Linkin' Bridge, Bradford Hall Auditorium

Date: Tuesday, February 21, 2017

Summary: America's Got Talent finalist will perform.

Event: Dr. William "Bill" Turner

Date: Tuesday, February 28, 2017

Event: Spring Convocation, Frankfort Convention Center

Date: Saturday, May 13, 2017

Spring 2017 Convocation Schedule:

Thursday, January 19, 2017

State of the University Address

Speaker: Interim President Dr. Aaron Thompson

Thursday, February 2, 2017

Black History Series

Speaker: Judge Olu Stevens

Judge Olu A. Stevens is a Circuit Judge for the 30th Judicial Circuit, 6th Division in Louisville, Jefferson County, Kentucky. Judge Stevens has received international attention due to a series of incidents which took place in his courtroom in 2015 and early 2016.

Thursday, February 16, 2017

Black History Series/Men's Conference Convocation

Speaker: Amir Windom

Grammy Award winning record executive Amir Windom has assisted in developing/managing careers of some of today's biggest stars such as the band "fun," Pharrell, T.I., Bruno Mars, Lupe Fiasco, Madonna, B.o.B, Trey Songz, and Kanye West to name a few. Thus far, Amir has worked on numerous Grammy Award winning albums, songs, and soundtracks that have sold millions globally.

Thursday, February 23, 2017

Black History Series

Speaker: Dr. Ricky L. Jones

Dr. Ricky L. Jones currently serves as the Chair of the Pan-African Studies Department at the University of Louisville. His research interests are African American politics and leadership; African American nationalism; and violence and resistance. He has served as a local, national, and international political analyst.

Thursday, April 6, 2017

Honors Convocation

Speaker: TBA (Pending Academic Affairs)

Thursday, April 13, 2017

Women's Conference Convocation

Speaker: Lecia J. Rives, J.D.

Lecia J. Rives is an electrifying, spell-binding motivational speaker, author and comedienne who leaves her audiences screaming for more. Her dynamic delivery coupled with her enchanting charisma enables her to convey messages of hope, opportunity, and self-empowerment.

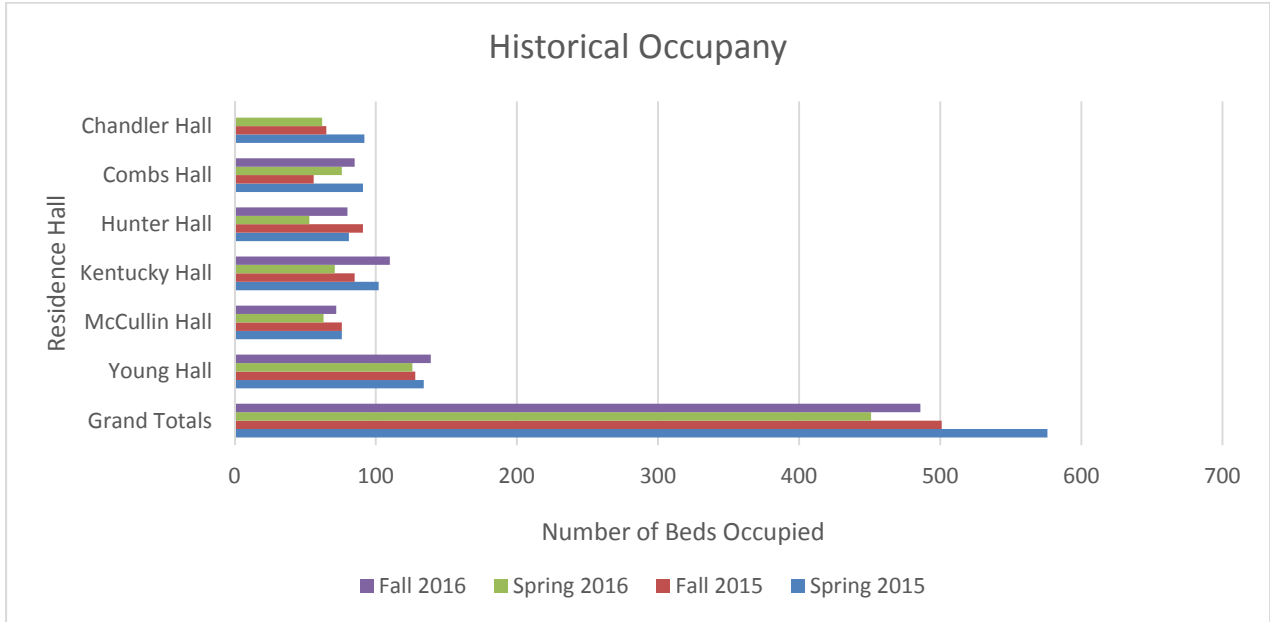
Thursday, April 20, 2017

National Poetry Month

Speaker: Devine Carama, Power of Words

Devine Carama is a lyrical driven and conscious hip hop artist and social activist from Lexington, KY. He has worked with and opened up for acts such as Nappy Roots, LL Cool J, Allen Poe, J. Cole, and Little Brother. His music has been covered in The Source, Vibe, and Complex Magazine.

V. Housing Report



Bed Spaces Occupied Per Residence Hall

Residence Hall	Spring 2015	Fall 2015	Spring 2016	Fall 2016
Chandler	92	65	62	0
Combs	91	56	76	85
Hunter	81	91	53	80
Kentucky	102	85	71	110
McCullin	76	76	63	72
Young	134	128	126	139
Grand Total	576	501	451	486

Final Fall 2016 Housing Occupancy Information

(As of January 5, 2017)

Housing Occupancy for Fall 2016			
Residence Hall	Total # of Students	Females	Males
Chandler Hall	0	0	0
Combs Hall	85	85	0
Hunter Hall	80	21	59
Kentucky Hall	110	110	0
McCullin Hall	72	0	72
Young Hall	139	44	95
TOTALS	486	260	226

Total Bed Spaces for Fall 2016			
Residence Hall	Total # of Beds	Females	Males
Chandler Hall	114*	114*	0
Combs Hall	106	106	0
Hunter Hall	102	34	68
Kentucky Hall	136	136	0
McCullin Hall	97	0	97
Young Hall	150	48	102
TOTALS	705	438	267

**Bed spaces were taken offline due to mold issues*

NOTE: The Halls residence hall is currently offline and excluded from the total bed capacity.

Comprehensive Data for Final Fall 2016 Occupancy			
Residence Hall	Capacity	Occupancy	Occupancy %
Chandler Hall	114	0	0%
Combs Hall	106	85 (all females)	80.2%
Hunter Hall	102	80 (21 females and 59 males)	78.4%
Kentucky Hall	136	110 (all females)	80.9%
McCullin Hall	97	72 (all males)	74.2%
Young Hall	150	139 (44 females and 95 males)	92.7%
TOTAL	705	486 (260 females and 226 males)	68.9%

Spring 2017 Residence Hall Application Submission Information

(As of January 5, 2017)

Type of Student	Complete (paid application fee)	Incomplete (no payment received)	Total Application Submissions
New	3	6	9
Transfer	2	0	2
Continuing	1	3	4
TOTALS	6	9	15

Proposal for Revisions to Fall 2017 – Spring 2018 On-Campus Housing Fees and Assignment Process

***Denotes Action Item**

	Fall 2016 - Spring 2017	Proposed Changes for Fall 2017 - Spring 2018	Rationale
Housing Application Fee			
<i>*New Students</i>	\$310 (only a portion of the fee is noted as non-refundable per the 2016 - 2017 Tuition Fee Schedule approved by the Board of Regents)	\$310 (designate the entire \$310 as non-refundable on the tuition & fee schedule)	The housing application is deemed non-refundable; however, not all of the fees are noted as non-refundable on the tuition and fee schedule.
<i>*Continuing Students</i>	\$60 by May 13th deadline for discounted rate; After May 13th, continuing students are deemed a new student and required to pay \$310	\$100 by May 5th deadline for discounted rate. After May 5th deadline, continuing students are deemed a new student and required to pay \$310. (NOTE: The discounted rate will be offered April 2, 2017 – May 5, 2017.)	\$60 only covers the third-party personal property insurance; it includes very little funds to handle an insurance rate increase and there are no funds for annual residence hall needs.
Housing Application Available/Accepted			
<i>New Students</i>	Start accepting applications in March 2016	Start accepting applications in March 2017	Materials and information (including move-in days and procedures) need to be determined for publication, and Residence (new online housing system) needs to be implemented.
<i>Continuing Students</i>	Start accepting applications in March 2016	Start accepting applications in April 2017 during Summer 2017 and Fall 2017 registration period; student must be registered for Fall 2017 classes prior to applying for on-campus housing.	Minimizes the number of students, without registered Fall 2017 classes, who will incur housing charges and are included in reported housing numbers.

	Fall 2016 - Spring 2017	Proposed Changes for Fall 2017 - Spring 2018	Rationale
Housing Deadline			
<i>New & Continuing Students</i>	June 30th priority deadline; Residence Life will accept applications until on-campus housing is at full capacity	<u>New Student</u> - June 30th priority deadline <u>Continuing Student</u> - May 31st priority deadline; Residence Life will accept applications until on-campus housing is at full capacity	A deadline will assist with forecasting housing needs for upcoming semester.
Housing Assignments			
<i>New & Continuing Students</i>	Housing assignments were made per the ranked order of residence halls to occupy by gender and classification, and then requested room type: 1) Kentucky (continuing female students only), 2) Young (co-ed including W.M. Young Honors Scholars and STEM Scholars), 3) Chandler Hall (new freshmen and transfer females only), 4) McCullin (new freshmen and transfer males only), 5) Hunter (co-ed with new, transfer, and continuing students), 6) Combs (overflow for male students)	Residence Life to assign housing assignments per the ranked order of residence halls to occupy by gender and classification, then requested room type: 1) Kentucky (continuing and new transfer females only), 2) Young (co-ed with 3.0 GPA; including continuing students, new transfer students, W.M. Young Honors Scholars, and STEM Scholars only), 3) Combs (continuing and transfer males only), 4) Chandler Hall (new freshmen females only), 5) Hunter (new freshmen males only), 6) McCullin (to be determined in August based on the spaces needed)	<p>The ranked order of residence halls assists with increasing the occupancy rate of each residence hall.</p> <p>In addition, Young Hall having a 3.0 GPA requirement and continuing to house scholars will give more structure and support to academic achievements in the residence halls.</p> <p>Lastly, there is a large revenue loss and gap in students' development levels identified when a suite-style building is used to accommodate new students only.</p>

	Fall 2016 - Spring 2017	Proposed Changes for Fall 2017 - Spring 2018	Rationale
Housing Assignment Notifications Sent			
<i>New Students</i>	Via e-mail and on-site (upon receipt)	Via Residence Online Housing Portal	New electronic housing system (Residence)
<i>Continuing Students</i>	Via e-mail and on-site (upon receipt)	Via Residence Online Housing Portal	New electronic housing system (Residence)
Exemptions			
<i>New & Continuing Students</i>	Exemptions must be submitted and met before the first day of classes.	Exemptions must be submitted and met before the first day of classes, and before a two-semester residence hall contract is submitted.	Officially publicized to educate students and parents of process prior to signing a two-semester housing contract.
<i>*Audit of freshmen and sophomores not residing on-campus</i>	None	Conduct an audit of all students who are registered for classes and required to reside on campus (on Monday, July 24, 2017 for Fall 2017 and Monday, January 8, 2018 for Spring 2018). Students who are in this category and have not completed the housing application process or submitted an Off-Campus Appeal Form will be automatically billed a non-compliance fee of \$1,600** for every semester they are not in compliance (fee and date notice will be communicated during housing application process).	A complete process (including a penalty) is needed to ensure students are adhering to the University's on-campus housing residency policy. Students disregard the policy because there is not a penalty to enforce it. The lack of penalty contributes to decreased housing occupancy and department/University revenue. **NOTE: \$1,600 is approximately half of the lowest room and board charge per semester.

	Fall 2016 - Spring 2017	Proposed Changes for Fall 2017 - Spring 2018	Rationale
Exemptions (continued)			
<i>Living with Parents' Validation</i>	Student submits a signed Living with Legal Guardian/Parent Form accompanied by an Off-Campus Appeal Form and copy of legal guardian/parent's current driver's license/government issued photo ID.	Student submits a signed Living with Legal Guardian/Parent Form accompanied by an Off-Campus Appeal Form and copy of legal guardian/parent's current driver's license/government issued photo ID.	No change; evidence has shown students and parents will submit falsified documents to be exempt from policy in order to avoid room and board charges.
Cancellations			
<i>*New & Continuing Students</i>	Cancel by July 1st (for Fall 2016)	<u>New Students</u> Cancellation Deadline (without fee) - June 30th; afterwards \$100 fee. <u>Continuing Students</u> Cancellation Deadline (without fee) - May 31st; afterwards \$100 fee	It will decrease the number of students who do not give proper notice by the designated deadline; thus, increasing the projected number of bed spaces needed.
Residence Hall Contract Release Fee			
<i>*New & Continuing Students</i>	None	\$975 (approximately one fourth of the total room and board charges for the lowest room rate and board rate)	For various reasons, students request two-semester residence hall contract releases. If a request is granted, the student should pay a fee to assist with the revenue loss.

	Fall 2016 - Spring 2017	Proposed Changes for Fall 2017 - Spring 2018	Rationale
First Date to Permit Early Arrivals Move-in			
<i>New & Continuing Students</i>	Sunday, August 7, 2016 @ noon	Monday, August 7, 2017 @ 9:00AM	The structured date and time helps Residence Life and other departments to have enough time to properly plan for residence hall repairs, student development needs, etc.
Move-in Days and Times			
<i>New Students</i>	Saturday	Saturday, August 12, 2017 from 9:00am - 4:00pm	This date and time gives everyone a structured time to handle all University business matters; it will eliminate the check-in issues that cannot be resolved without other departments.
<i>Continuing Students</i>	Wednesday	Wednesday, August 16, 2017 9am - 5pm; Thursday, August 17, 2017 9am - 5pm; Friday, August 18, 2017 9am - 5pm; Saturday, August 19, 2017 10am - 5pm	The official and enforced check-in days and times will give everyone a structured time to handle all University business matters, and the structured timeframe will eliminate the check-in issues that cannot be resolved without other departments.

VI. Student Conduct

As of January 5, 2017, there are a total of 39 conduct cases. From October 20, 2016, through January 5, 2017, there were four zero tolerance cases, one Title IX case, five suspensions, and one expulsion.

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Business Affairs Committee
January 19, 2017- 10:15 a.m. (Session 1)
1:00 p.m. (Session 2)
Carl M. Hill Student Center Ballroom, 4th Floor
Frankfort, Kentucky

MEETING INDEX

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KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Business Affairs Committee
January 19, 2017
Carl M. Hill Student Center Ballroom, 4th Floor
Frankfort, Kentucky

AGENDA

- | | | |
|--------------|---|---|
| I. | Call to Order | Regent Karen Bearden,
Acting Chairperson |
| II. | Roll Call | Gregory Rush, Vice President of
Business Affairs |
| III. | Opening Remarks | Regent Bearden |
| IV. | Approval of Minutes | Regent Bearden |
| V. | Business Affairs Report | Gregory Rush |
| VI. | Human Resources Report | Gregory Rush |
| VII. | Other Informational Items | Gregory Rush |
| VIII. | Approve Human Resources Handbook | Gregory Rush |
| IX. | Discussion | Gregory Rush |
| X. | Adjournment | Regent Bearden |

Agenda Item Background

To:	Board of Regents Business Affairs Committee	Date: January 19, 2017
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	October 20, 2016 Committee Minutes	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The minutes of the Business Affairs Committee meeting for October 20, 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 October 20, 2016 meeting.

Approval

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	January 19, 2017
Effective	January 29, 2017

Date: _____

**KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Business Affairs Committee
10:30 a.m.-Thursday, October 20, 2016
Harold R. Benson Research and Demonstration Farm**

MINUTES

Regent Elgie McFayden, 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 10:35 a.m. on October 20, 2016. Regent McFayden asked the secretary to call the roll:

LaVaughn Henry	Not Present	Elaine Farris	Present
Derrick Gilmore	Present	Paul Harnice	Present
Elgie McFayden	Present	Syamala Reddy	Not Present

A quorum was declared.

I. Approval of Minutes

Action: Motion to approve the minutes from the April 21, 2016 Business Affairs Committee meeting and the July 21, 2016 Business Affairs Committee meeting was made by Regent Farris and seconded by Regent Bearden. The minutes stand approved as submitted.

