

**BOARD OF REGENTS MEETING
MOREHEAD STATE UNIVERSITY**
Adron Doran University Center, Room 329
Thursday, December 6, 2018
9 a.m.

Agenda

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. EMPLOYEE AND STUDENT RECOGNITION**
- IV. PRESIDENT’S RECOMMENDATIONS AND REPORTS**

A. Consent Agenda

- 1. Approve Minutes of September 6, 2018..... 1-7
- 2. Approve 2018 Fall Graduates8
- 3. Ratify Personnel Actions..... 9-13
- 4. Accept 2017-18 Audit Report and Amend Operating Budget..... 14-18
- 5. Approve Revision to Board of Regents Bylaws 19-22

B. Recommendations

- 1. Approve PAc-2 Promotion to Professor23-33
- 2. Approve Bachelor of Science in Space Science Engineering 34
- 3. Accept First Quarter Financial Report and
Amend Operating Budget.....35-44
- 4. Approve Personnel Policy PG-55,
Technology Resource Acceptable Use.....45-49
- 5. Approve Delegation of Authority for Architect and Engineer
Selection to University President..... 50

C. Reports

- 1. Final 2018 Fall Enrollment Report 51
- 2. Report on Performance Metrics *Presented at meeting*
- 3. Report on Personal Service Contracts52-53
- 4. Report on Health Insurance and Benefits for Plan Year 201954-58

D. President’s Report

V. OTHER BUSINESS

A. BOR Meetings for Calendar Year 2019

Work Session	February 28 (MSU at Mt. Sterling)
Quarterly Meeting	March 28
Audit Committee	May 16
Work Session	May 16
Quarterly Meeting	June 6
Work Session	August 8
Quarterly Meeting	September 12
Audit Committee	October 18 (Friday/Homecoming)
Work Session	October 18 (Friday/Homecoming)
Quarterly Meeting	December 5

VI. ADJOURNMENT

Board members are invited to join faculty and staff at a holiday luncheon at the Rock immediately after the meeting.

**BOARD OF REGENTS MEETING
MOREHEAD STATE UNIVERSITY
September 6, 2018**

The Board of Regents of Morehead State University met at 9:30 a.m. on Thursday, September 6, 2018, in the DeMoss Suite of the Center for Health, Education and Research in Morehead, Kentucky.

CALL TO ORDER

Chair Walker called the meeting to order.

ROLL CALL

The following Board members were present: Kathy Walker, Brandon Bryer, Craig Dennis, Sanford Holbrook, Eric Howard, Debbie Long, Wayne Martin, Jonathan Pidluzny, Craig Preece, Patrick Price, and Terri Walters.

MEDIA

Jami Hornbuckle, assistant vice president for communications & marketing, introduced Leeann Akers of Morehead State Public Radio, and Stephanie Ockerman of The Morehead News.

**EMPLOYEE
RECOGNITION**

President Jay Morgan recognized Ms. Svea Carter, a graduate student in wellness promotion, Mr. John Haky, assistant director of housing, and Dr. Sylvia Henneberg, professor of English, for their significant contributions to the University.

CLOSED SESSION

Chair Walker entertained a motion to go into Closed Session pursuant to KRS 61.810(1) (c) to discuss pending litigation, and pursuant to KRS 61.810(1) (b) to discuss matters relating to the future acquisition or sale of real property where publicity would be likely to affect the value of a specific piece of property to be acquired or sold. The Board will take no action while in Closed Session. Ms. Long moved that the Board go into Closed Session. Mr. Holbrook seconded the motion. The motion carried and the Board retired to Closed Session at 9:38 a.m., inviting Ms. Jane Fitzpatrick, general counsel, and Mr. Kim Oatman, assistant vice president for facilities and operations, to join them.

OPEN SESSION

Following Closed Session, Chair Walker asked for a motion to return to Open Session. Mr. Preece moved that the Board return to Open Session at 10:32 a.m. Mr. Howard seconded the motion. The motion carried. Chair Walker stated that no action was taken during the Closed Session.

CONSENT AGENDA

Chair Walker asked if the Board would like to discuss any item on the Consent Agenda as follows:

1. Minutes of June 7, 2018 and August 9, 2018 (VI-A-1)
2. Tenure and Rank for Assoc. Professor Dr. Sherif Rashad (VI-A-2)
3. Personnel Actions (VI-A-3)
4. Student Code of Conduct Revisions (VI-A-4)
5. OVC Governing Board Certification (VI-A-5)

**PRESIDENT'S
RECOMMENDATIONS***PAc-2 Promotion to
Professor*

MOTION: Mr. Martin moved that the items in the Consent Agenda be approved. Mr. Price seconded the motion.

VOTE: The motion carried unanimously.

The President recommended:

RECOMMENDATION: That the Board of Regents approve PAc-2 Promotion to Professor.

At MSU, policy defines the criteria, procedures and conditions for granting promotion from Associate Professor to Professor. The policy is outlined in PAc-2. President Morgan stated the proposed PAc-2 had appropriately proceeded through the campus review process.

(Additional background information attached to these minutes and marked VI-B-1)

MOTION: Mr. Holbrook moved that the Board approve the President's recommendation. Dr. Pidluzny seconded the motion.

VOTE: The motion carried unanimously.

Program Closures

The President recommended:

RECOMMENDATION: That the Board of Regents authorize the following program closures:

- Educational Specialist in Counseling: Licensed Professional Counseling Associate
- Bachelor of Arts Health Education Major with Teacher Certification (P-12) Program
- Bachelor of Arts Health and Physical Education Area with Teacher Certification (P-12) Program
- Physical Education Major with Teacher Certification (P-12) Program
- Astronomy Minor

Academic Affairs routinely engages in a review of academic programs through self-studies and Academic Program Review (APR). Major programs at the graduate and undergraduate level undergo a process of comprehensive review every six years. As a result of program review, the five academic programs listed were identified for closure. Low enrollment was the main reason for closure of several of the programs.

(Additional background information attached to these minutes and marked VI-B-2)

MOTION: Mr. Price moved that the Board approve the President's recommendation. Mr. Preece seconded the motion.

VOTE: The motion carried unanimously.

Graduation Fee Revision

The President recommended:

RECOMMENDATION: That the Board of Regents approve the recommended revision to the graduation fee in the 2018-2019 Fee Schedule.

The Board of Regents approved the 2018-2019 Fee Schedule on June 7, 2018. Included in the Fee Schedule was a non-refundable graduation fee of \$60 if paid by the deadline and \$80 if paid after the deadline, applicable to all undergraduate, graduate, and doctoral degree candidates. This fee is not sufficient to cover the cost of the hood for graduate candidates or the regalia for doctoral candidates. Recommended graduation fees would offset the full costs of regalia provided to all degree candidates:

Degree Candidate	By the Deadline	After the Deadline
Undergraduate	\$60	\$70
Graduate	\$80	\$90
Doctoral	\$150	\$150

The late penalty for payment after the deadline is recommended to be reduced to \$10 from the current \$20. No late fee is recommended for doctoral candidates.

MOTION: Mr. Martin moved that the Board approve the President's recommendation. Mr. Holbrook seconded the motion.

VOTE: The motion carried unanimously.

Disposal of Real Property

The President recommended:

RECOMMENDATION: That the Board of Regents approve the disposal of a portion of the property formerly known as Trumbo Avenue (0.068 acres) and a small parcel on the east side of the former Trumbo Avenue known as the Veteran's Memorial Track (0.062 acres).

(Additional background information attached to these minutes and marked VI-B-4)

On December 7, 2017, the Board of Regents approved the disposal of the property formerly known as the American Legion located at 110 Bishop Avenue and bound on the east side by Trumbo Avenue. This property has since been sold.

The two parcels recommended for disposal are located adjacent to the former American Legion property and are of no benefit to the University, are not identified in the Campus Master Plan for future use, and their disposal will not adversely affect the University.

MOTION: Mr. Holbrook moved that the Board approve the President's recommendation. Ms. Long seconded the motion.

VOTE: The motion carried unanimously.

***Inter-Local Agreement
BACKUPPS***

The President recommended:

RECOMMENDATION: That the Board of Regents approve the Morehead State University Police Department's participation in the inter-local agreement with Bluegrass & Central Kentucky Unified Police Protection System (BACKUPPS).

(Additional background information attached to these minutes and marked VI-B-6)

Pursuant to KRS 65.242(3), the legislative body of a public agency must approve the agency's participation in inter-local agreements.

The Bluegrass & Central Kentucky Unified Police Protection System (or BACKUPPS) is a cooperative law enforcement system to provide inter-jurisdictional powers to peace officers employed by the parties to the agreement. Numerous sheriff and police departments throughout the region are parties to the agreement. MSU would benefit through mutual aid from local police and sheriff departments in criminal investigations that cross jurisdictional lines. Under the agreement, MSU Police would be permitted to legally intervene in crimes committed in their presence within the jurisdiction of other BACKUPPS parties. The powers would also be reciprocal for officers from other jurisdictions who may be on MSU property to investigate or in times of emergency.

MOTION: Mr. Howard moved that the Board approve the President's recommendation. Mr. Preece seconded the motion.

VOTE: The motion carried unanimously.

***Police Standard Operating
Procedures Manual
Revision***

The President recommended:

RECOMMENDATION: That the Board of Regents approve revision to the Morehead State University Police Department (MSUPD) Standard Operation Procedures (SOP) Manual.

Chief Harrison recommends the SOP include a new chapter pertaining to BACKUPPS, stating that MSU officers would be thoroughly briefed on the policies and procedures of the inter-local agreement.

MOTION: Mr. Martin moved that the Board approve the President's recommendation. Mr. Price seconded the motion.

VOTE: The motion carried unanimously.

***Update on President's
Home***

Mr. Oatman briefed the Board on the recent discovery of mold in the President's Home. Expert inspection, testing and assessment of the structure and the repairs that may be necessary are in process. Suggested remedies include eliminating water infiltration to the basement of the structure, removal of contaminated basement drywall and paneling, and replacement of heating and air conditioning units and possibly ductwork.

By policy, any repairs to the residence that are out of the ordinary must be approved by the Board of Regents. However, final assessment of the necessary repairs is not complete at this time.

***Amend President's
Contract***

The President recommended:

RECOMMENDATION: That the Board of Regents approve an amendment to the President's employment contract, removing the requirement to live in the President's Home on campus.

Due to the discovery of mold in the premises, the President and his family have heeded recommendations to vacate, and leased another home in the area. In anticipation of potential costly and lengthy repairs, the Board is requested to remove the requirement that the President and his family occupy the President's Home on campus as a condition of employment.

MOTION: Mr. Preece moved that the Board approve the President's recommendation. Ms. Long seconded the motion.

VOTE: The motion carried unanimously.

**Confirm FKFAC
Directors**

The President recommended:

RECOMMENDATION: That the Board of Regents: 1) confirm the appointment of members of the Board of Directors of Friends of the Kentucky Folk Art Center, Inc. (FKFAC) as identified herein, and 2) approve the timing of the annual FKFAC Board of Directors meeting.

The President recommends the following individuals to serve the noted term(s):

Susan Zepeda	Term: September 6, 2018 – December 31, 2019
Jackie Hamilton	Term: September 6, 2018 – December 31, 2019
Larry Poe	Term: September 6, 2018 – December 31, 2020
Allan Weiss	Term: September 6, 2018 – December 31, 2020
Dan Click	Term: September 6, 2018 – December 31, 2018 (and) January 1, 2019 – December 31, 2021
James Shaw	Term: MSU Designee as provided for in the Bylaws

The individuals recommended to serve currently sit on the Board but have not already served the maximum number of terms allowable by the FKFAC bylaws, or are not due to complete their terms at the end of this year.

(Additional background information attached to these minutes and marked VI-B-8)

MOTION: Mr. Martin moved that the Board approve the President's recommendation. Mr. Preece seconded the motion.

VOTE: The motion carried unanimously.

