

**KENTUCKY STATE UNIVERSITY**  
**Board of Regents Special Meeting**  
**9:00 a.m., November 7, 2014**  
**Julian M. Carroll Academic Services Building Board Room**  
**Frankfort, Kentucky**  
***Regent Karen W. Bearden, Presiding***

**MINUTES**

**I. Call to Order:**

Chairperson Karen Bearden welcomed attendees to the Special Meeting of the Kentucky State University Board of Regents and called the meeting to order at 9:00 a.m. on November 7, 2014.

**II. Roll Call:**

Chairperson Bearden asked the Secretary to the Board to conduct the roll call:

Regent Barfield, *Present*  
Regent Bearden, *Present*  
Regent Farris, *Present*  
Regent Guarnieri, *Present*  
Regent Haskins, *Present*  
Regent Henry, *Absent*  
Regent Lysonge, *Present after Roll Call*  
Regent McFayden, *Present*  
Regent Reddy, *Present after Roll Call*  
Regent Smith, *Present after Roll Call*  
Regent Whitehead, *Present*

Ten Regents were in attendance. A quorum was declared at 9:00 a.m.

**III. Opening Remarks:**

Chair Bearden began the meeting by welcoming the attendees to the meeting.

**IV. Approval of Minutes:**

**Action:** Motion was made to approve the minutes from the July 24, 2014 Bylaws Committee, the July 24, 2014 Executive Committee and the October 24, 2014 Regular Board Meeting by Regent McFayden and seconded by Regent Whitehead. The motion passed unanimously.

V. **Board Statement on Policies:**

President Burse presented his recommendation that all future changes to the policies of the University be amended only through approval of the Board of Regents. This statement further recommended that the Board rescind its April 25, 2003 action which separated the Faculty Handbook into administrative regulations, which did not require Board approval for amendments.

All policies of the Board will be reviewed and centralized in one location on the KSU website.

**Action: Motion was made by Regent Whitehead to require Board approval for any proposed amendments to all University policies, including but not limited to, the Faculty Handbook, the Human Resources Manual and the Student Handbook. The motion was seconded by Regent Farris. The motion passed 8-1. Regent McFayden voted against the motion.**

VI. **Academic Program Approval:**

Dr. Beverly Downing, Interim Vice President of Academic Affairs discussed a proposal for the approval of the Bachelor of Science in Nursing (BSN) program. Dr. Downing explained that there is a national movement away from the two (2) year Associate's Degree in Nursing (ADN) program, since hospitals are seeking nurses with higher degrees.

KSU is having difficulty locating clinical experiences for ADN students as part of the students' education. Dr. Indira Tyler, Interim Chair of the KSU School of Nursing, further explained that hospitals are increasingly seeking "magnet" status of excellence which requires their nurses to be trained at the BSN level.

If approval to begin a BSN is granted, KSU would begin a "teach-out" phase of the ADN program for those students currently in the program pipeline while simultaneously "starting-up" the BSN program. Students who are in the ADN program would be on-track to complete the lower level liberal studies requirements in the BSN program. Once the BSN program is fully approved, current and prospective students will be advised of the program change and advised appropriately.

KSU will be unable to conduct both programs (BSN and ADN) simultaneously as there would be an increased need for more faculty and added difficulty to provide the ADN students the clinical experiences required.

**Action: Motion was made by Regent Whitehead to approve the pre-licensure Bachelor of Science in Nursing (BSN) program. The motion was seconded by Regent Haskins. The motion passed unanimously.**

VII. **ENROLLMENT UPDATE:**

Carmella Conner, Acting Vice President of Student Affairs addressed the Board. She advised the Board that the current enrollment was 1869. This number was disaggregated by categories in the board materials.

The process for student withdrawal from the university was discussed. Students are required to complete a withdrawal form and specifically state why s/he seeks to withdraw from the university and obtain signatures from their academic dean. Students are also advised to speak with an advisor in the Academic Center for Excellence, Academic Advising, and/or Student Support Services if the reasons for withdrawal are academic in nature.

Early intervention strategies were discussed. The Office of Academic Affairs has worked to implement "Course Signals" to assist in identifying students who are in academic jeopardy before withdrawal is contemplated. Full implementation of Course Signals is expected by the beginning of Spring 2015.

Ms. Conner also discussed the November 1, 2014 Open House for prospective students. Over 785 prospective students were in attendance. A committee will review areas of improvement needed in preparation for the Spring Open House. In particular, some attendees commented that they'd like to have heard more presentations from the individual major areas of study. The Admissions Office will continue to follow-up with attendees as a part of the recruitment process.

Ms. Conner stated that the goal of the Open House was to invite 1000 prospective students to showcase the University. The Board requested that in the future each recruitment activity have stated goals and metrics.

Ms. Conner discussed the faculty's role in recruitment. She explained that she would like to see faculty participate as members of recruitment committee. Ms. Conner also explained that she and Dr. Downing are actively collaborating to increase University recruitment efforts.