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

II. Vice President's Report

Financial Audit FY2016

Vice President Rush stated that at the July meeting he estimated that net assets had declined by approximately \$400,000. With the impact of pension adjustments and other accrual entries the amount of the decline is now estimated at \$2.4M. He stated that in the past several years we have operated on a cash basis and when the auditors come in and process the accrual entries we often see unexpected financial results. Vice President Rush introduced Michelle Sutton, Director of Accounting, who is going through all entries in detail to make sure that this does not occur again next year. Vice President Rush stated that we are still finalizing entries for fixed assets and cash. He stated the auditors should have the Management Discussion Report ready in a couple of weeks. Regent Farris inquired as to how this would affect the bottom line. Vice President Rush stated we started the year with unrestricted net assets of \$22M, and should be about right at \$20M with the financial statements when the audit is complete. He stated that because the audit is not complete, the first quarter financial statements could not be presented. Regent Farris inquired as to the cause of the lateness. Vice President Rush stated there were several issues, entries not done as they should have been, staffing changes, bank statements not reconciled and system issues with Banner.

Vice President Rush stated that though it's not good going \$2.5M into the fund balance, be reminded that last year we started with a \$4.5 revenue shortfall. Vice President Rush stated that we don't have a contingency in the budget and it's very important that we do so in the future. He also stated that we will have to develop a process to address any pension adjustments.

Grant Drawdowns

Vice President Rush gave the committee an update on the issue of missed drawdowns for grants. Regent McFayden stated that due to the missed drawdowns, we spend money we don't have and don't get reimbursed for it. Vice President Rush stated our grant files are not in good order and the need to have people in place that understand the rules and regulations. Regent Gilmore stated going forward, we need better system processes mapped to make sure our policies don't hinder our research processes. Regent Harnice inquired of an analysis of the money lost and also having someone responsible for ensuring that all grant money is tracked. Ms. Michelle Sutton, Director of Accounting, stated that when she started, the population of grants could not be provided and there was no policy manual which would state the standard operating procedures. She also stated that at this point, she is still finding grants that she is trying to ensure that we have actually done what is required. Vice President Rush stated that the Department of Agriculture is the largest granting agency where most of the funds come from and Land Grant has hired Cindy James as the Fiscal Compliance Officer who will review all grant processes to make sure the University is in compliance.

Accounting

Michelle Sutton, Director of Accounting gave an overview of the three areas which are under her direct supervision, grants accounting, accounting and accounts payable. Per Ms. Sutton, there was not a complete listing of grants to work from and they are still compiling it. Ms. Sutton stated that beginning in September, staff were requested to reconcile all grants as of September 30th. Regent Harnice inquired as to how long it would take to get a complete listing of all grants to the Board. Ms. Sutton stated in the accounting area they are having to do a lot of manual work in the Banner system and she is having to spend a lot of time with the Oracle implementation team to ensure bad data is not brought over into the new system. Ms. Sutton stated efficient practices and procedures are being developed on how things are being done in Accounts Payable. Regent McFayden inquired as to the dollar amount paid in the last few months for late fees of invoices. Vice President Rush stated that he didn't have an accurate number as of now because it has never been tracked in the Banner system.

Food Service

Regent McFayden inquired of the Perkins contract and also commented that the students should have healthier food options to choose from. Vice President Rush stated that Mr. Perkins has made some management changes and he has received some positive and some not too positive feedback. Regent Bearden stated that the issue of food service was voiced at the student town hall meeting. Vice President Rush stated that the food service contract expires June 30, 2017.

Human Resource Services

Vice President Rush stated the review of accounts for KTRS and KRS has been completed. He also stated that an employee health fair was held on Tuesday, October 4th, professional

development for faculty and staff was held during the week of September 19th, and performance appraisal training began on September 29th.

Vice President Rush stated the salary schedule review is in process and the organizational charts are being developed by Ms. Smoot.

III. Adjournment

Motion for adjournment of the Business Affairs Committee was made by Regent Farris and seconded by Regent Bearden. The meeting adjourned at 12:00 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: January 19, 2017
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	Business Affairs 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:	January 19, 2017
Effective Date:	January 19, 2017

Business Affairs Report

Accounting Department Report

Financial Audit for year ended June 30, 2016

The financial audit report was issued Dec. 29, 2016. We continue to gather the remaining information for the Single Audit report that will be issued separately.

There was only one Financial Statement Finding listed for 2016 and that was a repeat finding from 2015. The finding addresses the issue of the books not being finalized and the accounts not being reconciled at 6/30/16.

KSU Update for Finding 2016-001: The 14 general ledger cash accounts are being reconciled more timely now and we are identifying the other general ledger accounts that need to be reconciled monthly or quarterly, so that the books can be closed quickly at the end of June 2017. Several of the adjusting entries that were required by the audit firm were a result of numerous KSU processes that had not happened timely to ensure that FY 16 could close by the time the auditors were ready to do their testing.

The remaining 2015 findings below are Single Audit issues and we currently do not know the status of these finding for the 2016 audit.

Follow-up on prior year findings are as follows:

Finding 2015-1:

Adequate controls over financial reporting and the reconciliation of subsidiary ledgers.

KSU update: improvements are being made in this area as we work to get accounts reconciled in a timelier manner. Once the new staff are hired and properly trained additional reconciliations will occur to resolve any known differences.

Finding 2015-2:

Proper withdrawal date being used for the return of Title IV funds.

KSU update: A revised Withdrawal Form was created and new reports were being implemented.

Finding 2015-3:

Student Support Services did not serve the required number of students

KSU update: final determination has been provided by the USDOE and TRIO program funds will have to be repaid back due to not serving the required number of students. A reimbursement of \$28,644 was made for the previous program year.

Finding 2015-4:

Entrance counseling for students eligible for Perkins loans had not been properly documented.

KSU update: Policies and procedures are being reviewed to ensure that proper signatures are obtained for the entrance counseling.

USDA findings included in the financial audit:

KSU update: Additional information has been provided to the USDA and KSU is waiting the final determination from USDA at this time.

USDA UPDATE - On December 29, 2017, the University was notified by the USDA that, after a review of financial reports submitted by the University from 2011 through 2014, it was determined that the University did not provide required matching funds for those years for land grant programs. The USDA has requested that the University reimburse them a total of \$2.9 million for the cumulative matching shortfall from 2011 to 2014.

Grant Accounting area activities:

- Staffing as of 1/1/17: Currently we have three grant accountants. One of the grant accountants is splitting her time with general accounting area work, until staff start 1/9/17. We continue to monitor the work load and address processes that can be improved.
- Work has been ongoing to reconcile active grant awards for each month to drawdown funds for expenses incurred by each program. Currently all internal processes and procedures are being reviewed to help streamline the workflow process and ultimately provide better service to the programs by providing more timely and accurate information.
- Collaboration between grant accounting staff and program investigators/offices is being completed to reconcile known differences in BANNER balances.
- Staff are doing a thorough review of grant lists and documentation to ensure that all active grant awards are being properly maintained, and that all required reporting and drawdowns are being done in a timely manner. This work will also ensure that the proper grants are transitioned to the new system.
- Staff are also working with the capital projects accounts in BANNER to reconcile our active projects with the state's list of projects. This activity will also ensure that accurate data is transitioned into the new system.
- Collaboration is ongoing between grant accounting staff and Sponsored programs to establish a process for properly setting up budgets/funds in BANNER.
- Staff is also 'de-cluttering' our grant files and maintaining better records of active and inactive grant folders.
- Staff continues to collaborate with the program investigators for each award and work in partnership with them on fiscal aspects of the awards.
- Attached is a list of the current grant awards.

Accounting area activities:

- Staffing as of 1/1/17: Currently we have one designated staff person in accounting. At this time one grant accountant is assisting with the accounting duties and will move back to grant accounting full time when a new accountant starts 1/9/17. This will be a total of 2 full time accountants in this area.
- Working with Fifth Third Bank to address our accounts and processes as we implement the cash management module in the new accounting system.

- With the implementation of the new accounting system, banking features are changing and testing is underway. We continue to evaluate banking charges to identify savings to KSU as we add new features.
- Worked with the auditor to complete the financial statement portion of the audit and will be closing the BANNER system for Fiscal Year ending 2016.
- Completed the month end requests to the state to ensure that monthly expense and revenues are properly reported. Have fully requested funds from the state for the first two quarters of the fiscal year.
- Bank reconciliations continue to be timely for the 14 general ledger accounts that we review monthly. The differences that we note in these accounts have to be addressed with the various sub-ledger owners (payroll, accounts payable, receivables, capital projects, etc). Cross department collaboration helps to make everyone aware of how the financial information flows to the general ledger and what activities need to be improved to not have differences each month.
- Improvements have been made to help close each month and get the information from each KSU department, so that reports and reconciliations can be completed.

Accounts Payable area activities:

- Staffing as of 1/1/17: Currently we have two full-time staff in this area. New person was hired 12/1/16 and on the job training is occurring to ensure limited delays in bill processing.
- Staff are in the process of developing work flow that will properly segregate duties to ensure timely payment of invoices and elimination of duplicate payment possibilities.
- Staff are in the process of reviewing and updating operational policies with regards to various processes within the area. Currently any suggested policy changes are being noted and will be addressed with the new system implementation. The staff in this area is working with all of campus on an as needed basis to ensure that policy and procedures are being followed and exceptions to those policies are limited.
- Work continues for tracking of the late fees for both Fiscal year 2016 and Fiscal year 2017. The late fee charges had not been entered into BANNER appropriately for 2016 and we've utilized staff to review all Fiscal year 2016 payments for late fee amounts. Our current balance for 2016 late fee amounts is \$ 4,764.23. This is going thru the invoices alphabetically and staff have completed this task thru the letter '_J'_ to date. The request was made to start coding in Fiscal year 2017 late fees and interest charges to their proper accounts and we currently have a total of \$484.04 in the system. We continue to find documents that need to be properly coded and will update the amounts accordingly.

Additionally all staff continue to spend more hours with the implementation team to provide documentation for the system transition as requested. The work in this area, requires a thorough review of prior data and development of best practices for moving forward. Staff continue to identify data integrity issues and ensuring that we provide accurate information going into the new system.

Auxiliaries

Food Service

The contract with the University's current food service vendor, Perkins Management, expires in June of 2017. The University has decided to move forward with an RFP this spring with the intent to award a multi-year contract for food service beginning July 1, 2017.

The RFP is under development and will be issued in January. The tentative schedule for evaluation and award is as follows:

Receive responses - March 1, 2017

Evaluate responses – March 2017

Negotiate and award contract – April 2017

This schedule provides for a three month transition period if a new vendor is selected.

Vending

University staff met with representatives of the Commonwealth of Kentucky, Department of the Blind, regarding the vending program. In this meeting, the state representatives reaffirmed that it is the position of the Department of the Blind that they have first rights to provide vending services on state property, including the Kentucky State University property. The Office of General Counsel for the University is reviewing the applicable statutes.

There is an opportunity to partner with the Department of the Blind to modernize vending services on campus and University staff will continue those discussion. It is also recommended that representatives from the Department of the Blind be invited to the April meeting of the Board of Regents to discuss their program and how they can partner with the University to improve services.

FEDERAL GRANTS						
GRANT FUND	CFDA #	Title	Award Amount	Project End Date	Amount Rec'd, Invoiced and/or Drawdown	Remaining Balance
211174	10.025	AGDISCOVERY SUMMER ENRICHMENT PROGRAM	\$40,000.00	04/08/17	\$38,285.82	\$1,714.18
210166	10.200	SRAC- Spawning Aid Project	\$29,250.00	05/31/17	\$2,564.76	\$26,685.24
210165	10.202	FY 2016 USDA McIntyre Stennis	\$110,200.00	09/30/17	\$3,500.00	\$106,700.00
210158	10.205	FY 2016 Cooperative Research	\$3,584,182.00	09/30/17	\$2,898,592.35	\$685,589.65
210167	10.205	FY 2017 Cooperative Research	\$3,584,182.00	09/30/18	\$93,142.69	\$3,491,039.31
210168	10.205	FY 2016 Cooperative Research- CF	\$900,000.00	09/30/17	\$0.00	\$900,000.00
211157	10.215	SARE MSP FY2015	\$11,111.00	02/28/17	\$10,317.07	\$793.93
211161	10.215	SARE MSP FY2016	\$203,395.00	03/31/18	\$24,794.13	\$178,600.87
211179	10.215	SARE MSP FY2017	\$11,111.00	06/30/17	\$0.00	\$11,111.00
210127	10.216	CAPSICUM GERMPLASM COLLECTION-extended	\$299,373.00	08/31/17	\$123,112.43	\$176,260.57
210128	10.216	KSU NUTRITIONAL SCIENCES OPTION	\$150,000.00	08/31/17	\$111,186.93	\$38,813.07
210129	10.216	DEVELOPMENT OF APICULTURE COURSE	\$149,490.00	08/31/17	\$117,644.95	\$31,845.05
210139	10.216	STRENGTHENING ENVIRONMENT SCIENCE PROGRAM	\$149,999.00	08/31/17	\$149,999.00	\$0.00
210142	10.216	AQUAPHONICS URBAN	\$584,640.00	08/31/17	\$334,502.03	\$250,137.97
210143	10.216	VETERINARY TECH DEGREES AND EXTENSION VET INITIATIVE	\$519,998.00	08/31/17	\$66,827.13	\$453,170.87
210150	10.216	RESEARCH_APPALACHIAN_LULC	\$566,119.00	08/31/17	\$138,248.44	\$427,870.56
210152	10.216	DEVELOPMENT OF AQUACULTURE EDUCATION, RESEARCH & OUTREACH IN APPALACHIAN, KY	\$566,091.00	09/30/17	\$235,208.55	\$330,882.45
210153	10.216	KSU AFE ACADEMY	\$150,000.00	08/31/17	\$80,281.05	\$69,718.95
210154	10.216	Developing a Comprehensive High Tunnel App as a New Tool for Building Capacity	\$349,999.00	08/31/17	\$94,966.23	\$255,032.77
210156	10.216	HEALTHY ECOSYSTEMS HEALTHY PEOPLE	\$139,836.00	09/30/16	\$114,731.70	\$25,104.30
210162	10.216	Crossbreeding & Genetic Regulation for Fast Grow Tilapia	\$299,712.00	08/31/18	\$20,306.09	\$279,405.91
210163	10.216	High Tunnell Usage for Fish & Plant Production	\$598,604.00	08/31/18	\$178,661.77	\$419,942.23
211170	10.216	Asian Carp	\$296,626.00	08/31/18	\$211.50	\$296,414.50
210145	10.310	FARM DIVERSIFICATION	\$499,661.00	04/14/17	\$237,530.00	\$262,131.00
210157	10.310	Genomic Approaches to Noscema Cernae	\$81,157.00	06/30/18	\$28,999.27	\$52,157.73
210160	10.311	FARMING FOR CASH: APPRENTICESHIP PROGRAM	\$493,467.00	08/31/18	\$163,942.46	\$329,524.54
211159	10.351	ENHANCING PROGRAM ACCESSIBILITY IN UNDERSERVED RURAL COMMUNITIES	\$75,000.00	09/30/16	\$74,929.39	\$70.61
211171	10.443	OUTREACH & ASSISTANCE FOR SOCIALLY DISADVANTAGED FARMERS AND RANCHERS	\$199,982.00	08/31/17	\$182,632.12	\$17,349.88
210146	10.500	EFNEP FY2014	\$124,229.00	09/30/18	\$120,543.29	\$3,685.71
210151	10.500	EFNEP FY2013	\$100,000.00	09/30/17	\$99,347.70	\$652.30

