

MOREHEAD STATE UNIVERSITY

QUARTERLY BOARD MEETING

August 19, 2021
Adron Doran University Center (ADUC)
Rm 329



**MOREHEAD STATE UNIVERSITY
QUARTERLY BOARD MEETING**

**August 19, 2021 at 9:30 a.m.
Adron Doran University Center (ADUC)
Rm. 329**

Morehead State University
Board of Regents Members

Eric Howard, Chair

Sanford Holbrook, Vice Chair

Dr. Annie Adams

Adam Hinton

Debbie H. Long

Wayne Martin

Dr. Joel Pace

Craig Preece

Arthur Walker, III

Terri S. Walters

Emily Wiley

Joseph A. (Jay) Morgan, President

**BOARD OF REGENTS MEETING
MOREHEAD STATE UNIVERSITY**

Adron Doran University Center (ADUC), Room 329

Thursday, August 19, 2021

9:00 a.m. – Audit Committee Meeting

9:20 a.m. – Board Group Photo

9:30 a.m. – Quarterly Board Meeting

11:45 a.m.— Lunch

12:15 p.m.— Campus Tour

1:30 p.m.— New Regent Orientation

AGENDA

AUDIT COMMITTEE MEETING – 9:00 a.m.

BOARD GROUP PHOTO – 9:20 a.m.

QUARTERLY BOARD MEETING – 9:30 a.m.

I. CALL TO ORDER

II. ROLL CALL

III. OATH OF OFFICE ADMINISTERED TO REGENTS, Judge David Barber

- Eric Howard
- Wayne Martin
- Dr. Joel Pace
- Emily Wiley

**IV. ELECTION OF CHAIR, VICE CHAIR AND SECRETARY, APPOINT
TREASURER**

V. EMPLOYEE AND STUDENT RECOGNITION

VI. REPORT ON ATHLETICS, Jaime Gordon

VII. PRESIDENT’S RECOMMENDATIONS & REPORTS

A. Consent Agenda (Action)

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2. Ratify Personnel Actions10
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6. Approve Revisions to Student Conduct Code23
7. Approve Emergency Operations Plan.....51
8. Approve OVC Governing Board Certification146

B. Recommendations (Action)

1. Approve Revisions to the University Debt Policy, as stated in the Board of Regents Bylaws148
2. Approve Employee Compensation Plan167

C. President's Report

- University Outlook and 2021-22 Goals

VIII. CLOSED EXECUTIVE SESSION

The Closed Executive Session is called pursuant to KRS 61.810 to discuss matters relating to proposed or pending litigation against or on behalf of the University and discussions which might lead to discipline of an individual employee. The Board will take no action while in Closed Executive Session. The Board will take no action following Closed Executive Session.

IX. ADJOURNMENT

LUNCH – 11:45 a.m.

CAMPUS TOUR – 12:15 p.m.

NEW REGENT ORIENTATION – 1:30 p.m. ADUC Room 329.

Required for new regents. All regents welcome.

Agenda is available online at <http://www.moreheadstate.edu/bor>

**BOARD OF REGENTS
MOREHEAD STATE UNIVERSITY
QUARTERLY MEETING**

The Board of Regents of Morehead State University met on Thursday, June 17, 2021 at 9:15 a.m. in Room 329 of the Adron Doran University Center on the campus of Morehead State University.

CALL TO ORDER

Chair Eric Howard called the meeting to order.

ROLL CALL

Chair Howard recognized Jacqueline Graves to call the roll. The following regents were present: Chair Eric Howard, Vice Chair Sanford Holbrook, Dr. Annie Adams, Craig Dennis, Adam Hinton, Wayne Martin, Craig Preece, Arthur Walker, III, Terri Walters, and Emily Wiley. Debbie Long was absent from the meeting.

**DONOR
RECOGNITION**

President Morgan recognized Mr. Fred R. Ross and thanked him for his support of MSU. Ross first came to MSU in the fall of 1963 as a first-generation college student. He attended college as a financially independent student and worked part time and summer jobs to pay for his education. He graduated from MSU with his undergraduate degree in 1967 and his masters in 1970. Ross has since taught and served as vice principal, principal, and superintendent in several secondary school systems, taught at Xavier University, and served as area coordinator and financial consultant for the Ohio Department of Education. President Morgan commended Ross on a successful career and recognized him for his philanthropic commitment to MSU in establishing the Fred R. Ross Scholarship Endowment at MSU to honor his love of education and pledging \$200,000 toward the endowment.

President Morgan recognized Mr. Adrian Swain and thanked him for his support of MSU and philanthropic contributions made in memory of his wife, Tresia, who passed away in July 2020. Tresia grew up in Fleming County and received a bachelor's degree and master's degree from MSU. She spent 27 years as an educator serving first as a teacher and then Principal of Rowan County Middle School for 15 years. She was the leading force in the inspired design of a new middle school facility that opened in 2011, six months before she retired. As an educator, she was known for her supportive nature and her inspirational leadership. To remember Tresia and support future students at MSU, Adrian established the Tresia Swain Memorial Scholarship. The scholarship will be awarded to juniors or seniors majoring in elementary or middle grades education. He has personally committed over \$26,000 and, thanks to the contribution of family and friends, the endowment will be valued at \$30,000.

**FACULTY AND STAFF
RECOGNITION**

President Morgan recognized Dr. Shari Kidwell, Associate Professor of Psychology at MSU and thanked her for her service to MSU. He stated that Dr. Kidwell is an integral faculty member in the M.S. Clinical Psychology program, teaching rigorous graduate and undergraduate level classes. He stated that she is very student-focused, with students seeking her out as a mentor on research projects and, since 2012, she has coauthored numerous research projects with her students that were presented at local, state, national, and international scientific conferences. She has also authored and coauthored five peer-reviewed publications and has received \$50,000 in grant funding. She is a licensed Clinical Psychologist and has provided professional services to Pathways, Ramey-Estepp Homes, the Department of Juvenile Justice, Rowan County Preschool, and the International Association for the Student of Attachment.

President Morgan also recognized Ms. Shannon Colvin and thanked her for her service and support of students at MSU. Colvin served as the Associate Director of Student Activities in the Office of Student Activities at MSU and recently retired. A career spanning more than 30 years at MSU, she has committed the majority of her career to student development through her work in Housing and Residence Life and the Office of Student Activities. She oversaw the areas of programming and engagement on campus through the Campus Activities Board, Fraternity and Sorority Life, and Registered Student Organizations, as well as serving as the Advisor for the Student Government Association. President Morgan stated that her passion for advocacy has led her to advocate for equity on campus and promoting the removal of barriers for MSU students by sitting on various committees to work toward access for all students. To many students, she was known as “Momma Shannon” for genuine care and honest guidance to students across the campus community.

**PRESIDENT'S
RECOMMENDATIONS
AND REPORTS***Consent Agenda*

Chair Eric Howard asked that the Board consider the following items on the Consent Agenda:

1. Approve Minutes of March 25, 2021 Quarterly Meeting
2. Ratify Spring 2021 Graduates
3. Ratify Personnel Actions
4. Approve 2021-2022 University Organizational Chart
5. Approve Promotion to Full Professor
6. Approve Granting of Emeritus Status
7. Approve Revisions to Student Media Board Charter
8. Approve Amendments to SGA Constitution and Bylaws
9. Approve Revisions to the University Police Standard Operating Procedures Manual
10. Approve Naming of Spaces in ADUC
11. Accept 2019-2020 Single Audit Report

President Morgan noted an error in the March 25, 2021 Quarterly Board minutes— reference to zip codes should be revised to CIP codes. He asked the Board to approve this revision.

*Accept Third Quarter
Financial Report and
Ratify Amended Operating
Budget*

MOTION: Regent Preece moved that the Board approve the items on the Consent Agenda, including revisions to the March 25, 2021 minutes. Regent Walker seconded the Motion.

VOTE: The Motion carried unanimously.

The President recommended:

RECOMMENDATION: That the Board of Regents accept the financial statements and ratify the operating budget for the third quarter of the fiscal year ending June 30, 2021.

Ms. Mary Fister-Tucker, Vice President Fiscal Services and Chief Financial Officer, stated that the University has a statutory requirement to furnish quarterly financial reports to the Board of Regents. Financial statements were prepared as of March 31, 2021 and accompanied by management's discussion and analysis of the budget amendment. She reported that the University's financial picture remains stable throughout the third quarter, student tuition and fees are healthier than budgeted, and the University is at or above revenue projections.

Regent Dennis asked if electronic books have affected the financials for the bookstore. Ms. Fister-Tucker responded that electronic books account for some decrease in revenue, as well as the coronavirus, and more students taking courses online.

Regent Adams asked if the University tracked how many students purchase books for their courses. Ms. Fister-Tucker said she could retrieve that data for Regent Adams.

Regent Dennis asked if the University did well financially, even without the coronavirus stimulus money. Ms. Fister-Tucker responded that the University did do well financially without the stimulus monies.

MOTION: Vice Chair Holbrook moved that the Board approve the President's recommendation. Regent Walters seconded the Motion.

VOTE: The Motion carried unanimously.

*Approve 2021-2022
University Operating
Budget, Tuition and Fee
Schedule, and Personnel
Roster*

The President recommended:

RECOMMENDATION: That the Board of Regents approve the recommended 2021/2022 Operating Budget, which totals \$145,500,000, the 2021/2022 Tuition and Fee Schedule, and the 2021/2022 Personnel Roster.

Ms. Fister-Tucker provided a brief presentation on the recommendation.

Ms. Fister-Tucker explained that several considerations went into developing the recommended operating budget, including the strategic goals of the University and the Commonwealth; having a fiscally conservative approach; maintaining affordability for students; the Performance Based Funding Model; projected enrollment; the impact of the coronavirus pandemic on enrollment and operations; and the economic climate. She stated that the recommended budget is comprised of approximately 70% tuition/auxiliary revenue and 30% state support. She further stated that the recommended budget includes a 1.25% undergraduate tuition increase; freeze on graduate tuition, excluding the Volgenau College of Education which will receive a 1.25% increase on tuition; freeze on housing; and \$2.50 per credit hour mandatory facility fee increase. She explained that the proposed budget also includes monies for employee raises, approved at the March 25, 2021 Quarterly Board Meeting; an additional \$350,000 pool for employee 2021 mid-year raises, pending revenue is stable for the fall; \$600 per full-time employee for healthcare costs increases; monies to account for increased Kentucky Employees Retirement Systems (KERS) pension liability for the University; and monies for budgeted reserves.

Regent Holbrook asked if other Universities are raising tuition. President Morgan responded that most are raising tuition 1% to 2%.

Regent Walker asked if the University would remain at the 50% funding mark for pension liability. President Morgan responded that, based on current legislation, the University's percentage of liability never falls below 50%. Ms. Fister-Tucker explained that the University is challenging the liability on state grant funded employees.

Regent Adams asked if the pension liability is based on former and current employees. Ms. Fister-Tucker responded in the affirmative. Regent Adams asked why the operating budget provides a decline in research monies. President Morgan responded that this was due to the state funding received in FY 2020 for the Space Science Satellite. Regent Adams asked about the pool of money set aside for mid-year raises. President Morgan explained that these monies are being held to ensure enrollment and tuition revenue are as expected. This money would be used to provide an additional raise for faculty and staff who have worked at the University 6 to 10 months or longer. The monies will also be prioritized for bringing up the University's lowest paid staff members. This agenda item will be introduced at the August board meeting. Regent Adams asked if the monies would be used to target specific individuals or an across-the-board raise. President Morgan responded that administration is still developing the proposal and running data.

MOTION: Regent Walker moved that the Board approve the President's recommendation. Regent Hinton seconded the Motion.

*Approve Faculty
Compensation Plan*

VOTE: The Motion carried unanimously, with Regents Howard and Martin abstaining from voting.

The President recommended:

RECOMMENDATION: That the Board of Regents approve the faculty compensation plan to assist in alleviating salary inversion between tenure track faculty ranks and that the Board authorize the University President to implement the increases as needed.

President Morgan explained that the University held back a pool of funds to address faculty inversion. Inversion amounts are not reflected in the personnel roster because action has not yet been approved by the Board. The nursing faculty were also removed from the plan to allow University administration to take a more in-depth look at accreditation complexities and market pressures faced by the Department of Nursing.

Regent Adams asked what portion of the monies set aside for nursing were fringe benefits. President Morgan responded that the University has not notified any employee about the monies until the Board approves the recommendation. He stated that salary notifications would be sent following the Board meeting and faculty receiving monies for inversion would receive a supplemental communication. Regent Adams asked when the personnel roster would be updated to reflect these raises. President Morgan responded that the current personnel roster includes some nursing faculty, but not all. He noted that the personnel roster is a living document and is always being updated as the University hires new faculty and staff.

Regent Dennis asked if the University is compliant with nursing accreditation. President Morgan responded that the University is compliant and nursing accreditation was not compromised.

MOTION: Vice Chair Holbrook moved that the Board approve the President's recommendation. Regent Walters seconded the Motion.

VOTE: The Motion carried unanimously, with Regent Adams abstaining from voting.

*Approve Athletic
Coach Employment
Extensions*

The President recommended:

RECOMMENDATION: That the Board of Regents approve the contract extensions for the following athletic coaches:

Stephanie M. Barker, Women's Golf Coach

Benjamin Dixon, Men's & Women's Cross Country and Track Coach

Alan C. Joseph, Head Rifle Coach

William M. Martin, Men's Golf Coach

Preston R. Spradlin, Men's Basketball Coach

*Approve Demolition of
Real Property*

MOTION: Vice Chair Holbrook moved that the Board approve the President's recommendation. Regent Hinton seconded the Motion.

VOTE: The Motion carried unanimously, with Regent Martin abstaining from the vote.

The President recommended:

RECOMMENDATION: That the Board approve the demolition of two single family residential structures located at 419 East Main Street.

Mr. Kim Oatman, Assistant Vice President Facilities & Operations, provided an update on the need for demolition of real property. He explained that the University would also need state approval for the demolition, with plans to turn the space into a green area for the University.

MOTION: Regent Martin moved that the Board approve the President's recommendation. Vice Chair Holbrook seconded the Motion.

VOTE: The Motion carried unanimously.

Regent Dennis asked if the University was planning to keep the property. Mr. Oatman responded in the affirmative.

REPORTS*Report on Personal
Service Contracts*

Mr. Oatman provided a brief report on personal service contracts.

*Report on University
Fundraising*

Mr. Jim Shaw, Vice President for University Advancement, provided a report on University fundraising, stating that the University had its best fundraising year to date, with Alumni Office staff receiving numerous awards and being asked to present on fundraising for other universities. Mr. Shaw also provided a brief update on the University fundraising campaign, SOAR to New Heights, stating that the University exceeded its fundraising goal by approximately \$12.5 million. Mr. Shaw announced that he is retiring and that Rick Hesterberg would replace him as Interim Vice President for University Advancement.

*Report on Strategic
Branding*

Mr. Rick Hesterberg, Assistant Vice President of Strategic Communications and Marketing, provided an update on the University's Strategic Branding efforts. The plan was created by University communications staff, following research conducted of students and alumni and those who chose not to attend MSU. The Branding Update was shared with University faculty, staff, and students and received a good response. He stated that the University is also updating its website, and the RFP for the website is ongoing.

Regent Dennis asked if the University hired an external company to create the Branding Update. Mr. Hesterberg responded that the branding update was created using University staff.

*Report on Student
Government
Association*

Regent Wiley provided a report on the Student Government Association. Wiley explained SGA's strategic plan, focusing on two pillars: adaptability and community. She commended the SGA and its leadership for their hard work through a very difficult year. Some of the achievements made by SGA throughout the academic year include: providing PPE care packages to students; extending ADUC and library hours; installation of sustainable tree benches outside Allie Young Hall; providing chargers in Nunn Hall for students quarantined; providing free feminine products in women's restrooms in ADUC; creation of the Eagle Flight School in partnership with the SAA and Alumni Association; and displaying international flags in ADUC. Wiley thanked the Board of Regents for their support and stated she is looking forward to another great year as she continues serving in her capacity as SGA President.

**PRESIDENT'S
REPORT**

President Morgan reported on summer and fall operations. He stated that the University relinquished all coronavirus protocols on June 17, 2021. Yet, some units may choose to leave up plexiglass; this is at the discretion of individual units. He stated that programs and events on campus should begin looking more normal, but the University is also looking at potential outdoor events to allow people to spread out. The University will not require employees or students to obtain the coronavirus vaccine and is encouraging those considering the vaccine to speak with their medical provider. The University is looking at continuing its study abroad program in the spring. Regent Dennis asked if federal travel restrictions could impact international student enrollment. President Morgan responded that it could affect enrollment.

**CLOSED
EXECUTIVE
SESSION**

Chair Howard asked that the Board go into closed executive session pursuant to KRS 61.810 to discuss matters relating to the future acquisition of real property where publicity would be likely to affect the value of a specific piece of property to be acquired and to discuss matters relating to proposed or pending litigation against or on behalf of the University. Chair Howard stated that the Board would take no action while in closed executive session. Vice Chair Holbrook moved that the Board go into closed executive session and Regent Hinton seconded the Motion. The Motion carried unanimously. The Board retired to closed executive session, inviting Mr. Kim Oatman and General Counsel, Ms. Jane Fitzpatrick, to join them.

Following closed executive session, Vice Chair Holbrook moved that the Board return to open session. Regent Adams seconded the Motion and the Motion carried unanimously. Chair Howard stated that no action was taken during closed executive session.

**CONSIDERATION
OF REAL
PROPERTY**

Upon return to open session, Vice Chair Holbrook moved that the Board authorize the President to enter Morehead State University into a purchase agreement with the MSU Foundation, Inc. to acquire the real properties identified as: 321, 325, 329 East Second Street, and a vacant lot on the south side of University Street.

OTHER BUSINESS*President's Annual
Evaluation & Review*

The property is located in Morehead, Kentucky and comprises total square footage of about 45,261 square feet contiguous to existing University property. The property is noted in the MSU Land Acquisition Plan as a "High Priority" Acquisition. Said purchase should be paid from University reserves, adhere to required property acquisition protocol, and be purchased at a price not to exceed the appraised value of the properties. Regent Adams seconded the Motion and the Motion carried unanimously.

The Board as a whole conducted and discussed President Morgan's annual evaluation and review. Chair Howard commended President Morgan for his leadership and stated he received great reviews from the Board. General comments from the Board commended President Morgan for his outstanding leadership amidst a pandemic; valued experience in higher education and great communication with the Board; great relationship with faculty and staff; financial expertise; advocacy in Frankfort; ability to organize and plan for the future; and great situational awareness. Chair Howard suggested that the Board make a Motion to extend President Morgan's contract one additional year to 2025. Regent Martin so moved and Vice Chair Holbrook seconded the Motion. The Motion carried unanimously, with Regent Adams abstaining from the vote.

Vice Chair Holbrook thanked Dr. Morgan for his leadership and assistance to local school superintendents during the pandemic.

Regent Walters asked if President Morgan was receiving a housing stipend due to mold issues in the former president's residence. President Morgan responded that he declined the stipend. Chair Howard stated that a housing stipend is included in President Morgan's contract and told President Morgan to begin accepting that stipend. Chair Howard also stated that President Morgan should be reimbursed for the amount of time he has not taken said stipend. Regent Walters commented that the stipend amount may need to be increased in light of current costs to rent a home and associated expense costs. Regent Dennis commented that President Morgan not taking the stipend is essentially a decrease in his pay.

President Morgan thanked the Board for their leadership and gave thanks to others in the room.

*Board Evaluation of
the Board*

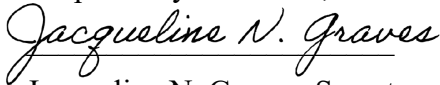
The Board as a whole conducted and discussed the evaluation of the Board. Chair Howard stated that there were some areas of concern Board members commented could be improved upon. Overall, the Board received good reviews. He reminded Board members that they are here to serve MSU and, although regents have the freedom to express ideas and opinions, regents should make their concerns known with sensitivity and kindness. Regents Howard and Holbrook also made clarifying statements to the Board related to comments made within the Board evaluation of the Board.

*Recognition of Regent
Craig Dennis for
Service to the
University*

The Board recognized Regent Dennis and thanked him for his service to MSU as staff regent and MSU employee. Chair Howard then presented Regent Dennis with a resolution honoring his service, stating that Regent Dennis' term would end on June 30, 2021.

ADJOURNMENT

There being no further business to discuss, Regent Hinton moved that the meeting adjourn. Regent Preece seconded the Motion and the Motion carried unanimously.

Respectfully submitted,

Jacqueline N. Graves, Secretary
Board of Regents

RATIFY PERSONNEL ACTIONS

**BOR (VII-A-2)
August 19, 2021**

Recommendation:

That the Board ratify the Personnel Actions processed from April 1, 2021 through June 30, 2021.

Background:

The attached personnel actions, including supplemental and appointment changes that the President has approved, are recommended for ratification by the Board of Regents.