REPORTS

Real Property Leases

President Morgan provided the annual report on real property leases effective July 1, 2018. *(Report attached to these minutes and marked VI-C-1)*

**Personal Service
Contracts**

President Morgan reported on personal service contracts, which represent all such contracts issued with amounts greater than \$10,000 between May 9, 2018 and August 22, 2018. *(Report attached to these minutes and marked VI-C-2)*

**PRESIDENT'S
REPORT**

President Morgan provided the following updates:

- **Laughlin Building** – The University is still in talks with the city, county and tourism agency about leasing the building.
- **Health Insurance** – Early indications are that remaining self-insured will be most cost effective. The goal is to achieve a split of costs between the University and employee that is more similar to other Kentucky universities.

- **Recent Testimony** – President Morgan recently testified to the interim budget review subcommittee on education in Frankfort regarding the impact of performance funding on the institution. He recommended the legislature consider adding a 1% stop/loss provision in perpetuity. Otherwise, MSU is guaranteed to lose 9.5% of its base appropriation (approx. \$3.6M) over the next few years regardless of attainment of performance objectives. He also mentioned that the institution is penalized in the model because tuition remained unchanged this year. He plans to present the University's status with regard to the performance funding model at the December Board meeting.

ANNOUNCEMENTS

President Morgan noted that the next Board work session and Audit Committee meeting are October 19, amidst a busy day of Homecoming activities. The next quarterly meeting is December 6.

ADJOURNMENT

There being no further business to conduct, Ms. Long moved that the meeting adjourn at approx. 12:15 p.m. Mr. Howard seconded the motion. The motion carried.

Respectfully submitted,



Sharon S. Reynolds, Secretary
Board of Regents

Recommendation:

That the awarding of degrees to candidates who successfully complete all degree requirements as approved by the faculty of the University at the 2018 Fall Commencement on December 8, 2018, be ratified.

Background:

At the December 8, 2018, Fall Commencement, 603 students that have applied for graduation will be awarded degrees from Morehead State University. This includes 46 associate degrees, 442 bachelor degrees, 104 master degrees, 7 education specialist degrees and 4 doctor of education degrees.

RATIFY PERSONNEL ACTIONS

**BOR (IV-A-3)
December 6, 2018**

Recommendation:

That the Board ratify the Personnel Actions for the period August 18, 2018 through November 14, 2018.

Background:

The Personnel Action Request Report includes actions related to:

- 1) full-time Faculty and Executive, Administrative and Managerial employees, excluding supplemental actions not listed under Item 3, below;
- 2) full-time non-classified Executive, Administrative and Managerial and Professional Staff positions (including supplemental actions);
- 3) supplemental actions for faculty acquiring managerial duties, excluding normal grant activities;
- 4) discipline;
- 5) leave of absences;
- 6) sabbaticals;
- 7) reassignments; and
- 8) retirements.

**MOREHEAD STATE UNIVERSITY
ROSTER POSITIONS SUMMARY
11/14/18**

	July 1 Authorized Positions	Current Authorized Positions	+/- Position Adjustments	Current Position Strength	% Current Strength
Office of the President	14.92	14.92	0.00	12.92	86.60
Division of University Advancement	28.78	27.58	-1.20	26.58	96.37
Division of Administration and Fiscal Services	79.75	78.35	-1.40	78.35	100.00
Facilities Management	115.66	114.66	-1.00	105.66	92.15
Division of Student Affairs	146.00	148.22	2.22	139.10	93.85
Division of Academic Affairs	30.83	32.98	2.15	28.98	87.87
Caudill College of Arts, Humanities & Social Sciences	133.22	133.54	0.32	130.54	97.75
Smith College of Business and Technology	47.12	47.12	0.00	46.12	97.88
College of Education	57.20	57.10	-0.10	56.10	98.25
College of Science	144.88	144.68	-0.20	139.68	96.54
Undergraduate Education & Student Success	40.63	39.73	-0.90	30.83	77.60
Regional Education & Outreach	9.00	6.90	-2.10	6.90	100.00
Camden-Carroll Library	25.70	26.00	0.30	23.10	88.85
	<u>873.69</u>	<u>871.78</u>	<u>-1.91</u>	<u>824.86</u>	<u>94.62</u>

Note: Positions are expressed in terms of full-time equivalency.

DEFINITIONS OF THE DIFFERENT KINDS OF APPOINTMENTS

- Full-Time Standing:** A Full-Time Standing Appointment designates an appointment that is full-time and for which no ending date is specified. Such appointments are terminable in accordance with the appropriate University policy. Full-time Standing Appointments must be backed with budgeted funds. Full-Time Standing Appointments may be used for all four payroll classification categories namely 1) Academic; 2) Administrative; 3) Staff Exempt; and 4) Staff Nonexempt (see PG-2). Full-Time Standing Appointments may be specified for nine, ten, eleven, or twelve months per fiscal year. This type of appointment is provided all regular University benefits.
- Full-Time Fixed:** A Full-Time Fixed Appointment designates an appointment that is full-time for a fixed period of time and for which an ending date is specified. Such appointments may be specified for nine, ten, eleven, or twelve months. The appointments do not have to be backed by permanent funds. Full-Time Fixed Appointments may be used for all four payroll classification categories namely 1) Academic; 2) Administrative; 3) Staff Exempt; and 4) Staff Nonexempt (see PG-2). This includes instructors and any other individuals in a classification covered by the tenure regulations. Such appointments are discontinued automatically at the specified ending date. Appointments may be terminated before the ending date for cause or business necessity. Full-Time Fixed Appointments may be renewed. Persons appointed to Full-Time Fixed Appointments are not converted to Full-Time Standing Appointments without an appropriate search or search waiver. This type of appointment is provided all regular University benefits.
- Supplemental:** A Supplemental Appointment designates an appointment which is supplementary to a Full-Time Standing or Full-Time Fixed Appointment and has the effect of providing an additional contractual provision beyond the term of the Full-Time Standing or Full-Time Fixed Appointments. For example, a Supplemental Appointment may be used if an individual whose regular appointment is for nine months but whose appointment is extended for one to three additional months. Supplemental Appointments will also be used to designate those appointments which are supplementary to Full-Time Standing or Full-Time Fixed Appointments to compensate for approved additional services normally outside the scope of regular duties. For example, A Supplemental Appointment can be used when an eligible employee is employed to teach a course for additional compensation. Regular University benefits, except sick leave and vacation accrual, continue with a Supplemental Appointment.

APPOINTMENT STATUS ACTIONS
8/18/18 - 11/14/18

Department/Office	Name	Effective Date	Ending Date	Title	Contract Months	Salary	Employment Status	Employment Action
Promotions								
Registrar	Moore, Keith	12/01/18		Registrar	12	\$ 79,000.00	Full-Time Standing, Probationary	Promotion
Leave Of Absence								
Nursing	McDavid, Lisa A.	09/21/18	11/13/18	Associate Prof. of Nursing	9	\$ 58,066.00	Full-Time Standing	Leave of Absence Without Pay
Biology & Chemistry	Harris, Meredith	08/23/18	08/24/18	Academic Departmental Specialist	12	\$ 13.88	Full-Time Standing	Leave of Absence With Pay
Advanced Degrees								
Communications & Marketing	Hornbuckle, Jami	01/01/19		Assistant Vice President, Communications & Marketing	12	\$104,485.00	Full-Time Standing	Advanced Degree Increase
Reassignments								
Accounting and Financial Services	Whitt, Sarah	11/01/18		Accountant	12	\$ 32,990.00	Full-Time Standing	Promotion/Salary Adjustment/Title Change
Information Technology	Smith, Darrell Lee	10/16/18		Executive Director, Infrastructure Services	12	\$103,500.00	Full-Time Standing	Lateral Transfer/Title Change
Commonwealth Educational Opportunity Ctr.	Prater, Dawonna	11/01/18	08/31/19	TRIO Academic Coordinator	12	\$ 32,990.00	Full-Time Fixed, Probationary	Layoff Return/Promotion/Sal. Adj./Title Chg.
Probationary Release								
Talent Search	Scott, George	10/26/18		TRIO Academic Coordinator	12	\$ 32,990.00	Full-Time Fixed, Probationary	Probationary Release
Separations								
Space Science Center	Thomas, Eric	08/31/18		Star Theater Director	12	\$ 63,240.00	Full-Time Standing	Retirement
Facilities Management/Maintenance	Williams, Ricky	08/31/18		Maintenance Supervisor/Plumbing	12	\$ 17.66	Full-Time Standing	Retirement
Business Administration	Henderson, Kenneth	12/31/18		Associate Professor, Marketing	9	\$ 94,333.00	Full-Time Standing	Retirement
Construction & Engineering Services	Howard, Melvin	09/28/18		Carpenter	12	\$ 13.67	Full-Time Fixed	Retirement
Building Services	McCormick, Jewell	10/31/18		Building Services Technician	12	\$ 10.70	Full-Time Standing	Retirement
Human Resources	Hardin, Michelle	06/30/19		Associate Director of Employment and Training	12	\$ 72,571.00	Full-Time Standing	Retirement
Communication, Media & Languages	Thomas, Cathy	12/31/18		Associate Professor of Speech	9	\$ 65,107.00	Full-Time Standing	Retirement
Other								
Diversity/Sociology, Social Work & Criminology	Atkins, Caroline	12/01/18	06/30/19	Asst. to President, Str. Init./Visit. Asst. Prof., Criminology	12	\$ 73,000.00	Full-Time Fixed	Faculty to Staff (Exec./Adm./Mgr.)
Kentucky Folk Art Center	Stone, Tammy	11/01/18	12/31/18	Administrative Coordinator	2	\$ 13.67	Full-Time Fixed	Return from Layoff for Two Months
History, Phil., Politics, Int'l. & Legal Studies	Litteral, David	10/16/18	06/30/19	Instructor of History/Director of Military Initiatives	12	\$ 60,000.00	Full-Time Fixed	Staff to Faculty/Title Change
Educational Unit, Child Care Services	Buchanan, Courtney	10/16/18	06/30/19	Instructor/Trainer	12	\$ 43,424.00	Full-Time Fixed	Staff to Faculty
Educational Unit, Child Care Services	Conrad, Amy	10/16/18	06/30/19	Instructor/Trainer	12	\$ 43,424.00	Full-Time Fixed	Staff to Faculty
Teacher Education Services	Barton, Krista	10/16/18	06/30/19	Instructor of Education/Dir., 21st Century Educ. Enterprise	12	\$ 72,469.00	Full-Time Fixed	Staff to Faculty/Title Change
Space Science Center	Malphrus, Benjamin	10/16/18		Prof. of Space Science/Exec. Dir., Space Science Center	12	\$174,000.00	Full-Time Standing	Staff to Faculty/Title Change
Kentucky Center for Traditional Music	McLain, Raymond	10/16/18		Associate Professor of Traditional Music/Director, KCTM	12	\$ 91,876.00	Full-Time Standing	Staff to Faculty/Title Change
Space Science Center	Twiggs, Robert	10/16/18	06/30/19	Visiting Assistant Professor, Space Science	9	\$ 77,377.00	Full-Time Fixed	Staff to Faculty/Title Change
Middle Grades & Secondary Education	Lambert, Billy Duane	10/16/18	06/30/19	Instructor, Education/MAT Program Coordinator	12	\$ 63,773.00	Full-Time Fixed	Staff to Faculty/Title Change
Middle Grades & Secondary Education	Sims, Marian	10/16/18	06/30/19	Instructor, Education/MAT Assistant Program Coordinator	12	\$ 56,936.00	Full-Time Fixed	Staff to Faculty/Title Change
Humanities & Social Sciences	Murphy, Dianna	10/16/18		Associate Dean, SHSS/Professor, Legal Studies	12	\$120,000.00	Full-Time Standing	Staff to Faculty
Eng., Comm., Media & Languages	Neeper, Layne	10/16/18		Interim Associate Dean, SECA/Professor, English	12	\$115,000.00	Full-Time Standing	Staff to Faculty
Business Administration	Nelson, Johnathan	10/16/18		Interim Associate Dean, SCBA/Assoc Prof, Management	12	\$ 96,324.00	Full-Time Standing	Staff to Faculty
Creative Arts	Petsch, Jeanne	10/16/18		Associate Dean, SCCA/Professor, Art	12	\$120,000.00	Full-Time Standing	Staff to Faculty
Engineering & Information Systems	Zargari, Ahmad	10/16/18		Associate Dean, SEIS/Professor, Engineering & Tech	12	\$122,042.00	Full-Time Standing	Staff to Faculty
Kentucky Center for Traditional Music	Wells, Jesse	10/16/18	05/17/19	Instructor, Music/Music Archivist	10	\$ 36,187.00	Full-Time Fixed	Staff to Faculty/Title Change
Instructional Services	Kroll, Marie	10/16/18	05/14/19	Instructor of Education (Dev. Ed. Reading)	9	\$ 37,774.00	Full-Time Fixed	Title Change
Instructional Services	Wright, Christina	10/16/18	05/14/19	Instructor of Education (Dev. Ed. Reading)	9	\$ 38,000.00	Full-Time Fixed	Title Change
Total Appointment Status Actions: 34								