211115	10.500	2008 FACILITIES GRANT	\$5,833,556.00	08/31/16	\$1,233,377.16	\$4,600,178.84
211144	10.500	READY COMMUNITY	\$17,000.00	08/31/15	\$10,402.69	\$6,597.31
211145	10.500	SARE PDP FY2014	\$10,000.00	03/31/16	\$10,000.00	\$0.00
GRANT FUND	CFDA #	Title	Award Amount	Project End Date	Amount Rec'd, Invoiced and/or Drawdown	Remaining Balance
211162	10.500	EFNEP FY 2015	\$124,229.00	09/30/19	\$60,435.78	\$63,793.22
211163	10.500	CENTER FOR AGR EXPERIENTIAL LEARNING	\$2,209,324.00	08/31/15	\$0.00	\$2,209,324.00
211166	10.500	FY 2016 Cooperative Extension	\$3,261,840.00	09/30/17	\$2,764,914.20	\$496,925.80
211167	10.500	USDA CYFAR	\$228,750.00	05/31/17	\$141,875.32	\$86,874.68
211175	10.500	SMREC (Southern Risk Mgmt Education Ctr.)	\$50,000.00	09/30/17	\$7,018.00	\$42,982.00
211176	10.500	FY 2017 Cooperative Extension	\$3,151,776.00	09/30/18	\$397,726.80	\$2,754,049.20
211177	10.500	FY 2016 Cooperative Extension- CF	\$652,368.00	09/30/17	\$0.00	\$652,368.00
211178	10.500	USDA RREA FY 2016	\$13,500.00	09/30/17	\$0.00	\$13,500.00
211181	10.500	FY 2016 EFNEP	\$122,266.00	09/30/20	\$0.00	\$122,266.00
211180	10.902	SMALL LIMITED RESOURCE FARMER FY2016/17	\$10,000.00	12/31/16	\$10,000.00	\$0.00
210164	10.912	Soil Health Assessment: Cover Manure/Cover Cro	\$48,875.00	09/30/18	\$6,898.02	\$41,976.98
211148	10.924	ESTABLISHING A FAMILY AND CONSUMER SCIENCES DEGREE	\$520,000.00	08/31/17	\$54,652.36	\$465,347.64
211165	10.924	SMALL LIMITED RESOURCE FARMER FY2015	\$10,000.00	09/30/17	\$10,000.00	\$0.00
214094	16.560	Cognitive Human Factors and Forensic Document Examiner	\$728,615.00	07/31/19	\$118,054.91	\$610,560.09
214095	16.726	4H NATIONAL MENTORING PROGRAM	\$57,960.00	12/31/17	\$38,972.92	\$18,987.08
220141	20.215	Summer Transportation Institute	\$60,615.18	06/30/17	\$60,525.27	\$89.91
214080	43.008	NASA EPSCOR	\$120,766.00	12/31/16	\$39,587.27	\$81,178.73
214093	47.070	Innovative, Broadly Accessible Tools for Brain Imagina	\$79,851.00	07/31/19	\$29,757.68	\$50,093.32
214081	47.076	GEOSPATIAL PROGRAM	\$399,992.00	06/30/17	\$152,659.80	\$247,332.20
214082	47.076	LSAMP: KY-WV MID-LEVEL ALLIANCE	\$243,507.00	06/30/17	\$175,582.76	\$67,924.24
214083	47.076	TIP-Promoting Minority Students at KSU	\$500,000.00	07/31/17	\$252,088.70	\$247,911.30
214097	47.076	LSAMP: KY-WV MID-LEVEL ALLIANCE	\$124,755.00	09/30/18	\$15,100.00	\$109,655.00
212086	84.007	Federal SEOG	\$128,710.00	06/30/17	\$128,710.00	\$0.00
212137	84.007	Federal SEOG	\$126,302.00	09/30/17	\$62,101.00	\$64,201.00
212125	84.033	FCWS 2015/16	\$523,816.00	08/31/17	\$267,895.00	\$255,921.00
212133	84.033	FCWS 2016/17	\$523,816.00	08/31/17	\$84,486.13	\$439,329.87
212087	84.063	Federal Pell Grant	\$ per Student	06/30/17	\$5,695,390.23	
212088	84.268	Federal Direct Loan	\$ per Student	06/30/17	\$15,552,310.00	
212009	84.379	Federal TEACH Grant	\$ per student	06/30/17	\$9,312.00	
213055	93.243	KSU MENTAL HEALTH PROMOTION INITIATIVE	\$7,500.00	06/30/15	\$7,352.79	\$147.21
213061	93.243	KSU SUBSTANCE ABUSE/HIV PREVENTION YR3	\$296,288.00	09/30/16	\$249,511.00	\$46,777.00
213063	93.243	PYCE FY2017	\$300,000.00	08/31/17	\$71,910.24	\$228,089.76
213056	93.658	EKU/TRC FY16	\$107,500.00	06/30/16	\$76,870.89	\$30,629.11

213057	93.658	EKU/DIVERSITY FY16	\$6,825.00	06/30/16	\$4,284.03	\$2,540.97
213064	93.658	EKU/DIVERSITY FY17	\$6,981.00	06/30/17	\$0.00	\$6,981.00
213065	93.658	EKU/TRC FY17	\$111,464.00	06/30/17	\$25,209.77	\$86,254.23
GRANT FUND	CFDA #	Title	Award Amount	Project End Date	Amount Rec'd, Invoiced and/or Drawdown	Remaining Balance
213059	93.919	PROMISING YOUTH CENTER FOR EXCELLENCE YEAR #3	\$300,000.00	08/31/16	\$282,861.72	\$17,138.28
220135	97.066	FFY 2015 Homeland Security Grant Program	\$20,000.00	06/30/17	\$10,000.00	\$10,000.00
212121	84.031B	TIII HBCU YR #3	\$2,500,812.00	09/30/15	\$1,461,760.79	\$1,039,051.21
212127	84.031B	T-III SAFRA 2015-2020 YR 1	\$839,098.00	08/31/16	\$456,637.10	\$382,460.90
212129	84.031B	T-III 2012-2017 Yr4 FY2017	\$2,141,331.00	08/31/16	\$1,967,287.10	\$174,043.90
212130	84.031B	T-III 2012-2017 YR3 FY2015 C/F	\$467,142.00	09/30/17	\$459,131.85	\$8,010.15
212131	84.031B	T-III SAFRA 2010-2015 YR5 Extension	\$1,067,371.61	09/30/17	\$1,085,880.56	-\$18,508.95
212135	84.031B	T-III SAFRA 2015-2020 YR 2	\$825,875.00	08/31/20	\$97,993.37	\$727,881.63
212136	84.031B	T-III 2012-2017 Yr5 FY2017	\$2,201,543.00	09/30/20	\$222,273.53	\$1,979,269.47
212138	84.031B	T-III FY 2012-17 Yr 4 CF	\$467,142.00	09/30/17	\$809.00	\$466,333.00
212139	84.031B	T-III SAFRA 2015-2020 YR1CF (FY17)	\$839,098.00	09/30/16	\$839,098.00	\$0.00
212126	84.042A	Student Support Services- FY 2015	\$220,000.00	06/30/16	\$220,000.00	\$0.00
212134	84.042A	Student Support Services- FY 2016/17	\$226,600.00	08/31/17	\$95,512.68	\$131,087.32
212118	84.047A	KSU CLASSIC UPWARD BOUND YR #3	\$250,000.00	06/30/17	\$250,000.00	\$0.00
212124	84.047A	KSU CLASSIC UPWARD BOUND YR #4	\$250,000.00	09/30/17	\$248,136.86	\$1,863.14
212132	84.047A	KSU CLASSIC UPWARD BOUND YR #3	\$250,000.00	09/30/17	\$62,133.88	\$187,866.12
212128	84.382G	T-VII-HBCU Masters-Yr5 Extension	\$543,257.00	09/30/20	\$400,865.03	\$142,391.97

Agenda Item Background

To:	Board of Regents Business Affairs and Audit Committees	Date: January 19, 2017
From:	Mr. 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:	Mr. Gregory Rush, Vice President of Business Affairs
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Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

Human Resources Report

FLSA

HR has reviewed the reclassification of exempt/nonexempt employees preparing for the FLSA ruling which was supposed to go in effect December 1. Prior to this deadline there was a ruling by a Texas judge which granted an emergency motion for a preliminary injunction barring the Department of Labor from enforcing its revised overtime rule, scheduled to take effect December 1, pending resolution of a consolidated legal challenge. This ruling would require all exempt employees to a minimum salary of \$47,476. In reviewing the exemption status for KSU employees, 40 employees will transition from an exempt to a non-exempt status. In the event the ruling does move forward requiring the university to comply - it will cause 15 employee's salaries to be adjusted to meet the minimum salary creating a financial impact of \$84,253.89.

Lunch and Learn

Starting January 2017 HR will offer Lunch and Learn sessions that will offer training during the lunch hour, once a month covering topics regarding Health, Finance, and Mental Health. BB and T has identified High Blood Pressure and Diabetes to be our biggest opportunities at the university, so our Health Training will cover those topics.

Retirement Audit

The HR Team has scheduled monthly KTRS meetings to discuss any concerns or outliers. KRS has assigned a representative specifically to Kentucky State University for outstanding questions. In speaking with KRS they feel there are no priority issues with the university, however the HR department will be conducting monthly audits to ensure compliance and continue to strengthen our relationship with KRS.

Workers Compensation

HR will be setting measurable for 2017 to begin identifying trends (0 incident organization to start as a benchmark) HR has been assessing the University from a high risk/high exposure standpoint, and how to close the gap with training.

EHS

We will begin using the service of an Occupational Health facility starting January 2017, which will allow us to send employees after injuries and pre-employment physicals, annual physicals, and random drug screening. We have not had any injuries since approval was granted for use of this facility. Moving forward, any non-life-threatening injury will be directed to this facility as the primary resource for care. The use of this facility will reduce the overall cost per injury that the university must pay out-of-pocket.

Faculty and Staff within Facilities, The Farm, The Sciences, The Arts, and within Aquaculture have received RCRA training (Hazardous Waste) and GHS HAZCOM training as required. Boiler Room staff has received Method 9 training for reading opacity as required by the University's Title V permit. Facilities tradespeople have received 3rd party Asbestos Operations and Maintenance training, and facilities housekeeping personnel have received in-house asbestos awareness training.

Performance Appraisals

122 Performance Appraisal were completed and submitted by Staff. Out of the 122 submitted 4 rated below expectation. HR will be partner with Department Head to develop performance plans for these individuals. HR will be following up on the 237 that were not submitted.

HR will partner with Academic Affairs to track and analyze performance appraisals for Faculty, April 2017.

HR Staffing and Reorganization

- New staff: Susan Figueroa – Administrative Assistant
- HR Generalist – Position is currently open. HR has been conducting interviews, and hopes to make a final selection by January 15, 2017

Employee Health Fair

The October Health Fair was a success. We had a participation of 78 staff and faculty. HR will host a Spring Health Fair April 19, 2017 10 a.m. – 1p.m. We hope to increase engagement by 30%, by reaching out to be more local vendors and partnering with External Relations to increase campus communication.

Organizational Structure and Professional Development

HR has gone through Blackboard training, as well as identified resources to offer the variety of trainings. Human Resources has developed the following calendars for future sessions to provide an ongoing professional development structure.

Professional Development

Agenda Item Background

To:	Board of Regents Business Affairs Committee	Date: January 19, 2017
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	Supplier Diversity Statement	
Reason for Consideration:	Approval	Enclosures: No

Background:

Kentucky State University is committed to the goal of enhancing economic opportunities for, and developing mutually beneficial relationships with, small, minority-owned, women-owned, disadvantaged, veteran owned and local business enterprises.

Recommendation:

It is recommended that the Business Affairs Committee approve the following policy statement addressing supplier diversity:

Policy Statement:

Training	Content	Target date	Method
Customer Service Training	The effortless experience	February, March, May	
Oracle Product Training	HR/ Finance / purchasing modules	January, February Monthly thereafter	Face to Face – HR Team
Excel Basics		TBD	Face to Face – Trainer TBD
Campus Safety		TBD	Face to Face –
Safety Training	Slips Trips and Falls Blood Borne Pathogens Emergency Procedures	TBD	Face to Face – Eric Robinson
Professionalism in the Workplace	Etiquette, professional dress,	TBD	Face to Face – Ivan Ralls
Time Management		TBD	Face to Face –
Professional Communications	Email, written correspondence and speech	TBD	

When all business considerations are determined to be equal among competitive suppliers, the University will award contracts to local small businesses, minority owned business enterprises, women owned business enterprises, disadvantaged and veteran owned businesses.

Department managers are encouraged to explore opportunities to enhance the number of diverse suppliers and to actively seek participation from local small businesses, minority owned business enterprises, women owned business enterprises, disadvantaged, and veteran owned businesses.

The effort is university wide and includes traditional procurement and contracted services as well as subcontracting and joint venture activities.

Approval

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

Agenda Item Background

To:	Board of Regents Business Affairs and Audit Committees	Date: January 19, 2017
From:	Mr. Gregory Rush, Vice President of Business Affairs	
Subject:	Budget to Actual through December 29, 2017	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Audited financial statements were issued on December 29, 2017. The accounting staff are completing adjusting entries in Banner and verifying that Banner balances match the audited statements. Until this process is complete, full financial statements cannot be compiled. Attached is a budget to actual report reflecting fiscal year 2017 activity through December 29, 2017.

Recommendation:

Informational Item

Initiator:	Mr. Gregory Rush, Vice President of Business Affairs
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

Kentucky State University
Budget vs. Actual
As of December 29, 2017
Amounts shown in dollars

	Approved Budget	YTD Actual Activity	YTD Actual % of Budget	Variance
Revenues				
State Appropriations	26,729,600	14,701,300	55.00%	-45.00%
Student Tuition & Mandatory	14,937,500	7,235,500	48.44%	-51.56%
Auxiliaries	4,234,500	2,048,800	48.38%	-51.62%
Other	1,064,000	534,000	50.19%	-49.81%
Revenues Total	46,965,600	24,519,600	52.21%	-47.79%
Expenditures				
Instruction	9,684,300	3,452,500	35.65%	-64.35%
Research	2,828,200	941,100	33.28%	-66.72%
Public Service	3,951,400	773,100	19.57%	-80.43%
Academic Support	1,232,000	507,000	41.15%	-58.85%
Student Services	5,086,400	2,168,500	42.63%	-57.37%
Institutional Support	9,591,600	6,001,100	62.57%	-37.43%
Operations & Maintenance	5,550,900	2,731,600	49.21%	-50.79%
Student Financial Aid	4,806,300	2,915,400	60.66%	-39.34%
Residence Halls	1,836,500	378,189	20.59%	-79.41%
Dining	1,718,000	886,500	51.60%	-48.40%
Other Auxiliaries	680,000	162,551	23.90%	-76.10%
Expenditures Total	46,965,600	20,917,540	44.54%	-55.46%
Surplus (Deficit)	-	3,602,060		
50.00% of budget expired				

Agenda Item Background

To:	Board of Regents Business Affairs and Audit Committees	Date: January 19, 2017
From:	Mr. Gregory Rush, Vice President of Business Affairs	
Subject:	Organizational Charts	
Reason for Consideration:	Informational Item	Enclosures: No

Background:

The detailed organizational charts for all University areas will be mailed under separate cover.

Recommendation:

Informational Item

Initiator:	Mr. Gregory Rush, Vice President of Business Affairs
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

Agenda Item Background

To:	Board of Regents Business Affairs and Audit Committees	Date: January 19, 2017
From:	Mr. Gregory Rush, Vice President of Business Affairs	
Subject:	Budgets By Department	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

See attached.

Recommendation:

	Informational Item
Initiator:	Mr. Gregory Rush, Vice President of Business Affairs
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