Personnel Actions
April - June 2021

Department/Office	Name	Effective Date	Ending Date	Title	Contract Months	Salary	Employment Status	Employment Action
<u>Leave of Absence</u>								
Mathematics	Hood, Dawn	04/16/2021	05/07/2021	Instructor, Mathematics	9	\$ 41,892.00	Full-Time Fixed	Leave Without Pay
Adult Education Academy	Martin, Leta	04/08/2021	04/30/2021	Coordinator, Adult Education Academy	12	\$ 35,568.00	Full-Time Fixed	Leave Without Pay
<u>New Hires</u>								
Craft Academy Student Services	Arney, Ryan	06/01/2021	06/30/2022	Craft Student Activities and Event Coordinator	12	\$ 42,960.00	Full-Time Fixed, Probationary	New Hire
Camden Carroll Library	Boggs, Christy	04/16/2021	06/30/2021	Coordinator, User Services	12	\$ 44,686.00	Full-Time Fixed, Probationary	New Hire
Equine Center	Carey, Shannon	04/16/2021	06/30/2021	Clinician Equine Science & Lecturer (Univ. Lab Farm)	12	\$ 29,188.00	Full-Time Fixed, Probationary	New Hire
Upward Bound Programs	Carlisle, Amelia	06/16/2021	06/30/2022	TRIO Office Manager	12	\$ 32,990.00	Full-Time Fixed, Probationary	New Hire
Enrollment Services	Highley, Zackary	06/01/2021	06/30/2022	Enrollment Services Counselor/Virtual Recruitment Specialist	12	\$ 35,568.00	Full-Time Fixed, Probationary	New Hire
Accounting & Financial Services	Hill, Janet	05/01/2021	06/30/2022	Senior Accountant, Accounting and Reporting	12	\$ 50,000.00	Full-Time Fixed, Probationary	New Hire
Athletics/Football	Johnson, Micah	06/08/2021	12/31/2021	Assistant Football Coach	12	\$ 40,000.00	Full-Time Fixed, Probationary	New Hire
Craft Academy Student Services	Kester, Sydney	04/16/2021	06/30/2021	Assistant Director of Admissions, Public Relations and Recruitment	12	\$ 39,334.00	Full-Time Fixed, Probationary	New Hire
Building Services	McGuire, Desiree	06/01/2021	06/30/2022	Building Services Technician	12	\$ 9.50	Full-Time Fixed, Probationary	New Hire
Housing & Residential Education	Michael, Haven	06/01/2021	06/30/2022	Area Coordinator	12	\$ 35,568.00	Full-Time Fixed, Probationary	New Hire
Athletics/Women's Basketball	Petree, Cayla	06/07/2021	03/31/2022	Head Women's Basketball Coach	12	\$ 96,000.00	Full-Time Fixed, Probationary	New Hire
Building Maintenance	Planck, Jay	05/17/2021	06/30/2022	Maintenance Technician II	12	\$ 12.38	Full-Time Fixed, Probationary	New Hire
Retention, Office Of	Prewitt, Christopher	05/01/2021	06/30/2022	Retention Specialist & Academic Advisor/Lecturer	12	\$ 35,090.00	Full-Time Fixed, Probationary	New Hire
Agricultural Sciences	Roush, Caroline	05/16/2021	06/30/2022	Assistant Horticulture, Fruit and Orchard Specialist (University Laboratory Farm)	12	\$ 26,664.00	Full-Time Fixed, Probationary	New Hire
Library Instruction	Ward, Lucinda	06/01/2021	06/30/2022	Instructional Librarian for Distance and Online Learning	12	\$ 44,686.00	Full-Time Fixed, Probationary	New Hire
<u>Promotions</u>								
Retention, Office Of	Alfrey, Rebecca	04/16/2021		Retention Specialist & Academic Advisor/Lecturer	12	\$ 35,090.00	Full-Time Standing, Probationary	Promotion
Small Business Development Center	Bowling, Rachel	04/01/2021	09/30/2021	Director, Small Business Development Center	12	\$ 55,391.00	Full-Time Fixed, Probationary	Promotion
Budgets & Financial Planning	Cooper, Jessica	06/01/2021	06/30/2021	Senior Budget Analyst	12	\$ 50,040.00	Full-Time Standing, Probationary	Promotion
Human Resources	Frizzell, Rachel	06/01/2021	06/30/2022	Human Resources Generalist (Benefits)	12	\$ 39,334.00	Full-Time Fixed, Probationary	Promotion
Budgets & Financial Planning	Hill, Ryan	04/16/2021		Assistant Director, Budgets and Financial Planning	12	\$ 65,000.00	Full-Time Standing, Probationary	Promotion
<u>Reassignments</u>								
Power Plant	Bartee, Andrew	06/01/2021	06/30/2022	Heat & Water Plant Operator Trainee	12	\$ 11.13	Full-Time Fixed, Probationary	Reassignment; Promotion; Salary Adjustment
Facilities Management	Cooper, Debbie	05/01/2021		Director, Facilities Finance and Administration	12	\$ 44,686.00	Full-Time Standing, Probationary	Reassignment; Promotion; Salary Adjustment
Athletics/Men's Basketball	Mattox, Jonathan	05/03/2021	03/31/2022	Associate Head Basketball Coach	12	\$ 66,000.00	Full-Time Fixed, Probationary	Reassignment; Promotion; Salary Adjustment
<u>Renewals</u>								
Athletics/Men's Basketball	Combs, Scott	04/01/2021	03/31/2022	Assistant Men's Basketball Coach	12	\$ 65,000.00	Full-Time Fixed	Renewal
Biology and Chemistry	Cook, Deborah	05/01/2021	08/31/2021	Post-Doctoral Research Associate	12	\$ 43,692.00	Full-Time Fixed	Renewal
Sociology, Social Work & Criminology	Cooley, Michael	05/31/2021	06/30/2021	Research Assistant (Fayette Co Drug Court Grant)	12	\$ 17.29	Full-Time Fixed	Renewal
Athletics/Women's Basketball	Duck, Dominique	04/01/2021	03/31/2022	Associate Head Women's Basketball Coach	12	\$ 42,500.00	Full-Time Fixed	Renewal
Sociology, Social Work & Criminology	Dyer, Chelsea	05/01/2021	04/30/2022	Research Assistant - BSCBHC Expansion	12	\$ 21.03	Full-Time Fixed	Renewal
Sociology, Social Work & Criminology	Hogge, Jean	06/30/2021	09/29/2021	Data Coordinator	12	\$ 15.09	Full-Time Fixed	Renewal
Upward Bound Programs	Hyden, Matthew	06/01/2021	06/30/2021	Associate Director, Upward Bound Programs	12	\$ 43,560.00	Full-Time Fixed	Renewal
Upward Bound Programs	Isaac, Brandon	06/01/2021	06/30/2021	TRIO Academic Coordinator	12	\$ 35,568.00	Full-Time Fixed	Renewal
Upward Bound Programs	Kelsey, Angela	06/01/2021	08/31/2021	TRIO Program Specialist	12	\$ 13.38	Full-Time Fixed	Renewal
Upward Bound Programs	Lewis, Amanda	06/01/2021	06/30/2021	Director, Upward Bound Programs	12	\$ 56,686.00	Full-Time Fixed	Renewal
Athletics/Men's Basketball	Lombardi, Dominic	04/01/2021	03/31/2022	Assistant Men's Basketball Coach	12	\$ 38,490.00	Full-Time Fixed	Renewal
Athletics/Women's Basketball	Maass, Justin	04/01/2021	03/31/2022	Assistant Women's Basketball Coach	12	\$ 39,000.00	Full-Time Fixed	Renewal
Athletics/Men's Basketball	Mattox, Jonathan	04/01/2021	03/31/2022	Assistant Men's Basketball Coach	12	\$ 45,000.00	Full-Time Fixed	Renewal
Upward Bound Programs	Menville, Shayla	06/01/2021	06/30/2021	Academic Bridge Coordinator	12	\$ 35,568.00	Full-Time Fixed	Renewal
Sociology, Social Work & Criminology	Newell, Jennifer	05/31/2021	08/30/2021	Extramural Project Leader - VOALA	12	\$ 23.08	Full-Time Fixed	Renewal
Athletics/Men's Basketball	Spradlin, Preston	04/01/2021	03/31/2022	Head Men's Basketball Coach	12	\$ 160,000.00	Full-Time Fixed	Renewal
Athletics/Women's Basketball	Todd, R. Greg	04/01/2021	03/31/2022	Head Women's Basketball Coach	12	\$ 96,000.00	Full-Time Fixed	Renewal
Retired Senior Volunteer Program	Tuerk, Helisha	04/01/2021	05/31/2021	Senior Corps Programs Coordinator	12	\$ 35,854.00	Full-Time Fixed	Renewal

Personnel Actions
April - June 2021

Department/Office	Name	Effective Date	Ending Date	Title	Contract Months	Salary	Employment Status	Employment Action
Athletics/Women's Basketball	Williams, Clint	04/01/2021	03/31/2022	Assistant Women's Basketball Coach	12	\$ 39,000.00	Full-Time Fixed	Renewal
Sociology, SW & Criminology	Blackshear, Greg	05/31/2021	09/30/2021	Research Assistant	12	\$ 17.29	Full-Time Fixed	Renewal; Update Grant Accounts
Separations								
MSU Police Department	Martin, Michael	04/07/2021		Police Officer	12	\$ 15.32	Full-Time Standing	Death
Art & Design	Yungbluth, Adam	06/12/2021		Visiting Assistant Professor, Art and Design (Ceramics)	9	\$ 40,000.00	Full-Time Fixed	Death
Nursing	Bates, Lauren	05/11/2021		Associate Professor, Nursing	9	\$ 56,000.00	Full-Time Standing	Resignation
MSU Teach	Beaudine, Gregory	05/11/2021		Visiting Assistant Professor, Math	9	\$ 52,500.00	Full-Time Fixed	Resignation
Housing & Residential Education	Bertrand, Bellande	04/02/2021		Hall Director	12	\$ 35,568.00	Full-Time Fixed	Resignation
Information Technology	Butler, Christopher	06/30/2021		Enterprise Constituent Relations Management Specialist	12	\$ 70,000.00	Full-Time Standing	Resignation
Athletics/Football	Butler, Kylan	04/17/2021		Associate Head Football Coach	12	\$ 40,000.00	Full-Time Fixed	Resignation
Housing & Residential Education	Chaky, Anastasia	06/30/2021		Area Coordinator	12	\$ 35,568.00	Full-Time Fixed	Resignation
Athletics/Baseball	Conlon, Shane	06/30/2021		Assistant Baseball Coach	12	\$ 34,000.00	Full-Time Fixed	Resignation
Human Resources	Cundiff, Kayla	05/07/2021		Benefits Manager	12	\$ 35,568.00	Full-Time Standing	Resignation
English	Gabrielson, Deanna	06/30/2021		Instructor, English	9	\$ 36,790.00	Full-Time Fixed	Resignation
Facilities Management	Gearhart, Haley	04/30/2021		Senior Accountant, Facilities Management	12	\$ 39,334.00	Full-Time Standing	Resignation
Music, Theatre & Dance	Gibbs, Don	05/07/2021		Keyboard Technician	9	\$ 35,190.00	Full-Time Fixed	Resignation
Craft Academy	Hardymon, Joshua	05/15/2021		Assistant Director, Residence Life/Enrollment Services Counselor	12	\$ 35,568.00	Full-Time Standing	Resignation
Nursing	Hill, Shelby	05/11/2021		Instructor, Nursing	9	\$ 50,000.00	Full-Time Fixed	Resignation
Communications & Marketing	Hornbuckle, Jami	05/31/2021		Assistant Vice President, Communications & Marketing	12	\$ 104,485.00	Full-Time Standing	Resignation
Internal Audits	Hunt, Cynthia	06/30/2021		Internal Auditor	12	\$ 57,500.00	Full-Time Fixed	Resignation
Retention, Off of	Jordan, Lauren	04/30/2021		Retention Specialist & Academic Advisor/Lecturer	12	\$ 35,090.00	Full-Time Fixed	Resignation
International Student Services, Office Of	Liew, Clive	06/30/2021		International Student Services Director/SEVIS	12	\$ 45,000.00	Full-Time Fixed, Probationary	Resignation
Agricultural Sciences	Lintzenich, Devin	05/07/2021		Equestrian Coach/Instructor	12	\$ 40,745.00	Full-Time Standing	Resignation
Athletics/Softball	O'Malley, Rachel	06/07/2021		Assistant Softball Coach	12	\$ 30,000.00	Full-Time Fixed	Resignation
Craft Academy Student Services	Orick, Amanda	04/16/2021		Craft Academy Enrollment Services Counselor	12	\$ 14.97	Full-Time Fixed, Probationary	Resignation
Building Services	Riddle, Teresa	06/21/2021		Building Services Technician	12	\$ 9.50	Full-Time Fixed	Resignation
Craft Academy Student Services	Roach, Brittany	05/31/2021		Guidance Counselor	10	\$ 30,592.00	Full-Time Fixed	Resignation
Accounting & Financial Services	Savard- Hogge, Shana	06/15/2021		Senior Accountant, Grants & Contracts	12	\$ 5,153.00	Full-Time Standing	Resignation
Communications, Media and Languages	Spencer, Elizabeth	05/11/2021		Assistant Professor, Communication	9	\$ 51,000.00	Full-Time Standing	Resignation
Small Business Development Center	Spriggs, Michelle	06/15/2021		General Management Consultant	12	\$ 20.52	Full-Time Fixed	Resignation
Athletics/Women's Basketball	Todd, Greg	05/11/2021		Head Women's Basketball Coach	12	\$ 96,000.00	Full-Time Fixed	Resignation
Talent Search Programs	Wall, Melissa	04/30/2021		TRIO Academic Coordinator	12	\$ 35,568.00	Full-Time Fixed	Resignation
MSU Police Department	Wallace, Shelby	05/11/2021		Police Telecommunicator	12	\$ 11.13	Full-Time Fixed	Resignation
Housing & Residential Education	Watts, Michael	06/30/2021		Area Coordinator	12	\$ 35,568.00	Full-Time Fixed	Resignation
Athletics/Women's Basketball	Williams, Clint	05/07/2021		Assistant Women's Basketball Coach	12	\$ 39,000.00	Full-Time Fixed	Resignation
Military Science	Chapman, Rhonda	06/30/2021		Military Science Specialist	12	\$ 13.67	Full-Time Fixed	Retirement
Student Activities	Colvin, Shannon	05/31/2021		Associate Director for Student Activities	12	\$ 50,040.00	Full-Time Standing	Retirement
Mathematics	Cyrus, Vivian	05/31/2021		Professor Mathematics	9	\$ 65,722.00	Full-Time Standing	Retirement
Nursing	Howell, Teresa	06/30/2021		Professor, Nursing/Program Coordinator (Associate Degree)	9	\$ 90,254.00	Full-Time Standing	Retirement
Kinesiology, Health & Imaging Sciences	Kerr, Wade	06/30/2021		Instructor, Health & Wellness	9	\$ 41,251.00	Full-Time Fixed	Retirement
Upward Bound Programs	McClain, Esther	04/30/2021		TRIO Program Specialist, Upward Bound Programs	12	\$ 14.57	Full-Time Fixed	Retirement
Early Child, Elem & Spec Educ	Schack, Edna	04/03/2021		Professor Education	9	\$ 79,333.00	Full-Time Standing	Retirement
Vice President, University Advancement, Office	Shaw, James	06/30/2021		Vice President, University Advancement	12	\$ 120,000.00	Full-Time Standing	Retirement
Building Services	Waugh, Linda	05/31/2021		Building Services Technician	12	\$ 10.62	Full-Time Standing	Retirement
Other								
Retention, Office Of	Hinds, Caleb	06/01/2021	06/30/2022	Retention Specialist & Academic Advisor/Lecturer	12	\$ 35,590.00	Full-Time Fixed, Probationary	Advance Degree Increase
Enrollment Services	Pace, Joel	06/16/2021		Director, Eagle Scholar Program	12	\$ 60,336.00	Full-Time Standing	Advance Degree Increase
Housing & Residential Education	Rucker, Alan	06/16/2021		Director, Housing & Residence Education	12	\$ 76,000.00	Full-Time Standing	Advance Degree Increase
Retired Senior Volunteer Program	Slone, Justin	06/01/2021	03/31/2022	Director, RSVP	12	\$ 39,334.00	Full-Time Fixed	GL Account Number Change
Retired Senior Volunteer Program	Tuerk, Helisha	06/01/2021	03/31/2022	Senior Corps Programs Coordinator	12	\$ 35,854.00	Full-Time Fixed	GL Account Number Change
Craft Academy	Manns, Teddi	06/16/2021	06/30/2022	Assistant Director, Residence Life/Enrollment Services Counselor	12	\$ 35,568.00	Full-Time Fixed, Probationary	Move: Part-Time to Full-Time

Personnel Actions
April - June 2021

Department/Office	Name	Effective Date	Ending Date	Title	Contract Months	Salary	Employment Status	Employment Action
Retention, Office Of	Napoleoni-Milan, Rosita	06/16/2021	06/30/2022	Retention Specialist & Academic Advisor/Lecturer	12	\$ 35,090.00	Full-Time Fixed, Probationary	Move: Part-Time to Full-Time
Educational Opportunity Center	Simpson, Chris	04/01/2021	08/31/2021	College Access Coordinator	12	\$ 16.92	Full-Time Fixed	Salary Adjustment
Educational Opportunity Center	Sloan, Rhonda	04/01/2021	08/31/2021	College Access Coordinator	12	\$ 16.92	Full-Time Fixed	Salary Adjustment
Educational Opportunity Center	Smith, Sharee	04/01/2021	08/31/2021	College Access Coordinator	12	\$ 16.92	Full-Time Fixed	Salary Adjustment
Retired Senior Volunteer Program	Tuerk, Helisha	05/17/2021	06/30/2022	Associate Director, RSVP	12	\$ 35,854.00	Full-Time Fixed	Transfer

Total Appointment Status Actions: 97

Supplemental Personnel Actions Report
April - June 2021

Department/Office	Name	Effective Date	Ending Date	Title	Contract Months	Salary	Employment Status	Employment Action	Notation
Innovation Launchpad	Rachel Bowling	4/1/2021	6/30/2021	Director, Small Business Development Center	12	3,000.00	Full-Time Fixed	Additional Duties	MSU Innovation Launchpad Director
Men's Basketball	Preston Spradlin	4/30/2021	4/30/2021	Head Men's Basketball Coach	12	22,622.46	Full-Time Fixed	Other	Spring and OVC/MOA supplementals
Football	Robert Tenyer	4/30/2021	4/30/2021	Head Football Coach	12	2,405.70	Full-Time Fixed	Other	Radio supplemental per MOA
Head Women's Basketball Coach	Greg Todd	4/30/2021	4/30/2021	Head Women's Basketball Coach	12	12,040.28	Full-Time Fixed	Other	Radio and Spring car stipend
BASE-Athletics	Mikio Aoki	4/30/2021	4/30/2021	Head Baseball Coach	12	5,573.62	Full-Time Fixed	Other	Car supplemental per MOA
Men's Basketball	Scott Combs	4/30/2021	4/30/2021	Assistant Men's Basketball Coach	12	1,073.97	Full-Time Fixed	Other	Award for Excellence
Men's Basketball	Jonathan Mattox	4/30/2021	4/30/2021	Assistant Men's Basketball Coach	12	744.05	Full-Time Fixed	Other	Award for Excellence
Men's Basketball	Dominic Lombardi	4/30/2021	4/30/2021	Assistant Men's Basketball Coach	12	636.65	Full-Time Fixed	Other	Award for Excellence
Health Care Leadership	Johnathan Nelson	4/12/2021	4/12/2021	Dean, Smith College of Business & Technology/Associate Professor	12	3,000.00	Full-Time Standing	Other	Completed instruction of the sixth of six learning modules for the 2020/2021 Healthcare Leadership Certificate Program
Mathematics	Caleb Hinds	4/22/2021	5/7/2021	Retention Specialist & Academic Advisor/Lecturer	12	500.00	Full-Time Fixed	Other	For outstanding teaching of Corequisite education courses
Men's Basketball	Dominic Lombardi	6/1/2021	6/30/2021	Assistant Men's Basketball Coach	12	3,548.24	Full-Time Fixed	Other	Car stipend Basketball Operation Director
Mens Basketball	Jonathan Mattox	6/1/2021	6/30/2021	Associate Head Basketball Coach	12	1,238.57	Full-Time Fixed, Prob.	Other	Car stipend
Summer Success Academy	Aaron Hirsch	5/1/2021	8/15/2021	Coordinator, Education Abroad/Lecturer	12	3,000.00	Full-Time Fixed	Additional Duties	Summer Success Academy Coordinator.
Budgets & Financial Planning	Jessica Cooper	4/17/2021	6/30/2021	Budget Analyst	12	2,575.44	Full-Time Standing	Additional Duties	Additional duties; performing procurement card audits
Director, Accounting & Financial Services	Kelli Owen	4/16/2021	6/30/2021	Director, Accounting & Financial Services	12	1,932.00	Full-Time Standing	Additional Duties	Additional duties; performing procurement card audits
Craft Academy	Brittany Roach	6/16/2021	6/30/2021	Guidance Counselor (CASS)	10	500.00	Full-Time Fixed	Other	Educational bonus of \$500 for having earned second master's degree.
Women's Volleyball	Kyrsten Becker	6/16/2021	6/30/2021	Associate Head Women's Volleyball Coach	12	1,141.00	Full-Time Fixed	Other	Awards for Excellence
Women's Volleyball	Sarah Martin	6/16/2021	6/30/2021	Assistant Women's Volleyball Coach	12	726.23	Full-Time Fixed	Other	Award for Excellence
QEP	Megan Boone	6/15/2021	6/30/2021	Director, Career Services	12	500.00	Full-Time Fixed	Additional Duties	Completed training, assessed artifacts and prepared reports for the LevelUp Committee.
QEP	Kim Nettleton	6/15/2021	6/30/2021	Associate Professor, Educ/Director QUA	12	500.00	Full-Time Standing	Additional Duties	Completed training, assessed artifacts and prepared reports for the LevelUp Committee
UG Education & Student Success, Off of Assoc Provost	Adrian Mandzy	6/4/2021	6/4/2021	Professor, History	9	500.00	Full-Time Standing	Other	QEP: LevelUp. Completed Training. 1 course 2021-22
School of Business Administration	Ahmad Hassan	5/10/2021	6/4/2021	Associate Professor, Management	9	5,615.76	Full-Time Standing	Maymester	Teaching BBA 380
History, Philosophy, Politics, Global Studies & Legal Studies	Alana Scott	6/7/2021	7/2/2021	Associate Professor, History	9	6,905.09	Full-Time Standing	Summer I	Teaching HST 110, HST 311
Regional Education & Outreach, Off. of	Alana Scott	5/27/2021	5/27/2021	Associate Professor, History	9	187.94	Full-Time Fixed	Other	Supplemental pay is for the evaluation of Elizabeth Debord Prior Learning student portfolio for HST 392 for 3 undergraduate hours
English	Alison Hruby	5/10/2021	6/4/2021	Associate Professor, English	9	1,662.84	Full-Time Standing	Maymester	Teaching ENG 200
English	Alison Hruby	6/7/2021	7/2/2021	Associate Professor, English	9	750.00	Full-Time Standing	Grant Work	Adolescent Literacy Project
Foundational & Graduate Studies in Education	Amber Hughes	6/7/2021	7/2/2021	Assistant Professor, Education (Counseling)	9	5,344.19	Full-Time Standing	Summer I	Teaching EDGC 619 and 671
Sociology, Social Work & Criminology	Angela Blankenship	6/7/2021	7/2/2021	Instructor, Social Work	9	1,394.00	Full-Time Fixed	8 Weeks, Summer, Part I, II	Teaching SWK 210 and 474
UG Education & Student Success, Off of Assoc Provost	Angela Blankenship	5/6/2021	5/6/2021	Instructor, Social Work	9	1,000.00	Full-Time Fixed	Other	Completed training, Committed for 2021-22 and for 2022-23.
UG Education & Student Success, Off of Assoc Provost	Ashley Spencer	5/11/2021	5/11/2021	Instructor/Facilitator	12	1,000.00	Full-Time Standing	Other	QEP: LevelUp. Completed Trainings. Committed for 2021-22 and 2022-23. SWK 326
Sociology, Social Work & Criminology	Bernadette Barton	6/7/2021	7/2/2021	Professor, Sociology	9	4,028.34	Full-Time Standing	Summer I	Teaching SOC/SWK 347
Foundational & Graduate Studies in Education	Beverly Klecker	6/7/2021	7/2/2021	Professor, Education	9	10,491.71	Full-Time Standing	Summer I	Teaching EDF 600 and EDTL 603
UG Education & Student Success, Off of Assoc Provost	Beverly Smith	5/11/2021	5/11/2021	Instructor, Education	9	1,500.00	Full-Time Fixed	Other	QEP LevelUp. Completed Training. Taught in pilot. Committed for 2021-22 and 2022-23. EDEM 499C
School of Business Administration	Bo Shi	6/7/2021	7/2/2021	Associate Professor, Finance	9	3,239.91	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching FIN 672 and 376
Biology & Chemistry	Brian Reeder	5/10/2021	6/4/2021	Professor, Biology	9	5,950.80	Full-Time Standing	Maymester	Teaching BIOL 234 and 235
Biology & Chemistry	Brian Reeder	6/7/2021	7/2/2021	Professor, Biology	9	9,521.28	Full-Time Standing	Summer I	Teaching BIOL 105 & BIOL 234
Mathematics	Brian Schworm	6/7/2021	7/2/2021	Instructor, Mathematics	9	419.10	Full-Time Fixed	Summer I	Teaching MATH 174
Communication, Media & Languages	C. Brent Rogers	4/26/2021	4/26/2021	Associate Professor, Agriculture	9	160.31	Full-Time Standing	Other	Faculty Senate Shared Governance Award for 2021
Nursing	Charla Burchett	6/7/2021	7/2/2021	Instructor, Nursing	9	2,000.00	Full-Time Fixed	Summer I	Teaching NURG 632-301
Computer Science & Electronics	Cheng Cheng	6/7/2021	7/2/2021	Assistant Professor, Engineering & Technology Management	9	4,226.04	Full-Time Standing	Summer I	Engineering and Technology Management
School of Business Administration	Chien-Chih Peng	5/13/2021	5/13/2021	Professor, Finance	9	200.00	Full-Time Standing	Other	Collaboration regarding the Faculty Evaluation Plan, Faculty Qualifications Policy, Incentive Plan, etc.
School of Business Administration	Chien-Chih Peng	6/7/2021	7/2/2021	Professor, Finance	9	12,138.04	Full-Time Standing	Summer I	Teaching ACCT 375, FIN 375 and FIN 360
History, Philosophy, Politics, Global Studies & Legal Studies	Christina Conroy	5/10/2021	6/4/2021	Associate Professor, Philosophy	9	3,238.08	Full-Time Standing	Maymester	Teaching PHIL 106-160
History, Philosophy, Politics, Global Studies & Legal Studies	Christina Conroy	6/7/2021	7/2/2021	Associate Professor, Philosophy	9	2,698.40	Full-Time Standing	Summer I	Teaching PHIL 106-160
Communication, Media & Languages	Christopher Merritt	6/7/2021	7/2/2021	Instructor, Communication	9	2,258.76	Full-Time Fixed	Summer I	Teaching COMS 108 and Summer Success Academy
School of Business Administration	Connie Grimes	5/10/2021	6/4/2021	Instructor, CIS	9	1,355.35	Full-Time Fixed	Maymester	Teaching CIS 101
Arts, Humanities & Social Sciences, Off. Of Dean	Connie Grimes	6/7/2021	7/2/2021	Instructor, CIS	9	1,626.42	Full-Time Fixed	8 Weeks, Summer, Part I, II	Teaching MSU 499C
Sociology, Social Work & Criminology	Constance Hardesty	5/10/2021	6/4/2021	Associate Professor, Sociology	9	3,778.74	Full-Time Standing	Maymester	Teaching SWK/GST 335
Psychology	Daniel Maitland	4/26/2021	4/27/2021	Assistant Professor, Psychology	9	118.80	Full-Time Standing	Other	For a correction to Daniel Maitland's Summer 2020 pay on his INBRE-KBRIN grant.
Psychology	Daniel Maitland	6/1/2021	6/30/2021	Assistant Professor, Psychology	9	6,000.00	Full-Time Standing	Grant Work	INBRE-KBRIN grant
Psychology	Daniel Maitland	6/7/2021	7/2/2021	Assistant Professor, Psychology	9	1,080.00	Full-Time Standing	Summer I	Teaching PSY 672
School of Business Administration	Daniel Nehring	6/7/2021	7/2/2021	Instructor, Management	9	6,542.40	Full-Time Fixed	Summer I	Teaching BBA 363 & BBA 475
Foundational & Graduate Studies in Education	Daryl Privott	6/7/2021	7/2/2021	Associate Professor of Adult & Higher Education/Director, FCTL	10	1,112.67	Full-Time Standing	Summer I	Teaching EDAH 692 and EDD 808
Regional Education & Outreach, Off. of	Daryl Privott	4/7/2021	4/7/2021	Associate Professor of Adult & Higher Education/Director, FCTL	10	375.88	Full-Time Fixed	Other	Portfolio evaluation/assessment
Foundational & Graduate Studies in Education	Daryl Privott	6/7/2021	7/2/2021	Associate Professor of Adult & Higher Education/Director, FCTL	10	4,712.49	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching EDD 800
Biology & Chemistry	David Eisenhour	6/1/2021	6/30/2021	Professor, Biology	9	810.00	Full-Time Standing	Grant Work	Identification of fish samples from Kentucky division of water grant
UG Education & Student Success, Off of Assoc Provost	David Grise	6/8/2021	6/8/2021	Assistant Professoor, Legal Studies	9	500.00	Full-Time Standing	Other	QEP LevelUp. Completed Training. Teaching one course 2021-22
History, Philosophy, Politics, Global Studies & Legal Studies	David Little	6/7/2021	7/2/2021	Assistant Professor, Political Science	9	3,249.00	Full-Time Standing	Summer I	Teaching PA 641
English	Deanna Gabrielson	6/7/2021	7/2/2021	Instructor, English	9	2,207.40	Full-Time Fixed	Summer I	Teaching ENG 200
English	Deanna Mascle	6/7/2021	7/2/2021	Instructor, English	9	2,168.72	Full-Time Fixed	Summer I	Teaching ENG 608 and 609
English	Deanna Mascle	6/7/2021	7/2/2021	Instructor, English	9	2,100.00	Full-Time Fixed	Grant Work	MASCLE NWP/Journalism 20
Physics, Earth Science & Space Systems Engineering	Dirk Grupe	6/7/2021	7/2/2021	Associate Professor, Astrophysics & Space Science	9	3,482.16	Full-Time Standing	Other	Reassigned time for serving as Faculty Senate Chair and for one course over the full Summer 2021 term
Physics, Earth Science & Space Systems Engineering	Dirk Grupe	6/7/2021	7/2/2021	Associate Professor, Astrophysics & Space Science	9	2,611.62	Full-Time Standing	Summer I	Teaching ASTR 105
Physics, Earth Science & Space Systems Engineering	Dirk Grupe	6/22/2021	7/2/2021	Associate Professor, Astrophysics & Space Science	9	8,400.00	Full-Time Standing	Overload	Faculty Senate
Communication, Media & Languages	Donell Murray	6/7/2021	7/2/2021	Instructor, Communications	9	4,770.72	Full-Time Fixed	Summer I	Teaching COMM 683 and 250
History, Philosophy, Politics, Global Studies & Legal Studies	Douglas Mock	5/10/2021	6/4/2021	Associate Professor, Political Science	9	2,978.25	Full-Time Standing	Maymester	Teaching POLS 140-301
Music, Theatre & Dance	DuWayne Dale	6/7/2021	7/2/2021	Director of Bands/Assistant Professor, Music	11	1,242.50	Full-Time Standing	Summer I	Teaching MUSE 682 and 676
Sociology, Social Work & Criminology	Edward Breschel	6/7/2021	7/2/2021	Associate Professor, Sociology	9	3,778.74	Full-Time Standing	Summer I	Teaching SOC 203
Space Science Center	Elijah Jensen	6/1/2021	7/30/2021	Visiting Asst. Professor Space Systems Engineering	9	9,377.00	Full-Time Fixed	Other	Summer month base contract
Kinesiology, Health, & Imaging Sciences	Elizabeth Ash	6/7/2021	7/2/2021	Instructor, Health & Wellness	9	4,035.70	Full-Time Fixed	Summer I	Teaching HLTH 151 and 206
Psychology	Elizabeth Neilson	4/26/2021	4/27/2021	Assistant Professor, Psychology	9	118.80	Full-Time Standing	Other	This PAR is a correction to the Summer 2020 pay from the INBRE-KBRIN grant.
Psychology	Elizabeth Neilson	6/1/2021	6/30/2021	Assistant Professor, Psychology	9	5,900.00	Full-Time Standing	Other	Research on the INBRE-KBRIN grant
Psychology	Elizabeth Neilson	6/7/2021	7/2/2021	Assistant Professor, Psychology	9	1,080.00	Full-Time Standing	Summer I	Teaching PSY 672 and 678
Sociology, Social Work & Criminology	Elizabeth Perkins	5/10/2021	8/13/2021	Associate Professor, Criminology	9	12,616.00	Full-Time Standing	Grant Work	Grant work: 2 summer months (\$56,778 x 22.2% = \$12,616).
Sociology, Social Work & Criminology	Elizabeth Perkins	6/7/2021	7/2/2021	Associate Professor, Criminology	9	11,710.47	Full-Time Standing	Summer I	Teaching CRIM/SOC 315 and 625
Biology & Chemistry	Emmalou Schmittzehe	6/7/2021	7/2/2021	Assistant Professor, Chemistry	9	3,840.00	Full-Time Standing	Summer I	Teaching CHEM 101
School of Business Administration	Euijin Kim	6/7/2021	7/2/2021	Associate Professor, CIS	9	10,168.31	Full-Time Standing	Summer I	Teaching BBA 315 and CIS 320
School of Business Administration	Fatma Mohamed	6/7/2021	7/2/2021	Associate Professor, Management	9	2,711.73	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching MNGT 691 and BBA 370