SUPPLEMENTAL ACTIONS
8/18/18 - 11/14/18

Name	Title	Department/Office	Effective Date	Ending Date	Salary	Description
Socha-Mower, Tonia	Coordinator, Dental Svcs/Dental Hygienist	Agricultural Sciences	08/13/18	12/11/18	\$ 4,200.00	Teaching Six Credit Hours
Hutchinson, Brian	Director, Athletics	Athletics	11/15/18	11/15/18	\$ 5,000.00	Academic Progress Rate >= 950
Brown, Adam	Associate Head Baseball Coach	Baseball	08/30/18	06/30/19	\$ 4,295.90	Additional Coaching Duties
Picucci, Stephen	Head Cross Country & Track Coach	Cross Country	06/24/18	06/28/18	\$ 2,147.95	Camp Superintendent
Krummrich, Philip	Professor, Comparative Literature	Communication, Media & Languages	09/01/18	06/30/19	\$ 8,000.00	Coord., School of Eng., Comm., Media & Lang.
Mattox, Jonathan	Assistant Men's Basketball Coach	Men's Basketball	06/09/18	06/24/18	\$ 1,460.60	Camp Superintendent
Watkins, Denise	Professor, Theatre	Music, Theatre & Dance	09/01/18	12/07/18	\$ 1,166.00	Program Coordinator
Davis, Natasha	Associate Professor, Dance	Music, Theatre & Dance	09/01/18	12/07/18	\$ 1,166.00	Program Coordinator
Carlisle, Greg	Associate Professor, Theatre	Music, Theatre & Dance	09/01/18	12/07/18	\$ 1,166.00	Program Coordinator
Harr, Shannon	Director, University Assessment & Test	Business Administration	08/13/18	12/11/18	\$ 2,100.00	Teaching Three Credit Hours
Murphy, Kerry	Interim Registrar	Registrar	09/01/18	10/31/18	\$ 3,252.16	Interim Registrar
Murphy, Kerry	Interim Registrar	Registrar	11/01/18	11/30/18	\$ 1,626.08	Interim Registrar
Jones, Samantha	Head Women's Softball Coach	Softball	09/08/18	09/08/18	\$ 601.43	Softball Camp
Wonderly, Breanna	Assistant Women's Softball Coach	Softball	09/08/18	09/08/18	\$ 601.43	Softball Camp
Total Supplemental Actions: 14						

**ACCEPT 2017-18 AUDIT REPORT
AND AMEND OPERATING BUDGET**

**BOR (IV-A-4)
December 6, 2018**

Recommendation:

That the Board accept the audit report for the fiscal year ended June 30, 2018 as presented by Dean Dorton Allen Ford, PLLC, accept the reports related to the fourth quarter financial information and capital outlay, and amend the operating budget for the 2017-18 fiscal year.

Background:

KRS 164A.570 requires an annual audit to be conducted by all universities in the state system. The audit is to be conducted by an independent public accounting firm. On June 7, 2018, the Board of Regents approved the recommendation of the Audit Committee to appoint Dean Dorton Allen Ford, PLLC to conduct the 2017-18 fiscal year audit. The Board also approved at that time, the Audit Committee's recommendation for the minimum scope of the audit work to be performed.

The Audit Committee met on October 19, 2018. Representatives from Dean Dorton Allen Ford, PLLC presented the University's audited financial statements to the Committee for acceptance. The audit report was issued with an unmodified opinion on the financial statements.

The information contained in the audited financial statements is reflective of all transactions for the fiscal year and serves as the University's fourth quarter financial report to the Board. Also presented as a part of the fourth quarter financial report are amendments to the operating budget and a capital outlay status report.

MOREHEAD STATE UNIVERSITY
Unrestricted Current Funds
Budget Amendments
For the Period April 1, 2018 to June 30, 2018

Description	Amended Budget As of 4/1/2018	Adjustments	Amended Budget As of 6/30/2018
Revenues and Other Additions			
Tuition and Fees	\$ 71,531,116	\$ 29,577	\$ 71,560,693
Government Appropriations	41,642,500	100	41,642,600
Indirect Cost Reimbursement	825,000	-	825,000
Sales and Services of Ed. Activities	1,933,452	574,141	2,507,593
Other Sources	3,842,819	444,039	4,286,858
Budgeted Fund Balance - E&G	9,630,933	8,930	9,639,863
Auxiliary Enterprises	22,637,394	55,607	22,693,001
Budgeted Fund Balance - AUX	3,982,441	-	3,982,441
Total Revenues and Other Additions	<u>\$ 156,025,655</u>	<u>\$ 1,112,394</u>	<u>\$ 157,138,049</u>
Expenditure Authorizations by Division			
Educational & General			
President & Administration	\$ 812,885	\$ 32,489	\$ 845,374
University Advancement	4,320,508	6,177	4,326,685
Administration & Fiscal Services	23,482,971	(341,625)	23,141,346
Student Affairs	19,222,272	449,440	19,671,712
Academic Affairs	56,168,355	487,591	56,655,946
Debt Service & Mandatory Transfers	4,216,700	86,955	4,303,655
Other	26,224,308	(204,423)	26,019,885
Total Educational & General	<u>\$ 134,447,999</u>	<u>\$ 516,604</u>	<u>\$ 134,964,603</u>
Auxiliary Enterprises			
Administration & Fiscal Services	\$ 15,056,014	\$ 224,319	\$ 15,280,333
Student Affairs	836,938	56,000	892,938
Debt Service	5,394,828	444,748	5,839,576
Other	289,876	(129,277)	160,599
Total Auxiliary Enterprises	<u>\$ 21,577,656</u>	<u>\$ 595,790</u>	<u>\$ 22,173,446</u>
Total Expenditure Authorizations	<u>\$ 156,025,655</u>	<u>\$ 1,112,394</u>	<u>\$ 157,138,049</u>

MOREHEAD STATE UNIVERSITY
Unrestricted Current Funds
Budget Amendments
For the Period April 1, 2018 to June 30, 2018
Notes of Significant Adjustments to Revenue and Other Additions

Sales and Services of Educational Activities

Unbudgeted revenue allocated during the fourth quarter totaled \$574,141

- Athletic revenue allocations totaled \$305,884
 - \$185,500 Game Guarantees
 - \$68,102 Other Athletic Revenue
 - \$39,885 Athletic Camp Revenue
 - \$10,354 Gate Receipts
 - \$2,043 OVC-MBB Enrichment Fund
- Eagle Excellence Fund (EEF) support from the MSU Foundation totaled \$183,050 *(includes \$108,000 to auxiliary facility project account for Eagle Trace Driving Range)*
- Other miscellaneous revenue allocations totaled \$85,207
 - \$66,895 Academic Affairs
 - \$17,352 Student Affairs
 - \$960 Other

Other Sources

Unbudgeted revenue allocated during the fourth quarter totaled \$444,039

- Unbudgeted support from the MSU Foundation totaled \$276,184
 - \$200,000 Contributed toward purchase of Rowan County Board of Education Building
 - \$77,432 Academic Affairs
 - (\$1,248) University Advancement
- Other miscellaneous revenue totaled \$117,983
 - \$77,289 Student Affairs
 - \$35,652 Contributed toward purchase of the Rowan County Board of Education Building
 - \$10,769 Academic Affairs
 - \$1,012 University Advancement
 - (\$6,739) Administration & Fiscal Services
- Endowment income allocations primarily to Academic Affairs totaled \$49,872

MOREHEAD STATE UNIVERSITY
Budget Amendments Greater Than \$200,000
For the Period April 1, 2018 to June 30, 2018

From:	To:		
Revenue and Other Additions	Division/ Budget Unit	Amount	Description

None.

MOREHEAD STATE UNIVERSITY
Capital Outlay Status Report
Agency Funds
For the Period of April 1, 2018 to June 30, 2018

	<u>Estimated Project Scope</u>	<u>Completion Date</u>	<u>Project Status</u>
I. Equipment Purchases \$200,000 or Greater			
None			
II. Capital Construction Projects, Information Technology Systems or Land Acquisitions \$1,000,000 or Greater			
East Parking Structure and Dining Commons - Phase II	\$ 7,606,800	October, 2017	Completed
Lappin Hall Cooling System Replacement	\$ 1,764,840	April, 2018	Completed
Unified Security and Access Control	\$ 1,400,000	June, 2018	Completed
Water Treatment Plant Sediment Basin	\$ 1,600,000		In Planning
Veterinary Technology HVAC System Replacement	\$ 731,447	December, 2017	Completed

APPROVE REVISION TO BOR BYLAWS

**BOR (IV-A-5)
December 6, 2018**

Recommendation:

That the Board of Regents approve the recommended revision to the Board's Bylaws document.

Background:

The Board of Regents recently amended its Bylaws document on March 29, 2018. It was recently discovered that the revision contained an error in the numbering of several sections. The recommended revision simply corrects the numbering under Section 1 to correct the error (exclusive to page 3 of the document and shown in red in the attachment).

BYLAWS
BOARD OF REGENTS
MOREHEAD STATE UNIVERSITY

Adopted: April 15, 1983
Amended: April 30, 1983
Amended: November 15, 1996
Amended: December 3, 2009
Amended: March 10, 2011
Amended: March 29, 2018/Corrected: December 6, 2018

Section 1: The Board of Regents

- 1.1 Bylaws.** The governing body of Morehead State University is the Board of Regents, which by statute is responsible for the essential governance of the University. Absent statutory direction to the contrary, these bylaws shall govern the conduct of the Board of Regents (hereinafter the “Board”), a governing board pursuant to KRS Chapter 164.
- 1.2 Statutory authority.** The Board is established by KRS 164.310 and KRS 164.321. Its powers, duties and responsibilities are described in KRS 164.350, 164.360, 164.365, and 164.400, and elsewhere in statute.
- 1.3 Powers and Duties.** The general powers and duties conferred upon the Board of Regents to carry out the purposes of Morehead State University are provided by law in the Kentucky Revised Statutes 164.350. In addition thereto and included therein, such powers and duties are:
1. The establishment, periodic and regular review, and promotion of the mission and goals of the University;
 2. The authorization of the creation or discontinuance of degrees upon approval of the Council on Postsecondary Education;
 3. The election of a Chair of the Board, Vice Chair, and Secretary, and the appointment of a Treasurer;
 4. The appointment and removal of the President of the University;
 5. The exclusive responsibility for reviewing the performance of the President;
 6. The appointment of faculty members upon the recommendation of the President and the appointment of such administrative officers upon recommendation of the President;

7. The determination of guidelines for salary ranges for all faculty, administrative and University personnel and the establishment of insurance, retirement and other programs for the benefit of faculty, administrative and other personnel;
8. The establishment or discontinuance of any faculty rank;
9. The adoption of policies for granting leaves of absence and the approval of promotions for administration and faculty members;
10. The review and establishment of policies and procedures for granting tenure of faculty members;
11. The regulation of government and discipline of students including appeal to the Board pursuant to KRS 164.370 and the regulation of government and discipline of faculty. (KRS 164.360(3))
12. The determination of the number of divisions, departments, bureaus, offices, and agencies needed for the successful conduct of the University;
13. The approval of general budget policies which would govern student financial aid programs;
14. The fixing of tuition, special charges and other fees, subject to approval by the Council on Postsecondary Education;
15. Upon appropriate clearances, the issuance of revenue bonds to finance projects required by or convenient for students under its governance;
16. The care and preservation of all property belonging to the University;
17. The submission of such reports and budget requests as may be required by State Government;
18. The approval of the annual budget and quarterly ratification of budget amendments;
19. The formulation and periodic revision of long-range plans;
20. The granting of diplomas and conferring of degrees upon the recommendation of the President and faculty;
21. The appointment of a bank or trust company to serve as the university's depository. (KRS 164.440)
22. The establishment of a schedule for reports from the President as to the accounting for the receipt of money, the disbursement of funds, and the condition of the university. (KRS 164.460)
23. The adherence to the Board of Regents Code of Ethics and University Code of Ethics, PG-61, as approved by this Board and amended from time to time.