Kentucky State University
 Adopted Budget by Organization
 Fiscal Year 2016-2017

Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments
Academic Affairs	VP Academic Affairs/Provost	Salaries	677,700.00	600,000.00	77,700.00
Academic Affairs	VP Academic Affairs/Provost	Fringe Benefits	253,500.00	224,200.00	29,300.00
Academic Affairs	VP Academic Affairs/Provost	General Operating	111,700.00	111,700.00	-
Academic Affairs	VP Academic Affairs/Provost	Copy Center/Motor Pool	10,000.00	10,000.00	-
Academic Affairs	Faculty Senate	Salaries	15,300.00	15,300.00	-
Academic Affairs	Faculty Senate	Fringe Benefits	5,800.00	5,800.00	-
Academic Affairs	Faculty Senate	General Operating	500.00	500.00	-
Academic Affairs	Sacs	Salaries	10,000.00	10,000.00	-
Academic Affairs	Sacs	Fringe Benefits	3,800.00	3,800.00	-
Academic Affairs	Sacs	General Operating	5,000.00	5,000.00	-
Academic Affairs	Faculty Development	General Operating	39,600.00	39,600.00	-
Academic Affairs	Faculty Development	Copy Center/Motor Pool	400.00	400.00	-
Academic Affairs	Academic Assessment & Evaluation	Salaries	125,000.00	125,000.00	-
Academic Affairs	Academic Assessment & Evaluation	Fringe Benefits	47,500.00	47,500.00	-
Academic Affairs	Dual Credit	Salaries	44,000.00	44,000.00	-
Academic Affairs	Dual Credit	Fringe Benefits	16,600.00	16,600.00	-
Academic Affairs	Dual Credit	General Operating	10,000.00	10,000.00	-
Academic Affairs	Chair Of Math And Science	Salaries	160,400.00	160,400.00	-
Academic Affairs	Chair Of Math And Science	Fringe Benefits	60,500.00	60,500.00	-
Academic Affairs	Chair Of Math And Science	General Operating	1,300.00	1,300.00	-
Academic Affairs	Chair Of Math And Science	Copy Center/Motor Pool	700.00	700.00	-
Academic Affairs	Biology	Salaries	315,800.00	370,500.00	(54,700.00)
Academic Affairs	Biology	Fringe Benefits	119,000.00	139,800.00	(20,800.00)
Academic Affairs	Biology	General Operating	500.00	500.00	-
Academic Affairs	Biology	Copy Center/Motor Pool	1,500.00	1,500.00	-
Academic Affairs	Chemistry	Salaries	171,300.00	223,100.00	(51,800.00)
Academic Affairs	Chemistry	Fringe Benefits	64,600.00	84,300.00	(19,700.00)
Academic Affairs	Chemistry	General Operating	1,300.00	1,300.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Academic Affairs	Chemistry	Copy Center/Motor Pool	700.00	700.00	-
Academic Affairs	Math & Physics	Salaries	452,800.00	385,000.00	67,800.00
Academic Affairs	Math & Physics	Fringe Benefits	146,200.00	120,400.00	25,800.00
Academic Affairs	Math & Physics	General Operating	1,200.00	1,200.00	-
Academic Affairs	Math & Physics	Copy Center/Motor Pool	2,700.00	2,700.00	-
Academic Affairs	Nursing DNP	Salaries	135,000.00	60,000.00	75,000.00
Academic Affairs	Nursing DNP	Fringe Benefits	51,300.00	22,800.00	28,500.00
Academic Affairs	School Of Nursing	Salaries	29,700.00	76,800.00	(47,100.00)
Academic Affairs	School Of Nursing	Fringe Benefits	11,200.00	29,100.00	(17,900.00)
Academic Affairs	Nursing Associate	Salaries	439,100.00	404,600.00	34,500.00
Academic Affairs	Nursing Associate	Fringe Benefits	165,700.00	152,600.00	13,100.00
Academic Affairs	Nursing Associate	General Operating	1,000.00	1,000.00	-
Academic Affairs	Nursing Bachelor	Salaries	129,200.00	163,700.00	(34,500.00)
Academic Affairs	Nursing Bachelor	Fringe Benefits	48,900.00	62,000.00	(13,100.00)
Academic Affairs	Nursing Bachelor	General Operating	1,000.00	1,000.00	-
Academic Affairs	Dean, College of Bus and Com Scienc	General Operating	2,500.00	2,500.00	-
Academic Affairs	Computer & Technology Science	Salaries	83,200.00	83,200.00	-
Academic Affairs	Computer & Technology Science	Fringe Benefits	31,400.00	31,400.00	-
Academic Affairs	Computer Science	Salaries	424,300.00	400,000.00	24,300.00
Academic Affairs	Computer Science	Fringe Benefits	159,900.00	150,700.00	9,200.00
Academic Affairs	Computer Science	General Operating	700.00	700.00	-
Academic Affairs	Computer Science	Copy Center/Motor Pool	3,200.00	3,200.00	-
Academic Affairs	Applied Information	General Operating	500.00	500.00	-
Academic Affairs	Applied Information	Copy Center/Motor Pool	500.00	500.00	-
Academic Affairs	Dean, College of Arts & Sciences	General Operating	3,300.00	3,300.00	-
Academic Affairs	Dean, College of Arts & Sciences	Copy Center/Motor Pool	600.00	600.00	-
Academic Affairs	Chair Of Behavior Sciences	Salaries	36,400.00	44,300.00	(7,900.00)
Academic Affairs	Chair Of Behavior Sciences	Fringe Benefits	13,700.00	16,700.00	(3,000.00)
Academic Affairs	Chair Of Behavior Sciences	General Operating	2,900.00	2,900.00	-
Academic Affairs	Psychology	Salaries	216,400.00	200,000.00	16,400.00
Academic Affairs	Psychology	Fringe Benefits	81,600.00	75,400.00	6,200.00
Academic Affairs	Psychology	General Operating	200.00	200.00	-
Academic Affairs	General Social Science	Salaries	253,900.00	246,000.00	7,900.00
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Academic Affairs	General Social Science	Fringe Benefits	96,200.00	93,200.00	3,000.00
Academic Affairs	General Social Science	General Operating	1,100.00	1,100.00	-
Academic Affairs	General Social Science	Copy Center/Motor Pool	3,800.00	3,800.00	-
Academic Affairs	Political Science	Salaries	113,400.00	113,400.00	-
Academic Affairs	Political Science	Fringe Benefits	42,700.00	42,700.00	-
Academic Affairs	Political Science	General Operating	200.00	200.00	-
Academic Affairs	Chair Of Fine Arts	Salaries	49,000.00	49,000.00	-
Academic Affairs	Chair Of Fine Arts	Fringe Benefits	18,500.00	18,500.00	-
Academic Affairs	Chair Of Fine Arts	General Operating	5,800.00	5,800.00	-
Academic Affairs	Chair Of Fine Arts	Copy Center/Motor Pool	200.00	200.00	-
Academic Affairs	Art	Salaries	113,100.00	70,000.00	43,100.00
Academic Affairs	Art	Fringe Benefits	40,300.00	23,900.00	16,400.00
Academic Affairs	Art	General Operating	3,900.00	3,900.00	-
Academic Affairs	Art	Copy Center/Motor Pool	1,000.00	1,000.00	-
Academic Affairs	Music	Salaries	384,300.00	426,300.00	(42,000.00)
Academic Affairs	Music	Fringe Benefits	117,900.00	133,900.00	(16,000.00)
Academic Affairs	Music	General Operating	1,000.00	1,000.00	-
Academic Affairs	Band	Salaries	78,400.00	78,400.00	-
Academic Affairs	Band	Fringe Benefits	29,500.00	29,500.00	-
Academic Affairs	Band	General Operating	32,600.00	32,600.00	-
Academic Affairs	Band	Copy Center/Motor Pool	400.00	400.00	-
Academic Affairs	Concert Choir	General Operating	1,000.00	1,000.00	-
Academic Affairs	Concert Choir	Copy Center/Motor Pool	1,000.00	1,000.00	-
Academic Affairs	Gospel Ensemble	General Operating	400.00	400.00	-
Academic Affairs	Gospel Ensemble	Copy Center/Motor Pool	100.00	100.00	-
Academic Affairs	Speech Communication/Theater	Salaries	48,800.00	91,200.00	(42,400.00)
Academic Affairs	Speech Communication/Theater	Fringe Benefits	18,400.00	34,400.00	(16,000.00)
Academic Affairs	Speech Communication/Theater	General Operating	900.00	900.00	-
Academic Affairs	Speech Communication/Theater	Copy Center/Motor Pool	1,600.00	1,600.00	-
Academic Affairs	Bradford Hall Auditorium	Salaries	46,000.00	46,000.00	-
Academic Affairs	Bradford Hall Auditorium	Fringe Benefits	17,300.00	17,300.00	-
Academic Affairs	Bradford Hall Auditorium	General Operating	300.00	300.00	-
Academic Affairs	Bradford Hall Auditorium	Copy Center/Motor Pool	4,200.00	4,200.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Academic Affairs	Chair Literature Language	Salaries	43,500.00	43,500.00	-
Academic Affairs	Chair Literature Language	Fringe Benefits	16,500.00	16,500.00	-
Academic Affairs	Literature Language & Philosophy	Salaries	724,400.00	650,000.00	74,400.00
Academic Affairs	Literature Language & Philosophy	Fringe Benefits	273,200.00	244,900.00	28,300.00
Academic Affairs	Literature Language & Philosophy	General Operating	4,500.00	4,500.00	-
Academic Affairs	ESL	Salaries	3,300.00	3,300.00	-
Academic Affairs	Student Publications	Salaries	10,000.00	10,000.00	-
Academic Affairs	Student Publications	Fringe Benefits	1,700.00	1,700.00	-
Academic Affairs	Student Publications	General Operating	10,000.00	10,000.00	-
Academic Affairs	Whitney Young	Salaries	48,900.00	48,900.00	-
Academic Affairs	Whitney Young	Fringe Benefits	18,400.00	18,400.00	-
Academic Affairs	Whitney Young	General Operating	6,000.00	6,000.00	-
Academic Affairs	Cassis, Liberal Studies - Associate	Salaries	108,100.00	90,000.00	18,100.00
Academic Affairs	Cassis, Liberal Studies - Associate	Fringe Benefits	40,800.00	33,900.00	6,900.00
Academic Affairs	Liberal Studies - Bachelor	Salaries	163,800.00	181,800.00	(18,000.00)
Academic Affairs	Liberal Studies - Bachelor	Fringe Benefits	61,700.00	68,600.00	(6,900.00)
Academic Affairs	Dean, College Of Prof Studies	General Operating	3,000.00	3,000.00	-
Academic Affairs	Chair, School Of Business	Salaries	50,400.00	50,400.00	-
Academic Affairs	Chair, School Of Business	Fringe Benefits	19,100.00	19,100.00	-
Academic Affairs	Chair, School Of Business	General Operating	900.00	900.00	-
Academic Affairs	Chair, School Of Business	Copy Center/Motor Pool	1,100.00	1,100.00	-
Academic Affairs	Business Administration	Salaries	659,400.00	600,000.00	59,400.00
Academic Affairs	Business Administration	Fringe Benefits	248,500.00	225,900.00	22,600.00
Academic Affairs	Business Administration	Copy Center/Motor Pool	16,000.00	16,000.00	-
Academic Affairs	Chair, School Of Education	Salaries	44,400.00	44,400.00	-
Academic Affairs	Chair, School Of Education	Fringe Benefits	16,700.00	16,700.00	-
Academic Affairs	Chair, School Of Education	General Operating	7,000.00	7,000.00	-
Academic Affairs	Child Dev And Fam	Salaries	87,400.00	87,400.00	-
Academic Affairs	Child Dev And Fam	Fringe Benefits	33,000.00	33,000.00	-
Academic Affairs	Child Dev And Fam	General Operating	500.00	500.00	-
Academic Affairs	Education	Salaries	253,000.00	200,000.00	53,000.00
Academic Affairs	Education	Fringe Benefits	91,700.00	71,600.00	20,100.00
Academic Affairs	Education	General Operating	3,600.00	3,600.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Academic Affairs	Education	Copy Center/Motor Pool	4,400.00	4,400.00	-
Academic Affairs	HPer	Salaries	171,100.00	129,100.00	42,000.00
Academic Affairs	HPer	Fringe Benefits	64,700.00	48,700.00	16,000.00
Academic Affairs	HPer	Copy Center/Motor Pool	1,500.00	1,500.00	-
Academic Affairs	Teacher Education Supervision	General Operating	10,000.00	10,000.00	-
Academic Affairs	Intramurals	Salaries	99,600.00	99,600.00	-
Academic Affairs	Intramurals	Fringe Benefits	25,800.00	25,800.00	-
Academic Affairs	Intramurals	General Operating	3,000.00	3,000.00	-
Academic Affairs	Chair, School Of Public Admin	Salaries	37,500.00	49,600.00	(12,100.00)
Academic Affairs	Chair, School Of Public Admin	Fringe Benefits	14,200.00	18,800.00	(4,600.00)
Academic Affairs	Chair, School Of Public Admin	General Operating	3,600.00	3,600.00	-
Academic Affairs	Chair, School Of Public Admin	Copy Center/Motor Pool	1,400.00	1,400.00	-
Academic Affairs	Public Administration	Salaries	311,700.00	325,500.00	(13,800.00)
Academic Affairs	Public Administration	Fringe Benefits	105,600.00	110,800.00	(5,200.00)
Academic Affairs	Public Administration	General Operating	2,500.00	2,500.00	-
Academic Affairs	Social Work & Criminal Justice	General Operating	400.00	400.00	-
Academic Affairs	Social Work & Criminal Justice	Copy Center/Motor Pool	600.00	600.00	-
Academic Affairs	Criminal Justice	Salaries	166,100.00	217,100.00	(51,000.00)
Academic Affairs	Criminal Justice	Fringe Benefits	62,600.00	82,000.00	(19,400.00)
Academic Affairs	Criminal Justice	General Operating	1,000.00	1,000.00	-
Academic Affairs	Social Work	Salaries	94,800.00	94,800.00	-
Academic Affairs	Social Work	Fringe Benefits	35,700.00	35,700.00	-
Academic Affairs	Social Work	General Operating	800.00	800.00	-
Academic Affairs	Social Work	Copy Center/Motor Pool	1,200.00	1,200.00	-
Academic Affairs	Aquaculture Master	Salaries	69,600.00	70,700.00	(1,100.00)
Academic Affairs	Aquaculture Master	Fringe Benefits	26,200.00	26,600.00	(400.00)
Academic Affairs	CAFSSS	Salaries	95,100.00	109,600.00	(14,500.00)
Academic Affairs	CAFSSS	Fringe Benefits	35,800.00	41,300.00	(5,500.00)
Academic Affairs	CAFSSS	General Operating	2,000.00	2,000.00	-
Academic Affairs	Director Blazer Library	Salaries	609,000.00	510,000.00	99,000.00
Academic Affairs	Director Blazer Library	Fringe Benefits	229,800.00	192,200.00	37,600.00
Academic Affairs	Director Blazer Library	General Operating	192,200.00	192,200.00	-
Academic Affairs	Director Blazer Library	Copy Center/Motor Pool	7,800.00	7,800.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Academic Affairs	Regional Stewardship	Salaries	8,100.00	8,100.00	-
Academic Affairs	Regional Stewardship	Fringe Benefits	3,000.00	3,000.00	-
Academic Affairs	Regional Stewardship	General Operating	14,800.00	14,800.00	-
Academic Affairs	Regional Stewardship	Copy Center/Motor Pool	200.00	200.00	-
Academic Affairs	Graduate Studies	Salaries	10,200.00	153,400.00	(143,200.00)
Academic Affairs	Graduate Studies	Fringe Benefits	3,800.00	58,200.00	(54,400.00)
Academic Affairs	Graduate Studies	General Operating	3,800.00	3,800.00	-
Academic Affairs	Graduate Studies	Copy Center/Motor Pool	200.00	200.00	-
Academic Affairs	Sponsored Projects Grants & Cont	Salaries	62,100.00	62,100.00	-
Academic Affairs	Sponsored Projects Grants & Cont	Fringe Benefits	23,500.00	23,500.00	-
Academic Affairs	Sponsored Projects Grants & Cont	General Operating	3,400.00	3,400.00	-
Academic Affairs	Sponsored Projects Grants & Cont	Copy Center/Motor Pool	1,600.00	1,600.00	-
Academic Affairs	Asst Provost Outreach & Extend Prog	Salaries	107,700.00	107,700.00	-
Academic Affairs	Asst Provost Outreach & Extend Prog	Fringe Benefits	40,600.00	40,600.00	-
Academic Affairs	Asst Provost Outreach & Extend Prog	General Operating	41,500.00	41,500.00	-
Academic Affairs	Asst Provost Outreach & Extend Prog	Copy Center/Motor Pool	500.00	500.00	-
Academic Affairs	Testing	General Operating	2,500.00	2,500.00	-
Academic Affairs	Registrar	Salaries	197,800.00	198,800.00	(1,000.00)
Academic Affairs	Registrar	Fringe Benefits	66,500.00	66,900.00	(400.00)
Academic Affairs	Registrar	General Operating	20,200.00	20,200.00	-
Academic Affairs	Registrar	Copy Center/Motor Pool	4,800.00	4,800.00	-
Academic Affairs	Global Education	General Operating	20,000.00	20,000.00	-
Academic Affairs	Dir Academic Ctr for Excellence	Salaries	234,000.00	490,500.00	(256,500.00)
Academic Affairs	Dir Academic Ctr for Excellence	Fringe Benefits	81,200.00	178,500.00	(97,300.00)
Academic Affairs	Dir Academic Ctr for Excellence	General Operating	3,900.00	3,900.00	-
Academic Affairs	Dir Academic Ctr for Excellence	Copy Center/Motor Pool	6,100.00	6,100.00	-
Academic Affairs	Dir Student Support Services	General Operating	1,000.00	1,000.00	-
Academic Affairs	Dir Ctr Acad Persistence & Success	General Operating	900.00	900.00	-
Academic Affairs	Dir Ctr Acad Persistence & Success	Copy Center/Motor Pool	100.00	100.00	-
Academic Affairs	Disability Services	Salaries	40,600.00	40,600.00	-
Academic Affairs	Disability Services	Fringe Benefits	1,900.00	1,900.00	-
Academic Affairs	Disability Services	General Operating	2,500.00	2,500.00	-
Academic Affairs	Disability Services	Copy Center/Motor Pool	500.00	500.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Academic Affairs	Course Fees	General Operating	97,700.00	97,700.00	-
Academic Affairs	Summer Faculty	Salaries	125,000.00	125,000.00	-
	Total Academic Affairs		13,267,500.00	13,404,100.00	(136,600.00)
Land Grant	Research	General Operating	2,828,200.00	2,828,200.00	-
Land Grant	Extension	General Operating	3,843,000.00	3,843,000.00	-
	Total Land Grant		6,671,200.00	6,671,200.00	-
Athletics	Athletic Administration	Salaries	205,700.00	315,700.00	(110,000.00)
Athletics	Athletic Administration	Fringe Benefits	77,600.00	119,400.00	(41,800.00)
Athletics	Athletic Administration	General Operating	178,900.00	178,900.00	-
Athletics	Athletic Administration	Copy Center/Motor Pool	6,100.00	6,100.00	-
Athletics	Athletic Academic Center	Salaries	51,900.00	16,000.00	35,900.00
Athletics	Athletic Academic Center	Fringe Benefits	19,700.00	6,100.00	13,600.00
Athletics	Men's Football	Salaries	299,000.00	299,000.00	-
Athletics	Men's Football	Fringe Benefits	88,600.00	88,600.00	-
Athletics	Men's Football	General Operating	124,800.00	124,800.00	-
Athletics	Men's Football	Copy Center/Motor Pool	21,000.00	21,000.00	-
Athletics	Men's Basketball	Salaries	74,800.00	89,000.00	(14,200.00)
Athletics	Men's Basketball	Fringe Benefits	23,300.00	28,700.00	(5,400.00)
Athletics	Men's Basketball	General Operating	43,200.00	43,200.00	-
Athletics	Men's Basketball	Copy Center/Motor Pool	4,800.00	4,800.00	-
Athletics	Men's Baseball	Salaries	16,800.00	16,800.00	-
Athletics	Men's Baseball	Fringe Benefits	6,300.00	6,300.00	-
Athletics	Men's Baseball	General Operating	42,500.00	42,500.00	-
Athletics	Men's Baseball	Copy Center/Motor Pool	500.00	500.00	-
Athletics	Men's Track	Salaries	20,000.00	20,000.00	-
Athletics	Men's Track	Fringe Benefits	7,500.00	7,500.00	-
Athletics	Men's Track	General Operating	13,300.00	13,300.00	-
Athletics	Men's Track	Copy Center/Motor Pool	2,700.00	2,700.00	-
Athletics	Men's Golf	General Operating	6,000.00	6,000.00	-
Athletics	Men's Cross Country	Salaries	6,800.00	6,800.00	-
Athletics	Men's Cross Country	Fringe Benefits	600.00	600.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Athletics	Men's Cross Country	General Operating	3,500.00	3,500.00	-
Athletics	Women's Basketball	Salaries	76,000.00	93,300.00	(17,300.00)
Athletics	Women's Basketball	Fringe Benefits	28,600.00	35,200.00	(6,600.00)
Athletics	Women's Basketball	General Operating	47,000.00	47,000.00	-
Athletics	Women's Basketball	Copy Center/Motor Pool	3,000.00	3,000.00	-
Athletics	Women's softball	Salaries	3,600.00	3,600.00	-
Athletics	Women's softball	Fringe Benefits	1,900.00	1,900.00	-
Athletics	Women's softball	General Operating	37,800.00	37,800.00	-
Athletics	Women's softball	Copy Center/Motor Pool	200.00	200.00	-
Athletics	Women's Volleyball	Salaries	40,000.00	40,000.00	-
Athletics	Women's Volleyball	Fringe Benefits	15,200.00	15,200.00	-
Athletics	Women's Volleyball	General Operating	40,000.00	40,000.00	-
Athletics	Women's Track	Salaries	20,000.00	20,000.00	-
Athletics	Women's Track	Fringe Benefits	7,500.00	7,500.00	-
Athletics	Women's Track	General Operating	17,500.00	17,500.00	-
Athletics	Women's Track	Copy Center/Motor Pool	2,500.00	2,500.00	-
Athletics	Women's Cross Country	Salaries	8,100.00	8,100.00	-
Athletics	Women's Cross Country	Fringe Benefits	700.00	700.00	-
Athletics	Women's Cross Country	General Operating	5,000.00	5,000.00	-
	Total Athletics		1,700,500.00	1,846,300.00	(145,800.00)
Auxiliaries	Auxiliaries	Auxiliaries	3,734,500.00	4,234,500.00	(500,000.00)
Business Affairs	VP Finance And Business Affairs	Salaries	318,700.00	273,700.00	45,000.00
Business Affairs	VP Finance And Business Affairs	Fringe Benefits	120,100.00	103,000.00	17,100.00
Business Affairs	VP Finance And Business Affairs	General Operating	2,700.00	2,700.00	-
Business Affairs	VP Finance And Business Affairs	Copy Center/Motor Pool	2,300.00	2,300.00	-
Business Affairs	Business Services	General Operating	680,100.00	180,100.00	500,000.00
Business Affairs	Business Operations	General Operating	93,500.00	93,500.00	-
Business Affairs	Business Operations	Copy Center/Motor Pool	500.00	500.00	-
Business Affairs	Accounting Office	Salaries	139,200.00	141,500.00	(2,300.00)
Business Affairs	Accounting Office	Fringe Benefits	52,700.00	53,600.00	(900.00)
Business Affairs	Accounting Office	General Operating	4,900.00	4,900.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Business Affairs	Accounting Office	Copy Center/Motor Pool	100.00	100.00	-
Business Affairs	Procurement	Salaries	87,700.00	99,200.00	(11,500.00)
Business Affairs	Procurement	Fringe Benefits	33,000.00	37,400.00	(4,400.00)
Business Affairs	Procurement	General Operating	4,900.00	4,900.00	-
Business Affairs	Procurement	Copy Center/Motor Pool	100.00	100.00	-
Business Affairs	Bursar	Salaries	195,500.00	195,500.00	-
Business Affairs	Bursar	Fringe Benefits	73,900.00	73,900.00	-
Business Affairs	Bursar	General Operating	40,500.00	40,500.00	-
Business Affairs	Bursar	Copy Center/Motor Pool	4,500.00	4,500.00	-
Business Affairs	Bursar	Bad Debt Expense	500,000.00	500,000.00	-
Business Affairs	Accounts Payable	Salaries	57,800.00	44,100.00	13,700.00
Business Affairs	Accounts Payable	Fringe Benefits	17,600.00	12,400.00	5,200.00
Business Affairs	Accounts Payable	General Operating	4,800.00	4,800.00	-
Business Affairs	Accounts Payable	Copy Center/Motor Pool	200.00	200.00	-
Business Affairs	Grant Department	Salaries	37,000.00	44,700.00	(7,700.00)
Business Affairs	Grant Department	Fringe Benefits	13,900.00	16,900.00	(3,000.00)
Business Affairs	Grant Department	General Operating	4,500.00	4,500.00	-
Business Affairs	Grant Department	Copy Center/Motor Pool	500.00	500.00	-
Business Affairs	Human Resource	Salaries	285,900.00	285,900.00	-
Business Affairs	Human Resource	Fringe Benefits	103,800.00	103,800.00	-
Business Affairs	Human Resource	General Operating	65,700.00	65,700.00	-
Business Affairs	Human Resource	Copy Center/Motor Pool	14,300.00	14,300.00	-
Business Affairs	Safety	Salaries	47,800.00	47,800.00	-
Business Affairs	Safety	Fringe Benefits	18,200.00	18,200.00	-
Business Affairs	Safety	General Operating	20,000.00	20,000.00	-
	Total Business Affairs		3,046,900.00	2,495,700.00	551,200.00
External Relations	Univ Admin External Relations & Dev	Salaries	291,500.00	382,100.00	(90,600.00)
External Relations	Univ Admin External Relations & Dev	Fringe Benefits	110,000.00	144,400.00	(34,400.00)
External Relations	Univ Admin External Relations & Dev	General Operating	51,000.00	51,000.00	-
External Relations	Univ Admin External Relations & Dev	Copy Center/Motor Pool	12,000.00	12,000.00	-
External Relations	Public Relations	Salaries	61,000.00	116,800.00	(55,800.00)
External Relations	Public Relations	Fringe Benefits	23,000.00	44,200.00	(21,200.00)
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