Supplemental Personnel Actions Report
April - June 2021

Department/Office	Name	Effective Date	Ending Date	Title	Contract Months	Salary	Employment Status	Employment Action	Notation
Foundational & Graduate Studies in Education	Fujian Tan	6/7/2021	7/2/2021	Associate Professor, Adult & Higher Education	9	3,136.32	Full-Time Standing	Summer I	Teaching EDD 800-302 and EDAH 681-301
History, Philosophy, Politics, Global Studies & Legal Studies	Gary O'Dell	6/7/2021	7/2/2021	Professor, Geography	9	3,357.70	Full-Time Standing	Summer I	Teaching GEO 103
Kinesiology, Health, & Imaging Sciences	Gina Gonzalez	6/7/2021	7/2/2021	Professor, Kinesiology	9	6,356.86	Full-Time Standing	Summer I	Teaching PHED 423, PHED 480, and PHED 680
Kinesiology, Health, & Imaging Sciences	Gina Gonzalez	6/7/2021	7/2/2021	Professor, Kinesiology	9	2,290.77	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching PHED 453A, 453B and 453C
UG Education & Student Success, Off of Assoc Provost	Greg Carlisle	5/10/2021	5/10/2021	Professor, Kinesiology	9	1,000.00	Full-Time Standing	Other	Completed training. Committed for 2021-22 and for 2022-23. THEA 200
Computer Science & Electronics	Heba Elgazzar	6/7/2021	7/2/2021	Assistant Professor, Computer Science	9	5,760.00	Full-Time Standing	Summer I	Teaching CS 170, CS 170L and ETM 110
Computer Science & Electronics	Heba Elgazzar	6/28/2021	6/28/2021	Assistant Professor, Computer Science	9	960.00	Full-Time Standing	Summer I	Teaching CS 170
Physics, Earth Science & Space Systems Engineering	Ignacio Birriel	6/7/2021	7/2/2021	Professor, Physics	9	10,925.92	Full-Time Standing	Summer I	Teaching PHYS 201/201L (two sections)
Psychology	Ilun White	5/10/2021	6/4/2021	Professor, Psychology	9	2,747.05	Full-Time Standing	Maymester	Teaching PSY 121 and NEUR 121
Psychology	Ilun White	6/7/2021	7/2/2021	Professor, Psychology	9	2,747.05	Full-Time Standing	Summer I	Teaching PSY/NEUR 223
Mathematics	J. Mike Dobranski	6/7/2021	7/2/2021	Associate Professor, Mathematics	9	215.74	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching MATH 620
Smith, Coll. of Business & Tech., Off of Dean	Jacqueline Graves	6/7/2021	7/2/2021	Visiting Assistant Professor of Business Law	12	3,240.00	Full-Time Standing	Summer I	Teaching BBA 261
History, Philosophy, Politics, Global Studies & Legal Studies	James Masterson	5/10/2021	6/4/2021	Associate Professor, Political Science	9	3,818.34	Full-Time Standing	Maymester	Teaching POLS 262
History, Philosophy, Politics, Global Studies & Legal Studies	James Masterson	6/7/2021	7/2/2021	Associate Professor, Political Science	9	954.59	Full-Time Standing	Summer I	Teaching POLS 362
Biology & Chemistry	Janelle Hare	5/8/2021	7/8/2021	Professor, Biology	9	13,960.00	Full-Time Standing	Grant Work	Grant work July 15-August 15
School of Business Administration	Janet Ratliff	5/13/2021	5/13/2021	Associate Professor, Management/Entrepreneurship	9	500.00	Full-Time Standing	Other	Collaboration regarding the Faculty Evaluation Plan, Faculty Qualifications Policy, Incentive Plan, etc.
Quality Enhancement Plan	Janet Ratliff	6/15/2021	6/30/2021	Associate Professor, Management/Entrepreneurship	9	500.00	Full-Time Standing	Additional Duties	QEP Assessment Evaluator: Completed training, assessed artifacts and prepared reports for the LevelUp Committee.
Kinesiology, Health, & Imaging Sciences	Jeffrey Fannin	6/7/2021	7/2/2021	Associate Professor, Imaging Sciences	9	1,217.02	Full-Time Standing	Summer I	Teaching RSCI 310
Kinesiology, Health, & Imaging Sciences	Jeffrey Fannin	6/7/2021	7/2/2021	Associate Professor, Imaging Sciences	9	4,868.08	Full-Time Standing	Summer I	Teaching RSCI 310
Kinesiology, Health, & Imaging Sciences	Jennifer Dearden	5/10/2021	6/4/2021	Associate Professor, Health & Wellness	9	7,248.96	Full-Time Standing	Maymester	Teaching HLTH and HWHP
UG Education & Student Success, Off of Assoc Provost	Jennifer Dearden	5/10/2021	5/10/2021	Associate Professor, Health & Wellness	9	1,000.00	Full-Time Standing	Other	Completed QEP LevelUp Training. Committed for 2021-22 and 2022-23. HLTH 310
Physics, Earth Science & Space Systems Engineering	Jennifer O'Keefe	6/1/2021	6/30/2021	Professor, Geology & Science Education	9	6,819.00	Full-Time Standing	Grant Work	NSF grant
Psychology	John Blackledge	6/7/2021	7/2/2021	Associate Professor, Psychology	9	1,729.74	Full-Time Standing	Summer I	Teaching PSY 672 and 678
School of Business Administration	Jon Musgrave	6/7/2021	7/2/2021	Assistant Professor, Management	9	2,850.00	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching MNGT 677
Computer Science & Electronics	Jorge Ortega-Moody	5/10/2021	6/4/2021	Assistant Professor, Engineering & Technology Management	9	9,975.50	Full-Time Standing	Maymester	Teaching ETM 220, 300 and 330
Computer Science & Electronics	Jorge Ortega-Moody	6/1/2021	6/30/2021	Assistant Professor, Engineering & Technology Management	9	7,888.00	Full-Time Standing	Other	11.11% of annual salary for summer supplemental wages in support of the NSF-EPSCoR grant
Computer Science & Electronics	Jorge Ortega-Moody	6/7/2021	7/2/2021	Assistant Professor, Engineering & Technology Management	9	3,834.00	Full-Time Standing	Summer I	Teaching ETM 430
Mathematics	Joshua Qualls	6/7/2021	7/2/2021	Assistant Professor, Mathematics	9	4,333.34	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching MATH 175, MATH 275 and 276
Art & Design	Julia Finch	6/7/2021	6/2/2021	Associate Professor, Art History	9	2,322.86	Full-Time Standing	Summer I	Teaching ART 160
School of Business Administration	Julia Hypes	6/7/2021	7/2/2021	Associate Professor, Sports Management	9	747.85	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching SPMT 471
English	Kathryn Carlson	6/1/2021	6/30/2021	Professor, English	9	6,790.21	Full-Time Standing	Grant Work	Grant work on the Carlson-NIH 17/20 grant
UG Education & Student Success, Off of Assoc Provost	Kim Clevenger	4/19/2021	4/19/2021	Associate Professor, Coordinator BSN	9	2,000.00	Full-Time Standing	Other	QEP LevelUp: Completed Training. Committed for 2021-22 and 2022-23. NURB 462 and NURB 499C.
Middle Grades & Secondary Education	Kimberlee Sharp	6/7/2021	7/2/2021	Professor, Education	9	1,385.87	Full-Time Standing	Summer I	Teaching EDEL 622
Nursing	Kimberly Clevenger	6/7/2021	7/2/2021	Associate Professor, Nursing/Program Coordinator	9	1,866.78	Full-Time Standing	Summer I	Reassigned time
School of Business Administration	Kimberly Fatten	6/7/2021	7/2/2021	Assistant Professor, Accounting	9	3,750.00	Full-Time Standing	Summer I	Teaching ACCT 611 and 687
School of Business Administration	Kimberly Fatten	6/7/2021	7/2/2021	Assistant Professor, Accounting	9	4,218.75	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching ACCT 611 and 687
Engineering & Technology Management	Kouroush Jenab	5/10/2021	6/4/2021	Assistant Professor, Engineering & Technology Management	9	4,387.50	Full-Time Standing	Maymester	Teaching ETM 419 & 619
Engineering & Technology Management	Kouroush Jenab	6/1/2021	6/30/2021	Assistant Professor, Engineering & Technology Management	9	7,222.00	Full-Time Standing	Other	11.11% of annual salary for summer supplemental wages in support of the NSF-EPSCoR grant
Engineering & Technology Management	Kouroush Jenab	6/7/2021	7/2/2021	Assistant Professor, Engineering & Technology Management	9	3,900.00	Full-Time Standing	Summer I	Teaching ETM 319
Nursing	Ladonna McClave	5/10/2021	6/4/2021	Associate Professor, Nursing	9	3,514.50	Full-Time Standing	Maymester	Teaching NURS 330
Nursing	Ladonna McClave	6/7/2021	7/2/2021	Associate Professor, Nursing	9	1,581.53	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching NURS 475 and 349
UG Education & Student Success, Off of Assoc Provost	Lauren Bates	5/15/2021	5/15/2021	Associate Professor, Nursong	9	1,000.00	Full-Time Standing	Other	QEP LevelUp: Completed Trainings, Committed for 2021-22 and 2022-23. One Course
Foundational & Graduate Studies in Education	Lee Nabb	6/7/2021	7/2/2021	Associate Professor, Education	9	1,523.10	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching EDAH 683 and EDD 804
Foundational & Graduate Studies in Education	Lenora Justice	6/7/2021	7/2/2021	Associate Professor of Educational Technology	9	772.26	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching EDD 800
Foundational & Graduate Studies in Education	Lenora Justice	6/7/2021	7/2/2021	Associate Professor of Educational Technology	9	1,029.68	Full-Time Standing	Summer I	Teaching EDTC 650
Middle Grades & Secondary Education	Lesia Lennex	6/7/2021	7/2/2021	Professor, Education	9	7,940.40	Full-Time Standing	Summer I	Teaching EDSE 633
Nursing	Lindsey Barrett	6/7/2021	7/2/2021	Instructor, Nursing	9	2,000.00	Full-Time Fixed	Summer I	Teaching NURG 620-301
Sociology, Social Work & Criminology	Lisa Shannon	5/16/2021	6/15/2021	Associate Professor, Social Work	9	6,084.00	Full-Time Standing	Grant Work	Grant evaluation and reporting: 5/16/ 2021 - 6/15/2021; Base salary calculation = \$54.75 /9 = 6.084
Sociology, Social Work & Criminology	Lisa Shannon	6/16/2021	6/30/2021	Associate Professor, Social Work	9	3,042.00	Full-Time Standing	Grant Work	Grant evaluation and reporting: 6/16/2021 - 6/30/2021; Base salary calculation =\$54,785 / 9 = \$6,084pm/\$3,042 for 15 days
Mathematics	Lloyd Jaisingh	5/10/2021	6/4/2021	Professor, Mathematics	9	8,573.53	Full-Time Standing	Maymester	Teaching Math 305, 663 and 353
Mathematics	Lloyd Jaisingh	6/7/2021	7/2/2021	Professor, Mathematics	9	9,940.32	Full-Time Standing	Summer I	Teaching MATH 305 and MATH 353
School of Business Administration	Lucas Lunt	6/7/2021	7/2/2021	Assistant Professor, Marketing	9	6,204.00	Full-Time Standing	Summer I	Teaching MKT 204 and MKT 399
Nursing	Lucille Mays	6/7/2021	7/2/2021	Professor, Nursing/Online Nursing Programs Coord	9	2,225.70	Full-Time Standing	Summer I	Reassigned time
Foundational & Graduate Studies in Education	Lynn Barr	6/7/2021	7/2/2021	Professor, Education (FGSE)	9	7,911.12	Full-Time Standing	Summer I	Teaching EDGC 656-301, 680-301, and 667
UG Education & Student Success, Off of Assoc Provost	Lynn Geurin	5/11/2021	5/11/2021	Associate Professor, Social Work	9	1,000.00	Full-Time Standing	Other	Completed training. Committed for 2021-22 and 2022-23. SWK 451
Psychology	Lynn Haller	5/10/2021	6/4/2021	Associate Professor, Psychology	9	1,647.34	Full-Time Standing	Maymester	Teaching PSY 156 and PSY 354
Psychology	Lynn Haller	6/7/2021	7/2/2021	Associate Professor, Psychology	9	5,131.92	Full-Time Standing	Summer I	Teaching PSY 156 and PSY 390
Kinesiology, Health, & Imaging Sciences	Marcia Rice	6/7/2021	7/2/2021	Associate Professor, Imaging Sciences	9	5,028.80	Full-Time Standing	Summer I	Teaching DMS 470
Kinesiology, Health, & Imaging Sciences	Marcia Rice	6/7/2021	7/2/2021	Associate Professor, Imaging Sciences	9	1,257.20	Full-Time Standing	Other	One hour of release time for Summer I. Salary x 0.02= \$1,257.20
English	Mark Graves	6/7/2021	7/2/2021	Professor, English	9	3,479.70	Full-Time Standing	Summer I	Teaching ENG 663-301
Physics, Earth Science & Space Systems Engineering	Marshall Chapman	6/7/2021	7/2/2021	Associate Professor, Geology	9	3,263.82	Full-Time Standing	Summer I	Teaching ESS 102
UG Education & Student Success, Off of Assoc Provost	Mary Suzanne White	6/8/2021	7/2/2021	Associate Professor, Nursing	9	1,000.00	Full-Time Standing	Other	Completed Training. NURB 361 Committed for 2021-22 and for 2022-23
Nursing	Mary White	6/7/2021	7/2/2021	Associate Professor, Nursing	9	3,483.96	Full-Time Standing	Summer I	Teaching NURS 302 and 301
Early Childhood, Elementary & Special Education	Mee-Ryoung Shon	6/7/2021	7/2/2021	Professor, Education	9	4,810.65	Full-Time Standing	Summer I	Teaching EDEC 416 & EDEC 627
UG Education & Student Success, Off of Assoc Provost	Mee-Ryoung Shon	5/11/2021	5/11/2021	Professor, Education	9	1,000.00	Full-Time Standing	Other	QEP LevelUp. Completed training. Committed for 2021-22 and 2022-23. IECE 416
Biology & Chemistry	Melissa Mefford	6/2/2021	8/6/2021	Assistant Professor, Biology	9	11,200.00	Full-Time Standing	Grant Work	Grant work; 6/2/21-8/6/21; INBRE-KBRIN-Mefford 21/22
UG Education & Student Success, Off of Assoc Provost	Michael Fultz	5/10/2021	5/10/2021	Professor, Biology	9	1,000.00	Full-Time Standing	Other	Completed Training. Committed for 2021-22 and for 2022-23. BIOL 425
School of Business Administration	Michael Hypes	6/7/2021	7/2/2021	Associate Professor, Sports Management	9	900.93	Full-Time Standing	Summer I	Teaching SPMT 660
Foundational & Graduate Studies in Education	Michael Kessinger	6/7/2021	7/2/2021	Associate Professor, Education (Educational Leadership)	9	6,615.34	Full-Time Standing	Summer I	Teaching EDIL 673 & 698
Music, Theatre & Dance	Michele Paise	6/7/2021	7/2/2021	Visiting Assistant Professor, Music (Music Education)	9	1,987.50	Full-Time Standing	Summer I	Teaching MUSE 641, MUSE 642, and MUSE 643
School of Business Administration	Michelle Kunz	5/13/2021	5/13/2021	Professor, Marketing	9	500.00	Full-Time Standing	Other	Collaboration regarding the Faculty Evaluation Plan, Faculty Qualifications Policy, Incentive Plan, etc.
Sociology, Social Work & Criminology	Monica Himes	5/16/2021	8/15/2021	Assistant Professor, Social Work	9	17,333.33	Full-Time Standing	Grant Work	Supplemental Salary for May 16 - August 15, 2021. Grant evaluation and reporting.
UG Education & Student Success, Off of Assoc Provost	Morgan Getchell	5/11/2021	5/11/2021	Assistant Professor, Communication	9	750.00	Full-Time Standing	Additional Duties	Serving as speech coach for three commencement speakers for 2021SP.
UG Education & Student Success, Off of Assoc Provost	Nathania Bush	6/14/2021	6/14/2021	Associate Professor, Nursing	9	1,000.00	Full-Time Standing	Other	QEP LevelUp. Completed Training. NURB 320 Committed for 2021-22 and 2022-23.
English	Nicholas James	6/7/2021	7/2/2021	Instructor, English	9	1,410.00	Full-Time Fixed	Summer I	Teaching ENG 100
Engineering & Technology Management	Nilesh Joshi	5/10/2021	6/4/2021	Professor, Engineering & Technology Management	9	1,875.00	Full-Time Standing	Maymester	Teaching ETM 310
Engineering & Technology Management	Nilesh Joshi	6/7/2021	7/2/2021	Professor, Engineering & Technology Management	9	10,912.50	Full-Time Standing	Summer I	Teaching ETM 310, ETM 610, ETM 421, and ETM 621
Agricultural Sciences	Patricia Harrelson	5/10/2021	6/4/2021	Associate Professor, Animal Science	9	2,176.08	Full-Time Standing	Maymester	Teaching AGR 222 and 222L
Agricultural Sciences	Patricia Harrelson	6/7/2021	7/2/2021	Associate Professor, Animal Science	9	4,488.17	Full-Time Standing	Summer I	Teaching AGR 355 & AGR 620