24. The protection of students' rights to free expression of religious and political viewpoints across campus including the protection of student organizations and use of outdoor areas for free expression pursuant to KRS 164.348.
 25. Review and evaluation of the manner in which the University is fulfilling its mission of instruction, service and research, with particular concern for the quality of education programs and services.
 25. The Board of Regents shall approve the Constitutions of the Faculty Senate, Staff Congress and Student Government Association, and all personnel and student handbooks. They shall govern in their respective jurisdictions except where in conflict with these Bylaws.
 26. No individual member or committee shall take official action for the Board unless authorized by the Board.
- 1.4 Membership.** The Board of Regents is composed of eleven (11) members as determined by the applicable statute with the membership to be selected as provided therein. (KRS 164.321)
- 1.5 Orientation.** All appointed and elected members of the Board of Regents are required to attend and complete an orientation program by the Council on Postsecondary Education and the institution as a condition of their service and eligibility for appointment or election to a second term. (KRS 164.321(9))
- 1.6 Member Removal.** Members of the Board of Regents appointed by the Governor may be removed by the Governor for cause pursuant to KRS 63.080(2) or per the provisions in KRS 63.080(3) and (4). (KRS 164.321(10)) Faculty and staff representatives on the Board can serve only while maintaining employment at the University. The student representative can serve only while maintaining his/her status as a student and his/her status as president of the student government association.
- 1.7 Board Self-Evaluation.** The Board of Regents will conduct an annual evaluation of its performance. The method of the evaluation will be determined by the Board.
- 1.8 Bylaws Review.** The Board of Regents will conduct a review of these Bylaws every four (4) years to ensure the Bylaws continue to be effective in defining the Board's responsibilities and expectations in supporting the mission of the institution.

Section 2: Officers

- 2.1 Election.** The officers of the Board of Regents shall consist of the Chair, Vice Chair, President, Treasurer, Secretary to the Board of Regents, and such other officers as the Board of Regents deems necessary to carry out its responsibility of governing the University.

Recommendation:

That the Board of Regents approve PAC-2, Promotion to Professor.

Background:

At Morehead State University policy defines the criteria, procedures, and conditions for granting promotion from Associate Professor to Professor. The policy is outlined in PAC-2, previously approved by the Board of Regents.

The Faculty Senate opted to review PAC-2 with an interest in a modification of the review process for promotion to professor. The primary modification is the elimination of the college promotion committee, citing challenges in finding enough qualified full professors to serve on review committees at the department, college, and university levels.

The draft document is a result of an iterative review process including the Faculty Senate and the members of the Deans' Council, which accepted the current draft submitted and approved by the Faculty Senate in October 2018.

Policy: PAc-2

Subject: Promotion To Professor

Approval Date: 07/01/85

Revision Date: 03/07/94, 09/18/98, 09/22/01, 06/16/05, 5/2/13, 09/6/18, 12/6/18 (Proposed)

PURPOSE:

To define the criteria, procedures, and conditions for granting promotion from Associate Professor to Professor.

1. ACADEMIC PRINCIPLES

Each department, school, or college will establish standards for promotion of its Associate Professors to Professor consistent with the guidelines established in [PAc-35](#). These standards will appear in the promotion section within the applicable Faculty Evaluation Plan (FEP). If a department or school has multiple FEPs, the candidate should use the one for his or her primary academic program. Promotion is neither an unqualified right nor an automatic consequence of having completed a certain period of service.

The promotion process will consist of review and judgment by the Department Promotion Committee, the Department Chair/Associate Dean the College Dean, the University Promotion Committee, and the Provost. At each level, the review process will be guided by the standards outlined in the candidate's FEP. University-level reviews by the Provost and the President will bring broader administrative judgments to bear.

Only full-time standing faculty members of Morehead State University holding the rank of Associate Professor in an academic program area can be considered for promotion to Professor.

Annual faculty evaluations and promotion evaluations are separate processes, and consequently, meeting or exceeding annual performance criteria does not automatically ensure a favorable promotion decision.

2. TIME IN RANK

Tenured faculty will be eligible to apply for promotion to Professor after the completion of five years of service at the rank of Associate Professor.

Faculty hired at the Associate Professor rank may request up to three years of equivalent professional service to be applied to their time in rank requirements for promotion to Professor. Credit for equivalent professional service will be recommended to the Provost by the Departmental Promotion Committee, the Department Chair/Associate Dean, and the College Dean. This decision should be made at the time of the initial appointment at Morehead State University or no later than at the end of the first semester of full-time service.

A candidate's activities and accomplishments that occurred between initiation of tenure review and the granting of tenure and that were not documented in the tenure portfolio will be treated as

if they had occurred during the candidate's time in rank at Associate Professor. Faculty hired at the Associate Professor rank may include material from the last five years in the promotion portfolio.

If a candidate applies previous service at another institution to the time in rank requirement, the previous service must be documented with respect to teaching excellence, scholarship, and service to that institution and community.

3. PROMOTION PORTFOLIO

The candidate's portfolio must document all qualifications, and it must be complete at the time of submission. The promotion portfolio will begin with the following items in order:

- (1) a letter of intent, addressed to the Department Chair or Associate Dean, justifying the case for promotion to Professor,
- (2) the applicable FEP(s) (see [PAc-35](#)) and any Flexible Workload Agreements (see [PAc-29](#)) that apply to the candidate,
- (3) the annual evaluations during the time in rank at Associate Professor by the Department Chair/Associate Dean (and in the case of faculty hired as Associate Professors without tenure, any evaluations by the College Dean as defined in PAc-27 section 8.4) as well as any responses by the candidate to those evaluations,
- (4) if applicable, a statement documenting the number of years of equivalent service at another institution granted, and
- (5) a curriculum vitae of activities in the format of or from the approved faculty activity reporting system as per [PAc-35](#) with particular emphasis on the documentation of activities since the initiation of the tenure review.

Materials that support the request for promotion should follow the initial contents of the promotion portfolio. The choice of supporting material should be based on the criteria for promotion to Professor outlined in the candidate's FEP. The materials must demonstrate growth of the candidate beyond the level of achievement expected for tenure (see [PAc-27](#)).

4. STRUCTURE OF THE PROMOTION COMMITTEES

- (1) All full-time Professors in a department will serve on the Department Promotion Committee unless they are serving on the University Promotion Committee. ^[BA1]If a department has five or more Professors available, only these individuals will serve on the committee. If a department has three or four Professors available, then the tenured faculty will invite enough Professors from outside the department to constitute a five-member Department Promotion Committee. If a department has fewer than three Professors available, the tenured faculty will select one Associate Professor from the department to serve and will invite enough Professors from outside

the department to constitute a five-member Department Promotion Committee. In the event that an Associate Professor from the department is required and there is not one, the tenured faculty will fill the vacancy by inviting Professors from outside the department to serve on the Department Promotion Committee. In all cases, the majority of Department Promotion Committee members will be Professors, and members from outside the department should be from the college that the department is in, if possible.

(2) The University Promotion Committee will consist of two Professors from each college and one at-large Professor, all selected by the Faculty Senate. If there is an insufficient number of available Professors in a college to serve on the committee, Professors from another college should be chosen to serve. No two committee members will be from the same department. The committee shall include both males and females, and members of various racial and ethnic groups if possible. The term of service will be three years, with one-third of the committee members replaced each year. A member may not hold successive terms. Because the University Promotion Committee membership is determined by the Governance Committee of the Faculty Senate during the prior academic year, it will be the first committee to be staffed.

(3) The chairperson of each promotion committee will be elected by the committee from the membership.

(4) No candidate for promotion, candidate's spouse, immediate family (as defined by [PG-22](#)), domestic partners, Department Chairs/Associate Deans, or Deans will serve on promotion committees.

(5) A faculty member may not serve on the Department Promotion Committee and the University Promotion Committee during an academic year. A faculty member serving on the University Promotion Committee shall neither engage in discussions about a candidate nor vote on the candidate at the department level; this parallels the procedure in [Pac-27](#) for tenure voting.

(6) A faculty member cannot serve on more than one of the following committees during an academic year—University Tenure Committee, University Promotion Committee, and Faculty Rights and Responsibilities Committee.

5. THE PROMOTION REVIEW PROCESS

Promotion committee deliberations must be treated confidentially.

Each promotion committee must evaluate the candidate's promotion portfolio and produce a written evaluation of the portfolio using the candidate's FEP as the criteria for evaluation. As part of the evaluation, each committee will recommend, in the form of a vote by secret ballot, promotion or non-promotion of the candidate. Abstentions are not allowed. Any sealed ballots submitted by absent faculty members shall be included in the vote tally with all ballots opened

and counted at the same time during the committee meeting. If the vote is split, the letter must reflect the balance and substance of the entirety of the vote. No separate minority report may be submitted. The letter must also address how the candidate's performance does or does not meet the requirements of the candidate's FEP. A recommendation for promotion requires an affirmative vote by 50% or more of the committee membership. Each committee's written evaluation will show the vote tally and will be signed by all committee members. A copy of the written evaluation will be placed in the portfolio and also delivered to the candidate.

The Department Chair/Associate Dean and the College Dean will each produce a written evaluation of the promotion portfolio and the written evaluation will recommend promotion or non-promotion of the candidate. A copy of the written evaluation will be placed in the portfolio and also delivered to the candidate.

Promotion review proceeds as follows: the Department Promotion Committee will evaluate the candidate's promotion portfolio and then forward the portfolio to the Department Chair/Associate Dean. The Department Chair/Associate Dean will evaluate the portfolio and then forward the portfolio to the College Dean. The College Dean will evaluate the portfolio and then forward the portfolio to the University Promotion Committee. The University Promotion Committee will evaluate the portfolio and then forward the portfolio to the Provost.

At every level of review, the candidate will receive a copy of his/her evaluation and will have five working days to respond, in writing, to the evaluation. The candidate's response, if any, will be placed in the portfolio and submitted to the next level of review.

The Provost will review all evaluations from the department, college, and university levels, including any responses to the evaluations provided by the candidate and will produce a written evaluation of the promotion portfolio. The written evaluation will recommend promotion or non-promotion of the candidate. The Provost will meet with the University Promotion Committee to discuss his or her recommendation. A copy of the evaluation will then be placed in the portfolio and also delivered to the candidate. The Provost will then forward his or her evaluation to the President.

The President will make the final recommendation regarding promotion to the Board of Regents. The President will inform the candidate, in writing, of the recommendation at least two weeks prior to the Board of Regents meeting with copies of the recommendation delivered to the Department Chair/Associate Dean, College Dean, and Provost. A candidate not recommended for promotion may request a meeting with the President prior to the Board of Regents meeting.