President Burse further clarified his expectations of the faculty in the recruitment of prospective students. For example, he would expect that when a prospective student contacts the Office of Admissions and indicates a major area of study of interest, the Admissions Office would contact faculty in that area to outreach to the student within twenty-four (24) hours.

He expects active engagement from the faculty and every staff person on campus. Faculty members should have positive comments to say about Kentucky State when engaging with prospective students.

#### **VIII. SPECIAL EXTERNAL-INTERNAL AUDIT REPORT:**

Ms. Melinda Impellizeri, Special Assistant to the President for Strategic Planning and Development, presented a report based upon findings from KSU's external-internal auditor, Tronconi and Associates.

The report outlined Tronconi's unannounced audit findings. The files of ten students were randomly audited to determine how the University's processes flow. Categories of review included: 1) Application Process; 2) Student Contact Information; 3) Bursar's Office—Student Finance and Collection; 4) Student Housing; 5) Student Immunization; 6) Academic Advising; 7) Miscellaneous Student information; and 8) Student Attendance and Timely Graduation.

The report found numerous of areas of improvement required to ensure that University processes flowed properly. Suggestions for process improvement included the following:

1. Creation of a documented online repository of all processes.
2. Selection of representatives from impacted areas to form a Process and Guidelines Excellence Team.
3. Collection, inspection and where necessary, revision of University processes.
4. Create "standard work" process documentation for posting in each area.
5. Development of training and require regular and remedial training for all employees and faculty.
6. Implementation of a Scorecard process.
7. Measurement of employee compliance and tie to performance evaluations.

President Burse commented that changes have been or will be implemented to fix the areas identified. Further, President Burse conveyed the sense of urgency that exists to improve in all areas.

#### **IX. UNIVERSITY BUDGET REDUCTION AND REORGANIZATION PLAN:**

President Burse presented his recommended budget reduction and reorganization plan. A written report was provided to Board Members. The recommendations include:

1. **State Government Employee Tuition Reduction (25%) Plan:** State government employees can take classes at KSU with a twenty-five percent (25%) tuition discount.
2. **Contract and Vendor Payments:** Will be reviewed to determine whether cost-savings can be realized.
3. **External Relations and Development:** Seven positions will be abolished as duplicative or not necessary to the operations.
4. **Institutional Research:** Will now report to the Office of the President.
5. **Retirement Incentives:** Employees with the ability to retire will be offered an incentive. Incentive Pool is budgeted at approximately \$250,000.
6. **Information Technology:** a new position of switchboard operator will be added. Restructuring of the area will also be completed.

7. **Student Success and Enrollment Management:** Rename section to Student Affairs; eliminate the Office of Enrollment Services (2 positions eliminated)
8. **Student Life and Activities:** Office will be re-evaluated.
9. **Academic Affairs:**
  - a. Provost position will become Vice President of Academic Affairs and Dean of the University.
  - b. All faculty contracts will be nine (9) months.
  - c. Eliminate the dean positions.
  - d. Eliminate all adjunct positions. Adjuncts will be hired as necessary.
10. **Athletics:** Reduce spending by \$500,000 over the next 18 months.
11. **Finance:** Eliminate one (1) position; bring Internal Audit function in-house
12. **President's Office:** Create Facilities and Maintenance Operations; Create an Assistant for Security and Risk.
13. **Elimination of Sick Leave Credit with KTRS**
14. **Suspend Tenure and Promotion Process for the 2014-15 year**
15. **Term Contracts:** All term contracts will not be renewed at the end of their current terms. Tenure-track faculty will be issued notices of non-reappointment, with all tenure-track faculty to be assessed for retention based on fit and productivity during this period.
16. **Post-Tenure Review Policy:** Procedures for this policy will need to be developed.

**Action:** Motion was made by Regent Haskins to approve the University Budget Reduction and Reorganization Plan. The motion was seconded by Regent Farris. The motion passed 9-1. Regent McFayden voted against the motion.

X. **CLOSED SESSION:**

**Action:** Motion was made by Regent Whitehead to enter into closed session pursuant to KRS 61.810 to discuss pending litigation, individual personnel matters and property acquisition. The motion was seconded by Regent Barfield. The motion passed unanimously. The Board went into closed session at 11:12 a.m.

XI. **OPEN SESSION:**

The Board returned to Open Session at approximately 11:30 a.m. No action was taken by the Board in closed session.

President Burse announced that KSU had submitted a grant application to NASA in which over 33 entities participated. This application is for the Center of Transforming Education in Science and Mathematics.

President Burse also updated the Board regarding activities of the Office of Sponsored Projects. KSU currently has \$19 million dollars in active grants and the indirect cost recovery back to the university from these grants is \$600,000.

President Burse also mentioned that KSU will partner with Fayette County Schools on closing the achievement gap and other activities that support academics at the secondary level.

**VI. CLOSING REMARKS/ADJOURNMENT:**

**Action: Motion was made to adjourn the Board meeting by Regent Haskins and seconded by Regent Farris. The motion passed unanimously.**

The meeting adjourned at 11:38 a.m.


Submitted by:



Lori A. Davis, Secretary  
General Counsel  
Kentucky State University



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

Approved with no corrections 

Approved with corrections