Supplemental Personnel Actions Report
April - June 2021

Department/Office	Name	Effective Date	Ending Date	Title	Contract Months	Salary	Employment Status	Employment Action	Notation
Engineering & Technology Management	Patrick Mason	6/7/2021	7/2/2021	Instructor, Engineering & Technology Management	9	1,309.07	Full-Time Fixed	8 Weeks, Summer, Part I, II	Teaching ETM 339 and 439
Sociology, Social Work & Criminology	Paul Susan	6/7/2021	7/2/2021	Instructor, Social Work	9	500.00	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching SWK 230
Sociology, Social Work & Criminology	Paul Susan	6/7/2021	7/2/2021	Instructor, Social Work	9	1,920.00	Full-Time Fixed	Summer I	Teaching SWK 340
Agricultural Sciences	Peggy Jones	6/7/2021	7/2/2021	Instructor, Nutrition	9	3,154.35	Full-Time Fixed	Summer I	Teaching NUTR 101 & NUTR 201
Communication, Media & Languages	Philip Krummrich	6/7/2021	7/2/2021	Professor, Comparative Literature	9	4,401.81	Full-Time Standing	Summer I	Teaching SPA 699
Engineering & Technology Management	Qingzhou Xu	6/7/2021	7/2/2021	Assistant Professor, Engineering & Technology Management	9	2,646.00	Full-Time Standing	Summer I	Teaching ETM 307 & ETM307L
UG Education & Student Success, Off of Assoc Provost	Rachel Rogers	5/10/2021	5/10/2021	Instructor/Craft QEP Director	12	1,000.00	Full-Time Standing	Other	Completed Training. Committed for 2021-22 and for 2022-23. MSU 399
Communication, Media & Languages	Randy Manis	6/7/2021	7/2/2021	Instructor, Communications	9	2,492.16	Full-Time Fixed	Summer I	Teaching COMS 290
Mathematics	Randy Ross	5/10/2021	6/4/2021	Associate Professor, Mathematics	9	4,016.94	Full-Time Standing	Maymester	Teaching Math 152 174
Mathematics	Randy Ross	6/7/2021	7/2/2021	Associate Professor, Mathematics	9	4,325.93	Full-Time Standing	Summer I	Teaching MATH 135 and MATH 152
Sociology, Social Work & Criminology	Raymond Hall	6/7/2021	7/2/2021	Instructor, Sociology	9	1,540.91	Full-Time Fixed	Summer I	Teaching SOC/GST 374
Mathematics	Richard Blanton	6/7/2021	7/2/2021	Instructor, Mathematics	9	1,885.95	Full-Time Fixed	Summer I	Teaching MATH 131
Art & Design	Robyn Moore	5/15/2021	6/30/2021	Assistant Professor, Photography (Traditional and Digital)	9	5,000.00	Full-Time Standing	Other	Summer fellowship--May 15-June 30, 2021
School of Business Administration	Sam Nataraj	6/7/2021	7/2/2021	Associate Dean, School of Business Administration & Professor of CIS	9	2,662.72	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching HSM 682
School of Business Administration	Samuel Stapleton	6/7/2021	7/2/2021	Instructor, Management	9	2,800.62	Full-Time Fixed	Summer I	Teaching MNGT 411
Nursing	Sarah Bradley	6/7/2021	7/2/2021	Instructor, Nursing	9	1,500.00	Full-Time Fixed	8 Weeks, Summer, Part I, II	Teaching NURS 401
Biology & Chemistry	Sean O'Keefe	6/7/2021	7/2/2021	Associate Professor, Biology	9	1,042.64	Full-Time Standing	Summer I	Teaching BIOL 610-301, 683-301 and 399
Foundational & Graduate Studies in Education	Shane Shope	6/7/2021	7/2/2021	Associate Professor, Education (Educational Leadership)	9	8,217.00	Full-Time Standing	Summer I	Teaching EDD 600 EDIL 679 678
Nursing	Shannon Smith-Stephens	6/7/2021	7/2/2021	Assistant Professor, Nursing	9	956.25	Full-Time Standing	Summer I	Teaching AVH 600-301
Psychology	Shari Kidwell	6/7/2021	7/2/2021	Associate Professor, Psychology	9	2,584.60	Full-Time Standing	Summer I	Teaching PSY 672 & PSY 678
School, Engineering & Computer Science	Sherif Rashad	6/7/2021	7/2/2021	Professor, Computer Science	9	2,520.00	Full-Time Standing	Summer I	Teaching CS 303
Quality Enhancement Plan	Sherif Rashad	6/15/2021	6/30/2021	Professor, Computer Science	9	500.00	PRT	Additional Duties	QEP Assessment Evaluator: Completed training, assessed artifacts and prepared reports for the LevelUp Committee.
Early Childhood, Elementary & Special Education	Sherry Stultz	6/7/2021	7/2/2021	Associate Professor, Education (Learning & Behavior Disorders)	9	3,226.32	Full-Time Standing	Summer I	Teaching EDSP 601
UG Education & Student Success, Off of Assoc Provost	Sherry Stultz	6/15/2021	6/15/2021	Associate Professor, Education (Learning & Behavior Disorders)	9	500.00	Full-Time Standing	Other	QEP LevelUp. Completed Training. Committed for once Course 2021-22
Sociology, Social Work & Criminology	Shondrah Nash	5/16/2021	6/15/2021	Professor, Sociology	9	6,932.00	Full-Time Standing	Grant Work	Summer Supplemental 5/16-6/15/2021
Sociology, Social Work & Criminology	Shondrah Nash	6/16/2021	7/15/2021	Professor, Sociology	9	7,001.00	Full-Time Standing	Grant Work	Summer Supplemental 6/16 - 7/15/21
Communication, Media & Languages	Sissy Alloway	6/7/2021	7/2/2021	Instructor, Spanish	9	2,289.78	Full-Time Fixed	Summer I	Teaching SPA 101
School of Business Administration	Stephen Brigham	5/13/2021	5/13/2021	Assistant Professor, Accounting	9	200.00	Full-Time Standing	Other	Collaboration regarding the Faculty Evaluation Plan, Faculty Qualifications Policy, Incentive Plan, etc.
School of Business Administration	Steve Chen	6/7/2021	7/2/2021	Professor, Sports Management	9	1,325.70	Full-Time Standing	Summer I	Teaching SPMT 630
School of Business Administration	Steve Chen	6/7/2021	7/2/2021	Professor, Sports Management	9	220.95	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching SPMT 672
Communication, Media & Languages	Steven Middleton	6/7/2021	7/2/2021	Instructor, Mass Communications	9	2,003.25	Full-Time Fixed	Summer I	Teaching CVM 210
Engineering & Technology Management	Steven Stubbs	6/7/2021	7/2/2021	Instructor, Career & Technical Education/CTE Coordinator	9	1,500.00	Full-Time Fixed	Summer I	Teaching CTE 396 and CTE 640
Sociology, Social Work & Criminology	Suzanne Tallichet	6/7/2021	7/2/2021	Professor, Sociology	9	6,125.34	Full-Time Standing	Summer I	Teaching SOC 669-301
Sociology, Social Work & Criminology	Suzanne Tallichet	6/7/2021	7/2/2021	Professor, Sociology	9	294.49	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching SOC 676
Nursing	Teresa Ellett	6/7/2021	7/2/2021	Professor, Nursing/Asst. Program Coord. (Associate Degree)	9	1,904.37	Full-Time Standing	Summer I	Reassigned time
Nursing	Teresa Howell	6/7/2021	7/2/2021	Professor, Nursing/ Program Coordinator (Associate Degree)	9	2,166.87	Full-Time Standing	Summer I	Reassigned time
History, Philosophy, Politics, Global Studies & Legal Studies	Verdie Craig	6/7/2021	7/2/2021	Associate Professor, Geography	9	2,640.11	Full-Time Standing	Summer I	Teaching GEO 100
Agricultural Sciences	Vijay Subramaniam	6/7/2021	7/2/2021	Associate Professor, Agribusiness	9	1,299.47	Full-Time Standing	Summer I	Teaching AGR 603
Psychology	Wesley White	6/7/2021	7/2/2021	Professor, Psychology	9	2,298.15	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching PSY 486 and 489
Upward Bound Programs	William Cantrell	6/6/2021	7/2/2021	Visiting Assistant Professor, Music (Percussion)	9	2,100.00	Full-Time Fixed	Other	Instructor for the Upward Bound Programs Summer Academy.
Physics, Earth Science & Space Systems Engineering	Wilson Gonzalez-Espada	6/7/2021	7/2/2021	Professor, Physics & Science Education	9	334.06	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching SCI 104
Kinesiology, Health, & Imaging Sciences	Wretha Goodpaster	6/7/2021	7/2/2021	Associate Professor, Imaging Sciences	9	1,869.57	Full-Time Standing	8 Weeks, Summer, Part I, II	Teaching DMS 499C and DMS 490

Roster Positions Summary
6/30/2021

	July 1 Positions	Position Adjustments	Current Positions	Current Positions Filled	Current Percentage Filled
Office of the President	14.07	(2.00)	12.07	11.00	91.14%
Division of University Advancement	24.58	-	24.58	23.58	95.93%
Division of Administration and Fiscal Services	72.68	1.00	73.68	68.18	92.54%
Facilities Management	87.75	(1.25)	86.50	79.00	91.33%
Division of Student Affairs	137.88	(3.83)	134.05	126.05	94.03%
Division of Academic Affairs	46.08	(0.58)	45.50	38.17	83.89%
Caudill College of Arts, Humanities & Social Sciences	119.84	-	119.84	114.16	95.26%
Smith College of Business and Technology	46.42	-	46.42	46.42	100.00%
Volgenau College of Education	48.90	-	48.90	47.40	96.93%
College of Science	141.65	0.50	142.15	131.15	92.26%
Undergraduate Education & Student Success	27.23	0.17	27.40	26.30	95.99%
Regional Education & Outreach	6.50	-	6.50	5.50	84.62%
Camden-Carroll Library	22.00	-	22.00	21.00	95.45%
	795.58	(5.99)	789.59	737.91	93.45%

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

APPROVE POLICY REVISION

**BOR (VII-A-3)
August 19, 2021**

Recommendation:

That the Board of Regents approve the attached policy revision to PG-8 to include Juneteenth as a University recognized holiday.

Policy: PG-8

Subject: University Holidays

Approval Date: 07/01/85

Revision Date: 11/17/89; 12/05/19; 08/19/21

PURPOSE:

To establish conditions for observing established University holidays by regular, full-time faculty and staff members and those designated as continuing part-time.

ANNUAL ESTABLISHED HOLIDAYS:

The official annual established University holidays are as follows:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Presidential Election Day
- Thanksgiving Day
- Christmas Day

ADDITIONAL HOLIDAYS:

Additional holidays may be designated by the University.

HOLIDAY TIME OFF:

Each holiday established or designed by the University is intended to give an employee the benefit of one (1) workday of paid time off. A continuing, part-time employee receives paid time off prorated on the basis of the percent of the employee's work schedule to the normal full-time work schedule in the employee's department. If an employee is required to work on a holiday, equivalent time off will be granted at another time. If a holiday falls on a regularly scheduled day off of an employee, equivalent time off will be granted at another time. Equivalent time off is scheduled in the same manner as vacation leave and is to be used before vacation leave is used. If a holiday occurs while an employee is using vacation leave or sick leave with pay, the holiday will not be charged as a day of vacation time or sick leave time.

ELIGIBILITY FOR HOLIDAY PAY:

To be eligible for a holiday with pay, an employee must be in pay status the employee's workday before and following the holiday. A holiday that occurs between an employee's active periods of employment or while an employee is on leave without pay shall not be granted to an employee. Faculty or staff on less than twelve months service are entitled to the holidays which fall during their contract period.

APPROVE PROMOTION TO LIBRARIAN IV

**BOR (VII-A-4)
August 19, 2021**

Recommendation:

That the Board of Regents approve the granting of promotion to those who are Rank III librarians to Rank IV for the following librarian for the 2021-2022 year:

Mr. Dieter Ulrich, Head of Special Collections & Archives, Camden Carroll Library

Background:

Librarians with an ALA-accredited master's degree and either a second master's degree or earned doctorate with at least nine years of professional library experience are eligible to apply for promotion to rank IV librarian after the completion of at least three years of service at the rank III level. Librarians are responsible for developing their own promotion portfolios for submission to their peers and administrative supervisors for analysis and review. These portfolios are reviewed by a librarian promotion review committee, the dean of library services, and the provost. The President, based upon recommendations from the Provost, submits his recommendations to the Board of Regents.

APPROVE COACHING CONTRACTS

**BOR (VII-A-5)
August 19, 2021**

Recommendation:

That the Board of Regents approve the contract and contract extensions for the following athletic coaches, and athletic director.

Mikio (Mik) Aoki, Head Coach Men's Baseball (contract extended to June 30, 2025)

James D. Gordon, AD, Head Coach Women's Volleyball (contract extended to June 30, 2025)

Cayla Petree, Head Coach Women's Basketball (Contract from June 7, 2021 to May 31, 2025)

Background:

Mikio (Mik) Aoki has been the Head Men's Baseball Coach since June of 2019. Coach Aoki's contract includes expectations regarding Academic Progress Rates (APR) and Graduation Success Rates (GSR). Furthermore, Coach Aoki agrees to abide by all NCAA & Morehead State University policies and procedures. This is not a tenure-eligible appointment.

James D. Gordon has been the Athletic Director (AD) since January of 2020 and the Head Women's Volleyball Coach since February of 2003. Coach Gordon's contract includes expectations regarding Academic Progress Rates (APR) and Graduation Success Rates (GSR). Furthermore, Coach Gordon agrees to abide by all NCAA & Morehead State University policies and procedures. This is not a tenure-eligible appointment.

Cayla Petree has been the Head Women's Basketball Coach since June of 2021. Coach Petree's contract includes expectations regarding Academic Progress Rates (APR) and Graduation Success Rates (GSR). Furthermore, Coach Petree agrees to abide by all NCAA & Morehead State University policies and procedures. This is not a tenure-eligible appointment.

**APPROVE REVISIONS TO THE
MOREHEAD STATE UNIVERSITY
STUDENT CONDUCT CODE**

**BOR (VII-A-6)
August 19, 2021**

Recommendation:

That the Board approve the following revisions to the Morehead State University Student Conduct Code, found in the Eagle Student Handbook. <http://www.moreheadstate.edu/Student-Services/Dean-of-Students/Student-Handbook/Conduct-Code>

Changes to the Student Conduct Code include administrative edits (changes to offices or titles, revisions for clarity, spelling or syntax, etc.), additions based on lessons learned and identified gaps, and changes based upon anticipated legislation. Substantive changes to the Student Conduct Code are as follows:

Substantive Code Changes:

SCC 300 Alcohol and **SCC 1000 Drugs** reorganized to clearly distinguish between possession, distribution, paraphernalia, and behavior under the influence.

SCC 800 Discrimination amended to align with the University Nondiscrimination Statement.

SCC 1100 Failure to Comply revised for clarity.

SCC 1150 Failure to Comply with Public Safety added to target compliance with health and safety mandates.

SCC 1900 Key/Card Fraudulent Use and **SCC 2000 Key/Card Misuse** amended to account for the wider use of card access and delineate the differences between fraudulent use and misuse.

SCC 3700 Weapons amended to delineation between weapons prohibited in accordance with PG-62 and other prohibited dangerous items (e.g. replicas, Tasers, fireworks).

Removal of examples in **SCC 3400, 3300, 2100, 1900, 2000, and 1400** for description consistency.

Substantive Procedural Changes:

Additions in the terms and roles:

- Advisor – Emphasized due to potential legislation.
- Director of Student Engagement – Replaces Associate Director of Student Activities due to organizational change.
- Vice President for Student Affairs (VPSA) – Enables the VPSA to serve in a student conduct capacity in the absence of the Dean of Students.
- Revision of description of interim measures to state that the measures may be used “to protect the University, protect any member of the University community, or to mitigate the threat of a disruption or interference with normal University operations.”
- Change ‘peremptory suspension with right to appeal’ to ‘interim suspension with right to a hearing’. – Aligns with current practice, better supported by case law, and more compliant with potential legislation.

- Procedural addition that an administrative disciplinary hold may be used in order to compel procedural compliance. The disciplinary hold prevents a student from registering for, or changing, classes.
- Change to the time limit for a Student Disciplinary Committee hearing or appeal to ‘no earlier than 10 class days from date of notification,’ for compliance with potential legislation.
- Permit a student’s advisor (in conduct procedures) to be any person (including an attorney) for compliance with potential legislation.
- Replace ‘examine, cross-examine, and argument’ with ‘question and discussion’ to avoid the appearance that a student conduct hearing is a legal hearing/courtroom.
- Inclusion of statement that a student is presumed to have not violated university policies until the standard of evidence is met for compliance with potential legislation.

Changes to Sanctions:

- **Peremptory Suspension** replaced with **Interim Suspension**.
- **Restriction** and **Administrative Loss of Privileges** amended to delineate the distinction between the two.
- **Parent Letter** added. This is best practice and authorized by FERPA in cases involving alcohol or drugs.
- **Housing Probation** added in order to have a multi-step warning to students prior to a Housing Suspension.
- **Alcohol/Drug Assessment** added as a distinct sanction separate from the **general Referral to CHS**.

Substantive Changes to Introduction:

Addition of statement under “Due Process” that a student is presumed to have not violated university policies until the standard of evidence is met.

Student Conduct Codes

SCC 100 Academic Misconduct (Academic Honesty)¹

Last Revised: 8/01/2020

Intentionally assisting or participating in cheating, plagiarism, and/or other forms of fraudulent misrepresentation of academic work.

SCC 150 Academic Disruption

Last Revised: 8/01/2020

Engaging in behavior that intentionally, materially, and substantially disrupts the educational process associated with teaching, research, or other activities related to the academic mission of the university; or otherwise creates the conditions in which teaching cannot continue.

SCC 200 Aiding and Abetting

Last Revised: 8/01/2012

Assisting with, having knowledge of without reporting, or inciting violations of the Student Conduct Code or other University policies and/or regulations.

SCC 300 Alcohol

Last Revised: 8/01/2021

- a. Possession. Possessing or consuming alcoholic beverages on University-owned or controlled property, or while participating in University related activities which include student teaching, internships, class trips, etc.
- b. Distribution. Providing alcoholic beverages to others on University-owned or controlled property, or while participating in University related activities.
- c. Paraphernalia. Possession of items on University-owned or controlled property, or while participating in University related activities that are used to store, distribute, conceal or ingest alcohol (i.e., kegs, beer bong, empty containers, etc.).
- d. Intoxication. Exhibiting behavior under the influence of alcohol that unreasonably annoys others in the vicinity, or that endangers self/others or property.

SCC 400 Assault

Last Revised: 8/01/2017

Intentionally causing, or attempting to cause, physical injury to another person. This policy is applicable on University-owned or controlled property, or while participating in University related activities (e.g. student teaching, internships, class trips). The standard is applicable off-campus when: 1) all parties involved are MSU employees or students; or 2) the behavior threatens the health, welfare, safety, or educational environment of the University community or any individual member thereof; or 3) the behavior reflects adversely upon the student's character and fitness as a member of the student body and/or the reputation of Morehead State University.

SCC 500 Commercial Solicitation

Last Revised: 8/01/2019

Distributing, promoting, selling, advertising, or collecting information or material goods on University property or within University-owned facilities for commercial purposes without

authorization per UAR 322. Requesting that someone engage in the aforementioned activities on behalf of an individual or organization.

SCC 600 Computer Infraction – Fraud and Misconduct

Last Revised: 8/01/2017

a. Fraud:

Using information technology or communication systems to disseminate, transfer, enter, alter, or gather data by using another person's or organization's access code or technology/communication equipment without their permission.

b. Misconduct:

Using University-owned or provided equipment or internet access systems in any manner that is prohibited by the Student Conduct Code, MSU policies; or local, state or federal law.

SCC 700 Copyright Infringement ¹

Last Revised: 8/01/2018

Reproducing or distributing copyrighted materials without approval from the copyright owner. Using technology, devices, or services to circumvent measures that control access to copyrighted works. Refer to PG-55 Technology Resource Acceptable Use for additional information.

SCC 800 Discrimination

Last Revised: 8/01/2021

Discriminating against another person on a basis protected by the University Nondiscrimination Statement.

SCC 900 Disorderly Conduct

Last Revised: 8/01/2019

Acting or inciting others to act in a manner that substantially disrupts or interferes with the normal operation of the University or infringes on the rights of other members of the University community. Engaging in conduct that intentionally, materially, and substantially disrupts another's expressive activity if that activity is occurring in a campus space previously scheduled or reserved for that activity or under exclusive use or control of a particular group. Interfering with or obstructing the duties of any University administrator, faculty, staff member or local authority.

SCC 1000 Drugs

Last Revised: 8/01/2021

a. Possession. Possessing or using illegal drugs/controlled substances, including controlled medications without a valid prescription, on University-owned or controlled property, or while participating in University related activities which include student teaching, internships, class trips, etc.

b. Distribution. Providing illegal drugs/controlled substances, including controlled medications without a valid prescription, to others on University-owned or controlled property, or while participating in University related activities.

c. Paraphernalia. Possession of drug paraphernalia on University-owned or controlled property, or while participating in University related activities.

d. Intoxication. Exhibiting behavior under the influence of illegal drugs/controlled substances that unreasonably annoys others in the vicinity, or that endangers self/others or property.

SCC 1100 Failure to Comply

Last Revised: 8/01/2021

Failure to respond to the reasonable requests of University officials or law enforcement officers acting in performance of their duties. Failing to produce identification when requested to do so by University officials or law enforcement officers acting in performance of their duties. Failing to abide by sanctions or interim measures.

SCC 1150 Failure to Comply with Public Safety

Last Revised: 8/01/2021

Failing to obey, follow, or conform to public or institutional health and/or safety mandates.