6. ACADEMIC FREEDOM

Faculty and Administration will observe the conditions on academic freedom and responsibility for teaching and research as outlined in [PAC-14](#).

7. GENERAL DATES FOR THE PROMOTION REVIEW PROCESS

Specific dates and deadlines for the promotion review process in each year will be set and distributed to the faculty in a timely manner by the Office of the Provost.

Policy: PAc-2

Subject: Promotion To Professor

Approval Date: 07/01/85

Revision Date: 03/07/94, 09/18/98, 09/22/01, 06/16/05, 5/2/13, 09/6/18

PURPOSE:

To define the criteria, procedures, and conditions for granting promotion from Associate Professor to Professor.

1. ACADEMIC PRINCIPLES

Each department, school, or college will establish standards for promotion of its Associate Professors to Professor consistent with the guidelines established in [PAc-35](#). These standards will appear in the promotion section within the applicable Faculty Evaluation Plan (FEP). If a department or school has multiple FEPs, the candidate should use the one for his or her primary academic program. Promotion is neither an unqualified right nor an automatic consequence of having completed a certain period of service.

The promotion process will consist of review and judgment by the Department Promotion Committee, the Department Chair/Associate Dean, ~~the College Promotion Committee~~, the College Dean, the University Promotion Committee, and the Provost. At each level, the review process will be guided by the standards outlined in the candidate's FEP. University-level reviews by the Provost and the President will bring broader administrative judgments to bear.

Only full-time standing faculty members of Morehead State University holding the rank of Associate Professor in an academic program area can be considered for promotion to Professor.

Annual faculty evaluations and promotion evaluations are separate processes, and consequently, meeting or exceeding annual performance criteria does not automatically ensure a favorable promotion decision.

2. TIME IN RANK

Tenured faculty will be eligible to apply for promotion to Professor after the completion of five years of service at the rank of Associate Professor.

Faculty hired at the Associate Professor rank may request up to three years of equivalent professional service to be applied to their time in rank requirements for promotion to Professor. Credit for equivalent professional service will be recommended to the Provost by the Departmental Promotion Committee, the Department Chair/Associate Dean, and the College Dean. This decision should be made at the time of the initial appointment at Morehead State University or no later than at the end of the first semester of full-time service.

A candidate's activities and accomplishments that occurred between initiation of tenure review and the granting of tenure and that were not documented in the tenure portfolio will be treated as

if they had occurred during the candidate's time in rank at Associate Professor. Faculty hired at the Associate Professor rank may include material from the last five years in the promotion portfolio.

If a candidate applies previous service at another institution to the time in rank requirement, the previous service must be documented with respect to teaching excellence, scholarship, and service to that institution and community.

3. PROMOTION PORTFOLIO

The candidate's portfolio must document all qualifications, and it must be complete at the time of submission. The promotion portfolio will begin with the following items in order:

- (1) a letter of intent, addressed to the Department Chair or Associate Dean, justifying the case for promotion to Professor,
- (2) the applicable FEP(s) (see [PAc-35](#)) and any Flexible Workload Agreements (see [PAc-29](#)) that apply to the candidate,
- (3) the annual evaluations during the time in rank at Associate Professor by the Department Chair/Associate Dean (and in the case of faculty hired as Associate Professors without tenure, any evaluations by the College Dean as defined in PAc-27 section 8.4) as well as any responses by the candidate to those evaluations,
- (4) if applicable, a statement documenting the number of years of equivalent service at another institution granted, and
- (5) a curriculum vitae of activities in the format of or from the approved faculty activity reporting system as per [PAc-35](#) with particular emphasis on the documentation of activities since the initiation of the tenure review.

Materials that support the request for promotion should follow the initial contents of the promotion portfolio. The choice of supporting material should be based on the criteria for promotion to Professor outlined in the candidate's FEP. The materials must demonstrate growth of the candidate beyond the level of achievement expected for tenure (see [PAc-27](#)).

4. STRUCTURE OF THE PROMOTION COMMITTEES

- (1) All ~~full-time~~ Professors in a department will serve on the Department Promotion Committee ~~unless they are serving on the College or University PC~~ Promotion Committee. ~~If a faculty member is on the University Promotion Committee, he or she must recuse him or herself from the Department Promotion Committee.~~ If a department has five or more Professors ~~available~~, only these individuals will serve on the committee. If a department has three or four Professors ~~available~~, then the tenured faculty will invite enough Professors from outside the department to constitute a five-member Department Promotion Committee. If a department has

fewer than three Professors available, the tenured faculty will select one Associate Professor from the department to serve and will invite enough Professors from outside the department to constitute a five-member Department Promotion Committee. In the event that an Associate Professor from the department is required and there is not one, the tenured faculty will fill the vacancy by inviting Professors from outside the department to serve on the Department Promotion Committee. In all cases, the majority of Department Promotion Committee members will be Professors, and members from outside the department should be from the college that the department is in, if possible.

~~(2) The College Promotion Committee will consist of one Professor from each department in the college, elected by each department. If there are not at least five departments, then the College Dean will select sufficient at-large committee members to make a committee of five, from a pool of one or more Professors elected by the tenured faculty in each department. The committee should, if possible, include both males and females, and members of various racial and ethnic groups. The term of service will be three years, with one-third of the committee members replaced each year. A member may not hold successive terms.~~

(32) The University Promotion Committee will consist of two Professors from each college and one at-large Professor, all selected by the Faculty Senate. If there is an insufficient number of available Professors in a college to serve on the committee, Professors from another college should be chosen to serve. No two committee members will be from the same department. The committee shall include both males and females, and members of various racial and ethnic groups if possible. The term of service will be three years, with one-third of the committee members replaced each year. A member may not hold successive terms. Because the University Promotion Committee membership is determined by the Governance Committee of the Faculty Senate during the prior academic year, it will be the first committee to be staffed.

(43) The chairperson of each promotion committee will be elected by the committee from the membership.

(54) No candidate for promotion, candidate's spouse, immediate family (as defined by [PG-22](#)), domestic partners, Department Chairs/Associate Deans, or Deans will serve on promotion committees.

(65) A faculty member may not serve on the Department Promotion Committee and ~~either the College or~~ University Promotion Committee during an academic year. ~~They may not serve on both the College and the University Promotion Committees in the same year.~~ A faculty member serving on the ~~College or~~ University Promotion Committee shall neither engage in discussions about a candidate nor vote on the candidate at the department level; this parallels the procedure in [PAc-27](#) for tenure voting.

(76) A faculty member cannot serve on more than one of the following committees during an academic year—University Tenure Committee, University Promotion Committee, and Faculty

Rights and Responsibilities Committee.

5. THE PROMOTION REVIEW PROCESS

Promotion committee deliberations must be treated confidentially.

Each promotion committee must evaluate the candidate's promotion portfolio and produce a written evaluation of the portfolio using the candidate's FEP as the criteria for evaluation. As part of the evaluation, each committee will recommend, in the form of a vote by secret ballot, promotion or non-promotion of the candidate. Abstentions are not allowed. Any sealed ballots submitted by absent faculty members shall be included in the vote tally with all ballots opened and counted at the same time during the committee meeting. If the vote is split, the letter must reflect the balance and substance of the entirety of the vote. No separate minority report may be submitted. The letter must also address how the candidate's performance does or does not meet the requirements of the candidate's FEP. A recommendation for promotion requires an affirmative vote by 50% or more of the committee membership. Each committee's written evaluation will show the vote tally and will be signed by all committee members. A copy of the written evaluation will be placed in the portfolio and also delivered to the candidate.

The Department Chair/Associate Dean and the College Dean will each produce a written evaluation of the promotion portfolio and the written evaluation will recommend promotion or non-promotion of the candidate. A copy of the written evaluation will be placed in the portfolio and also delivered to the candidate.

Promotion review proceeds as follows: the Department Promotion Committee will evaluate the candidate's promotion portfolio and then forward the portfolio to the Department Chair/Associate Dean. The Department Chair/Associate Dean will evaluate the portfolio and then forward the portfolio to ~~the College Promotion Committee. The College Promotion Committee will evaluate the portfolio and then forward the portfolio to~~ the College Dean. The College Dean will evaluate the portfolio and then forward the portfolio to the University Promotion Committee. The University Promotion Committee will evaluate the portfolio and then forward the portfolio to the Provost.

At every level of review, the candidate will receive a copy of his/her evaluation and will have five working days to respond, in writing, to the evaluation. The candidate's response, if any, will be placed in the portfolio and submitted to the next level of review.

The Provost will review all evaluations from the department, college, and university levels, including any responses to the evaluations provided by the candidate and will produce a written evaluation of the promotion portfolio. The written evaluation will recommend promotion or non-promotion of the candidate. The Provost will meet with the University Promotion Committee to discuss his or her recommendation. A copy of the evaluation will then be placed in the portfolio and also delivered to the candidate. The Provost will then forward his or her evaluation to the

President.

The President will make the final recommendation regarding promotion to the Board of Regents. The President will inform the candidate, in writing, of the recommendation at least two weeks prior to the Board of Regents meeting with copies of the recommendation delivered to the Department Chair/Associate Dean, College Dean, and Provost. A candidate not recommended for promotion may request a meeting with the President prior to the Board of Regents meeting.

6. ACADEMIC FREEDOM

Faculty and Administration will observe the conditions on academic freedom and responsibility for teaching and research as outlined in [PAc-14](#).

7. GENERAL DATES FOR THE PROMOTION REVIEW PROCESS

Specific dates and deadlines for the promotion review process in each year will be set and distributed to the faculty in a timely manner by the Office of the Provost.

Recommendation:

That the Board of Regents approve the Bachelor of Science in Space Systems Engineering proposal by the MSU Department of Earth and Space Science.

Background:

The proposed Bachelor of Science in Space Systems Engineering is a slight restructuring of the current Bachelor of Science – Space Science Area program. The modifications include two new courses replacing electives, three new program courses, and a change in the CIP code to 14.0201, which is reserved for engineering programs. These changes are designed to position the program as a nationally distinctive bachelor's degree in Space Systems Engineering to support the U.S. aerospace and electronics industries as well as the needs of government, national defense, and homeland security. The program is specifically designed to be an innovative program focusing on applied nanosatellite technologies.

The proposed program has been approved through university curriculum review processes and is currently posted statewide through the Council on Postsecondary Education's pre-proposal review platform for public comment until December 15, 2018.

**ACCEPT FIRST QUARTER
FINANCIAL REPORT AND
AMEND OPERATING BUDGET**

**BOR (IV-B-3)
December 6, 2018**

Recommendation:

That the Board accept the financial statements and amend the operating budget for the first quarter of the fiscal year that will end June 30, 2019.

Background:

The University has a statutory requirement to furnish quarterly financial reports to the Board of Regents. Financial statements have been prepared as of September 30, 2018, the first quarter of the fiscal year ending June 30, 2019. The statements, along with management's discussion and analysis and budget amendment information are attached.

Morehead State University
Management's Discussion and Analysis
First Quarter Financial Statements
September 30, 2018

This discussion and analysis of Morehead State University's financial statements provides an overview of the University's financial activities for the three months that ended on September 30, 2018. The statements and this discussion and analysis have been prepared by Accounting and Financial Services staff.

Using These Financial Statements

This report consists of two basic financial statements. The Statements of Net Position include information about the assets, liabilities, deferred inflows/outflows, and net position of the entire University. The Statements of Revenues, Expenditures and Changes in Net Position provide information about the unrestricted current funds revenues, expenditures and transfers of the University. The statements are prepared on an accrual basis and reflect the results of all transactions that affect the financial status of Morehead State University. These financial statements have not been prepared in full accordance with *Government Accounting Standards Board Statement 35* (GASB 35). Interim statements are prepared using a fund approach to facilitate budget comparisons and management decisions. Year-end statements are prepared in the GASB 35 format.