External Relations	Public Relations	General Operating	21,000.00	21,000.00	-
External Relations	Public Relations	Copy Center/Motor Pool	4,000.00	4,000.00	-
External Relations	Alumni Relations	Salaries	84,400.00	60,000.00	24,400.00
External Relations	Alumni Relations	Fringe Benefits	31,900.00	22,600.00	9,300.00
External Relations	Alumni Relations	General Operating	33,700.00	33,700.00	-
External Relations	Alumni Relations	Copy Center/Motor Pool	1,300.00	1,300.00	-
External Relations	Alumni - Homecoming	General Operating	8,000.00	8,000.00	-
Total External Relations			732,800.00	901,100.00	(168,300.00)
Facilities	Facilities Service	Salaries	152,600.00	163,300.00	(10,700.00)
Facilities	Facilities Service	Fringe Benefits	57,500.00	61,600.00	(4,100.00)
Facilities	Facilities Service	General Operating	1,664,900.00	1,664,900.00	-
Facilities	Facilities Service	Copy Center/Motor Pool	5,100.00	5,100.00	-
Facilities	Warehouse	Salaries	40,400.00	23,200.00	17,200.00
Facilities	Warehouse	Fringe Benefits	15,200.00	8,700.00	6,500.00
Facilities	Warehouse	General Operating	3,000.00	3,000.00	-
Facilities	Electrical Services	Salaries	109,000.00	76,000.00	33,000.00
Facilities	Electrical Services	Fringe Benefits	41,100.00	28,500.00	12,600.00
Facilities	Electrical Services	General Operating	30,000.00	30,000.00	-
Facilities	Housekeeping	Salaries	773,200.00	640,000.00	133,200.00
Facilities	Housekeeping	Fringe Benefits	291,700.00	241,100.00	50,600.00
Facilities	Housekeeping	General Operating	30,000.00	30,000.00	-
Facilities	Grounds	Salaries	109,900.00	116,000.00	(6,100.00)
Facilities	Grounds	Fringe Benefits	41,400.00	43,700.00	(2,300.00)
Facilities	Grounds	General Operating	210,000.00	210,000.00	-
Facilities	Building Services	Salaries	39,400.00	39,400.00	-
Facilities	Building Services	Fringe Benefits	15,000.00	15,000.00	-
Facilities	Maintenance Services	General Operating	200,000.00	200,000.00	-
Facilities	Motor Pool	Salaries	31,200.00	48,000.00	(16,800.00)
Facilities	Motor Pool	Fringe Benefits	11,700.00	18,100.00	(6,400.00)
Facilities	Motor Pool	General Operating	30,000.00	30,000.00	-
Facilities	Motor Pool	Copy Center/Motor Pool	25,000.00	25,000.00	-
Facilities	Boiler Plant	Salaries	162,500.00	162,500.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Facilities	Boiler Plant	Fringe Benefits	61,300.00	61,300.00	-
Facilities	Boiler Plant	General Operating	108,000.00	108,000.00	-
Facilities	Mechanical Services	Salaries	238,700.00	190,000.00	48,700.00
Facilities	Mechanical Services	Fringe Benefits	90,100.00	71,600.00	18,500.00
Facilities	Mechanical Services	General Operating	110,000.00	110,000.00	-
Facilities	Capital Planning and Construction	Salaries	45,000.00	45,000.00	-
Facilities	Capital Planning and Construction	Fringe Benefits	17,000.00	17,000.00	-
Facilities	Capital Planning and Construction	General Operating	703,800.00	703,800.00	-
Facilities	Capital Planning and Construction	Copy Center/Motor Pool	1,200.00	1,200.00	-
	Total Facilities		5,464,900.00	5,191,000.00	273,900.00
Information Technology	Information Technology	General Operating	496,100.00	496,100.00	-
Information Technology	Information Technology	Copy Center/Motor Pool	3,900.00	3,900.00	-
Information Technology	Computer Services	Salaries	572,600.00	572,600.00	-
Information Technology	Computer Services	Fringe Benefits	216,400.00	216,400.00	-
Information Technology	Telecommunications	Salaries	95,000.00	95,000.00	-
Information Technology	Telecommunications	Fringe Benefits	35,800.00	35,800.00	-
	Total Information Technology		1,419,800.00	1,419,800.00	-
Presidential Area	Office Of The President	Salaries	457,100.00	430,500.00	26,600.00
Presidential Area	Office Of The President	Fringe Benefits	172,300.00	162,200.00	10,100.00
Presidential Area	Office Of The President	General Operating	327,040.00	327,040.00	-
Presidential Area	Office Of The President	Copy Center/Motor Pool	2,960.00	2,960.00	-
Presidential Area	Board Of Regents	General Operating	9,700.00	9,700.00	-
Presidential Area	Board Of Regents	Copy Center/Motor Pool	300.00	300.00	-
Presidential Area	General Counsel	Salaries	195,000.00	250,000.00	(55,000.00)
Presidential Area	General Counsel	Fringe Benefits	74,000.00	94,900.00	(20,900.00)
Presidential Area	General Counsel	General Operating	112,100.00	112,100.00	-
Presidential Area	General Counsel	Copy Center/Motor Pool	2,900.00	2,900.00	-
Presidential Area	Internal Audit	Salaries	108,000.00	108,000.00	-
Presidential Area	Internal Audit	Fringe Benefits	40,700.00	40,700.00	-
Presidential Area	Internal Audit	General Operating	5,000.00	5,000.00	-
Presidential Area	Institutional Research	Salaries	228,100.00	228,100.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Presidential Area	Institutional Research	Fringe Benefits	86,100.00	86,100.00	-
Presidential Area	Institutional Research	General Operating	30,200.00	30,200.00	-
Presidential Area	Institutional Research	Copy Center/Motor Pool	800.00	800.00	-
Presidential Area	Commencement Activities	General Operating	12,000.00	12,000.00	-
Presidential Area	Staff Council	General Operating	2,000.00	2,000.00	-
	Total Presidential Area		1,866,300.00	1,905,500.00	(39,200.00)
Student Affairs	Upward Bound	General Operating	1,000.00	1,000.00	-
Student Affairs	Student Affairs	Salaries	492,300.00	527,100.00	(34,800.00)
Student Affairs	Student Affairs	Fringe Benefits	181,700.00	194,900.00	(13,200.00)
Student Affairs	Student Affairs	General Operating	28,000.00	28,000.00	-
Student Affairs	Student Affairs	Copy Center/Motor Pool	12,000.00	12,000.00	-
Student Affairs	Cheerleaders	Salaries	5,000.00	5,000.00	-
Student Affairs	Cheerleaders	Fringe Benefits	1,900.00	1,900.00	-
Student Affairs	Cheerleaders	General Operating	2,500.00	2,500.00	-
Student Affairs	AVP Enrollment Management	General Operating	20,000.00	20,000.00	-
Student Affairs	One Stop Shop	General Operating	1,000.00	1,000.00	-
Student Affairs	Admissions	Salaries	456,800.00	400,000.00	56,800.00
Student Affairs	Admissions	Fringe Benefits	172,600.00	151,000.00	21,600.00
Student Affairs	Admissions	General Operating	96,700.00	96,700.00	-
Student Affairs	Admissions	Copy Center/Motor Pool	48,300.00	48,300.00	-
Student Affairs	Financial Aid	Salaries	390,500.00	300,000.00	90,500.00
Student Affairs	Financial Aid	Fringe Benefits	147,300.00	112,900.00	34,400.00
Student Affairs	Financial Aid	General Operating	7,900.00	7,900.00	-
Student Affairs	Financial Aid	Copy Center/Motor Pool	2,100.00	2,100.00	-
Student Affairs	Financial Aid	Institutional Aid	4,806,300.00	4,806,300.00	-
Student Affairs	Work Program - Institution	Salaries	100,000.00	240,000.00	(140,000.00)
Student Affairs	Career Planning and Placement	Salaries	125,600.00	100,000.00	25,600.00
Student Affairs	Career Planning and Placement	Fringe Benefits	42,600.00	32,900.00	9,700.00
Student Affairs	Career Planning and Placement	General Operating	15,000.00	15,000.00	-
Student Affairs	Career Planning and Placement	Copy Center/Motor Pool	5,000.00	5,000.00	-
Student Affairs	Career Fair	General Operating	5,000.00	5,000.00	-
Student Affairs	Career Fair	Copy Center/Motor Pool	1,000.00	1,000.00	-
Functional Area	Organization	Expense Line	Adopted Budget	Revised Budget	Adjustments

Student Affairs	Student Government Association	Salaries	13,400.00	13,400.00	-
Student Affairs	Student Government Association	Fringe Benefits	1,200.00	1,200.00	-
Student Affairs	Planning	Salaries	24,500.00	24,500.00	-
Student Affairs	Planning	Fringe Benefits	9,300.00	9,300.00	-
Student Affairs	Director Student Life	Salaries	128,500.00	105,000.00	23,500.00
Student Affairs	Director Student Life	Fringe Benefits	43,700.00	34,800.00	8,900.00
Student Affairs	Director Student Life	General Operating	46,500.00	46,500.00	-
Student Affairs	Director Student Life	Copy Center/Motor Pool	3,500.00	3,500.00	-
Student Affairs	Health Center	Salaries	86,200.00	70,000.00	16,200.00
Student Affairs	Health Center	Fringe Benefits	32,500.00	26,300.00	6,200.00
Student Affairs	Health Center	General Operating	42,900.00	42,900.00	-
Student Affairs	Health Center	Copy Center/Motor Pool	3,100.00	3,100.00	-
Student Affairs	Alcohol & Drug Prevention	Salaries	76,400.00	88,500.00	(12,100.00)
Student Affairs	Alcohol & Drug Prevention	Fringe Benefits	28,900.00	33,500.00	(4,600.00)
Student Affairs	Alcohol & Drug Prevention	General Operating	800.00	800.00	-
Student Affairs	Alcohol & Drug Prevention	Copy Center/Motor Pool	200.00	200.00	-
Total Student Affairs			7,709,700.00	7,621,000.00	88,700.00
University Police	University Police	Salaries	678,000.00	555,000.00	123,000.00
University Police	University Police	Fringe Benefits	253,500.00	210,400.00	43,100.00
University Police	University Police	General Operating	19,800.00	109,800.00	(90,000.00)
University Police	University Police	Copy Center/Motor Pool	200.00	200.00	-
Total University Police			951,500.00	875,400.00	76,100.00
Various	Accreditation, Women's Soccer, Etc.	General Operating	400,000.00	400,000.00	-
Grand Total			46,965,600.00	46,965,600.00	-

Agenda Item Background

To:	Board of Regents Business Affairs Committee	Date: January 19, 2017
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	Human Resources Handbook	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The Human Resources Handbook for the University has been revised. The revised handbook will be provided under separate cover.