SCC 1300 Forgery

Last Revised: 8/01/2012

Altering, creating, completing, executing, falsifying, or authenticating any school record document, instrument, or identification card with the intent to defraud or harm any individual.

SCC 1400 Fraud

Last Revised: 8/01/2021

Deceiving, tricking, or misrepresenting with the intent of defrauding or misleading another individual or the University.

SCC 1500 General Policies

Last Revised: 8/01/2012

Violating any rule, regulation, or policy established by the Board of Regents, the President of the University or an authorized representative, any college, division, department, office, or other authorized University employee within the scope of his/her authority. Such rules, regulations, and policies will be published, posted, or otherwise publicized in a fashion that allows students opportunities to have adequate knowledge of said information.

SCC 1600 Harassment

Last Revised: 8/01/2017

Any behavior that is threatening or intimidating and which places a person in reasonable fear of harm to person or property; or creates a hostile environment by substantially interfering with or impairing the person's educational performance, opportunities or benefits. Any conduct or pattern of behavior directed at an individual or a group in a manner that is unwelcome and, under the totality of the circumstances, is so severe or pervasive that it undermines or detracts from the person's educational or work opportunities or participation in University activities, effectively denying equal access to University resources and opportunities.

SCC 1800 Hazing

Last Revised: 8/01/2019

Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Acting in a manner or creating a situation which subjects another, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harm or intimidation. Pursuant to KRS 164.290 such action may result in suspension or dismissal from the University.

SCC 1900 Key/Card Fraudulent Use

Last Revised: 8/01/2021

Using another person's EagleCard (University ID), University keys, or door access card. Permitting the fraudulent use of an EagleCard, University keys, or door access card.

SCC 2000 Key/Card Misuse

Last Revised: 8/01/2021

Possessing, duplicating, destroying, or modifying an EagleCard (University ID), University keys, or door access cards to any University premises without proper authorization.

SCC 2100 Lying

Last Revised: 8/01/2012

Intentionally providing false information to, or filing false charges against, another person or organization.

SCC 2300 Prohibited Animals

Last Revised: 8/01/2019

Possessing an animal in a University non-residential facility, other than a service animal trained to provide assistance to a person with a disability. Possessing an unauthorized animal in a University residential facility, other than an assistance animal that has been approved as a reasonable accommodation by the University. Possessing an animal on University property that damages property, substantially disrupts the University community, or exhibits aggressive behavior. Failing to maintain an animal on a leash, maintain control of an animal, or properly dispose of animal waste.

SCC 2400 Possession of Stolen Property

Last Revised: 8/01/2012

Receiving, retaining, storing, or disposing of movable property which belongs to another person knowing that it has been stolen, or having reason to believe that it has been stolen unless it is clear that the property is received, retained, or stored with the specific intent to restore it to the proper owner.

SCC 2500 Property Damage

Last Revised: 8/01/2012

Causing or assisting with the misuse, vandalism, malicious or unwarranted damage or destruction, defacement, disfiguration, or unauthorized use of property belonging to the University or another person or organization. Examples include, but are not limited to, fire alarms, fire equipment, elevators, telephones, keys, library materials, statues, artwork, or vehicles.

SCC 2700 Residence Hall Infractions

Last Revised: 8/01/2017

Failure to adhere to the guidelines as outlined in the "Housing Policies and Guidelines" (see Office of Housing website).

SCC 2750 Retaliation

Last Revised: 8/06/2018

Retaliating, or encouraging others to retaliate, against another student for making an inquiry, participating in an investigation, or making a reasonable good faith report of possible non-

compliance with laws and regulations. Procedure for this code violation may be prescribed by PG-5, PG-6, or PG-61.

SCC 2770 Safety Infractions

Last Revised: 8/06/2019

a. Fire Safety:

Willfully or maliciously burning or attempting to burn property. Failure to exit a University-owned building upon activation of a fire alarm or direction from designed authorities or personnel.

Tampering with, obstructing, or inappropriately using fire equipment (e.g. fire extinguishers, smoke detectors, etc.). Using, possessing, or improperly storing hazardous materials (e.g. fireworks, propane tanks) on University-owned or controlled property.

b. Obstruction of Movement:

Preventing the free movement of a person and/or vehicle, or restricting the access to or egress from a designated passageway.

c. Recreational Equipment Safety:

Using bicycles, scooters, in-line skates, skateboards, hoverboards and other recreational equipment on any University-owned property in a manner that causes (or may cause) damage, hazardous conditions, or harm to others.

SCC 2800 Sexual Misconduct¹

Last Revised: 8/07/2018

Engaging in behavior that includes, but is not limited to, sexual harassment, sexual assault, intimate partner violence, sexual exploitation, and stalking. Engaging in, or advocating engagement in, inappropriate sexual acts such as indecent exposure or sexual activity in public. Refer to PG-6 Sexual Misconduct Policy for additional information.

SCC 3100 Theft

Last Revised: 8/01/2012

Unlawfully taking (or attempting to take) property belonging to the University, members of the Morehead State University community, visitors, guests, or another person or organization.

SCC 3200 Tobacco

Last Revised: 8/01/2019

Using or distributing tobacco, products giving the appearance of tobacco, or electronic nicotine delivery systems (e.g. vaporizers, e-cigarettes) while on University owned, leased, or controlled property unless excluded by UAR 902 Morehead State University Designated Smoking Areas. The violation includes conduct while in University owned, leased, or rented vehicles at any location, and privately owned vehicles that are parked on, or in transit across, University property. Refer to PG-64 University Tobacco Use Policy for additional information.

SCC 3300 Trespassing

Last Revised: 8/01/2012

Entering a building or area where the individual has been informed by University officials and/or law enforcement officers that s/he has been restricted from that facility or location.

SCC 3400 Unauthorized Entry

Last Revised: 8/01/2021

Entering a closed or restricted University-owned or controlled facility or area without proper authorization from University officials. Being in a University-owned or controlled facility after designated hours of operation without written permission from designated officials.

SCC 3500 Unauthorized Use of Recording

Last Revised: 8/01/2019

Using an electronic device to record (without prior permission from the person(s) being recorded):
1) another person in which the person has a reasonable expectation of privacy; or 2) an exam or a meeting closed pursuant to the Kentucky Open Meetings Act. Use of an electronic recording device is permissible and authorized when appropriately used as a reasonable accommodation in accordance with ADA policies and laws.

SCC 3600 Violation of Law

Last Revised: 8/01/2012

Committing any act that is in violation of federal, state, and local laws or regulations, whether on or off campus, when it appears that the student has acted in a manner that adversely impacts or interferes with the University's normal function, or which injures or endangers the general welfare of the University community.

SCC 3700 Weapons

Last Revised: 8/01/2021

a. Dangerous Weapons. Possessing any dangerous weapon, regardless of concealment or license to possess said weapon, while on University-owned or controlled property, or at University-sponsored or supervised activities without proper authorization from the President of the University or his/her designee, in accordance with the University Weapons Policy, PG-62.

b. Replicas & Other Dangerous Items. Possessing any replica or look-alike of a deadly weapon (including air or paintball guns), devices designed to explode or render smoke, or devices intended to incapacitate (including Tasers) while on University-owned or controlled property, or at University-sponsored or supervised activities without written authorization from University officials.

¹ *Procedure for this code violation may be prescribed by another university policy or regulation.*

Introduction to Student Rights and Responsibilities

Morehead State University is committed to providing a supportive learning environment for our students. MSU students are expected to reflect a commitment to obtaining an education, and meet the standards of conduct promulgated by federal, state, and local laws and University policies, rules, and regulations.

Students, faculty, and staff constitute our University community. Membership carries with it the responsibility to abide by our community's behavioral expectations and hold others accountable for their behavior. We expect our members to treat each other with integrity, dignity, and respect. While the University does not regard itself as the arbiter of morals, we do reserve the right to make members aware of the expectations of the larger society and the University community, and to take action when individual behavior fails to meet community standards. In order to maintain the educational process, each member of the University community must be prepared to accept the consequences of their actions regardless of intent or circumstance.

If you believe our expectations fail to reflect our community values or protect student rights, we encourage you to responsibly and respectfully work for constructive change through the appropriate university channels. In many cases, the Dean of Students can assist students in understanding their options.

Student Responsibilities

Students are expected to abide by University policies, rules, and regulations published in official publications of the University including, but not limited to, the Undergraduate Catalog, the Graduate Catalog, University Administrative Regulations, and the Eagle Student Handbook (which includes the Student Conduct Code). The Student Conduct Code provides students general notice of expected and prohibited behavior. The scope of the Student Conduct Code and additional notices of University expectations are detailed in this document.

Scope of the Student Conduct Code

The Student Conduct Code applies to the behavior of students on University property or facilities owned, operated, controlled, or being used by the University. The Student Conduct Code also applies to the behavior of students off campus when such behavior impairs University functioning, impacts another member of the University community, has a negative impact upon the reputation of the University, and/or endangers the safety of the University community.

The code is not written with the specificity of a criminal statute, and similarities in vocabulary between criminal statutes and the Student Conduct Code are unintentional. Students found responsible for misconduct are subject to sanctions which are intended to provide education and accountability while also reducing the likelihood of continued prohibited conduct.

Federal, state, and local laws apply to students whether on or off the campus. Students are not immune to prosecution by local, state, or federal law irrespective of whether the University initiates

conduct proceedings in a given situation. Violations of the law may be subject to the penalties imposed by law as well as the sanctions issued by the University.

Academic Integrity

All students at Morehead State University are required to abide by accepted standards of academic honesty. Academic honesty includes doing one's own work, giving credit for the work of others, and using resources appropriately.

Alcohol and Drugs

The Drug-Free Schools and Communities Act mandates that universities adopt and implement programs to prevent the unlawful possession, use, dispensation, or distribution of illicit drugs and alcohol. The Student Conduct Code defines prohibited behaviors involving alcohol and drugs, and violations of the prohibited behavior shall result in disciplinary action up to and including suspension or termination. In general, the possession or consumption of alcoholic beverages on University property or while participating in University related activities is strictly prohibited unless approved by the MSU President. The unlawful use, possession, or distribution of drugs and/or drug paraphernalia on University property or while participating in University related activities is also strictly prohibited

Dress Code

Morehead State University does not maintain a formal dress code, however it is expected that students dress appropriately when attending public functions and classes.

Noise

In keeping with our academic mission, and to maintain an environment that is conducive to learning, the University maintains reasonable expectations regarding excessive noise. Sustained noise (including boisterous behavior, loud music, etc.) is generally prohibited in and around academic buildings during the times when academic instruction is taking place. Sustained noise (including boisterous behavior, loud music, etc.) is generally prohibited in and around residence halls during the periods of 10pm and 7am, which are the same hours specified by the local city ordinance. The use of noise amplification devices are generally prohibited at any time and location on University property. Exceptions may be approved by the Dean of Students, a University Vice President, or the MSU President.

Nothing contained in the University policies, rules, or regulations is intended to limit the rights of free speech and peaceful assembly. These rights must be exercised in a peaceful, reasonable, and orderly manner, and may not violate the rights of other members of the University community or interfere with the academic mission of the University.

Official University Communications

Students are held responsible for any official information the University sends via email. There will be several occasions when faculty, staff, and other members of the University community will need

to contact students with important information. Therefore, students are encouraged to check their University email on a daily basis.

Recording, Downloading and File Sharing

Recording, downloading and sharing materials has become commonplace within our society. Although there are legitimate reasons to leverage today's technology, it is essential that members of the MSU community have a clear understanding of copyright requirements, regulations, guidelines, and laws before recording, downloading or sharing any information. Violations of the law may be subject to the penalties imposed by law as well as the sanctions issued by the University.

Tobacco

Tobacco and electronic nicotine delivery system (e.g. vaporizers, e-cigarettes) use is prohibited on all University owned, leased, or controlled property and vehicles. This includes privately owned vehicles parked on, or in transit across, University property and in the interior of all buildings and residence halls. Exceptions to this policy are only allowed in designated outside smoking areas approved by the MSU President. Approved smoking areas are clearly marked with signage and equipped with appropriate containers for the disposal of ash, butts and other waste from tobacco use.

Student Rights

Students have the right to enjoy the freedoms guaranteed by the Constitution of the United States and the Commonwealth of Kentucky. Nothing contained in the University policies, rules, or regulations is intended to limit these rights.

Due Process

Students who are alleged to have violated the Student Conduct Code are entitled to certain procedural rights to ensure a fair and impartial resolution of the allegation. Students charged with violations of the Student Conduct Code are presumed not to be responsible for the violations until the standards of evidence are met. These rights also apply to those students representing student organizations charged with violations of the Student Conduct Code.

Freedom of Speech

Morehead State University ensures the right to free speech and expression, and encourages the timely and rational discussion of topics whereby the ethical and intellectual development of students and general welfare of the public may be promoted. The generally accessible, open, outdoor areas of the campus are maintained as traditional public forums for students to express their views. In this regard, the University grants students the broadest possible latitude to speak, write, listen, challenge, learn, and discuss any issue; including ideas considered by some or most members of the University's community to be offensive, unwise, disagreeable, conservative, liberal, traditional or radical. However, these rights shall not be construed to grant students the right to engage in conduct that intentionally, materially, and substantially disrupts another's expressive activity if that activity is occurring in a campus space previously scheduled or reserved for that activity or under the exclusive use or control of a particular group. Students shall not substantially obstruct or otherwise

substantially interfere with the freedom of others to express views they reject so that a lively and fearless freedom of debate and deliberation is promoted and protected.

In all circumstances regarding free speech, the University reserves the right to regulate the time, place and manner. Any regulation by the University will be reasonable, justified without reference to the content of the regulated speech, narrowly tailored to serve a compelling governmental interest, and limited to provide ample alternative options for the communication of the message.

Nondiscrimination

Morehead State University is committed to providing equal educational opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, gender identity, gender expression, disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans, or disability. Furthermore, the expression of a student's religious or political viewpoint in the classroom, homework, artwork, and other written and oral assignments is free from discrimination or penalty based on the religious or political content of the submission.

Student Records

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. Students wishing to review their records, request amendments, restrict the disclosure of information, or better understand their FERPA rights are encouraged to visit the Registrar's office or website to learn more.

Student Conduct Procedures and Due Process

Terms, Roles and Definitions

Administrative Officer: A University employee who is authorized by the Dean of Students to review alleged violations of the Student Conduct Code, evaluate charges, administratively resolve alleged violations, determine responsibility, and issue sanctions.

Advisor: Person who serves in a support capacity for a complainant or respondent. An advisor may be present during a hearing, but may not participate in the hearing, discussion, or questioning.

Amnesty: A protocol in which students who violate the University's alcohol and drug policies are not subject to disciplinary sanctions. The protocol is applicable only for alcohol/drugs use and not for other prohibited behavior.

Assistant Director(s) for Student Housing: Administrative officer for alleged violations of the Student Conduct Code in the residential community (campus housing).

Director of Student Engagement: Administrative officer for alleged violations of the Student Conduct Code in registered student organizations.

Complainant: Person or organization accusing a student or student organization of a violation of the Student Conduct Code.

Dean of Students: Chief judicial officer and administrative officer for the university. Responsible for the implementation of the student judicial system.

Director for Housing & Residence Education: Administrative officer for alleged violations of the Student Conduct Code in the residential community (campus housing).

Mediation: A voluntary process that utilizes an impartial, neutral third party who acts as a facilitator to help the parties reach a mutually acceptable outcome.

Preponderance of the Evidence Standard: "More likely than not" standard used in determining whether a student is responsible or not responsible for violating the Student Conduct Code.

Respondent: Student or student organization accused of violating the Student Conduct Code.

Responsible/Not Responsible: Student conduct finding. A student may be found Responsible if it is determined that, more likely than not, the student violated the Student Conduct Code. A student may be found Not Responsible if there was not sufficient evidence or information to find the student responsible for violating the Student Conduct Code.

Sanction: A consequence or mandate due to a violation of the Student Conduct Code. Sanctions are intended to provide educational opportunities and accountability while also reducing the likelihood of future prohibited conduct.

Student Disciplinary Committee: Hearing committee for students who have been charged with violations of the Student Conduct Code that may lead to suspension or dismissal from the University. Appellate body for administrative officer decisions made or upheld by the Dean of Students.

Vice President for Student Affairs (VPSA). Senior student affairs administrator who may modify or remand a case back to the Dean of Students. The VPSA may exercise the authority of the chief judicial officer and/or administrative officer in the absence or recusal of the Dean of Students.

Misconduct Allegations

Allegations of misconduct may be initiated via several sources, including but not limited to, law enforcement reports, incident reports, direct observations, and complaints. Any member of the university community may file a report against a student for misconduct. Reports should be prepared in writing and directed to the Dean of Students or, in the case of infractions occurring in the residential community, to the Director for Housing & Residence Education. Allegations of misconduct by a Registered Student Organization may be reported to the Director of Student Engagement. Reports not submitted in writing will be independently verified prior to initiating the conduct process.

If a reporting party requests that their identity be withheld or the allegation not be investigated, the University may consider if the request can be honored while still providing a safe and nondiscriminatory environment (federal law mandates reporting in some cases) for the University. The reporting party should be aware that: 1) the University cannot guarantee confidentiality; 2) honoring the request may limit the ability to fully respond to the incident, and; (3) such request may limit the University's ability to carry out its conduct process.

The Student Conduct Code and conduct process are administrative functions, separate and distinct from local, state and federal law. The student conduct process may proceed against students charged with a violation of the law when the alleged conduct is also a violation of the Student Conduct Code. The student conduct process may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Administrative Evaluation of Conduct

After receiving a report, an administrative officer will be assigned to review the circumstances of the incident and determine if a Student Conduct Code has been violated. The administrative officer has discretion to dismiss any alleged violation if the officer determines that the reported conduct does not violate the Student Conduct Code. A report that alleges behavior that does not violate the Student Conduct Code, or that lacks sufficient information, may result in no action being taken. In the event that a complainant disagrees with this decision, the complainant may request a review by the Dean of Students or the Vice President for Student Affairs.

If an administrative officer believes that the complaint/information merits further action, then the officer will initiate an investigation. The investigation may include meeting with any sources with

knowledge of the complaint, the complainant, and any witnesses for the purpose of establishing necessary facts of the incident in question. If the administrative officer determines that the alleged conduct constitutes a violation of the Student Conduct Code, then the investigation shall include notification to the respondent of the charges under the University's conduct process (*See Initiation of Conduct Process*).

If a report of misconduct is a result of an unresolved, on-going dispute between students, then the students may be informed of the option to resolve the matter through mediation instead of the student conduct process.

Amnesty for Alcohol or Drug Use.

A student who reports a potential violation of the Student Conduct Code, or who is participating in an investigation as a witness, may be granted amnesty for their use of alcohol or drugs if: 1) The student reports the alcohol/drug violation voluntarily and in good faith, and 2) The reported use is not a pending/existing case or currently under investigation. However, the student may be provided resources on drug and alcohol counseling and/or education, as appropriate.

A student who seeks emergency/medical treatment for another student believed to be experiencing an alcohol or drug related medical emergency may be granted amnesty for their own use of alcohol or drugs. The protocol also applies to students who are experiencing an alcohol or drug related medical emergency and seek emergency/medical treatment on their own behalf or are the subject of such a request. The student may be provided resources on drug and alcohol counseling/education, and the parents of the student may be notified. A record of the alcohol/drug use will be maintained should subsequent alcohol/drug violations occur, and will be considered for sanctioning purposes. This protocol does not apply to other prohibited behaviors, including the distribution of illicit substances.

Note: Complaints involving sexual misconduct will be referred to the university's Title IX Coordinator and administratively adjudicated per PG-6 and UAR 337, Sexual Misconduct Policy.

Interim Measures and Immediate Actions

The Dean of Students, Title IX Coordinator, or a designee may issue interim measures at any point after the University becomes aware of an allegation or potential incident of misconduct and finds it necessary to enact the measure to protect the University, protect any member of the University community, or to mitigate the threat of a disruption or interference with normal University operations. Interim measures are not a determination of responsibility for misconduct and the measures are limited in scope and time. Interim measures may include, but are not limited to: Change of university housing assignment, no contact order, property restrictions, changes to academic or employment arrangements/schedules, or supervision.

If the Dean of Students or the Vice President for Student Affairs determines that a student's presence is of a serious or immediate threat to the university community, then the student may be suspended on an interim basis. Under the terms of the interim suspension, the student may be required to leave the University property immediately. The student shall have the right to a hearing

following the interim suspension in accordance with the Student Disciplinary Committee hearing procedures. The student may also request reinstatement of all or part of their rights and privileges as a student while awaiting the hearing. Such a request must be in a written petition to the Vice President for Student Affairs. This request typically includes only class attendance.

Initiation of Conduct Process

When a report has been filed, and the administrative officer has determined that the alleged conduct constitutes a violation of the Student Conduct Code, then the respondent will receive a written notification of charges (includes notification sent via university email). The notification will include the date of the report, the alleged conduct code violation(s), a request to meet with an administrative officer, the contact information for the administrative officer, and instructions to refer to the Student Conduct Code for the purpose of understanding the process and student rights. Any further information about the incident requested by the respondent should be addressed during the meeting.

The respondent is responsible for arranging the requested meeting within the parameters stated in the notification. If the student fails to arrange for the requested meeting, or otherwise disregards the request to meet, then a hold may be placed on the respondent's student account or final resolution may be made without the student's input.

Conduct Resolution:

Administrative Officer.

If a charge of misconduct is not serious enough (if substantiated) to result in suspension or dismissal, then an administrative officer may resolve the case. The officer will make a reasonable attempt to meet with the respondent following the initiation of the conduct process. During the meeting with the respondent the administrative officer will review the alleged violation(s) with the respondent. Such review may include presentation of evidence, any discussion to establish the facts of the case, any mitigating or extenuating circumstances, and/or any defense that the respondent wishes to present. If the respondent accepts responsibility for the misconduct, then the administrative officer will determine the appropriate sanction(s). If the respondent does not accept responsibility for the misconduct, then the administrative officer must determine if there is sufficient information/evidence to make a decision of responsibility. If further information is needed, the administrative officer will continue the investigation. Once there is sufficient information/evidence to make a decision, the administrative officer will determine if the respondent is responsible or not responsible for violating the Student Conduct Code. If the student fails to meet with the administrative officer, or otherwise disregards the request to meet, then a hold may be placed on the respondent's student account or a final resolution may be made without the student's input. If the respondent is found responsible for the violation, then the administrative officer may determine the appropriate sanction(s).

The respondent will be notified of the decision, in writing (includes notification sent via university email), to include the specific conduct code violation(s) and related sanction(s), if applicable.

If the respondent disagrees with the decision, the respondent may request an appeal. Cases decided by an administrative officer, other than the Dean of Students, will be reviewed by the Dean of Students. Cases decided or reviewed by the Dean of Students will be appealed to the Student Disciplinary Committee. The request for appeal shall be honored if submitted in writing within five class days of the decision.

If a charge of misconduct is serious enough (if substantiated) that it may result in suspension or dismissal, then the case shall be referred to the Student Disciplinary Committee. However, if the respondent agrees in writing to accept the decision of the Dean of Students, and waives the right to appeal, then the Dean of Students may decide the case and impose the sanction (if applicable).

Student Disciplinary Committee.

If a charge of misconduct is serious enough (if substantiated) that it may result in suspension or dismissal, then the Student Disciplinary Committee shall resolve the case, unless waived by the respondent. The Dean of Students shall notify the respondent in writing of the charges filed (includes notification sent via university email), the date/location of the committee hearing, and instructions to refer to the Student Conduct Code for the purpose of understanding the process and student rights. The Dean of Students will make a reasonable attempt to meet with the respondent to review the alleged violation(s), the conduct process, the hearing procedures/format, and the respondent's rights. Upon request, the respondent will be permitted to review the evidence and obtain a copy of each document.