Financial Highlights

Morehead State University's financial picture remains stable through the first quarter of the 2018-2019 fiscal year. During the period July 1, 2018 through September 30, 2018, the University operated with a surplus of revenues over expenditures and transfers in the amount of \$20,448,339. This level of operating surplus is expected at this time, since most of the billings for the Fall 2018 semester are reflected in the tuition and fees revenue and only expenditures through September 30, 2018 are reflected. As the fiscal year proceeds, the variance between revenues and expenditures will continue to decrease and should reflect a more appropriate operating surplus or deficit.

Significant trends and variances for the three months are summarized as follows:

- Total revenues decreased approximately \$1.5 million from last year to \$61.1 million. The decrease primarily relates to declines in tuition and fee revenue and state appropriation revenue.
- The percent of actual total revenue to budget was 41.16% at September 30, 2018 and 40.75% at September 30, 2017. This percentage would be expected at this time, since most of the billings for the Fall 2018 semester are reflected in revenue.
- Total expenses were approximately \$40.6 million at September 30, 2018 and \$46.5 million at September 30, 2017. The \$5.9 million decrease is due to reductions in operating expense budgets from all divisions as a result of projected declines in tuition and fee revenue and state appropriation revenue. The decrease is also related to timing differences of when debt service payments were transferred during each fiscal year. Variances within divisions also resulted from reorganizations that focused on strengthening the University's financial position in the state's Performance Based Funding Model.
- Net change in net position increased \$4.3 million to \$20.4 million as compared to \$16.1 million at September 30, 2017. This is the result of the net effect of the decrease in revenues and expenditures.

Morehead State University
Unrestricted Current Funds
Statements of Revenues, Expenditures & Changes in Net Position
For the Three Months Ended September 30, 2018 and 2017

	2018-2019			2017-2018		
	Amended Budget	Actual	Percent of Actual to Budget	Amended Budget	Actual	Percent of Actual to Budget
REVENUES						
Educational and General						
Tuition and Fees	\$67,410,031	\$35,662,409	52.90%	\$71,365,666	\$36,648,869	51.35%
State Appropriations	38,852,400	11,655,700	30.00%	41,642,500	12,516,409	30.06%
Indirect Cost Reimbursement	820,000	205,032	25.00%	825,000	295,784	35.85%
Sales & Services Ed Activities	1,765,968	903,784	51.18%	1,696,366	827,953	48.81%
Other Sources	3,668,817	2,190,994	59.72%	3,407,098	1,955,289	57.39%
Budgeted Fund Balance-E&G	9,974,772	-	0.00%	9,441,789	-	0.00%
Total Educational and General	\$122,491,988	\$50,617,919	41.32%	\$128,378,419	\$52,244,304	40.70%
Auxiliary Enterprises						
Housing	\$15,168,300	\$8,310,737	54.79%	\$14,986,254	\$7,858,503	52.44%
University Store	5,360,800	1,755,869	32.75%	5,360,800	2,117,029	39.49%
Food Services	716,500	92,221	12.87%	781,500	118,024	15.10%
Other	1,123,500	305,162	27.16%	1,209,100	278,287	23.02%
Budgeted Fund Balance-Auxiliary	3,540,000	-	0.00%	2,924,765	-	0.00%
Total Auxiliary Enterprises	\$25,909,100	\$10,463,989	40.39%	\$25,262,419	\$10,371,843	41.06%
TOTAL REVENUES	\$148,401,088	\$61,081,908	41.16%	\$153,640,838	\$62,616,147	40.75%

Morehead State University
Unrestricted Current Funds
Statements of Revenues, Expenditures & Changes in Net Position
For the Three Months Ended September 30, 2018 and 2017

	2018-2019			2017-2018		
	Amended Budget	Actual	Percent of Actual to Budget	Amended Budget	Actual	Percent of Actual to Budget
EXPENDITURES AND TRANSFERS BY DIVISION						
Educational & General						
President & Administration	\$2,170,068	\$462,145	21.30%	\$814,348	\$208,813	25.64%
University Advancement	2,438,381	619,326	25.40%	4,284,815	1,361,392	31.77%
Administration & Fiscal Services	17,108,867	6,270,532	36.65%	23,371,006	8,931,336	38.22%
Student Affairs (Student Success)	17,121,246	5,024,130	29.34%	18,785,958	5,781,052	30.77%
Academic Affairs	50,099,420	10,681,592	21.32%	55,207,560	11,733,685	21.25%
Other	38,541,777	12,955,498	33.61%	30,756,884	12,536,886	40.76%
Total Educational & General	\$127,479,759	\$36,013,223	28.25%	\$133,220,571	\$40,553,164	30.44%
Auxiliary Enterprises						
Housing	\$14,152,288	\$2,566,187	18.13%	\$13,610,171	\$4,023,935	29.57%
University Store	4,526,591	1,589,390	35.11%	4,658,961	1,106,806	23.76%
Food Services	210,154	59,364	28.25%	315,843	69,113	21.88%
Other	2,032,296	405,405	19.95%	1,835,292	751,046	40.92%
Total Auxiliary Enterprises	\$20,921,329	\$4,620,346	22.08%	\$20,420,267	\$5,950,900	29.14%
TOTAL EXPENDITURES AND TRANSFERS BY DIVISION	\$148,401,088	\$40,633,569	27.38%	\$153,640,838	\$46,504,064	30.27%
NET CHANGE IN FUND BALANCE		\$20,448,339			\$16,112,083	

Morehead State University
Statement of Net Position
September 30, 2018 and 2017

	2018	2017
Current assets:		
Cash and cash equivalents	\$ 31,402,730	\$ 26,638,005
Accounts, grants and loans receivable, net	16,641,517	19,910,222
Prepaid interest	16,083	16,083
Inventories	2,094,648	1,564,331
Other current assets	210,007	177,210
Total current assets	50,364,985	48,305,851
Noncurrent assets:		
Accounts, grants and loans receivable, net	3,901,508	4,202,121
Prepaid interest	144,745	160,828
Prepaid lease	3,370,709	3,501,000
Investments	14,525,017	16,308,299
Capital assets, net	266,415,320	261,979,254
Total noncurrent assets	288,357,299	286,151,502
Total Assets	338,722,284	334,457,353
Deferred Outflows of Resources:		
Pensions	38,283,821	56,508,243
OPEB	3,720,183	-
Total deferred outflows of resources	42,004,004	56,508,243
Total assets and deferred outflows	\$ 380,726,288	\$ 390,965,596
Liabilities, Deferred Inflows and Net Position		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 4,719,480	\$ 7,412,377
Unearned revenue	2,514,336	2,243,896
Bonds, notes and capital lease obligations, current portion	6,193,331	6,850,148
Total current liabilities	13,427,147	16,506,421
Long-term liabilities:		
Bonds, notes and capital lease obligations, noncurrent portion	88,189,617	95,087,678
Advances from federal government for student loans	3,405,264	3,397,754
Unearned revenue	290,235	290,235
Net pension liability	183,736,890	264,430,175
Net OPEB liability	31,623,052	-
Total long-term liabilities	307,245,058	363,205,842
Total Liabilities	320,672,205	379,712,263
Deferred Inflows of Resources:		
Deferred bond reoffering premium	2,044,806	2,231,679
Pensions	66,508,954	10,013,990
OPEB	563,591	-
Deferred gain on disposal	1,358,352	1,429,844
Total deferred inflows of resources	70,475,703	13,675,513
Net Position:		
Net investment in capital assets	170,154,752	157,986,659
Restricted:		
Expendable	7,999,720	11,893,796
Nonexpendable	11,513,173	11,507,399
Unrestricted	(200,089,265)	(183,810,034)
Total net position	(10,421,620)	(2,422,180)
Total liabilities, deferred inflows and net position	\$ 380,726,288	\$ 390,965,596

See Attached Notes To Statements of Net Position

Morehead State University
Notes to the Statements of Net Position
September 30, 2018 and 2017

1. The Statements of Net Position include the unrestricted current funds, restricted current funds, endowment funds, loan funds, and plant funds of the University. Agency funds held for others are not included.
2. Cash and cash equivalents increased \$4.7 million due to timing differences of when capital appropriations were received each fiscal year for the student services facility renovation/expansion project.
3. Accounts, grants, and loans receivable are shown net of allowance for uncollectible student accounts of \$1,558,161 at September 30, 2018 and \$1,596,203 at September 30, 2017. Also, included in this category is \$6.9 million in receivables from federal and state agencies at September 30, 2018 and \$9.4 million at September 30, 2017. The decrease in receivables from federal and state agencies is also related to the timing of when capital appropriations were received for the student services facility renovation/expansion project.
4. Other current assets include financial commitments from the MSU Foundation for campus construction and renovation projects.
5. Noncurrent accounts, grants and loans receivable represent balances owed to the University from borrowers who have participated in the Federal Perkins Loan Program.
6. Capital assets, net increased approximately \$4.4 million from the previous year. This was due to increases in construction in progress related to the renovation/expansion of the student services facility. Projects were also completed and capitalized for the parking garage/dining commons and IT Infrastructure project. Accumulated depreciation on buildings and equipment was \$196,932,020 at September 30, 2018 and \$186,550,241 at September 30, 2017.
7. Deferred outflows of resources include the amount of pension and OPEB contributions paid to KTRS and KERS from July 1, 2017 through June 30, 2018. These amounts were paid subsequent to the June 30, 2017 measurement date and will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Deferred outflows also include amounts related to changes in assumptions used in the calculations by the actuaries.
8. Accounts payable and accrued liabilities include amounts due to vendors and amounts due for withheld and matching portions of payroll taxes and estimated claims payable, but not paid until after the Statements of Net Position date.
9. Unearned revenue from federal and state grants represent amounts received but not expended at the Statements of Net Position date.
10. Bonds and capital lease obligations include the current and long-term portions of amounts borrowed for the purchase of plant assets. The University made principal payments on outstanding debt in the amount of \$7.4 million and amortized \$145,000 in Bond Reoffering Premiums.
11. Net pension and OPEB liability is due to the implementation of GASB 68 and GASB 75, which required Morehead State University to record its proportionate share of the Commonwealth of Kentucky's net pension and net OPEB liability.
12. Deferred inflows of resources include bond premiums from the issuance of the 2014 Series A and B and 2016 Series A General Receipts Bonds. Also, included in this category are deferred inflows from changes in assumptions and changes in proportionate share of contributions related to GASB 68 and 75.