Recommendation:

It is recommended that the Business Affairs Committee approve the revised Human Resources Handbook.

Approval

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Audit Committee
January 19, 2017 – 1:45 p.m.
Carl M. Hill Student Center
Frankfort, Kentucky

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KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Audit Committee
January 19, 2017
1:45 p.m.
Carl M. Hill Student Center
Frankfort, Kentucky

AGENDA

- | | | |
|--------------|---|---|
| I. | Call to Order | Regent Mindy Barfield, Chairperson |
| II. | Roll Call | Ingram Quick, Internal Auditor |
| III. | Opening Remarks | Regent Mindy Barfield |
| IV. | Approval of Minutes | Regent Mindy Barfield |
| V. | Action Item | Ingram Quick |
| | Presidential Travel Policy Recommendation | |
| VI. | Vendor Payment Audit – Preliminary Results | Ingram Quick |
| VII. | Action Item | Gregory Rush, Vice President of Business Affairs |
| | Approval of 2015-2016 Financial Statements and Report of External Auditors | |
| VIII. | Adjournment | Regent Mindy Barfield |

Agenda Item Background

To:	Board of Regents Audit Committee	Date: January 19, 2017
From:	Ingram Quick, Internal Auditor	
Subject:	October 20, 2016 Committee Minutes	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The minutes of the Audit Committee meeting for October 20, 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 October 20, 2016 meeting.

Approval

Initiator:	Ingram Quick, Internal Auditor
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
Audit Committee
October 20, 2016
2:30 p.m. – October 20, 2016
Harold R. Benson Research and Demonstration Farm
Frankfort, KY

MINUTES

Regent Mindy Barfield, Chairperson, called the meeting of the Audit Committee of the Kentucky State University Board of Regents to order at 2:40 p.m. on October 20, 2016. Regent Barfield asked the secretary to call the roll:

Mindy Barfield	Present	Derrick Gilmore	Present
Karen Bearden	Present	LaVaughn Henry	Not Present
Syamala Reddy	Not Present		

A quorum was declared.

I. Approval of Minutes

Action: A motion to approve the minutes from the July 21, 2016 Audit Committee meeting and the April 21, 2016 Audit Committee meeting was made by Regent Bearden and seconded by Regent Gilmore. The motion was approved unanimously.

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

II. Internal Audit Report

Mr. Ingram Quick, Internal Auditor, stated follow-up testing was performed to assess an issue identified in the January 2016 Bursar Office Audit Report. Per Mr. Quick, testing was performed to determine whether cash receipts were deposited in the bank in a timely manner. Mr. Quick stated follow-up testing for this particular issue was expedited due to concern raised by the Board of Regents in the July 2016 meeting. Test results revealed that all 20 daily cash receipts reviewed were deposited in the bank in a timely manner, within one business day of receipt.

Mr. Quick stated that the current Out of Town travel policy does not address the approval of the University President's travel expenditures. Mr. Quick recommended the Board of Regents should adopt a policy to have the Chairperson or designated personnel from senior management approve the University President's travel plans and/or subsequent travel expenses. Mr. Quick

suggested that in order to reduce the frequency of this approval and to not hinder the University President's ability to represent the University, the approval of travel plans and / or actual expenses could be on a quarterly basis. Mr. Quick stated he will perform a review of all Presidential expenditures on a yearly basis to determine whether expenses are appropriate, accurate and in compliance with institutional policies. President Thompson questioned whether such a policy would be for pre-approval or a review of subsequent travel expenses. Regent Farris stated that she would agree with a policy that would not hinder the University President's ability to travel. The external auditor, Crissy Fiscus with Dean Dorton Allen Ford, PLLC, stated that the President's travel should not require pre-approval unless the travel will exceed a certain dollar amount. Ms. Fiscus stated that ultimately it is the Board of Regents' fiduciary responsibility to have knowledge and awareness of Presidential travel expenses. She stated the related risk would be the Board of Regents not knowing of inappropriate expenses. Mr. Quick stated he would draft a proposed Presidential travel policy that could be reviewed by the Board of Regents for implementation.

Mr. Quick requested the approval of the amended charter which was revised to include language which clearly defines the Office of Internal Audit's functional reporting relationship to the Board of Regents. Mr. Quick stated the proposed revisions to the charter would further strengthen the organizational independence of the Office of Internal Audit.

Action: Motion to approve the proposed charter for the Office of the Internal Audit was made by Regent Farris and seconded by Regent Gilmore. The motion was approved unanimously.

III. External Audit

The Vice President of Business Affairs, Greg Rush, introduced Crissy Fiscus and Megan Crane with Dean Dorton Allen Ford to give a status of the University's financial audit. Mr. Rush also informed the Board of Regents that the audit had not yet been completed. Ms. Fiscus provided preliminary results of the audit in their management letter which was presented to the Board of Regents. Ms. Fiscus stated they considered the following deficiencies in the University's internal control structure to be material weaknesses: financial reporting, credit cards, cash disbursements and vendor payment activity. Regent Barfield asked whether there would need to be a special meeting to approve the external audit of financial statements when complete. Mr. Rush stated that the external audit would be disseminated to the Board of Regents when complete and there should be an action item requiring approval of the audit in the January 2017 meeting.

IV. Adjournment

Motion for adjournment of the Audit Committee was made by Regent Bearden and seconded by Regent Farris. The meeting adjourned at 3:07 p.m.

Submitted by:

Approved by:

Ingram Quick, Internal Auditor	Regent Mindy Barfield, Chairperson Audit Committee
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_____ Approved with no corrections

_____ Approved with correction

Agenda Item Background

To:	Board of Regents Audit Committee	Date: January 19, 2017
From:	Ingram Quick, Internal Auditor	
Subject:	Presidential Travel Policy Recommendation	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

Please see attached.

Recommendation: The recommendation is presented to the Audit Committee for consideration to implement.

Approval

Initiator:	Ingram Quick, Internal Auditor
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017



Office of Internal Audit Recommendation - Presidential Travel Policy

The Kentucky State University Board of Regents should implement a policy to have the Chairperson or a designated Regent review the University President's travel on a quarterly basis. A pre-approval should be required from the Chairperson or designated Regent if the travel falls into one of the following categories; estimated travel costs exceed a certain dollar amount, traveling out-of-country, and spousal travel. This recommended policy could be implemented through a resolution approved by the Board of Regents and included in their Policy Handbook. If implemented, this policy should be disseminated to appropriate personnel (e.g., President's Office, Purchasing) to ensure awareness and understanding of the requirements.

The following language could be used to draft such a policy:

"The University President is often called upon to travel both inside and outside the Commonwealth of Kentucky to attend meetings, conferences or other events which are designed to benefit Kentucky State University. On a more limited basis, the University President may travel outside the United States on University business.

On a quarterly basis, appropriate personnel (i.e., Executive Administrative Assistant to the President) must submit to the Board of Regents' Chairperson or designated Regent a listing of all Presidential travel during the quarter.

➤ *This listing needs to include the arrival and departure dates, title and purpose of meeting, location, and total expenditure amount.*

Prior approval is required from the Board of Regents Chairperson or designated Regent if Presidential travel falls into one of the following categories; estimated travel costs exceed (a certain dollar threshold), traveling out-of-country, and spousal travel.

➤ *When the University President is performing official duties in such areas as development, alumni, and governmental relations, the President's spouse may make a contribution to the success of the event. In such cases, the University will reimburse the spouse's travel expenses if the following conditions are met:*

- 1. The purpose of the travel is fully documented and submitted for approval by the Board of Regents Chairperson or designated Regent prior to attending.*
- 2. The spouse attends and contributes to the official function.*
- 3. Expenses incurred are fully documented and submitted for reimbursement.*

At any time, the Board of Regents could request the Office of Internal Audit to perform an audit of Presidential travel expenses to determine whether expenses were appropriate, accurate and in compliance with applicable institutional policies and procedures."

Agenda Item Background

To:	Board of Regents Audit Committee	Date: January 19, 2017
From:	Ingram Quick, Internal Auditor	
Subject:	Vendor Payment Audit - Preliminary Results	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Preliminary audit results have been provided to keep the Board of Regents informed of the progress and significant findings identified during the Vendor Payment Audit. The Office of Internal Audit has provided the necessary departments details of the audit findings for final review. A draft report will be issued by the end of January 2017 and the final report with management's corrective action will be included in the April 2017 Board of Regents Audit Committee report.

Recommendation:

There is no recommendation for this item.

Informational Item

Initiator:	Ingram Quick, Internal Auditor
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

Preliminary Audit Results

PROJECT TITLE	
Kentucky State University – Vendor Payment Process	
OBJECTIVE AND SCOPE	
<p>The audit objective was to perform an assurance – operational review of the Kentucky State University’s vendor payment process. The operating policies, procedures, and records for procurement activity were reviewed. This included how activity was processed, recorded, monitored, and reported. The primary focus was compliance with Kentucky State University’s policies and applicable statutory requirements. The objective was to obtain assurance that the risks were adequately mitigated through the internal control structure.</p> <p>This was an assurance review based on best practices and existing policies and procedures for the operational and fiscal administration of procurement activity. The review included vendor payment activity during fiscal year 2015, fiscal year 2016 and the first quarter of fiscal year 2017 (July 1, 2016 through September 30, 2016). This was a scheduled audit.</p>	
P	R
<p>A summarization of preliminary findings related to the Kentucky State University Vendor Payment Audit include the following. It should be noted that the preliminary findings may be subject to change upon further review.</p> <ul style="list-style-type: none">• Timeliness. There were instances in which invoices were not paid in a timely manner, within 30 days of the receipt of the vendor’s invoice.• Payment Errors. There were some issues which resulted in Kentucky State University paying vendors erroneously. The errors included duplicate payments, overpaying for goods/services, and paying sales tax for which the University should be exempt.• Receipt of Goods. There were instances in which the Central Receiving Department confirmed receipt of goods in the Banner system, however, documentation could not be provided to verify receipt of goods by the requesting department received the goods.• General Administration. There were issues noted regarding the administration of the vendor payment process.<ul style="list-style-type: none">➤ There is a lack of updated desktop procedures to guide personnel in the performance of their job duties related to the procurement of goods and services.➤ Accounts Payable does not maintain an updated list of personnel from each department that are authorized to request and pick up checks on behalf of the department.➤ There is a lack of security cameras and alarm systems at the Central Receiving Department (i.e., Jordan Hall) which is responsible for the receipt and distribution of the majority of the supplies, materials and equipment delivered to Kentucky State University.	

Agenda Item Background

To:	Board of Regents Audit Committee	Date: January 19, 2017
From:	Ingram Quick, Internal Auditor	
Subject:	Audit Plan Status	
Reason for Consideration:	Informational Item	Enclosures: Yes

Background:

Please see attached.

Recommendation:

There is no recommendation for this item.

Informational Item

Initiator:	Ingram Quick, Internal Auditor
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

**Office of Internal Audit
Audit Plan Status**

At the July 21, 2016 Board of Regents meeting, a motion was made to approve the Office of Internal Audit’s Fiscal Year 2017 Audit Plan. The motion was approved unanimously. Three of the core services offered by the Office of Internal Audit were outlined in the plan. These included Assurance, Consulting and Integrity services. The bulk of audit resources are dedicated to planned assurance engagements. During the first half of Fiscal Year 2017 (July 1 through December 31, 2016), 50% of the planned assurance engagements were on-going, 50% were not started and none were planned to be postponed. Overall, approximately 77% of the 9 projects included in the plan have been completed or are on-going while approximately 23% of the projects have not been started. Please see the table below.

Core Service	Department	Project Name	# of Projects	Complete	Ongoing	Not Started	Postponed
Assurance	Business Affairs	Printing Contract	1	0	0	1	0
Assurance	President’s Office	Presidential Expenses	1	0	0	1	0
Assurance	Business Affairs	Vendor Payment Process	1	0	1	0	0
Assurance	Enterprise	Grants	1	0	1	0	0
<i>Assurance Subtotal</i>			<i>4</i>	<i>0</i>	<i>2</i>	<i>2</i>	<i>0</i>
<i>% of Assurance Subtotal</i>				<i>0%</i>	<i>50.0%</i>	<i>50.0%</i>	<i>0.0%</i>
Consulting	Board of Regents	Special Request	1	1	0	0	0
Consulting	Enterprise	Self-Assessment Guide	1	1	0	0	0
Consulting	President’s Office	Special Request	1	1	0	0	0
Consulting	Enterprise	Cash Handling Training	1	1	0	0	0
Integrity	Enterprise	Tipline Complaints	1	1	0	0	0
<i>Overall Total</i>			<i>9</i>	<i>5</i>	<i>2</i>	<i>2</i>	<i>0</i>
<i>% of Total</i>				<i>55%</i>	<i>22%</i>	<i>23%</i>	<i>0%</i>

Agenda Item Background

To:	Board of Regents Audit Committee	Date: January 19, 2017
From:	Gregory Rush, Vice President of Business Affairs	
Subject:	2015-2016 Financial Statements and Report of External Auditors	
Reason for Consideration:	Approval	Enclosures: Yes

Background:

The external financial audit was completed on December 29, 2016. The University has been in discussion with the State Controller’s Office regarding the completion of the audit. The A-133 audit, or Single Audit, will be completed by February 2017 and will be included in the April 2017 Board of Regents Audit Committee report.

Recommendation:

It is recommended that the Audit Committee accept the Audit of the Financial Statements for the 2015-2016 fiscal year.

Approval

Initiator:	Gregory Rush, Vice President of Business Affairs
Board Action Date:	January 19, 2017
Effective Date:	January 19, 2017

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
External Relations and Development Committee
January 19, 2017
2:45 p.m.
Carl M. Hill Student Center

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KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
External Relations and Development Committee
January 19, 2017
2:45 p.m.
Carl M. Hill Student Center

AGENDA

- | | | |
|--------------|---|---|
| I. | CALL TO ORDER | Regent McFayden, Chairperson |
| II. | ROLL CALL | Rick Smith, Interim Vice President,
External Relations and Development |
| III. | OPENING REMARKS | Regent McFayden |
| IV. | APPROVAL OF MINUTES | Regent McFayden |
| V. | EXTERNAL RELATIONS &
DEVELOPMENT | Rick Smith |
| VI. | DIGITAL STRATEGY AND
MARKETING | Louis DeFreeze |
| VII. | ALUMNI RELATIONS | JC Campbell |
| VIII. | ENDOWMENT REPORT | James Fereday |
| IX. | ADJOURNMENT | Rick Smith |

KENTUCKY STATE UNIVERSITY
Regular Meeting of the Board of Regents
External Relations and Development Committee
October 20, 2016
4:00 p.m.
Harold R. Benson Research Farm

MINUTES

Regent Elgie McFayden, Committee Chairperson, called the Kentucky State University (KSU) Board of Regents External Relations and Development Committee meeting to order at 3:30 p.m. on October 20, 2016. Regent McFayden asked the secretary to call the roll:

Ekumene Lysonge	Not Present	Elgie McFayden	Present
Derrick Gilmore	Present	LaVaughn Henry	Not Present
Paul Harnice	Present		

A quorum was declared.

Approval of Minutes

Minutes of the July 21, 2016, meeting were approved. Motion was made by Regent Gilmore and seconded by Regent Harnice.

Executive Summary Report

Rick Smith, Interim Vice President for External Relations and Development, distributed flyers in regard to the Honda Battle of the Bands. The Kentucky State University Band is in competition to participate in the showcase, which is based on votes. All voters are allowed six votes a day and advised to vote early and often. Eight bands are chosen to advance to the showcase.

Rick Smith reported on the Kentucky State University Communications Plan update. The office continues to focus on proactively promoting positive media stories to local, state, national, and trade media outlets. The focus of the plan is to improve the general public's perception of Kentucky State University within the focus areas identified in the University's Strategic Plan. Kentucky State University partnered with the Frankfort Downtown Kiwanis Club to internally launch the "What Can You Do for Kentucky State University" initiative. The initiative has been successful and is now supported by the county and city.