The hearing will be held no earlier than 10 class days from the date of notification. For extenuating circumstances, a hearing may be held earlier than the 10 class days if agreed upon by the respondent and the Student Disciplinary Committee chairperson, and approved by the Vice President for Student Affairs or Dean of Students. Finals week, winter term, summer term, and closed periods are not considered class days. If a hearing is scheduled at any time other than the fall or spring semester, the University president may appoint an ad hoc committee to hear the case.

The hearing will be closed to the public. The respondent and the complainant may be accompanied by an advisor. The advisor serves only in a support role and may not participate in the questioning or discussion. The respondent and complainant will be given the opportunity to hear the evidence presented and to question witnesses who testify. The respondent and the complainant may present witnesses who will testify, and make arguments. Reasonable limits may be placed by the chairperson on the questions, and discussion. The respondent may remain silent, which fact will not be considered adversely against the respondent. At the conclusion of the presentation of all evidence, the Student Disciplinary Committee will move into a closed, executive session for deliberation.

The committee shall determine whether the respondent violated each section of the student conduct code of which the respondent is charged. The determination will be made on the basis of whether it is "more likely than not" that the respondent violated the conduct code. If the committee finds that the respondent is responsible for violating University policies, rules, regulations, or the conduct code, then the committee shall determine the appropriate sanctions.

All proceedings, except deliberations in executive session of the Student Disciplinary Committee, will be recorded. Upon request, the respondent may receive copies of these records at a reasonable cost.

Should the respondent fail to appear and the Student Disciplinary Committee determines that the notification process was reasonable and adequate; the case may be heard in absentia and decided with the available evidence. If the respondent withdraws or otherwise leaves the University, the Student Disciplinary Committee retains the option of conducting a hearing.

The committee chairperson will notify the Dean of Students, in writing, of the committee's decision within three class days following the hearing. Within five class days of receiving the committee's decision, the Dean of Students will provide the committee's decision, in writing, to the respondent and any other appropriate individuals. The respondent may appeal the committee's decision to the University president under the conditions and stipulations outlined in the appeals section.

Other Conduct Committees.

In student conduct situations that involve identified groups or part of a community, the Dean of Students may designate another judicial body (e.g., Residence Hall Association, Panhellenic Council, National Pan-Hellenic Council, or Inter-Fraternity Council) to hear the case. This judicial body will have the authority to recommend sanctions to the Dean of Students or another administrative officer.

Additional ad hoc hearing committees may be appointed by the University president as required or in emergency situations.

Conduct Appeals and Reviews

Appeal of decisions made by an administrative officer.

The Dean of Students shall review appealed student conduct decisions made by the Director of Housing & Residence Education, Assistant Directors of Student Housing, Student Courts, or any others entities designated by the Dean of Students to hear student conduct cases. A request for appeal must be in writing and submitted to the Dean of Students within five class days following written notification of the conduct decision. The Dean of Students shall make a decision after reviewing all recommendations and supporting material. The Dean of Deans will notify the respondent of the decision within 10 class days of receiving the appeal.

Appeal of decisions made by the Dean of Students.

The Student Disciplinary Committee shall serve as the appellate body for student conduct decisions made by the Dean of Students. The appeal is not simply a second hearing, therefore, the request for appeal must clearly state the reasons for seeking modifications to the student conduct decision.

A request for appeal must be in writing and submitted to the Dean of Students within five class days following written notification of the conduct decision. The Dean of Students will forward the

appeal letter to the Student Disciplinary Committee chairperson within three class days after receiving the document. The respondent may request suspension of all or part of the decision being appealed while awaiting the appeal process. The request must be made in writing to, and be approved by, the Vice President for Student Affairs.

The appeal will be held no earlier than 10 class days from the date of notification. For extenuating circumstances, an appeal may be held earlier than the 10 class days if agreed upon by the respondent and the Student Disciplinary Committee chairperson, and approved by the Vice President for Student Affairs or Dean of Students. Finals week, winter term, summer term, and closed periods are not considered class days. If a hearing is scheduled at any time other than the fall or spring semester, the University president may appoint an ad hoc committee to hear the case.

The appeal will be closed to the public. The respondent and the complainant may be accompanied by an advisor. The advisor serves only in a support role and may not participate in the questioning or discussion. The respondent will present the reasons for requesting a dismissal or modification of charges and/or sanctions. The Dean of Students (or designee) will present the reasons for the action taken against the respondent. The committee may ask questions of the respondent, complainant and/or the Dean of Students (or designee). The committee will move to a closed, executive session for deliberation.

The committee may remand a case, dismiss some or all charges, affirm the original decision, or change the sanction(s) imposed.

The committee chairperson will notify the Dean of Students, in writing, of the committee's decision within three class days following the hearing. Within five class days of receiving the committee's decision, the Dean of Students will provide the committee's decision, in writing, to the respondent and any other appropriate individuals.

Appeal of decisions made by the Student Disciplinary Committee.

Decisions of the Student Disciplinary Committee, either as the initial hearing body or as an appeal, may be appealed to the President of the University. The President shall make a decision after reviewing all recommendations and supporting material. In sanctions other than suspension or dismissal from the University, the decision of the President is final. A request for appeal must be in writing and submitted to the President's office, with a copy to the Dean of Students, within five class days following written notification of the action of the Student Disciplinary Committee. The letter of appeal must clearly state the reason(s) for the appeal. The President shall review the findings of the Student Disciplinary Committee, including hearing transcripts and other documents relating to the case. At the discretion of the President, the review process may include a meeting with the student filing the appeal. The President shall issue a decision within 10 class days.

Appeal of decisions made by the University President.

Respondents suspended or dismissed from the University for violations of the Student Conduct Code shall have the right to appeal to the Board of Regents. The various levels of University review must be exhausted before appealing to the Board of Regents. Appeals to the Board of Regents must be in writing and submitted to the Chair of the Board of Regents, with a copy to the Dean of Students, within five class days following written notification of the action of the President. The

letter of appeal must clearly state the reason(s) for the appeal. The Chair of the Board of Regents may present the appeal to the entire board or a subcommittee of the board with no fewer than three members. At the discretion of the Chair, or the subcommittee, the review process may include a meeting with the respondent. Appeals will be completed as soon as possible but no later than the Board of Regents regularly scheduled quarterly meeting subsequent to the filing of the appeal. The decision of the Board of Regents is final. The decision will be relayed in writing to the respondent and to the Dean of Students within five class days of the date of the decision. The Dean of Students will notify appropriate individuals and maintain all student conduct records.

Review for Cause.

The Vice President for Student Affairs may modify or remand a case back to the Dean of Students for cause. Cause may include, but is not limited to, the outcome of a court proceeding or availability of new evidence. Review for cause is exercised at the discretion of the Vice President for Student Affairs.

Student Organization Conduct Process

The conduct process for Registered Student Organizations will generally follow the same protocols as individual student conduct cases. Potential variations to the protocols are listed in this subsection. (Note: A student may be held accountable as an individual and as a member of an organization for the same incident.)

Administrative Evaluation of Conduct. The Director of Student Engagement may serve as the administrative officer for alleged violations of the Student Conduct Code by a student organization. The Director of Student Engagement will coordinate the process through, and receive administrative support from, the Dean of Students.

Initiation of Conduct Process. When a report has been filed, and the administrative officer has determined that the alleged conduct constitutes a violation of the Student Conduct Code, then the president of the student organization will receive a written notification of charges. The president of the student organization will act as the representative of the organization throughout the conduct process. The president of the student organization may delegate this responsibility to another active member of the student organization, but must notify the administrative officer in writing. The national organization affiliated with the local student organization may be notified by the University, if applicable.

Interim Measures. The Dean of Students or administrative officer may issue interim measures at any point after the University becomes aware of an allegation or potential incident of misconduct by a student organization. Interim measures include, but are not limited to: 1) interim suspension; 2) interim social suspension, and; 3) restriction.

Conduct Resolution.

A review of an alleged violation of the Student Conduct Code by a student organization will consider all circumstances, including, but not limited to whether: 1) the allegation involved one or

more members of the organization; 2) officers of the organization had prior knowledge of the alleged misconduct; 3) organization funds were used in relation to the alleged misconduct; 4) the alleged misconduct occurred as a result of an organization's sponsored function, and; 5) members of the organization lied about the alleged incident. The amnesty protocol does not apply to organizations, however potential conduct consequences may be mitigated if a representative of the student organization hosting an event calls for medical assistance.

If a charge of misconduct is serious enough (if substantiated) that it may result in loss of recognition or suspension, then the case shall be referred to the Dean of Students. Charges in this category include, but are not limited to: Hazing, Sexual Misconduct, Drugs, alcohol law violations, and other law violations that result or have a high likelihood of resulting in injury or arrest. Law violations include conduct that could constitute a violation of law, regardless of formal charges or conviction in court.

If a charge of misconduct is not serious enough (if substantiated) that it may result in loss of recognition or suspension, then the student organization may request that their case be resolved through a student judicial body. Resolution through a student judicial body requires the following conditions: 1) the student organization that is charged with misconduct accepts responsibility for the conduct and waives their right to appeal, in writing, and; 2) the student judicial body hearing the case has a written judiciary protocol that is accepted/approved by the Office of Student Activities.

If heard by a student judicial body then the hearing shall include the presentation of any available evidence and the student organization's testimony. After the hearing is complete, the student judiciary body will meet in a closed session to determine the appropriate sanctions and any other recourse authorized by organizational bylaws or rules. The student judiciary body will present their decision to the administrative officer who may uphold, overturn, or remand the decision. The final decision shall be submitted to the Dean of Students within five class days of the hearing. Upon receipt of the final decision from the student judicial body, the Dean of Students will provide the decision, in writing, to the student organization and any other appropriate offices.

Appeal. The Student Disciplinary Committee shall serve as the appellate body for student organization conduct decisions made by the Dean of Students. Decisions of the Student Disciplinary Committee may be appealed to the President of the University, whose decision is final.

Administrative Information

Standard of Evidence.

A determination of whether a student is responsible or not responsible for violating the student conduct code will be based upon a preponderance of the evidence standard. This means that a determination is made on the basis of whether it is "more likely than not" that the respondent violated, or did not violate, the conduct code.

Procedural Presumption.

The respondent shall be presumed to be not responsible for the alleged violation(s), and has not committed a violation of the Student Conduct Code, until the standard of evidence is met. Such presumption shall not be grounds to construe that any complainant or witness presented false information or evidence.

Procedural/Process Variations.

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student results.

The following student conduct code violations may follow a different procedure that is prescribed by a university regulation or policy:

- SCC 100 Academic Misconduct – Dishonesty or Disruption
- SCC 700 Copyright Infringement
- SCC 2800 Sexual Misconduct

Student Conduct Records and Release of Information.

1. Conduct records, except for Title IX, are maintained by the Dean of Students within the Office of Student Affairs. The Dean of Students is responsible for safeguarding the conduct records and ensuring privacy. The University Title IX Coordinator maintains and safeguards the Title IX Sexual Misconduct records.

2. Files documenting academic integrity code violations, suspensions, and dismissals, including any records of previous student conduct action, shall be indefinitely maintained by the Dean of Students. The student's admission record will indicate any action that prohibits readmission as long as the suspension/dismissal is in effect.

3. Files documenting student conduct violations, other than those listed in paragraph 2, will be retained until three (3) years after graduation or three (3) years after last date of attendance or three (3) years after all sanctions have been met, whichever is longer.

4. If a student fails to complete a sanction, then the student's record will be annotated so as to restrict that student from registering for new courses. Once the sanction has been completed, removed by expiration, or by action of the Dean of Students, then the notation will be removed from the record by the Dean of Students.

5. Disciplinary Holds. The Dean of Students, or designee, may place an administrative hold on a student's account in order to compel the student's compliance with a reasonable request, administrative protocol, student conduct process, or sanction.

Student Disciplinary Committee Membership and Responsibilities.

The Student Disciplinary Committee consist of members of the Morehead State University community. Voting membership of the committee shall consist of one faculty member from each college selected by the Faculty Senate, two staff members from the executive managerial and/or professional non-faculty categories selected by the Staff Congress, four students (one from each

college) selected by the Student Government Association, and one student who resides in University housing and is selected by the Student Government Association or Residence Hall Association.

The committee will elect a chairperson, vice-chairperson, and secretary. The secretary shall maintain committee meeting minutes and forward the minutes to the Dean of Students. The vice-chairperson shall assume the duties of the chairperson in the chairperson's absence. The Chairperson shall be responsible for making arrangements for committee meetings and disciplinary hearings, ensuring due process in cases heard by the committee, and ensuring the committee renders a decision on cases heard by the committee.

Members of the Student Disciplinary Committee who cannot continue to serve shall notify the Dean of Students, who shall arrange for another appointment. Members of a hearing committee who cannot serve on a particular case will notify the chairperson. In the case where the chairperson and vice-chairperson cannot serve on a particular case, the chairperson shall notify the Dean of Students who will arrange for a chairperson pro tem.

In rendering a decision in a student conduct hearings, the committee will determine if the respondent is responsible or not responsible for violating University policies, rules, regulations, or the Student Conduct Code. A determination of whether a student is responsible or not responsible for violating the student conduct code will be based upon a preponderance of the evidence standard. This means that a determination is made on the basis of whether it is "more likely than not" that the respondent violated, or did not violate, the conduct code. A student's academic performance or similarly unrelated information will not be taken into consideration in determining if the respondent violated University policies, rules, regulations, or the conduct code.

If the committee determines that the respondent is responsible for violating University policies, rules, regulations, or the Student Conduct Code, the committee shall also determine the appropriate sanction(s). Academic performance, past behavior, and other mitigating factors may be used in determining the appropriate sanctions.

Five voting members shall constitute a quorum, although reasonable efforts shall be made to have all members of the Student Disciplinary Committee present. Committee decisions will be determined by a simple majority of a quorum and each committee member present will have one vote. The committee chairperson is a non-voting member except in circumstances in which the committee vote is tied.

Sanctions.

Students who are found responsible for violating the guidelines established within the Student Conduct Code shall be subject to one or more of the following sanctions:

Protective & Disciplinary Sanctions

Dismissal:

The Student Disciplinary Committee may impose the sanction of suspension. Dismissal is for an indefinite period of time, and may be imposed even though the violator has not received a previous sanction of suspension, warning or probation. Only when a sanction of dismissal has been removed by action of the President or his/her designee may a student apply for readmission. Normally,

dismissed students must wait two years before requesting removal of the dismissal sanction from their records and annually thereafter. Students who have been dismissed must meet all other University requirements before being reinstated. Under provisions of KRS 164.370, a student dismissed for violations of the Student Conduct Code shall have the right of appeal to the Board of Regents. The decision of the Board of Regents is final.

Suspension:

The Student Disciplinary Committee may impose the sanction of suspension. Suspension from the University is for a specific period of time as determined by a designated University official. The sanction of suspension may be imposed even though the violator has not received a previous sanction of warning or probation. Only when the designated period of suspension has expired may a student apply for readmission to the University. Students who have been suspended must meet all other University requirements before being reinstated. Under provisions of KRS 164.370, a student suspended for violations of the Student Conduct Code shall have the right of appeal to the Board of Regents. The decision of the Board of Regents is final.

Interim Suspension:

The Vice President for Student Affairs or the Dean of Students may suspend a student on an interim or temporary basis when there is a determination that the student's presence is of a serious or immediate threat to the university community, or when under crisis or emergency circumstances. The student retains the right of a hearing as outlined in the Eagle Student Handbook. Under the terms of interim suspension a student may be asked to leave the campus immediately.

University Housing Suspension:

Suspension from University Housing removes a student from university housing for a specific period of time as determined by a designated University official. The sanction of suspension from a residence hall may be imposed even though the violator has not received a previous sanction of warning or probation. Only when the designated period of suspension has expired may a student apply to live in University-owned housing facilities. Students who have been suspended from University Housing must meet all other sanctioning requirements before being reinstated.

Restriction:

An official notice that a student may not be present or have access, or may have limits to access, to a place, service, event, or function. Restrictions will be imposed for designated periods of time, and the parameters will be given to students in written form.

Administrative Loss of Privileges:

Suspension of a student privilege to participate in a university recognized role, event, or activity. Loss of privileges will be for a designated period of time, and the parameters will be given to student in written form.

No Contact Order:

A restriction prohibiting any type of contact with another person. No contact restrictions include, but are not limited to, phone calls, text messages, social media, and/or third party messages.

Fine:

A financial penalty to hold students accountable for their actions or to pay for resources required to fund another sanction.

Parent Letter:

A copy of the student's conduct decision letter and sanctions sent to the student's parent/guardian in accordance with the parameters of FERPA.

Warnings

Probated Dismissal:

The Vice President for Student Affairs or the Dean of Students may impose the sanction of probated dismissal. This sanction serves as written notification that further violation of University policies, procedures, or regulations may result in a hearing before the Student Disciplinary Committee to determine if the student should be dismissed from the University. Probated dismissal will be for a specific period of time as determined by the Vice President for Student Affairs or the Dean of Students.

Probated Suspension:

The Vice President for Student Affairs or the Dean of Students may impose the sanction of probated suspension. This sanction serves as written notification that further violation of University policies, procedures, or regulations may result in a hearing before the Student Disciplinary Committee to determine if the student should be suspended from the University. Probated suspension will be for a specific period of time as determined by the Vice President for Student Affairs or the Dean of Students.

Probated Housing Suspension:

A written notification that further violation of University policies, procedures, or regulations may result in the removal of the student from university housing for a specific period of time as determined by a designated University official.

Housing Probation:

A written notice that any further violation of the student conduct code occurring in a University residential facility will result in a Probated Housing Suspension or may result in immediate Housing Suspension. Housing Probation may include designated restrictions on the student.

Probation:

A written notice that any further violation of the student conduct code will result in more serious sanctions. Probation may include designated restrictions on the student.

Formal Reprimand:

A written notice advising that the student's behavior has been found in violation of the Student Conduct Code. In addition, the student is advised against recurrence of behavior in violation of the Student Conduct Code.

Restorative Sanctions

Community Service:

Required performance of community service hours at a location either on or off campus as determined by the Dean of Students or his/her designee. Students who do not complete their community restitution hours in a timely fashion, or who do not represent the University in a positive

fashion while performing their community restitution hours, will be subject to further disciplinary action and/or payment of financial restitution in the amount equal to the assigned number of community restitution hours multiplied by minimum wage.

Financial Restitution:

Restitution requires the reimbursement for damages, misappropriation of property, financial loss due to fraud or gross negligence, or for personal injury cost.

Other Restorative Actions:

Restorative actions require a student to engage in actions to repair the harm caused by the misconduct. Actions may include mediation, letters of apology, attendance of a program or event, completing a bulletin board or presentation, or other similar activities or actions.

4. Educational Sanctions:

Community Service:

Required performance of community service hours at a location either on or off campus as determined by the Dean of Students or his/her designee. Students who do not complete their community restitution hours in a timely fashion, or who do not represent the University in a positive fashion while performing their community restitution hours, will be subject to further disciplinary action and/or payment of financial restitution in the amount equal to the assigned number of community restitution hours multiplied by minimum wage.

Referral to Counseling & Health Services:

Referral requires a student to visit the University Counseling & Health Services for an initial evaluation and follow-through on any prescribed treatment program. Although the content of sessions will remain confidential, the student will be required to sign a waiver allowing the Counseling & Health Services to communicate with the Dean of Students regarding the student's commitment to scheduling and attending required meetings.

Alcohol/Drug Assessment:

Requires a student to meet with a qualified substance use/abuse counselor for an initial evaluation and follow-through on any prescribed education or treatment program and provide proof of completion or continued treatment.

Reflection Paper:

An assigned paper that requires the student to reflect on their experiences, decision-making, impact, and future actions.

Other Educational Sanctions:

Other educational sanctions intended to promote student learning such as research projects, writing assignments, meeting with designated University officials, etc.

Student Organization Sanctions. The following sanctions apply to student organizations found responsible for violations of the Student Conduct Code.

Loss of Recognition:

A permanent loss of the student organization's relationship with the University, including loss of all privileges associated with organizational membership. The Vice President for Student Affairs or the Dean of Students may impose the sanction of Loss of Recognition.

Suspension of Student Organization:

A temporary loss of the student organization's relationship with the University, including loss of all privileges associated with organizational membership, for a specified period of time and/or mandated requirement. The Vice President for Student Affairs or the Dean of Students may impose the sanction of Suspension of Student Organization.

Organizational Probation:

A notification that any further violation of the Student Conduct Code may result in a hearing with a recommendation of Loss of Recognition or Suspension of Student Organization. Notification will be sent to any national or regional organization with whom the student organization is affiliated, if applicable. The period of probation shall be specified. An administrative officer may impose the sanction of Organizational Probation.

Organizational Warning:

Official notification the organization's behavior violates the Student Conduct Code and that any future violation may result in more severe disciplinary action. Notification will be sent to any national or regional organization with whom the student organization is affiliated, if applicable. An administrative officer may impose the sanction of Organizational warning.

Restitution:

A reimbursement for a loss caused by the student organization's actions. An administrative officer may impose the sanction of Restitution.

Fine:

A penalty to hold student organizations financially accountable for their actions and/or to fund other activities. An administrative officer may impose the sanction of Fine.

Community Service:

Required performance of community service hours at a location either on or off campus as determined. An administrative officer or student judicial body may impose the sanction of Community Service.

Restrictions:

Restriction of some or all of the organization's activities or privileges, including, but not limited to, social privileges and recruitment privileges. An administrative officer or student judicial body may impose the sanction of Restrictions.

Organizational Review:

A notification that a student organization is beginning to show a pattern of concerning behavior. The organization must conduct a self-assessment, develop a corrective action plan, and provide

proof of implementation by a specified date. An administrative officer or student judicial body may impose the sanction of Organizational Review.

Educational Sanctions:

Projects or assignments designed to educate an organization in connection with the effect of its members' actions. Educational assignments include, but are not limited to, alcohol awareness programs and/or risk management programs. An administrative officer or student judicial body may impose the sanction of Educational Sanctions.

Note: This document uses the gender-neutral "they/their" as plural and singular pronouns.

APPROVE EMERGENCY OPERATIONS PLAN

**BOR (VII-A-7)
August 19, 2021**

Recommendation:

That the Board of Regents approve revisions to the University Emergency Operations Plan. Said revisions were made to reflect new employees and compliance with recognized emergency management procedures for the Commonwealth of Kentucky.

Background:

The Emergency Operations Plan is designed to mobilize rapidly and efficiently University resources, personnel and equipment to emergencies that may confront the University. The effectiveness of this plan is dependent upon the full and rapid response of all personnel. In the event Morehead State University is faced with an emergency, the Director of Emergency Operations, acting under the guidelines of this plan, is authorized to implement whatever measures necessary to address the problem. The plan shall be reviewed annually and updated as necessary. A record documenting the annual review shall be maintained with the master copy in the Morehead State University Police Department, 100 Laughlin Health Building.



EMERGENCY OPERATIONS PLAN

ABSTRACT

The Emergency Operation Plan set forth in this document is designed to mobilize rapidly and efficiently University resources, personnel and equipment to emergencies that may confront the University.