MOREHEAD STATE UNIVERSITY
Unrestricted Current Funds
Budget Amendments
For the Period July 1, 2018 to September 30, 2018

Description	Opening Budget As of 7/1/2018	Adjustments	Amended Budget As of 9/30/2018
Revenues and Other Additions			
Tuition and Fees	\$ 67,345,100	\$ 64,931	\$ 67,410,031
Government Appropriations	38,852,400	-	38,852,400
Indirect Cost Reimbursement	820,000	-	820,000
Sales and Services of Ed. Activities	1,566,458	199,510	1,765,968
Other Sources	2,839,170	829,647	3,668,817
Budgeted Fund Balance - E&G	9,974,772	-	9,974,772
Auxiliary Enterprises	22,369,100	-	22,369,100
Budgeted Fund Balance - AUX	3,540,000	-	3,540,000
Total Revenues and Other Additions	<u>\$ 147,307,000</u>	<u>\$ 1,094,088</u>	<u>\$ 148,401,088</u>
Expenditure Authorizations by Division			
Educational & General			
President & Administration	\$ 2,389,627	\$ (219,559)	\$ 2,170,068
University Advancement	2,425,259	13,122	2,438,381
Administration & Fiscal Services	16,651,045	457,822	17,108,867
Student Affairs	16,508,622	612,624	17,121,246
Academic Affairs	48,806,056	1,293,364	50,099,420
Debt Service & Mandatory Transfers	4,053,677	-	4,053,677
Other	35,725,589	(1,237,489)	34,488,100
Total Educational & General	<u>\$ 126,559,875</u>	<u>\$ 919,884</u>	<u>\$ 127,479,759</u>
Auxiliary Enterprises			
Administration & Fiscal Services	\$ 11,399,098	\$ 3,010,325	\$ 14,409,423
Student Affairs	695,134	53,197	748,331
Debt Service	5,099,597	-	5,099,597
Other	3,553,296	(2,889,318)	663,978
Total Auxiliary Enterprises	<u>\$ 20,747,125</u>	<u>\$ 174,204</u>	<u>\$ 20,921,329</u>
Total Expenditure Authorizations	<u>\$ 147,307,000</u>	<u>\$ 1,094,088</u>	<u>\$ 148,401,088</u>

MOREHEAD STATE UNIVERSITY
Unrestricted Current Funds
Budget Amendments
For the Period July 1, 2018 to September 30, 2018
Notes of Significant Adjustments to Revenue and Other Additions

Sales and Services of Educational Activities

Unbudgeted revenue allocated during the first quarter totaled \$199,510

- Athletic revenue allocations totaled \$118,434
 - \$64,412 NCAA Proceeds
 - \$28,993 Athletic Camp Revenue
 - \$25,029 Game Guarantees
- Eagle Excellence Fund (EEF) support from the MSU Foundation totaled \$67,858
- Other miscellaneous revenue allocations totaled \$13,218
 - \$11,718 Academic Affairs
 - \$1,500 University Advancement

Other Sources

Unbudgeted revenue allocated during the first quarter totaled \$829,647

- Unbudgeted support from the MSU Foundation totaled \$570,783
 - \$538,758 Academic Affairs
 - \$30,000 University Advancement
 - \$2,025 Student Affairs
- Endowment income allocations primarily to Academic Affairs totaled \$222,231
- Other miscellaneous revenue totaled \$36,633
 - \$20,000 Student Affairs
 - \$16,633 Academic Affairs

MOREHEAD STATE UNIVERSITY
Budget Amendments Greater Than \$200,000
For the Period July 1, 2018 to September 30, 2018

From:	To:		
Revenue and Other Additions	Division/ Budget Unit	Amount	Description
Other Sources	Academic Affairs		
MSU Foundation	MSU Teach	\$ 503,480	Allocation of funds transferred from the MSU Foundation to support personnel and operating expenses of the MSU Teach Program. This program is designed to integrate best teaching practices within the content areas of math and science that allow students to complete a Bachelor of Science degree within four years while earning teacher certification.

MOREHEAD STATE UNIVERSITY
Capital Outlay Status Report
Agency Funds
For the Period of July 1, 2018 to September 30, 2018

	<u>Estimated Project Scope</u>	<u>Completion Date</u>	<u>Project Status</u>
I. Equipment Purchases \$200,000 or Greater			
None			
II. Capital Construction Projects, Information Technology Systems or Land Acquisitions \$1,000,000 or Greater			
Water Treatment Plant Sediment Basin	\$ 1,600,000		In Planning

**APPROVE REVISION TO
PERSONNEL POLICY PG-55
TECHNOLOGY RESOURCE ACCEPTABLE USE**

**BOR (IV-B-4)
December 6, 2018**

Recommendation:

The MSU Board of Regents approve the revised personnel policy PG-55 related to acceptable use of University technology resources.

Background:

The Office of Information Technology maintains guidelines for the acceptable use of MSU information technology resources by faculty, staff, and students. The information technology resources support the educational, instructional, research, and administrative activities of the University. The guidelines for acceptable use of MSU information technology resources are reviewed and revised as necessary to establish and ensure adherence to best-practice information technology policies and procedures; and to ensure compliance with state, federal, and local laws and regulations.

Policy PG-55, Technology Resource Acceptable Use was last updated on June 5, 2008. The MSU information technology environment has experienced significant change, including technology advancements, since the last revision.

Revisions:

The existing PG-55 references the outdated “Director of Information Technology” role. The updated language appropriately references the “Associate Vice President of Information Technology (AVPT)”.

Revisions to PG-55 include updated language to establish guidelines for:

- Acceptable use and user responsibility
- Account management
- Software access and use
- Unauthorized access
- Operational and administrative tasks
- Inspections and disclosure of information
- Enforcement of policy

Revisions to PG-55 have been reviewed with the Office of Human Resources and the MSU General Counsel.

Prepared by: Chris Howes

Policy: PG-55 Technology Resource Acceptable Use

Approval Date: 02/26/99

Revisions: 09/15/05, 08/01/06, 06/05/08

12/06/18: PROPOSED REVISION

PURPOSE

To establish acceptable guidelines for information technology (IT) resource use by Morehead State University (MSU or University) faculty, staff, students, and sponsored guests; to establish and ensure adherence to best-practice IT security policies and procedures; and to ensure compliance with state, federal, and local laws and regulations.

The technology resources at MSU support the educational, instructional, research, and administrative activities of the University and the use of these resources is a privilege that is extended to members of the University community. Users of these services and facilities have access to valuable University resources, to sensitive data, and to internal and external networks. Users are expected to act responsibly, ethically, and legally in regard to MSU technology resources.

SCOPE

This policy applies to all technology resources owned or managed by MSU, resources administered by the Office of Information Technology (OIT), resources administered by individual departments, personally owned computers and electronic devices connected by wire or wireless to the campus network, and off-campus devices that connect remotely to the University's technology systems.

This policy applies to MSU faculty and visiting faculty, staff, students, alumni, guests or agents of the administration, external individuals and organizations accessing the University's technology systems.

ACCEPTABLE USE OF MSU TECHNOLOGY

Users are responsible for informing themselves of policies, regulations, and formal guidance that govern the use of MSU IT resources.

MSU is the owner of all data/information stored on MSU technology systems, including email, voice mail, centralized storage, and desktop computers. The data/information remains subject to all state and federal copyright laws and the University's intellectual property policy. Any personal information stored on University owned systems is subject to inspection in the same manner as University information.

Prohibited activity with MSU technology resources include:

- Using University technology resources to gain unauthorized access to other technology resources (regardless of ownership or location), to engage in illegal activity, or to violate University policies, regulations, or rules.
- Damaging or disrupting operation of University technology applications, technology infrastructure, or other technology resources and services.
- Granting or providing access to University technology resources to unauthorized persons, even if those persons are members of the University community.
- Sharing an MSU user ID and associated password or deliberately leaving a logged in account unattended.
- Accessing, modifying, or transferring University data without authorized permission.
- Failing to protect sensitive University data from loss or theft. Users have responsibility to take reasonable precautions to safeguard critical and/or sensitive University data on electronic devices.
- Using University licensed software for personal or external use without prior written approval by the University and/or licensee.
- Installing unlicensed or unauthorized software on University technology resources.
- Operating an unauthorized device or service including peer-to-peer hosts, radio frequency broadcast stations, streaming video servers, wireless (WIFI) access points, or other technology resource that may conflict with or impair the University's technology resources.
- Using University technology resources to operate a personal or private business or for commercial purposes unrelated to University business.
- Using University technology resources to engage in partisan political activities on behalf of, or in opposition to, a candidate for public office. These prohibitions do not apply to private devices that are attached to the University's network, provided that technology resources are not used in a way that suggests the University endorses or supports the activity originating on the private device.
- Unless such use is for a scholarly purpose or pursuant to a University investigation or request, Users may not use University technology resources to download, store, display, or disseminate pornographic materials including specifically child pornography. Any such use must be reported immediately to the MSU Police Department.

OPERATIONS

- Responsible authorities at all levels shall perform technology management tasks in a manner respectful of individual privacy and promotion of User trust.
- The University's routine operation of its IT resources may result in the creation of log files and other records about usage. This information is necessary to analyze trends, optimize performance, and complete essential administrative tasks.
- Administrative database managers and data custodians have primary responsibility for insuring that access to data is restricted to those persons with authorized access.
- The University may, without notice to Users, take action in furtherance of University business to maintain the stability, security, and operational effectiveness of its technology resources. Such actions may include, but are not limited to, scanning, sanitizing, or monitoring of stored data, network traffic, usage patterns, and other uses of its information technology, and prevention of unauthorized access to, and unauthorized uses of, its technology networks, systems, and data.

INSPECTIONS AND DISCLOSURE OF INFORMATION

- Access of an individual User's email or other electronic records shall only be done at the request of the University President, Associate Vice President for Technology (AVPT), a University Vice President, the University General Counsel, or the Title IX coordinator. The University may be compelled to disclose Users' electronic records in response to various legal requirements, including subpoenas, court orders, search warrants, discovery requests in litigation, and requests for public records under the Kentucky Open Records Act (KRS 61.870 to KRS 61.884).
- The University may access or permit access to the contents of communications or electronically stored information in connection with an investigation by the University or an external legal authority into any violation of law or of any University policy, rule, or regulation. When the investigation process, and/or other legal proceedings, require the preservation of the contents of a User's electronic records to prevent their destruction, the AVPT may authorize such an action.
- The University may disclose the results of any general or individual monitoring or inspection of any User's record, account, or device to appropriate University authorities and law enforcement agencies. The University may use these results in disciplinary proceedings.

ENFORCEMENT

As the use of MSU IT resources is a privilege and not a right, a User's access to MSU IT resources may be limited, suspended, or terminated if that User violates this Policy or University regulations. Users who violate this Policy, University regulations, and/or laws

governing technology, may be subject to disciplinary action and/or other penalties. Disciplinary action shall be handled through the University's established student and employee disciplinary procedures. Guests and other Users may have access to MSU IT resources suspended or revoked.

The AVPT may temporarily suspend or deny a User's access to MSU IT resources when he/she determines that such action is necessary to protect such resources, the University, or other Users from harm. In such cases, the AVPT will promptly inform other University administrative offices, as appropriate, of that action. Employee violations will be reported to appropriate supervisors, while student violations will be reported to the Dean of Students. In addition to an administrative review of violations, the University may report potential violations of MSU IT resources to law enforcement agencies.

**APPROVE DELEGATION OF AUTHORITY
FOR ARCHITECT/ENGINEER SELECTION
TO THE UNIVERSITY PRESIDENT**

**BOR (IV-B-5)
December 6, 2018**

Recommendation:

That the Board approve a request to delegate authority for selection of Architect and Engineer services to the University President.

Background:

The University undertakes construction projects necessary to maintain, improve, and expand appropriate equipment and facilities to support the institution's mission. In addition, the Board at its meeting on June 10, 2106 approved a request to locally manage future capital construction projects. Architect and engineer services are necessary as part of the capital construction process.

Kentucky Revised Statute 164A.590 authorizes the governing board of the institution to evaluate, select, and negotiate a contract with qualified firms for architectural and engineering services. KRS 164A.560 allows the governing board to delegate this responsibility, by University regulation, to appropriate officials of the institution.

The University President has in place appropriate systems, processes, and personnel necessary to evaluate, select, and negotiate contracts for architect and engineer services. Management of this process through the University President will streamline decision-making and approvals and will provide for faster and more efficient delivery of services to the projects.