Discussion followed about the use of taxpayer dollars.

The Office of Athletics partnered with External Relations to launch the Thoroughbred Network. This online streaming network launched during KSU's first Fall 2016 home football game.

KSU launched online ticket sales with Etix. This service provider allows KSU supporters to buy tickets to sporting and entertainment events.

For the Cheaney Plaza Brick Project, approximately 40 bricks have been received. The bricks were installed the week of October 3, 2016. To date, this project has raised approximately \$40,000.

An accurate report for Circle City Classic was not available.

Capital Campaign: In 2011, KSU launched a \$12.5 million Capital Campaign to commemorate the University's 125th Anniversary. The campaign never officially concluded. Due to turnover in staff and University leadership, the campaign has been inactive. Upon hiring, Rick Smith began building relationships within the Frankfort community. He is currently working within the Kentucky State University strategic plan to develop an outline that supports various types of giving from potential donors with a goal of \$2.9 million by the fall of 2018.

Global Advancement, which was retained in December 2015 by former President Raymond Burse to assist and participate in the internal and external assessment of KSU's development capabilities, was directed to suspend their work. Global Advancement will present their findings and recommendations to Rick Smith in November.

Louis DeFreeze, Director of Marketing and Digital Strategy, presented an update on marketing developments. The office is correcting the inaccurate and outdated information on the KSU website. Discussion about the process of updating and the use of department web masters ensued. The importance of a branded website was also discussed.

JC Campbell, Assistant Director of Alumni Relations, presented an update on the progress of the Office of Alumni Relations. Updates were provided on the *Thoroughbred Weekly*; alumni highlights and special mention in the quarterly *Onward & Upward*; 24-hour turnover for calls and inquiries; implementation of the "Born and Bred" alumni volunteer program; and re-establishment of the Young Alumni Association with 40 members to date.

LouAnn Atlas and James Fereday from Fifth Third Bank presented details of the Endowment Management Report as of September 30, 2016. There was some discussion about the overall and historical performance, Fiscal Year Endowment Comparison, and Manager Performance.

Adjournment

Motion for adjournment of the External Relations and Development Committee was made by Regent Gilmore and seconded by Regent Bearden. The meeting was adjourned at 5:00 p.m.

Submitted by:

Approved by:

Rick Smith,
Interim Vice President for External
Relations and Development

Regent Elgie McFayden,
Chairperson,
External Relations and
Development Committee

_____ **Approved with no corrections**
_____ **Approved with corrections**

External Relations and Development Report

Director of Alumni Relations Search Committee

The position of Director of Alumni Relations at Kentucky State University was posted on the Kentucky State University website on December 19, 2016. The position will remain posted until it has been filled.

A Search Committee for the position has been formed to review all applications received from the Office of Human Resources. The committee is comprised of the Interim Vice President for External Relations and Development, seven alumni, and two staff members. Members were appointed by the Interim Vice President of External Relations and Development and approved by the Interim President of Kentucky State University.

Cheaney Brick Project

A table was set up during the December graduation ceremony to sell bricks.

In early February, a mailing to active alumni is planned encouraging them to purchase a brick, as tax season is approaching.

A flash sale and a separate mailing are planned prior to commencement in May. The sale will end an hour or two after the conclusion of the graduation ceremony. Flash sale prices are \$350, \$700, and \$1,100. A mailing to families of the May graduates encouraging families to buy bricks as gifts for the graduates is in the planning stages, pending approval.

A plan to advertise the sale of Cheaney bricks on the website is also being planned.

Administrative personnel in facilities and maintenance received notification in October about proper care of the plaza. Another reminder was sent in early January so bricks are not damaged during snow removal this year.

KSU retained the company Brick It to extract and place the bricks. KSU plans to choose a new engraving company by the end of January.

Bricks not ordered during the last order, and mistakes with bricks in the last order, will be replaced and/or placed on the plaza in March when the weather is better. The most recent bricks were placed prior to Homecoming 2016. Delayed recipients will receive an upgrade for their inconvenience.

Communications Report

A listing of media coverage for Kentucky State University:

October

- **Rand Paul to Debate Jim Gray Halloween Night on KET**
Lexington Herald-Leader – Published October 5
- **Kentucky State University Students Get Politically Interactive on C-SPAN Campaign 2016 Bus**
Frankfort State Journal – Published October 7
- **GOP Absence Draws Criticism at KSU Operation Turnout Candidate Forum**
Frankfort State Journal – Published October 8
- **Kentucky State University Closes Dorm After Mold Discovered**
Lex18, WDRB, WYMT, Kentucky New Era, The Messenger, Kankakee Valley Post-News, Lafayette Leader, Herald Journal, Newton County Enterprise, Rensselaer Republican, Fountain County Neighbor, Williamsport Review Republican, WTVQ, Frankfort State Journal, WLKY – Published October 9
- **Partnership to Create Limited Edition Kentucky Proud Beers**
Lane Report – Published October 10; Frankfort State Journal; Lexington Herald-Leader – October 12; WTVQ, October 13
- **Historic Marker to be Placed for Mr. Taylor’s Barber Shop**
Frankfort State Journal – Published October 12
- **Former Thoroughbred Musician to Speak**
Frankfort State Journal – Published October 13
- **KSU Partners with Frankfort High School’s Mentorship Program**
Capital Living – Published October 14
- **Candidate Forum at Kentucky State**
Frankfort State Journal – Published October 20
- **Kristin Bryant Receives ‘Service to Youth’ Award**
Frankfort State Journal – Published October 20

Highlights

- C-SPAN 2016 Campaign Tour Bus gave KSU enthusiastic feedback from both the C-SPAN representative and Cable 10. University students learned about interactive, technological tools featured on the mobile newsroom.

- Tops of Lexington covered the Thursday evening Coronation. The Lexington-based online magazine photographed several attendees at the event.
- WKYT-TV and the State Journal covered the announcement of the installation for the historical marker at Mr. Taylor's Barber Shop.
- Kentucky Monthly Magazine shared KSU's story via social media about the University's partnership with Frankfort High School's Mentorship Program.
- Seventeen stories were published on KSU's Campus News in October.
- Recorded a farm-to-table farm television show.
- Worked with Thoroughbred Sports Network during Homecoming for sideline reporting, created Synthia SAINT JAMES painting video, and created Locker Sponsorship video.
- Social media video posts. There were a total of 35 videos posted by the External Relations staff. The total reach of all of the videos was 224,256 views.

November

- **Kentucky State University Senior Art Exhibition is Monday**
Frankfort State Journal – Published November 3
- **A Delightful Tradition** (editorial mentions the excitement of KSU marching band's participation in the annual Candlelight Tradition)
Frankfort State Journal – Published November 5
- **Gov. Bevin Makes Appointments to Kentucky Boards and Commissions**
Lane Report – Published November 5; KyForward Published November 7
- **KSU, Families Will Unite for a Day of Service**
Louisville Defender – Published November 10; Capital Living Published November 18
- **KSU's John L. Smith Named SIAC Coach of the Year**
WKYT, The Undefeated – Published November 11
- **KSU Students Receive Honors at the Kentucky Academy of Science**
Kentucky Ag Connection – Published November 17
- **KSU, SFPC in Concert**
Frankfort State Journal – Published November 19; Capital Living Published November 29

Highlights

- Twenty stories were published in the Campus News section on the KSU website.
- The Office of External Relations and Development organized a pep rally at the Exum Center to celebrate the SIAC volleyball team championship.
- Rick Smith covered the football and volleyball championship games in Alabama and Florida.
- On November 17, Jesse Osbourne went to Evansville, IN, to photograph and write a story about KSU grad and Small College Basketball Hall of Fame inductee Travis Grant.
- The Marketing and Communications teams are producing more videos to accompany stories and promotions. For example, a video was produced to promote Miss KSU Natalie Berry for the Ebony magazine competition.
- Created KYSU News – Interviewed David Banner, Jeff Hancock.
- Made a relationship with The Frank Magazine, an upscale, high society magazine published by The State Journal.
- Made a relationship with the Frankfort Chamber of Commerce. They have agreed to publish our advertisements in their weekly email blasts that go out to residents throughout Franklin County.
- Social media video posts: There were a total of 24 videos posted by the External Relations Staff. These 24 videos reached 30,102 viewers.

December

- **Farmer Brown Entertains, Educates the Next Generation of Farmers**
WDRB-TV – Aired December 4; WKYT December 14
- **Legends Sponsoring KSU Students at Baseball Winter Meetings**
Lex18.com – Published December 5
- **Kentucky State University Research Analyst Shimar Keith Makes Film Debut in ‘Andy’s Rainbow’**
Frankfort State Journal – Published December 14
- **KSU Defies National Trend in Research and Development**
Capital Living – Published December 16

- **29+ Fun Things for the week of December 15-21**
Courier-Journal, Pal-Item, The Star-Press, JC Online (Lafayette & Courier) – Published December 14
- **Simplifying Christmas**
WTVQ – Aired December 15
- **Kentucky University Enrollment Primarily Positive While National Study Indicates Declines**
Murray State NPR, WEKU – Published December 20
- **KSU Aquaponics Program Helping Shelters Give Out Healthy Food**
LEX18 – Aired December 20
- **KSU Development Services Coordinator Jackson Will Perform a Solo on CBS’s ‘Musical Celebration’**
Louisville Defender – Published December 22
- **The Food Label: What It Means and Why It’s Important**
Kentucky Educational Television – Aired December 31

Highlights

- College of Agriculture, Food Science, and Sustainable Systems senior Trevor “Farmer Brown” Claiborn was interviewed by two TV stations: WKYT and WDRB. WDRB visited the University to speak with Mr. Claiborne about his energetic teaching style to young students about farming. He also visited the WKYT studio for an interview about his growing popularity among young students.
- Diane Hawkins represented Kentucky State University at the Kentucky Chapter of Council for Advancement and Support of Education (CASE) on December 8 at the Louisville Marriott Downtown. She was a speaker and exchanged ideas with several public relations officers from universities across the state. Her topic of discussion was “Preaching to the Choir: The Challenges of Internal Communications.”
- On December 15, Jennifer Hubbard-Sanchez, State Specialist for Sustainable Systems, discussed ways to make holiday shopping experiences less costly and better for the environment on ABC 36.
- A video was included in a profile about a 64 year-old KSU graduating senior for a graduation day story. The video was well-received on social media channels.
- Dr. Thompson and Kentucky State University are included in the Black History Collector’s Edition HBCU Calendar and Resource Guide. The Office of Communications will consult with the Spirit Shop on ways to sell the calendar on campus. The calendar is also sold at Walgreen’s and Amazon. Proceeds will go to the participating colleges and universities. For more information about the calendar, visit: <http://blackhistoryhbcu.com/>

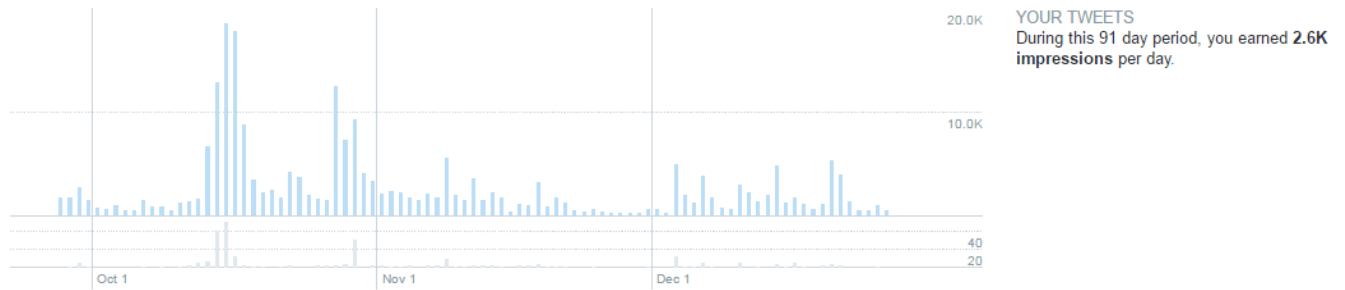
<p>Phase II – Revamp Website Timeline Plan (Preparing for KSU revamp website launch)</p> <ul style="list-style-type: none"> ○ Research & Competitive Web Site Assessments (Complete) ○ Develop Request for Proposal (RFP) <ul style="list-style-type: none"> ▪ Finalize for approval and posting ▪ RFP posting & proposal evaluation ▪ Accept selected proposal 	Still Pending	Est. Completion Jan - Feb
<p>Phase III – Website Rebuild Outlined scope of work is estimated to commence on or from a selected vendor proposal date with an expected completion to be determined by the provider.</p> <ol style="list-style-type: none"> 1. Research & Competitive Assessments <ul style="list-style-type: none"> ▪ Website and search marketing evaluation and counsel ▪ Define business objectives for the website and reporting ▪ Benchmark current state and future state 2. Digital Strategy & Recommendations <ul style="list-style-type: none"> ▪ Define Objective and Goals for Business, Branding, Visitors ▪ Define Visitor Scenarios, Paths, Outcomes 3. Crafting the User Experience & Design <ul style="list-style-type: none"> ▪ Define Map Objective to User Paths ▪ Concept Prototypes and Wireframes 4. Development & Deployment (Primary landing sites Academics, Alumni, Blog) <ul style="list-style-type: none"> ▪ Install CMS, apply customizations, add plugins and extras ▪ Import media libraries, upload digital assets ▪ Two rounds of review and edits with client or consultant ▪ Collaborative review of progress; round of edits 5. Build out of Frameworks & Middleware <ul style="list-style-type: none"> ▪ Connectivity to KSU enterprise system via integrations or middleware 6. Build out of cross-channel activations <ul style="list-style-type: none"> ▪ Repurpose and connect content to mobile, KSU app, and email 7. Launch, Test, and Optimize <ul style="list-style-type: none"> ▪ Move from Staging to Production environment 8. Post-launch and Evaluation <ul style="list-style-type: none"> ▪ Project Scorecard & recap ▪ KPI & Analytics reporting 	Feb – April	Est. Completion March - April

Social Media Channels:

Twitter



Your Tweets earned 238.8K impressions over this 91 day period



Dec 2016 • 28 days so far...

TWEET HIGHLIGHTS

Top Tweet earned 5,745 impressions
Watch @LEX18News tonight at 5:00 PM. KYSU's Aquaponics prgm partnered w/ ACCESS Soup Kitchen to bring tilapia & vegetables to the shelter.
pic.twitter.com/KB9NZUgEBh

Top mention earned 175 engagements
Julie Bradley @JulieBradley Dec 21
First graduate of #REPADEMY @KyStateU @WeAreFrankfort @MichaelHelling @Professorchoo @TLPrincipal @Frankfort_ind pic.twitter.com/SQLNHEMAGR

ADVERTISE ON TWITTER
Get your Tweets in front of more people
Promoted Tweets and content open up your reach on Twitter to more people
Get started

DEC 2016 SUMMARY

Tweets	49	Tweet impressions	51K
Profile visits	4,510	Mentions	74
New followers	63		

Nov 2016 • 30 days

TWEET HIGHLIGHTS

Top Tweet earned 2,069 impressions
Congrats to our @TheSIAC volleyball tournament champ! KSU came out to support these wonderful women!
pic.twitter.com/0yYhXGJ6GR

Top mention earned 339 engagements
HBCU Digital Network @OurHBCU Nov 15
@KyStateU @10K_AB PASSES TO @MrHarris_6 FOR 40-YDS & THE #KYSU TOUCHDOWN #SIAC #OurHBCU #SIACChampionship pic.twitter.com/UKG98kAYG

NOV 2016 SUMMARY

Tweets	45	Tweet impressions	46.1K
Profile visits	5,490	Mentions	88
New followers	70	Tweets linking to you	2

Oct 2016 • 31 days

TWEET HIGHLIGHTS

Top Tweet earned 5,745 impressions
@davidbanner spoke at convocation today. His message: "You are the future. You are the leaders of America." #theGodbox pic.twitter.com/mhZht6sKRf

Top mention earned 365 engagements
Jens Hannemann @JensHannemann Oct 23
The OLED display showing the @adafruit 9-DOF breakout accelerometer data @KyStateU @verizongiving Innovative Learning Program #STEM pic.twitter.com/mhFFkqSVT

OCT 2016 SUMMARY

Tweets	171	Tweet impressions	136K
Profile visits	10.4K	Mentions	232
New followers	106	Tweets linking to you	7