Chief Merrell J. Harrison

EMERGENCY OPERATIONS PLAN

Revised: 07.27.2021

***A MASTER COPY OF THE EMERGENCY OPERATIONS PLAN WILL BE
KEPT IN THE UNIVERSITY POLICE 911 CENTER;
LOCATED AT 100 LAUGHLIN HEALTH BUILDING.***

***ANY PERSONNEL CHANGES SHALL BE REPORTED IMMEDIATELY TO THE
UNIVERSITY POLICE 911 CENTER.***

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**EMERGENCY OPERATIONS PLAN
RECORD OF REVIEW**

1. This plan shall be reviewed annually (normally in May) and updated as necessary with publication not later than July. A record of review is to be maintained within the master copy located in the Morehead State University Police Department, 100 Laughlin Health Building.

Date

Reviewer Signature

I. Statement of Purpose and Authority

The **Emergency Operation Plan** set forth in this document is designed to mobilize rapidly and efficiently University resources, personnel and equipment to emergencies that may confront the University. The effectiveness of this plan is dependent upon the full and rapid response of all personnel. In the event Morehead State University is faced with an emergency, the Director of Emergency Operations, acting under the guidelines of this plan, is authorized to implement whatever measures necessary to address the problem. This plan shall be reviewed annually and updated as necessary. A record documenting the annual review shall be maintained with the master copy in the Morehead State University Police Department, 100 Laughlin Health Building.

As required by Federal Law, Morehead State University has adopted the Incident Command System for response to emergency incidents. Incident command guidelines have been coordinated with other Rowan County emergency responders.

Dr. Jay Morgan

President

Morehead State University

II. Emergency Operations Center

A. Activation and Mobilization

The activation of the Operations Center for the purpose of mobilizing forces to meet any natural disaster or civil disturbance shall be at the order of the President or his designee. The Operations Center shall be activated and commanded by the Chief of Police or his/her designee.

Primary: President

Office (606) 783-2022

Cell [REDACTED]

Alternate: Chief of Police

Office (606) 783-2822 or (606) 783-2035

Cell [REDACTED]

The Director of Emergency Operations shall be responsible for notifying those members of the command staff necessary to meet a given emergency situation (See Appendix A – page 10). The members of the command staff are responsible for alerting their subordinate personnel and assembling those persons necessary to meet the emergency. The decision to call up forces, other than those identified in Appendix A of this plan, will rest with the Director of Emergency Operations.

B. Operations Center Staffing

The Operations Center shall be staffed by a minimal number of command personnel and only those deemed necessary to meet the existing emergency situation. One representative from each of the following areas will be required to report to the Operations Center upon notification: Office of the President, Office of Provost, Chief Financial Officer, Office of the Vice President for University Advancement, Office of Vice President for Student Affairs, Morehead State University Police Department, Office of Facilities Management, Department of Nursing and Allied Health Sciences, Office of Counseling & Health Services, and the Office of Information Technology. The specific representatives and alternates from these areas are identified in Appendix A of this plan. Those persons identified as the command staff will be responsible for formulating programs for notification of their subordinate personnel and coordination of the total effort.

C. Location

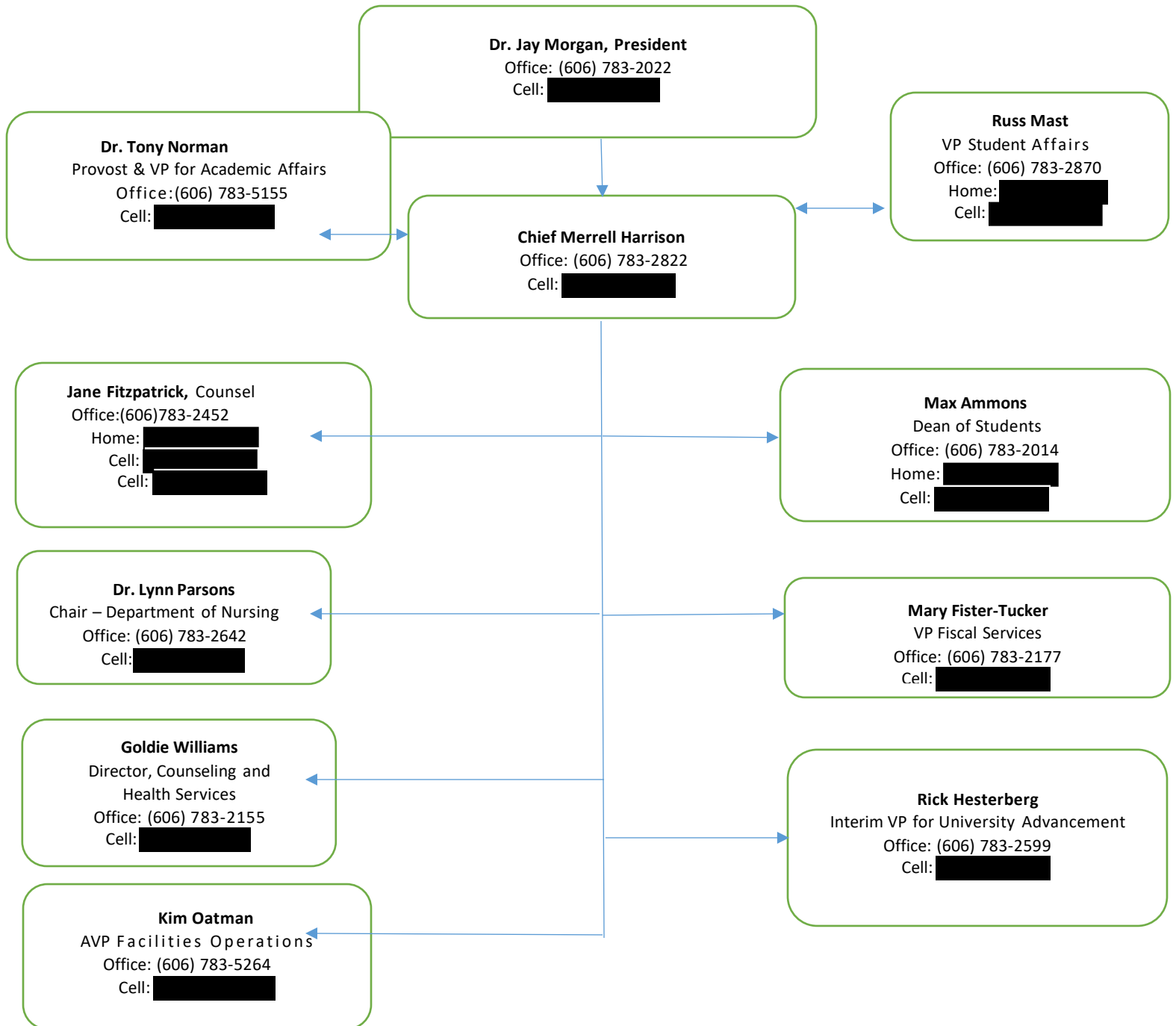
1. Primary: The Operations Center shall be located in the University Police Department, Room 101 of the Laughlin Health Building. Persons receiving formal notification of an alert shall report immediately to this location.
2. Secondary: In case the primary Emergency Operations Center is unusable, ADUC, Room 329 will be utilized.
3. Alternate: Room 401 in the CHER Building will be utilized in case major functions of main campus are compromised and a site further away is needed.

D. Limiting Factors

1. The Emergency Operations Center is located on the first floor of the Laughlin Health Building, in the Squad Room of the University Police Department in order to function at full or nearly full staffing. This area includes restrooms with showers on the same floor. Additional space is available by using rooms on the first and second floors upon request to Rowan County Parks and Recreation.
2. Laughlin is equipped with a backup generator that can power essential systems with the exception of HVAC.
3. MSUPD maintains satellite phones for communication in the event the campus phone network becomes inoperable.

Emergency Operations Command Staff

E. Organizational Chart - Chain of Command



III. Duties and Responsibilities of the Command Staff

- A. University Police:** It will be the responsibility of the representative of this office to make estimates of the extent and character of the disaster and report this information immediately to the President. Based on this information, the President will make the decision of action to be taken and the mobilization of forces sufficient to meet the emergency situation. Police responsibilities will be to maintain traffic control in and out of the area as well as preserving law and order. As the first persons on the scene, police will aid in the evacuation of the injured until medical help arrives. This office will provide primary radio communication from the scene to the Operations Center in order to facilitate the organization of rescue and relief operations. An MSUPD dispatcher will be responsible for activating the e2Campus, LiveSafe, and Web alerts.
- B. Office of the President:** The representative from this office will be responsible for remaining in continuing communication with the following in this priority sequence: President, The Provost & Vice President for Academic Affairs, Vice President for Student Affairs, and the Vice President for Fiscal Services. The Vice President for Student Affairs, or his/her designated representative, shall be summoned to the Operations Center in all situations involving disruptive student activity. The representative of the Office of the President will clear for distribution those official warnings and/or information releases to the news media prepared by the University Police and/or the Office of Strategic Communications & Marketing. This representative will facilitate contact between the Director of Emergency Operations and the aforementioned persons for the purpose of planning and decision-making relative to the particular emergency situation.
- C. University Health Services:** The representatives from Counseling & Health Services and the Department of Nursing shall work together to determine the best utilization of resources to meet the emergency medical needs of the campus community. The Director of Counseling and Health Services will determine the needs, arrange for the nursing, and provide emergency medical supplies. Based on need, medical personnel will be assigned to temporary receiving and short-term holding stations. The more serious injuries will be treated at St. Claire Regional Medical Center. The Department of Nursing is capable of augmenting the Clinic staff, establishing first aid stations in the affected area, and caring for some injured at the Center for Health, Education and Research building, using faculty and students, if provided proper medical supplies. The Director of Counseling and Health Services will be responsible for providing necessary sterile supplies for sites external to the Clinic and will serve as the coordinator and communications link with St. Claire Regional Medical Center and the Rowan County Health Department.

- D.** Jayne Stadium Training Room: The head athletic trainer or a designee shall work with Counseling & Health Services and the Department of Nursing to determine the best utilization of resources to meet the emergency medical needs of the campus community.
- E.** Facilities Management Department: It will be the responsibility of this representative to mobilize those forces needed to meet the emergency situation. He/she will be responsible for coordinating all requests for supplies and personnel needed by the disaster teams and for making arrangements for obtaining and delivering those materials and personnel to the affected area. He/she will provide transportation of the various disaster teams into the affected area and removal of these persons as needed. Personnel within these forces should perform any action, which would lessen the chance of a secondary disaster. If the disaster has been one that breaks gas mains and power lines, all gas valves and electric power to the affected area should be turned off at once. If the roads have been blocked by debris, they should be cleared immediately. Heavy rescue equipment will be made available in the event they are needed by operations under the direction of the Morehead Fire Department or Emergency Management personnel. Additional available forces, not otherwise deployed, will be utilized in providing assistance to any other forces needing additional manpower.
- F.** The Office of Strategic Communications & Marketing: It will be the responsibility of the representative to act as the official University spokesperson for release of information, to respond to media requests for information and to issue releases as necessary. This representative will clear all official warnings and/or information releases to the news media through the Office of the President.

IV. Appendices

Appendix A

Listing of Command Staff, Personnel and Auxiliary Forces

- i. In the event of a natural disaster or civil disturbance, The Director of Emergency Operations shall be responsible for contacting as many of the following personnel as needed to meet the emergency situation.

A. Command Staff

1. University President: Dr. Jay Morgan

Office (606) 783-2022

Cell [REDACTED]

2. Chief of Police: Merrell Harrison

Office (606) 783-2822

Cell [REDACTED]

Alternate: Lieutenant – Jarred Hunt

Office (606) 783-2164

Cell [REDACTED]

Home [REDACTED]

3. Provost & Vice President for Academic Affairs: Dr. Tony Norman

Office (606) 783-5155

Cell [REDACTED]

4. Vice President for Fiscal Services: Mary Fister-Tucker

Office (606) 783-2177

Cell [REDACTED]

5. Vice President for Student Affairs: Russ Mast

Office (606) 783-2070 or 783-2870

Cell [REDACTED]

Home [REDACTED]

Alternate: Assistant Vice President/Dean of Students: Max Ammons

Office (606) 783-2014

Cell [REDACTED]

Home [REDACTED]

6. Interim Vice President for University Advancement: Rick Hesterberg

Office (606) 783-2599

Cell [REDACTED]

7. Chief Information Officer: Chris Howes

Office (606) 783-5192

Cell [REDACTED]

8. Assistant Vice President Facilities & Operations: Kim Oatman

Office (606) 783-5264

Cell [REDACTED]

Alternate: Interim Director of Facilities Maintenance Services: Terry White

Office (606) 783-5273

Home [REDACTED]

Cell [REDACTED]

9. Director Environmental Health Safety & Risk Management: Holly Niehoff

Office (606) 783-2179

Cell [REDACTED]

Home [REDACTED]

Alternate: Environmental Health & Safety Technician: Derek Lewis

Office: (6060) 783-9022

Cell: [REDACTED]

10. Director of Counseling and Health Services: Goldie Williams

Office (606) 783-2155

Cell [REDACTED]

Alternate: Student Health Services: Lakyn Newcomb

Office (606) 783-2885

Cell [REDACTED]

11. Chair – Department of Nursing: Dr. Lynn Parsons

Office (606) 783-2642

[REDACTED]

Alternate: Coordinator Online Programs: Lucille “Lucy” Mays

Office (606) 783-2773

Home [REDACTED]

Cell [REDACTED]

B. Auxiliary Forces

1. Executive Director, Auxiliary Services: Charles Gancio

Office (606) 783-2081

Cell [REDACTED]

2. Director of Housing and Residence Education: Alan Rucker

Office (606) 783-5367

Main Office (606) 783-2060

Cell [REDACTED]

Alternate: Assistant Director: John Haky

Office (606) 783-2343

Cell [REDACTED]

3. Web & Digital Marketing Director, April Hobbs Nutter

Office (606) 783-9351

Home [REDACTED]

Cell [REDACTED]

4. WMKY Morehead State Public Radio General Manager – Paul Hitchcock

Office (606) 783-2334

Cell [REDACTED]

5. University Food Services: Amanda Adkins

Office (606) 783-2017

Cell [REDACTED]

6. Rowan County Health Department: Laura Harney, Nurse Supervisor

Office (606) 784-8954

7. Morehead/Rowan County Emergency Management: Jim Hampton

Office (606) 784-5371

Cell [REDACTED]

8. Area 8 Division of Emergency Management: Bobby Carpenter

Office (606) 784-5830 or 1-800-255-2587 (Frankfort Office)

Cell [REDACTED]

Ambulance Service 911/Emergency Treatment

9. Danny Blevins (Director)

Office (606) 784-4333

Cell [REDACTED]

10. St. Claire Medical Services: Travis Bailey

Main Number (606) 783-6505 / 783-6925

Cell [REDACTED]

Alternate: Raymon Steagall

Main Number (606) 783-6505

Cell [REDACTED]

Fire Services

11. Morehead Fire Department: Chief Jeff Anderson

Cell [REDACTED]

12. 377 Volunteer Fire Department: Chief Dowe Blevins

Cell [REDACTED]

13. Farmers Volunteer Fire Department: Chief Darrell Glover

Cell [REDACTED]

14. Elliottville Volunteer Fire Department: Chief Jackie Thomas

Cell [REDACTED]

15. Haldeman/Hays Crossing Volunteer Fire Department: Chief Austin Knipp

Cell [REDACTED]

16. State Fire Marshal: CW Cornett

Cell [REDACTED]

17. KSP Arson Investigator:

Post 8 (606) 784-4127

Law Enforcement

18. Morehead State University Police: Chief Merrell Harrison

Office (606) 783-2035

Cell [REDACTED]

19. Morehead City Police: Chief Derrick Blevins

Office (606) 784-7511

Cell [REDACTED]

20. Rowan County Coroner: John Northcutt

Home [REDACTED]

Cell [REDACTED]

21. Rowan County Sheriff's Office: Sheriff Matt Sparks

Office (606) 784-5446

Home [REDACTED]

Cell [REDACTED]

Alternate — Chief Deputy Delmar Hall

Cell [REDACTED]

22. Kentucky State Police Post 8 Morehead

(606) 784-4127

Government Officials

23. Mayor, City of Morehead: Laura White-Brown

Office (606) 784-8505

Cell [REDACTED]

24. Rowan County Judge Executive: Harry Clark

Office (606) 784-5151

Cell [REDACTED]

State/Other Agency Contacts

25. Chemical Transportation Emergency Center (CHEMTREC) — (800) 424-9300

26. Poisons (Pesticides) - Pesticides Safety Team Network (PSTN) — (800) 424-9300

27. Radiological Assistance - Kentucky RAD Health — (502)-564-3700 or (502) 564-5539

Military Chemicals and Explosives

28. Fort Knox EOD Team — (502) 464-6426

29. Fort Campbell EOD Team — (502) 635-2825

Kentucky National Guard

30. Local — (606) 784-2423

31. State — (502) 564-8494

32. U.S. Army Reserve Unit — (606) 784-4904

33. Division of Emergency Management — (502) 564-7815 Boone Center — (502) 255-2587

Maintains communication with:

- i. State Fire Marshal
- ii. Natural Resources
- iii. Air Quality
- iv. Solid Waster
- v. Water Quality
- vi. Environmental Response Team
- vii. National Guard Area Coordinator

Appendix B

In the event of a natural disaster or civil disturbance situation, the following offices, departments and/or subsections will be expected to provide equipment and personnel as needed:

1. Participating Units

- a. University Police
- b. Facilities Management
- c. Counseling & Health Services
- d. Department of Nursing
- e. Student Housing
- f. ARAMARK (Food Services)
- g. Information Technology
- h. Morehead State Public Radio
- i. Vending & Concessions
- j. Eagle Trace Golf Course
- k. University Farm
- l. Others, as necessary

Individual Unit Capabilities

A. University Police

(1) Personnel - The office operations with a total complement of 19 persons. This includes civilian administrative, police telecommunications (full & part time), and (12) sworn line personnel.

(2) Equipment

- Seven sedans, two all-wheel drive SUV's, one 4x4 Chevrolet Tahoe
- Two Motorcycles
- Two motorized Segways
- One 7-passenger mini-van (student shuttles)
- Four Police bicycles
- One Golf Cart
- One base station (UHF/VHF)
- Twenty Five portable radios
- Nine vehicles equipped with radio communication
- Two Satellite Phones

- **Miscellaneous**
 - Traffic cones
 - Four barricades
 - Chem-lite sticks
 - Two Portable Electric Traffic Signs
 - Thermal Image Scope (FLIR)

B. Facilities Management

Personnel - Total personnel assigned is 107. Of the total staff, 7 are at the supervisor level.

(1) Equipment

- Two shuttle buses
- Twelve pick-up trucks
- Two dump trucks
- One flatbed 2-ton truck
- One tractor
- One front-end loader/backhoe
- Two front-end loader/forklift
- One 60-foot bucket truck
- Four SUV's
- One 80-foot skylift
- One base station (154.540)
- Thirty-two walkie talkies
 - **Miscellaneous**
 - One 36-foot battery-powered hydraulic scaffold
 - One 7500-watt AC portable gas-operated generator
 - 2500-watt AC portable gas-operated generator
 - Two gas-operated water pumps
 - Four portable air compressor
 - Two portable welders
 - Six chain saws
 - One 100-foot swinging scaffold
 - Five oxygen acetylene torches
 - Twelve water vacuums
 - One appliance dollies
 - Shovels, rakes, axes

The warehouse maintains a stock of lumber, electrical and plumbing supplies, hand tools, flashlights, batteries, ladders, protective clothing and equipment, portable lighting, extension cords, fire extinguishers, etc.

C. Counseling and Health Services

(1) Personnel - Total personnel – 14 (7 MSU employees, 7 contracted or students)

- One Director
- One St. Claire Physician's Assistant
- Two St. Claire Licensed Practical Nurse
- Two Administrative Support Staff
- Three Mental Health Counselors
- One COVID-19 RN Case Manager
- One Facility Management Personnel
- One Pathways Mental Health Counselor
- Two Student Interns

(2) Equipment and Supplies

- Two wheelchairs and miscellaneous items
- Thermometers, BP cuffs, gauze dressings, antiseptics, syringes, needles, medication, IV fluids, etc.

D. Department of Nursing

(1) Personnel - Approximately 100-140 persons including faculty, senior nursing students, and imaging science students.

(2) Equipment

- Forty-eight beds
- Six wheelchairs
- Six stretchers
- Three X-Ray machines
- Four ultrasound machines
- Miscellaneous supplies (i.e., dressings, gloves, vital sign equipment, etc.)

E. Student Housing

(1) Personnel - Total of 8 professional staff.

(2) Equipment

- 3,315 available beds, school not in session

F. Information Technology

(1) Personnel - This office will provide personnel to facilitate repair and restoration of service for telecommunications, external communications (e.g. email servers), academic computing and, if necessary, software applications and microcomputer service support.

(2) Equipment

- Five vans.
- Maintenance and support equipment for telecommunications and computer repair.

G. Morehead State Public Radio

- (1) Shall provide sufficient personnel to provide necessary emergency broadcasting if the station network is operational.
- (2) Equipment
 - Vehicle — one 4-wheel drive vehicle, which is required for support of the station but could be tasked depending on the priority of the needs.

H. Concessions and Vending:

- (1) 16 foot box truck with a hydraulic lift (used for Facilities Management and Auxiliaries).
- (2) 2 standard cargo vans
- (3) 2 golf cart

I. Eagle Trace Golf Course

- (1) 50 Gasoline Yamaha Golf Carts
- (2) Tractor with loader
- (3) Two beverage carts
- (4) Toro utility cart

J. University Farm

- (1) 2 front end loaders
- (2) 2 cab over tractors
- (3) Compact tractor with bucket and backhoe
- (4) 2 cattle trailers
- (5) 1 gooseneck flatbed trailer
- (6) 6 horse trailers
- (7) 3 pickup trucks
- (8) Water tank on wheels (with pump)
- (9) 2 vans

Others:

All University resources and assets should be considered as available if needed. In particular, specialized equipment may be available from the Golf Course or the University Farm. Depending on the time of year, fewer personnel maybe available.

K. Summarization

- University Police 19
- Counseling & Health Services 14

- Nursing Department 100+
- Facilities Management 107
- Student Housing 8
- ARAMARK (Food Services) 172
- Concessions & Vending 2

Total 422

L. Communications

The available units in this plan operate with two (2) base stations in the following areas:

A. Police

- One base station (UHF - 453.725/458.725 repeater, VHF-159.090/158.970/154.860 repeater)
- Eight vehicles with mobile radios
- Nineteen portable units
- One paging system
- Two Satellite Phones

B. Facilities Management

- One base station (freq. 154.540)
- Thirty-two (32) portable units

Additional communications capabilities are available through use of local radio, television, and news services. All requests for dissemination of information shall be responded to only by the Assistant Vice President for Strategic Communications & Marketing.