Fall 2018 Final Enrollment Report

IV-C-1

5-Year Enrollment Trends

	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
Headcount	11,053	10,875	10,748	10,584	10,200
Undergraduates	9,952	9,783	9,754	9,665	9,400
Graduates	1,101	1,092	994	919	800
First-Time Degree-Seeking UG*	1,532	1,484	1,321	1,333	1,473
Bachelor's GRS Cohort**	1,432	1,378	1,123	1,182	1,269
Craft Academy		60	118	114	112
Eagle Scholars	2,508	2,499	2,757	2,901	2,868
Student Credit Hours	113,494	112,282	109,897	109,232	106,961
Undergraduates	106,782	105,865	104,079	103,657	101,819
Graduates	6,712	6,417	5,818	5,575	5,142
First-Time Degree-Seeking UG*	22,384	21,703	19,707	20,226	22,544
Bachelor's GRS Cohort**	20,917	20,093	16,747	17,807	19,433
Craft Academy		992	1,950	1,879	1,834
Eagle Scholars	9,768	9,386	10,956	12,692	12,445
FTE	7,678	7,592	7,423	7,375	7,216
Undergraduates	7,119	7,058	6,939	6,910	6,788
Graduates	559	535	485	465	429
First-Time Degree-Seeking UG*	1,492	1,447	1,314	1,348	1,503
Bachelor's GRS Cohort**	1,394	1,340	1,116	1,187	1,296
Craft Academy		66	130	125	122
Eagle Scholars	651	626	730	846	830
First-Time Degree-Seeking UG Average ACT Score	22.2	22.4	22.9	23.0	23.1
First-Time Degree-Seeking UG Average High School GPA	3.33	3.38	3.46	3.52	3.51

*Includes all full and part-time undergraduate students.

**Includes only first-time, full-time undergraduate bachelor's degree-seeking students.

Enrollment by Ethnicity

	Fall 2017	Fall 2018
Non URM	9,861	9,395
Nonresident Alien	209	151
Asian	69	69
White	9,485	9,022
Unknown	98	153
Under-Represented Minority	723	805
American Indian	21	22
Black	342	348
Hispanic	185	211
Native Hawaiian, Pacific Islander	6	4
Two or More Races	169	220
Grand Total	10,584	10,200

Origin of First-Time, Degree-Seeking Undergraduates

	Fall 2017		Fall 2018	
In State	1,128	84.6%	1,271	86.3%
In Service Region	675	50.6%	751	51.0%
Out of Service Region	453	34.0%	520	35.3%
Out of State	190	14.3%	199	13.5%
Foreign	15	1.1%	3	0.2%
Grand Total	1,333	100.0%	1,473	100.0%

Retention Trends

	Fall 2014 to Fall 2015	Fall 2015 to Fall 2016	Fall 2016 to Fall 2017	Fall 2017 to Fall 2018
Bachelor's GRS Cohort	65.7%	70.7%	72.3%	73.7%
URM Subset	62.5%	67.8%	63.2%	78.0%

REPORT ON PERSONAL SERVICE CONTRACTS

BOR (IV-C-3)
December 6, 2018

The attached list of personal service contracts represents all such contracts issued with amounts greater than \$10,000 between August 23, 2018 and November 15, 2018.

Prepared by: Andrea Stone

PERSONAL SERVICE CONTRACTS August 23, 2018 through November 15, 2018					
Individual/Firm	Contract Description	Contract Beginning Date	Contract Ending Date	Contract Amount	Method of Selection
Robinson Kirlew & Associates	Legal Representation – Immigration	9/1/18	6/30/19	\$ 15,000.00	Request for Proposal

REPORT ON HEALTH INSURANCE AND BENEFITS FOR PLAN YEAR 2019

**BOR (IV-C-4)
December 6, 2018**

Morehead State University remains committed to providing affordable, high-quality health benefits to employees and their families and to provide resources and tools to help and encourage employees to be actively involved in obtaining optimal health. This philosophy benefits both the employee and the University by improving our employees' overall health and well-being through early identification and prevention of disease, thereby reducing the need for medical intervention and health claims. This philosophy will remain constant as we move forward and adjust our health insurance plans to meet employees' needs.

Highlights for 2019 Plan Year

- Anthem remains MSU's carrier (no disruption to the network)
- Remain self-funded
- Same three (3) health insurance plan choices
- Maintaining the wellness financial incentive for biometric outcomes
- Limited Purpose FSA
- Health Equity will remain the administrator for HSA/HRA/FSA
- Partnership with KYRx Coalition will continue to help MSU reduce prescription drug costs/Rx rebates
- No changes in life insurance

Changes for 2019

- Tobacco user surcharge will increase from \$100 to \$200 per month
- Tobacco users will be offered a cessation program (which could qualify for a waiver for the surcharge)
- Spousal Surcharge will increase from \$100 to \$150 a per month
- Dental benefits are and will be offered as voluntary (effective 7/1/2018)

Health Insurance Task Force

Early in 2018 an ad hoc Task Force of faculty and staff employees was formed and spent nearly four months reviewing MSU health benefits. The Task Force was charged with containing costs and reducing \$1.5 million in expenses while preserving protections for employees for the 2019 health insurance plan year. The Task Force agreed to focus on preserving the following components of MSU's health insurance:

- Members believe, based on employee feedback, that remaining in the Rx Coalition is a priority. MSU received \$541,864 in Rx rebates in 2017, which offsets the increasing prescription drug claim cost.

- Members believe in preserving the integrity of the Wellness Program. Members discussed there is significant value to the program, but were concerned with the return on investment.
- Members believe the tobacco and spousal surcharges should continue in 2019.

Based on modeling provided by Sibson Consulting using 2017 claims data, the Task Force recommended the following endorsements:

1. Suspend HRA contributions and reduce HSA contributions by 50%
2. Suspend Wellness program incentives
3. Increase the tobacco surcharge to \$200
4. Increase spousal surcharge to \$150
5. Increase employee contributions by 26% in aggregate (varies by plan)
6. Adjust the cost share ratio to 70/30 from the current 81/19 (MSU/Employee split)

Only two of the six recommendations (#3, Increase the tobacco surcharge to \$200, and #4, Increase the spousal surcharge to \$150) will be implemented for the 2019 plan year. The HRA and HSA contributions will remain the same as the 2018 plan year. The cost share ratio recommendation of 70/30 split is expected to be a 78/22 split for the 2019 plan year.

Request for Proposal (RFP)

Following the Task Force's work, the Office of Human Resources issued a Request for Proposal (RFP) to study our current self-funding structure. The current self-insured arrangement, medical with Anthem and ESI (Express Scripts Incorporated) for pharmacy, is the most financially competitive. Anthem's self-insured projection results in a 0.17% increase compared to the initial 2019 projection. Both fully-insured options are not competitive. Below is the RFP results:

		2019 RFP Results			
		Self-Insured		Fully-Insured	
	2019- Initial Self-Insured Projection; Anthem & ESI	Medical: Anthem Pharmacy: ESI	Medical: Humana Pharmacy: ESI	Medical & Pharmacy: Anthem	Medical & Pharmacy: Humana
2019	\$8,521,000 ¹	\$8,535,800	\$9,835,300	\$11,354,600	\$10,627,200
\$\$ Difference		\$14,800	\$1,314,300	\$2,833,600	\$2,106,200
% Difference		0.17%	15.42%	33.25%	24.72%

¹ Includes estimation of consumer fund account fees of \$47,300 for 2019.

Employees will not see significant changes in the plan design for 2019. In the 2018 plan year, MSU paid approximately 81% of the overall premium cost while MSU employees paid the remaining 19%. For 2019, MSU will pay 78% of overall premium and employees will pay the remaining 22%.

Health Insurance Provider, Anthem

Anthem will remain as MSU's health insurance provider for the seventh straight year. This consistency means a great deal of relief for employees, as they will not experience a disruption to the network or services. As in previous years, Anthem has taken proactive approaches to reach out to employees through health related educational webinars and electronic tools available 24/7.

Rx Coalition

MSU joined a majority of its sister public universities from across the state as well as several private colleges for the purpose of facilitating the most cost-effective provisions of prescription medications. Know Your Rx Coalition is estimated to now have 160,000 covered lives. This membership increases the purchasing power and translates into meaningful savings for employees and the institution. MSU received a total of \$541,864 in rebates in 2018 and a similar amount is expected in 2019. Know Your Rx pharmacists serve as patient advocates and educate employees on how best to manage their prescription plan and MSU employees have provided positive feedback about the service they have received. The Coalition pharmacists have aided MSU employees with free plan counseling services and help them identify lower cost prescription alternatives.

Dental Plans

Effective July 1, 2018 MSU's Dental Plan was dropped and replaced with an option of employees participating in a voluntary dental plan. A Request for Proposal (RFP) was issued, and Delta Dental was awarded the contract to service MSU employees for those who wished to select their coverage. Employees have an option of two plans, a Basic Plan or a Buy-Up Plan. These two plans are similar to the previous Delta Dental Premier and Delta Dental PPO plans and remained price competitive. A side-by-side comparison chart is below:

Coverage/ Monthly Cost	2018 Premier	2019 Buy-Up	2018 PPO	2019 Basic
Single	\$13	\$23.57	\$0	\$23.57
2-Person	\$38	\$47.14	\$16	\$33.40
Family	\$67	\$74.24	\$40	\$52.61

Life Insurance

Employee life insurance with Minnesota Life will not change in plans or premiums. The 2019 renewal included an extension of the rate hold for an additional three year period.

Live Well, Work Well, Increase Financial Incentives

Participation in the Live Well, Work Well program has held steady in 2018 and has remained a popular tool for MSU to increase and incentivize healthy habits to aid in stabilizing health care costs. Monetary incentives for 2019 will remain at the same level as 2018. Below is a chart featuring the MSU's contribution and wellness incentives that can be earned and the HSA or HRA amounts that are contributed by the University under each medical coverage plan:

	Life Long Savings Plan			Enhanced HRA Value Plan			PPO Plan		
Coverage Level	HSA	Wellness Incentive	Total	HRA	Wellness Incentive	Total	HRA	Wellness Incentive	Total
Single	\$400	\$675	\$1,075	\$200	\$675	\$875	\$100	\$675	\$775
2-Person	\$800	\$1,350	\$2,150	\$400	\$1,350	\$1,750	\$200	\$1,350	\$1,550
Family	\$1,200	\$1,350	\$2,550	\$600	\$1,350	\$1,950	\$300	\$1,350	\$1,650

Tobacco Surcharge

The tobacco user surcharge, which was implemented in 2017 to help cover the rising costs of both individual health risks and premiums associated with tobacco use and smoking, will continue in 2019 at a monthly rate of \$200. This is a \$100 increase from 2018. Currently, 107 employees are paying the tobacco surcharge. Numbers for the 2019 report are not available at this time.

Morehead State University has collaborated with St. Claire Regional Medical Center to provide a resource, free of charge, to employees and spouses to become tobacco free. Current tobacco users will be offered a 7 week/8 session cessation program to qualify them for a surcharge waiver. The Freedom From Smoking program, America's gold standard smoking cessation program for 25 years, is a step-by-step program to help employees gain the skills and techniques needed to control behaviors leading to tobacco use.

Spousal Surcharge

In 2018, MSU began charging \$100 per month for spouses who could obtain health coverage from their own employer or through a retirement plan. We will continue the surcharge for 2019 plan year and employees will see an increase in the surcharge from \$100 to \$150 per month.

Health Equity (HSA/HRA/FSA Administrator)

As of January 1, 2018, Health Equity began serving as MSU's administrator for HSA/HRA/FSA accounts. Healthy Equity has provided electronic claim services that directly interface with Anthem and employees have not had to file additional paperwork to validate claims.

Members from Health Equity are available to MSU employees during our health insurance open enrollment to educate them about their services and the unique features and benefits of HSAs.

Limited Purpose FSA (LPFSA)

According to IRS rules, an employee who contributes to a HSA cannot have both a HSA and a (full purpose) FSA account. However, the IRS does allow a Limited Purpose FSA account to be used in conjunction with a HSA, allowing the employee to contribute additional pre-tax dollars for the restricted use of dental and/or vision expenses.

Conclusion

Employees will not see a disruption in the network, however will see an increase in their premiums. We will continue to maintain high quality, market-competitive and affordable health care coverage so that we can sustain our ability to recruit and retain superior faculty and staff who carry out the mission of this University. We believe the adjustments we have made to the 2019 health plan will maintain our position to be market competitive.

What will also remain constant is our commitment to becoming a healthy campus community. The benefits of a healthy campus community will not only impact lower premium costs to both MSU and employees, but we should see a direct benefit in regard to greater productivity. Just as importantly, we will see employees who will enjoy all facets of their lives.