Sep 2016 • 30 days

TWEET HIGHLIGHTS

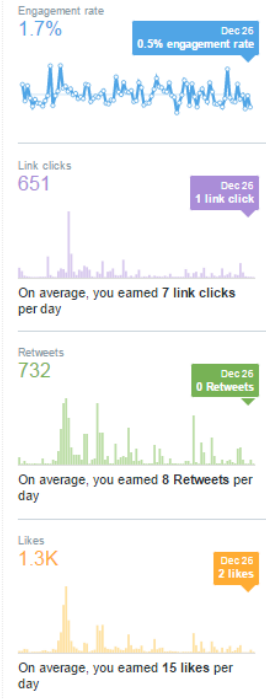
Top Tweet earned 3,325 impressions
@KyStateU @KYSUathletics wins 17-14 against @CentralState87 Mauladers @CircCityClassic pic.twitter.com/Kim2qz9O1

Top mention earned 378 engagements
Watch Live, @KyStateU vs. @Morehouse @TheSIAC football game? via web stream at 2pm EST bit.ly/2chcqQX pic.twitter.com/FmzETFeY1

SEP 2016 SUMMARY

Tweets	82	Tweet impressions	68K
Profile visits	6,988	Mentions	171
New followers	92	Tweets linking to you	4

	Kentucky State U. @KyStateU · Oct 27 .@davidbanner spoke at convocation today. His message: "You are the future. You are the leaders of America." #theGodbox pic.twitter.com/mhZht6sKRf	8,811	369	4.2%	Promote
	Kentucky State U. @KyStateU · Oct 27 .@davidbanner spent part of the afternoon speaking with music students in Bradford Hall Little Theatre. pic.twitter.com/LOHSzgcnmU	8,282	217	2.6%	Promote
	Kentucky State U. @KyStateU · Dec 20 Watch @LEX18News tonight at 5:00 PM. KYSU's Aquaponics prgm partnered w/ ACCESS Soup Kitchen to bring tilapia & vegetables to the shelter. pic.twitter.com/KB9NZUgEBh	5,776	87	1.5%	Promote
	Kentucky State U. @KyStateU · Oct 15 Thorobreds win! KSU beats Miles College 28-24 to make Homecoming even sweeter. pic.twitter.com/luGmqUAB9I	5,404	680	12.6%	Promote
	Kentucky State U. @KyStateU · Dec 14 Check out Kentucky State University's Trevor Claiborn "Farmer Brown" on WKYT News right now! #KYSU #KYSUCollegeofAgriculture @WKYT pic.twitter.com/SfxZBEWJOG	3,680	282	7.7%	Promote
	Kentucky State U. @KyStateU · Oct 22 #KyStateU notched one of the biggest victories in the program's history with a 10-9 defeat vs #TuskegeeUniversity! bit.ly/2exW2vM pic.twitter.com/K7HvblOkZn	3,485	253	7.3%	Promote



Facebook



Total Page Likes as of Today: 5,936



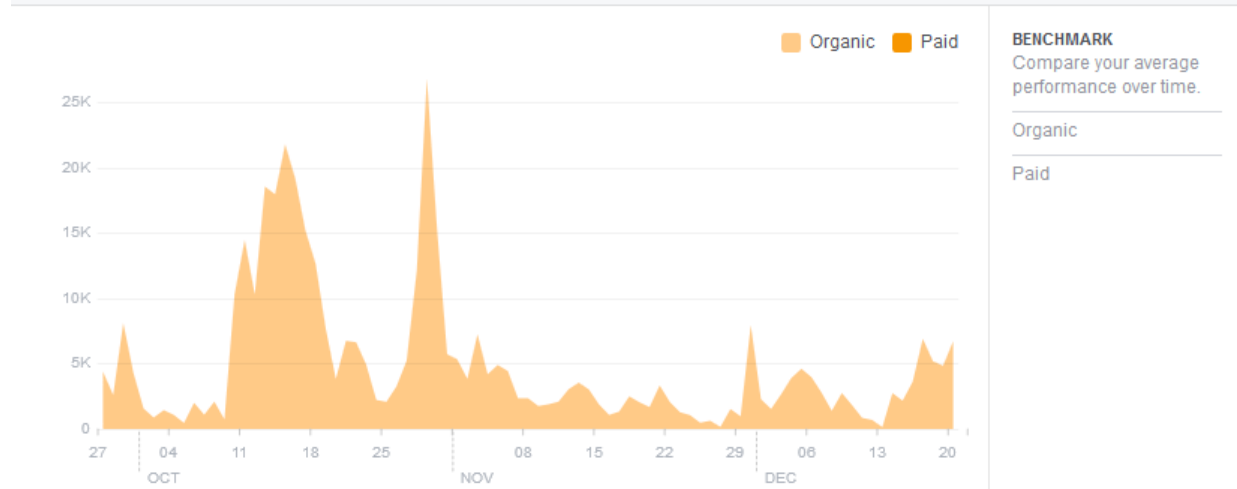
Total Reach

The number of people who were served any activity from your Page including your posts, posts to your Page by other people, Page like ads, mentions and checkins.

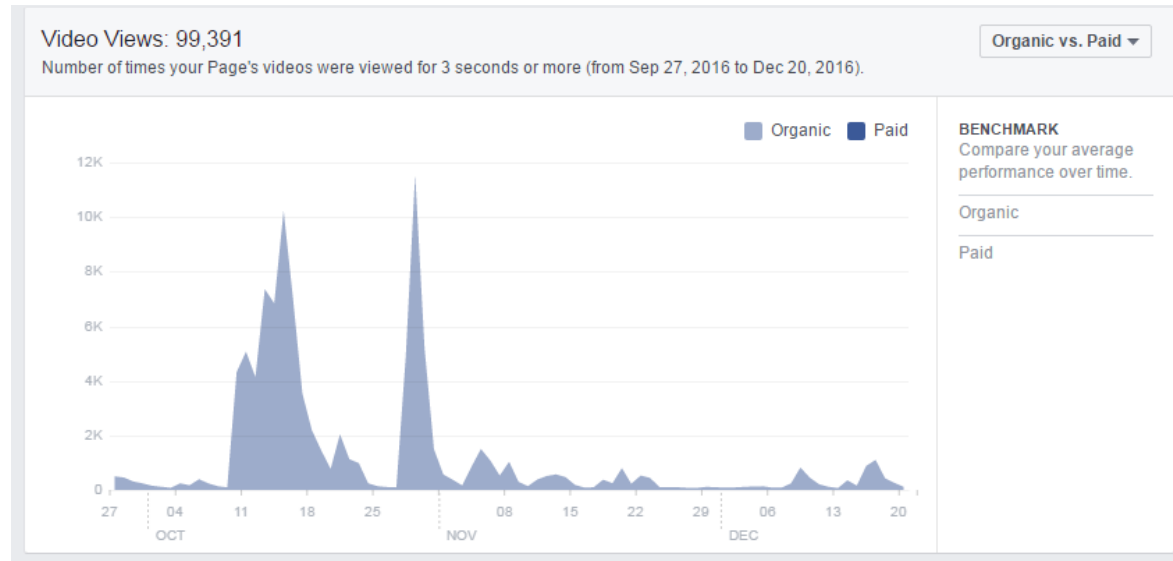


Post Reach

The number of people your posts were served to.



Facebook Videos



Top Videos ➔ Video Library

Most viewed videos on your Page watched for 3 seconds or more, for videos posted between Sep 27, 2016 and Dec 20, 2016.

Published	Video	Targeting	Reach	Views
10/28/2016 9:31 pm	Head to head! KSU MIGHTY MARCHING THOROBREDS V. Lane College		26.7K	11.3K
10/10/2016 5:37 pm	Join us for Kentucky State University's 130th Homecoming celebration! Click on the link to purchase your tickets		25.8K	11.3K
10/15/2016 3:22 pm	It's halftime!!!! The #Kentuckystateuniversity Marching Band #kysuhc		20.7K	8.4K
10/14/2016 4:00 pm	The mighty marching Thorobreds! #KYSUHC		19.1K	8.4K
10/12/2016 3:56 pm	MR. & MISS KSU 2016 CORONATION CELEBRATION STARTS OCTOBER 13TH AT EXUM CENTER. #kysuhc		19.6K	8.4K
10/28/2016 9:51 pm	Part 2 Head to head! KSU MIGHTY MARCHING THOROBREDS V. Lane College		21.7K	8.2K
10/15/2016 11:36 am	The Kentucky State University Mighty Marching Band! #KYSUHC		14.1K	3.6K
11/04/2016 5:48 pm	Be sure to purchase your tickets for the SIAC CHAMPIONSHIP GAME!! #GoBreds #KYSU		7.9K	3.1K
10/21/2016 10:31 am	KSU is headed to THE HONDA BATTLE OF THE BANDS!! SUPPORT YOUR HBCU! Vote here:		7.4K	2.9K
10/28/2016 8:56 pm	Kentucky State University's Mighty Marching Thorobreds vs. Lane College		8.6K	2.8K

See More

Instagram



kentuckystateuniversity

Kentucky State University Official Instagram for Kentucky State University. #thorobreds; Website: www.kysu.edu; E-mail: public.relations@kysu.edu <http://www.kysu.edu>

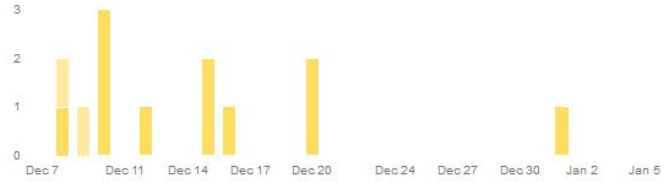
434
TOTAL POSTS

1,317
FOLLOWERS

74
FOLLOWING

13
POSTS

IMAGES 11
VIDEOS 2



Sunday at 8am is the best time for you to post.

Content posted on **Sundays at 8am** receives **86%** more engagement than your average post. Consider posting more during this and other shaded areas for more engagement with future posts.

+86%
ENGAGEMENT



@joseluisguerrero is your biggest fan.

Of the **304** people who have recently interacted with your posts, **joseluisguerrero**, **i_quill** and **trice_walker** are your biggest fans. If you don't already, give them a follow or take a look at their photos.

304
FANS

@joseluisg...
- FOLLOWERS
❤️ 13 💬 0

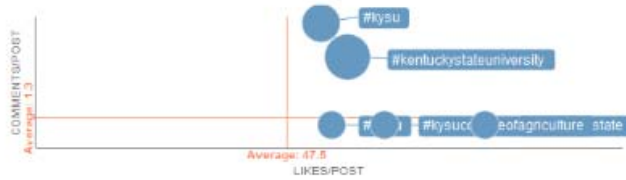
@i_quill
- FOLLOWERS
❤️ 10 💬 0

@trice_walker
- FOLLOWERS
❤️ 9 💬 0

#kekntuckystate is your top hashtag.

Of the hashtags you use most, **#kekntuckystate** received **76%** more engagement than your average post. Consider using it and your other top hashtags more often for more likes and comments on future posts.

+76%
ENGAGEMENT



Your top post got 91 likes.

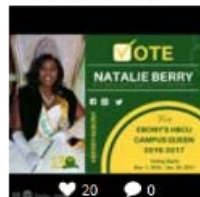
You get an average of **47.5** likes per post. Take a look at your three most and least popular posts to see if you can identify any patterns or common themes.

47.5
LIKES/POST

Most Engagement



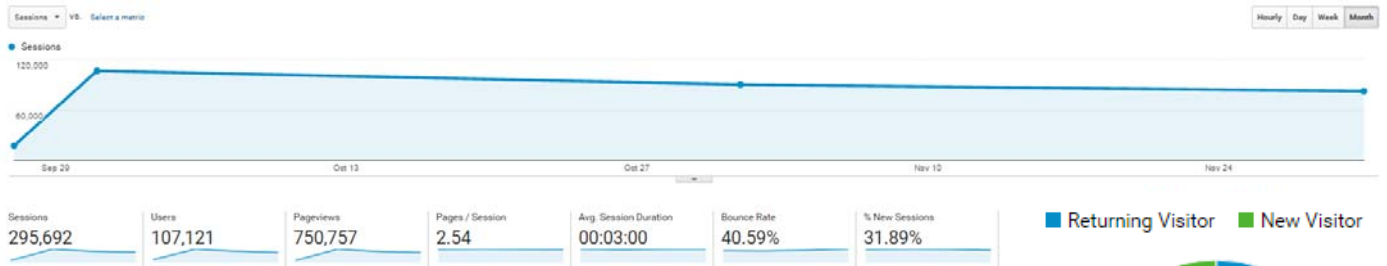
Least Engagement



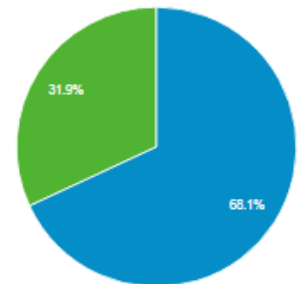
Website Traffic Driven by Social Media

Social Network	Sessions	Sessions
1. Facebook	7,337	89.85%
2. Twitter	545	6.67%
3. LinkedIn	138	1.69%
4. Instagram	62	0.76%
5. reddit	32	0.39%
6. Blogger	31	0.38%
7. Naver	7	0.09%
8. Stack Exchange	6	0.07%
9. Pinterest	5	0.06%
10. Weebly	3	0.04%

Website Traffic

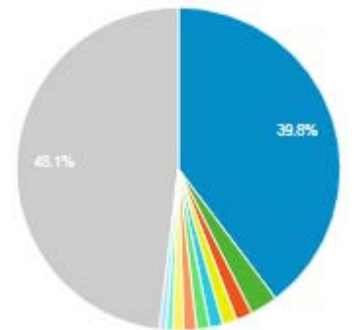


Returning Visitor New Visitor



Website Top Pages

	750,757 % of Total: 100.00% (750,757)	750,757 % of Total: 100.00% (750,757)
1. /	298,553	39.77%
2. /ksu-connect/	20,752	2.76%
3. /academics/	12,339	1.64%
4. /administration-governance/student-affairs/admissions/	10,579	1.41%
5. /academics/academic-programs-wd/	9,901	1.32%
6. /administration-governance/finance-business/human-resources/employment/	9,799	1.31%
7. /directory/	9,700	1.29%
8. /2016/08/03/get-ready-for-homecoming-2016/	7,703	1.03%
9. /calendar/	5,124	0.68%
10. /faculty-and-staff/	4,852	0.65%



Alumni Relations Report

The Office of Alumni Relations has been involved in a number of projects during the year. Alumni Relations continues to strive to establish a more effective, cohesive, and organized office that will serve our alumni and our institution at maximum capacity.

Homecoming 2016 was a success with room for improvement. The Office of Alumni Relations is diligently working with alumni and other departments to ensure the process for Homecoming 2017 is more efficient.

Highlights from Homecoming 2016:

- Collaborating with volunteers from the Kentucky Region Alumni for registration
- Increased membership gain
- A successful alumni concert featuring Pieces of a Dream
- Fostering relationships with alumni who have not been active and working to make sure they become active

The Office of Alumni Relations diligently works to ensure smooth day-to-day operations. The following are examples of projects in process or completed:

- The success of the alumni newsletter (Thorobred Weekly) to increase continuous communication between the office and our alumni base with a 55 percent open rate. It is sent to more than 3,000 alumni and friends.
- Working with KSUNAA leaders to increase association membership to 40 percent by July 2017.
- The success of our alumni volunteer program, “Born and Bred,” which consists of 25 alumni volunteers that come to our office to assist with answering phones, organization, and Homecoming activities.
- Reestablishing the Young Alumni Association (YAA), which has 43 student members, \$10 annual dues, and \$500 operating costs.
- Finalizing the move from Raiser’s Edge 7 to Raiser’s Edge NXT, the newest program from Blackbaud that will bring even more efficiency to the alumni database.



CONTRIBUTIONS REPORT
FY 2017 First Quarter
July 1, 2016–December 31, 2016

Constituency Type (Quarterly)	Total Dollars Raised July 1, 2016- December 31, 2016	Total Dollars Raised July 1, 2015- December 31, 2015	Total Dollars Raised July 1, 2014 – December 31, 2014
Total Alumni Contributions	\$43,208.55	\$76,776	\$105,853
Total Corporation Contributions	\$53,900	\$19,600	\$8,600
Total Employee Contributions	\$1,732.44	\$1,177	\$63,159
Total Foundation Contributions	\$24,156	\$5,500	\$10,056
Total Organization Contributions	\$7,893.10	\$8,537	\$9,148
Total University Friends Contributions	\$11,155.08	\$11,796	\$8,039
TOTAL CONTRIBUTIONS	\$142,045.17	\$123,386	\$204,855

Endowment Management Report

The market value of the endowment as of December 20, 2016, is \$15,452,037. This represents an increase of approximately \$221,438 (+1.45%) during the fourth calendar quarter of 2016. Over the last twelve months, the portfolio is up approximately \$743,973 (+5%).

There were no major allocation changes during the quarter outside of the market moves that occurred – we continue to be overweight equity and underweight fixed income securities, while neutral in REIT's and slightly over in alternatives. Within equities, we diversified our large cap managers and added passive index managers in the large/mid/small domestic asset categories to reduce tracking error.

President's Report