C. Miscellaneous Equipment

- Generators—2
- Gas-operated water pumps—2
- Portable air compressor—1
- Portable welders—2
- Chain saws—8
- Air packs—1
- Acetylene torches—5
- Water vacuums—20
- Dollies—2
- The Facilities Management warehouse maintains a stock of lumber, electrical and plumbing supplies, hand tools, flashlights, batteries, ladders, protective clothing and equipment, portable lighting, extension cords, fire extinguishers, etc.
- Portable Traffic Signs
- The following buildings have independent generators:
 - Alumni Tower

- Baird Music Hall
- Nunn Hall
- Mignon Tower
- Rader Hall
- ADUC
- Lappin Hall (B)
- Lappin Hall (Micro-Biology)
- Lappin Hall (C)
- Reed Hall
- Breckinridge Hall
- Vet. Tech
- Allie Young
- Ginger Hall (IT)
- Ginger Hall (Rat)
- Claypool Young Art Building
- Library Tower
- AAC
- Triangle Tower
- Laughlin Health Building (MSU Police)
- Cartmell Hall
- Eaglin Space Science Center
- CHER Building
- Recreation & Wellness Center
- Andrews Hall

Appendix C

Specific Emergency Plans of Operations

- C-1. Fire and/or Explosion
- C-2. Tornadoes
- C-3. Flooding
- C-4. Bomb Threat
- C-5. Accidents, Injuries, and Serious Illnesses
- C-6. Ice and/or Snow Storms
- C-7. Power Failure
- C-8. Chemical, Biological, Radiological Problems
- C-9. Civil Disturbances
- C-10. Earthquake
- C-11. Water Contamination
- C-12. Rumor Control
- C-13. Terrorism Threats, Terrorism, Incidents & Suspicious Material
- C-14. Response to Active Shooter
- C-15. Response to Hostage Situation
- C-16. Response to Major Crimes on Campus
- C-17. Pandemic Flu Plan

C-1. Fire and/or Explosion

Condition Description:

An outbreak of fire or an explosion requiring immediate action to protect life and property.

Building Evacuation

It is mandatory that ALL persons (i.e., students, faculty, staff, visitors, etc.) IMMEDIATELY evacuate any building when the fire or smoke alarm is sounded. They should remain outside and away from the building until it has been established by the functioning Task Agency that it is safe to return to the building.

Task Agencies As applicable:

University Police

Student Affairs

Facilities Management

Office of Strategic Communications & Marketing

KSP Arson Investigator

State Fire Marshal

A. University Police

- (1) Report fire to local fire department — 9-1-1.
- (2) Dispatch mobile unit(s) to scene to assist in evacuation of building(s).
- (3) Establish crowd and traffic control.
- (4) Notify Assistant Vice President of Facilities Management.
- (5) Dispatch mobile unit to intercept fire equipment at entrance to campus and escort to scene.
- (6) Notifications will be made per the University Police Notification SOP to include the President, Provost and all Vice Presidents.
- (7) If the incident occurs in student housing, notify the Vice President for Student Affairs
- (8) Notify Chief Financial Officer.
- (9) Investigate incident and submit report to the Vice President of Student Affairs.
- (10) State Fire Marshal and KSP Arson Investigator as appropriate.

(11) MSUPD Dispatch to activate appropriate campus alerts.

B. Student Affairs

If fire or explosion occurs in student housing, carry out evacuation plan for buildings.

C. Facilities Management

(1) Dispatch supervisor to scene to coordinate the cutoff of power and other utilities to the building.

(2) Inspect damage.

(3) Submit damage report and estimated cost of repairs to the Chief Financial Officer.

D. Office of Strategic Communications & Marketing

Respond to media requests and release information as necessary.

C-2. Tornadoes

Condition Description

A violent, destructive, local storm containing high-speed rotating winds, often observable as a funnel-shaped appendage to a thunderstorm cloud. A TORNADO WATCH is issued by the Weather Service when a tornado is possible. A TORNADO WARNING is issued by the local Weather Service when a tornado has been sighted or detected in the Morehead area.

Task Agencies:

Building Supervisors

University Police

Facilities Management

Office of Strategic Communications & Marketing

Morehead State Public Radio (WMKY)

***TORNADO WATCH ***

A. All Buildings Supervisors

- (1) Watch for threatening weather.
- (2) Listen to radio or campus cable TV overrides, monitor campus page, and be aware of e2campus Alerts/LiveSafe for further information.
- (3) Listen for city alert siren and campus audible alert.
- (4) Continue normal operations.

B. University Police

- (1) Monitor weather broadcasts and Rowan County Emergency Warning System.
- (2) MSUPD Dispatch to activate appropriate alerts.
- (3) Morehead Public Radio to broadcast weather event.

***TORNADO WARNING ***

A. All Buildings Supervisors

Instruct personnel to take shelter in first floor hallways and interior rooms of buildings and remain well clear of doors and windows.

B. University Police

- (1) Monitor emergency receiver in the University Police Dispatch for information/alerts.
- (2) Dispatch mobile units to announce warning over public address systems.
- (3) MSUPD Dispatch to activate appropriate campus alerts.
- (4) Patrol campus--watch for threatening conditions and be prepared to abandon vehicles to a place of safety.
- (5) Instruct personnel in open areas to take shelter.
- (6) Notify the following agencies and officials of tornado damage or injuries as soon as practical:
 - a. Office of President
 - b. Appropriate Senior Cabinet Members
 - c. Vice President for Student Affairs
 - d. Chief Financial Officer
 - e. Director of Facilities Management
- (7) Investigate extent of personnel injuries and submit report to Vice President for Student Affairs.

C. Assistant Vice President for Facilities Management.

Assess damage and report findings to the Chief Financial Officer

Emergency Operations Command Staff

Make adjustments in operations and schedules to accommodate any loss of buildings or other facilities.

D. Office of Strategic Communications & Marketing

Respond to media requests and release information as necessary.

E. Morehead State Public Radio

Broadcast weather event

C-3. Flooding

Condition Description

Heavy rains resulting in flash flooding in a specified area.

Task Agencies:

University Police

Facilities Management

Office of Strategic Communications & Marketing

Morehead State Public Radio

A. University Police

- (1) Dispatch mobile unit(s) to scene and assist in evacuation.
- (2) Notify the Director of Facilities Management
- (3) Notify the Vice President for Student Affairs
- (4) Notify the Chief Financial Officer
- (5) Increase patrol and surveillance activities, as required for safety and protection of life and property.
- (6) MSUPD Dispatch to activate appropriate campus alerts.

B. Facilities Management

- (1) Inspect damage.
- (2) Submit damage report and estimated cost of repairs to the Chief Financial Officer / Vice President for Administration.

C. Office of Strategic Communications & Marketing

Respond to media requests and release information as necessary.

D. Rowan County Emergency Management

- (1) Will be implementing a flash flood warning system.
- (2) In the event that local residents are evacuated due to flash flood warnings, MSU may be requested to provide temporary shelter.

E. Morehead State Public Radio

Broadcast weather event.

C-4. Bomb Threat

Condition Description

The receipt of a message (usually by telephone) that an explosive device has been or will be placed on the campus and detonated. All such threats are to be presumed serious until investigated and proved otherwise by proper authority.

Task Agencies:

University Police

Office of Strategic Communications & Marketing

A. Telephone Operator/Any University Call Receiver.

Reaction to Caller: Any person receiving a bomb threat call should:

- (1) Note the date, time, and the telephone number on which the call was received.
- (2) If possible, determine whether the call was from on or off-campus.
- (3) If possible, obtain the name of the person reporting the complaint.
- (4) Keep the caller on the line as long as possible and record every word spoken by the caller.
- (5) Ask the precise location and possible time of detonation of the bomb if the caller does not volunteer the information.
- (6) Listen for background noise (i.e., street sounds, baby crying, music, or any other sounds which may give a clue to the location of the caller).
- (7) Listen closely to discern voice quality, accent, and possible speech impediments of the caller.

B. University Police

- (1) Dispatch mobile patrol unit(s) to site and establish security perimeter to control access to building or area.
- (2) Do not use portable radios to transmit in the building being searched.
- (3) Establish Command Post.
- (4) Notify City of Morehead Police Department and Morehead Fire Department.
- (5) Refer media calls to the Media Relations Director.
- (6) Confer with University officials to determine whether evacuation of building/campus is advisable.

- a. The decision to evacuate a building will rest with the senior MSUPD police officer on the scene.
- b. The decision to evacuate multiple buildings on campus will rest with the MSUPD Command Staff and appropriate Vice Presidents.

(7) Assist in carrying out evacuation.

(8) Conduct search of building/area. If advisable, request support from City of Morehead Police Department, Morehead Fire Department, and possible KSP Bomb Unit.

(9) Advise University officials of results of search and confer on an announcement of “all clear, return to normal operations.”

(10) MSUPD Dispatch to activate appropriate alerts as needed.

C. Office of Strategic Communications & Marketing

Respond to media requests and release information as necessary.

C-5. Accidents, Injuries, and/or Serious Illnesses

Condition Description:

Any campus incident requiring prompt action to safeguard the health, safety, or welfare of students, employees, or the general public.

Task Agencies:

Rowan County EMS

University Police

Student Affairs

Office of Strategic Communications & Marketing

A. University Police

- (1) Dispatch mobile patrol unit to scene.
- (2) Protect victim(s) from further injury and give emergency first aid.
- (3) If victim(s) are students, notify the Vice President for Student Affairs and the Dean of Students and appropriate Vice Presidents.
- (4) In case of vehicle accidents, obtain information for report — names, witnesses, measurements, photographs, etc.
- (5) In the case of major non-vehicle accidents, notify the Chief of Police.
- (6) Refer media calls to Assistant VP of University Strategic Communications & Marketing.
- (7) MSUPD Dispatch to activate appropriate alerts if needed.

Special Condition: Suspected outbreak of food poisoning among boarding students.

B. Student Affairs

- (1) Contact Counseling & Health Services and describe symptoms and situation.
- (2) Follow medical advice.
- (3) Make room checks to identify ill students.
- (4) Track injured students (i.e., location of hospital, medical center or clinic they were transported to).

C. Office of Strategic Communications & Marketing

- (1) Prepare and coordinate news releases.

C-6. Snow and/or Ice Storms

Condition Description

Forecasted accumulations of snow or ice which could necessitate emergency actions to restore power and other utilities, clear roads and parking areas, and provide emergency support services.

Task Agencies:

University Police

Provost

Student Housing

ARAMARK

Facilities Management

Office of Strategic Communications & Marketing

A. University Police

- (1) Contact State Police Post for hazardous road conditions. The Chief of Police will contact the President. A decision will be made as to what plan the University will be operating on for that day.
- (2) Augment duty schedule, as required to ensure that adequate law enforcement personnel are on campus until the emergency is ended.

(NOTE: Employees may not be able to travel readily from their home to their place of duty.).

- (3) Service vehicles and check emergency equipment.
- (4) Inspect campus and facilities. Look for broken power lines, stalled vehicles, pedestrians, and facility damage.
- (5) Keep the Vice President for Student Affairs informed.
- (6) Notify Office of Strategic Communications & Marketing of closings and/or delays.
- (7) Active campus alert systems as appropriate.

B. Student Housing

- (1) Review emergency plans with Student Housing staff.
- (2) Issue flashlights.

C. ARAMARK (Food Service)

Ensure that a twenty-four hour food supply is on hand.

D. Facilities Management

- (1) Service emergency vehicles.
- (2) Make preliminary arrangements with contractor for snow plowing in the event it becomes necessary.
- (3) Schedule clearing, sanding, and salting operations for steps, ramps, and walkways.
- (4) Maintain appropriate staff on campus to handle emergency conditions.
- (5) Place supervisors and other personnel on telephone standby.

E. Office of Strategic Communications & Marketing

Respond to media requests and release information as necessary.

Procedures to notify community of University closings:

Inclement weather plan

Morehead State University has developed a plan for announcing emergency delays and cancellations. These are most often associated with inclement weather and unpredictable weather patterns occurring in the winter months.

The University will select the appropriate option when dealing with delays that may affect the daily schedule of students, faculty, staff and/or visitors to the main campus. When road conditions are problematic, MSU employees and students should exercise good judgment in traveling to and from campus. Those concerned that weather conditions make it too dangerous for travel to campus should follow pre-determined procedures regarding class attendance or work assignments.

Plan A

MSU is closed. All administrative offices are closed and classes will not meet.

Plan B

MSU will operate on a two-hour delay. Offices will open at 10 a.m. Monday/Wednesday/Friday classes will begin with the 10 a.m. class; Tuesday/Thursday classes will begin with the 11 a.m. class.

Plan C

MSU will operate on a 1 hour and 30-minute delay. Offices will open at 9:30 a.m.; Tuesday/Thursday classes will begin with the 9:30 a.m. class.

Essential service personnel will continue to report when either plan is in operation. Each division will identify essential personnel and services to be maintained. Employees should direct questions/concerns to their immediate supervisor.

Decisions regarding regional campus closings and classes held at off-campus sites will be made on an individual basis as appropriate for the service area and situations in the region.

When the normal hours of operation are interrupted, a text message and e-mail bulletin broadcast review will be placed on the University's voice messaging system, as well as the (606) 783-INFO (4636) number. In the event of a weather emergency, an alert button will be activated on the University's homepage at www.moreheadstate.edu and will be posted on university social media pages. Information also will be provided to Morehead State Public Radio (90.3 FM, WMKY), the University's public radio station, and other radio and television stations in the area. You may link this information at www.wmky.com.

Decisions on schedule changes will be available for listeners/viewers by approximately 6 a.m. whenever possible.

MSUPD will send out Eagle Alerts to notify the campus of weather plan implementation.

Additional information on the weather plan is available from Morehead State University Police Department at (606) 783-2035.

C-7. Power Failure

Condition Description

The unscheduled interruption of electrical service to the entire campus or to any major campus facility or facilities.

Task Agencies:

University Police

Facilities Management

Office of Strategic Communications & Marketing

A. University Police

- (1) Notify the Assistant Vice President of Facilities Management, Vice President for Student Affairs, and AVP for Information Technology.
- (2) Increase patrol and surveillance activities, as required, for safety and protection of life and property.
- (3) Check facilities with elevators to determine if any passengers are stranded in the elevators.
- (4) Coordinate with Facilities Management personnel the responses to facilities requiring elevator releases.
- (5) If failure occurs in facilities of the Ginger Hall Computer Center, notify Chris Howes at [REDACTED].
- (6) MSUPD Dispatch to activate campus alerts as appropriate.

B. Facilities Management

- (1) Notify Kentucky Utilities Company, if necessary.
- (2) Notify Chief Financial Officer / Vice President for Administration give estimate of time before power is restored.
- (3) Coordinate with University Police for hookup of portable generators to have emergency power for the University Police and the EOC (Laughlin Health Building).
- (4) Begin check of all buildings to ensure that back-up power is working.
- (5) Facilities Management needs to coordinate the supplemental generators that should support continued operations.

C. Office of Strategic Communications & Marketing

Respond to media requests and release information as necessary.

C-8. Chemical, Biological, Radiological Problems

Condition Description

Accidents involving spills and/or contamination of chemical, biological or radioactive material.

Task Agencies:

University Police

Facilities Management

Office of Strategic Communications & Marketing Risk Management

Environmental, Health & Safety

Morehead State Public Radio

A. University Police

- (1) University Police officers shall take action to prevent unauthorized persons from entering the area of suspected contamination. This will include both traffic control and pedestrian movement within the affected area.
- (2) Notify Assistant Vice President of Facilities Management.
- (3) Notify the Coordinator of Environmental Health and Safety and Risk Management.
- (4) Notify Radiation Safety Officer (Nathan Coker, Cell: [REDACTED], Office: 606-783-2910) and chemistry staff for assistance.
- (5) Notify Vice President for Student Affairs
- (6) Active campus alert systems as appropriate.

B. Facilities Management

This office shall make personnel, vehicles, and equipment available in support of the team taking action.

C. Environmental Health and Safety Technician

This team shall inspect the contaminated area subsequent to the clearing of the potential hazard from the area. Inspections shall indicate whether the affected area is clear for immediate re-occupancy or should be subject to further safety precautions.

D. Office of Strategic Communications & Marketing

Respond to media requests and release information as necessary.

E. Morehead State Public Radio

Broadcast emergency event.

C-9. Civil Disturbances

Condition Description

Demonstrations or a gathering of persons on the campus which pose a threat to life, limb, or property, or which poses a threat to the normal, orderly processes of any University conducted or sponsored operation, activity, or procedure.

Task Agencies:

University Police

Office of the President

Facilities Management

Office of Strategic Communications & Marketing

A. University Police

- (1) Routine patrols shall be maintained on campus with special emphasis on unusual conditions, gatherings, and occurrences which indicate possible disruptive activities.
- (2) The Chief of Police shall take such steps as necessary to assemble all available and necessary personnel in the event a crowd becomes hostile or disruptive.
- (3) Notify Morehead City Police and other law enforcement agencies.
- (4) Prior to the arrest of any persons, a person designated by the Office of the President shall advise demonstrators against the continuance of their disruptive actions. The cease and desist proclamation will follow the attached format.
- (5) Active campus alert systems as appropriate.

B. Office of the President

- (1) The Vice President for Student Affairs or his/her designated representative shall appear before the group and request it to disband and/or cease and desist. The dispersal proclamation will follow the attached format.
- (2) All releases made to the news services shall be from the Media Relations Director after approval by the Office of the President.

C. Facilities Management

- (1) Provide supplies needed in preparation for disturbances. Items to be considered would be ropes, heavy vehicles for barricading areas, vehicles for transporting police officers, etc.
- (2) Personnel for building security.

D. Office of Strategic Communications & Marketing

Respond to media requests and release information as necessary. Releases shall be approved by the Office of the President.

E. Specific Actions

- (1) Communications — As outlined in Appendix H.
- (2) Command Post — The primary command post is the University Police Squad Room, 100 Laughlin Health Building. The alternate is ADUC, Room 329. The second alternate is Room 401, CHER Building.
- (3) Casualty Information — See Appendix I.
- (4) Court Liaison — Liaison with local judicial authorities and the county attorney to be maintained by the Assistant Chief of Police and University General Counsel.
- (5) Community Relations/Public Information — this is the responsibility of Office of Strategic Communications & Marketing.
- (6) General Liaison — Liaison with other agencies will normally be coordinated through the Emergency Operations Command Staff (EOCS). The University shall also have a liaison representative to the Morehead/ Rowan County Disaster Command Staff. That person will normally be the Vice President for University Relations or his designated representative.
- (7) Legal Considerations — In areas that require clarification, the EOCS will seek the advice of University General Counsel or the County Attorney, as appropriate.
- (8) Other Law Enforcement Support — Morehead City Police, Kentucky State Police, and the Rowan County Sheriff all have jurisdiction on campus and can be called upon for support as determined by the EOCS and availability.
- (9) Military Support — the EOCS may determine that the assistance of the Kentucky National Guard is necessary. Such assistance shall be requested if the situation dictates.
- (10) Public Facility Security — See Appendix I.
- (11) Traffic Control — Consistent with manpower availability, traffic control is the responsibility of the University Police.
- (12) Juvenile Offenders — Juveniles shall be handled in accordance with the University Police S.O.P. Manual and the Kentucky Revised Statutes.
- (13) Equipment Requirements — All equipment listed in this plan is at the disposal of the EOCS for use as directed.

- (14) De-escalation Procedures — As the threat or disaster situation subsides, the EOCS will direct a general phase-out of emergency operations. This may include keeping personnel on stand-by alert for an indefinite period to ensure that the hostilities have little or no potential for recurring. Decisions on the resumption of classes and the opening of facilities shall be predicted on the level of safety students, faculty and staff.
- (15) Rumor Control — It is the responsibility of all University employees to not indulge in rumors. Office of Strategic Communications & Marketing shall be responsible for the timely release of factual information to the public and media in order to control rumors.
- (16) Command Availability — The EOCS shall function as the governing body. If the primary and alternate directors are not available for the EOCS, the senior University administrator present shall take charge.
- (17) Post Occurrence Duties — See Appendix I.
- (18) After Action Reports — See Appendix I.
- (19) Transportation — See Appendix I.
- (20) Arrest/Confinement — Standard police procedures shall be followed. Persons arrested will be transported to Rowan County Jail. If large numbers of persons are arrested, the EOCS will consider the use of an on campus holding area (racquet ball courts are recommended) prior to processing and transport to jail. Care will be taken to separate males and females. Juveniles will not be held in the same area as adults.

ORDER OF DISPERSAL

On order of Morehead State University and the Morehead State University Police Department, in accordance with KRS Chapter 525, you are commanded to immediately disperse and remove yourselves from this area of campus. (Depending on the situation and location, a specific building or area boundary may be identified up to the entire campus.) Your failure to immediately leave this area may result in your arrest and removal from Morehead State University property.

CEASE AND DESIST PROCLAMATION

On official order of Morehead State University and the Morehead State University Police Department, you shall cease and desist all disorderly actions, conduct and language pursuant to KRS Chapter 525 including (as appropriate for the situation): unreasonable noise; fighting; violent, tumultuous or threatening behaviors, creating a hazardous or physically offensive condition by an act serving no legitimate purpose; disrupting a meeting; obstructing or interfering with a meeting physically or by utterance, gesture or display designed to outrage the sensibilities of the group and other behaviors as may be appropriate. These unlawful actions should cease immediately. Your failure to obey this order may lead to your arrest and removal from University property.

C-10. Earthquake

Condition Description

A shaking or trembling of the Earth which may cause damage to buildings.

Building Evacuation

Under no circumstances should persons rush through or outside the building, exposing themselves to falling debris, live wires, etc., during the quake. Experience has shown that the greatest point of danger is just outside the entrances and close to the sides of the buildings.

If you are indoors, take cover under desks, tables, or other heavy furniture, in interior doorways, or narrow halls. Stay away from windows, light fixtures, and suspended objects.

If you are outdoors, move away from buildings. Avoid utility poles and overhead wires.

Task Agencies:

University Police

Facilities Management

Office of Strategic Communications & Marketing

Risk Management

Environmental Health & Safety

Morehead State Public Radio

A. University Police

- (1) Dispatch mobile unit(s) to scene and assist in the evacuation of buildings.
- (2) Establish crowd and traffic control.
- (3) Notify Assistant Vice President of Facilities Management.
- (4) If the incident occurs in student housing, notify the Director of Student Housing.
- (5) Active campus alert systems as appropriate.

B. Facilities Management

- (1) Dispatch supervisors to scene to coordinate the cutting off of power and other utilities to buildings.
- (2) Assist in the evacuation of buildings.
- (3) Inspect damage.
- (4) Submit damage report and estimated cost of repairs to Chief Financial Officer.

C. Office of Strategic Communications & Marketing:

Respond to media requests and release information as necessary.

D. Morehead State Public Radio

Broadcast emergency event.

C-11. Water Contamination

Condition Description

Contamination of the University water system or threat of poisoning water system.

Task Agencies:

University Police

Facilities Management

MSU Water Testing Laboratory

Office of Strategic Communications & Marketing

Morehead State Public Radio

A. Reaction to Caller: Any person receiving a contamination threat call should use the bomb threat checklist to:

- (1) Record exactly what was said.
- (2) Try to get “who, what, when, where, and how.”
- (3) Immediately notify University Police.
- (4) Record as much about the caller as can be remembered (voice sound, background, ethnic, age, speech defects, education level, etc., anything that was identifiable).

B. University Police

- (1) Notify Assistant Vice President of Facilities Management.
- (2) Begin investigation of call immediately.
- (3) Determine if a safety alert to the community is needed
- (4) Notify MSU Water Testing Laboratory - (606) 783-2961.
- (5) Submit report to Vice President for Student Affairs.
- (6) Active campus alert systems as appropriate.

C. Facilities Management

- (1) Survey system and determine all locations that could be used to put contaminants in the system.
- (2) Neutralize contaminate if possible.
- (3) Determine how to flush system to get rid of the contamination and approximately how long it would take.

D. MSU Water Testing Laboratory

Collect, identify, preserve, and dispatch samples as soon as possible.

E. Office of Strategic Communications & Marketing

Prepare and coordinate news releases.

F. Morehead State Public Radio

Broadcast emergency event

C-12. Rumor Control

Condition Description

On occasion, rumors circulate through the University community. While normally they are rather harmless, occasionally rumors tend to grow in a life cycle of their own and, in some cases, lead to over-reaction, fear, panic, and unnecessary concern on the part of students, faculty, staff, parents, and families. It is important that each University employee play a role in stopping harmful rumors by reporting them up the supervisory chain of command, to University Police, or the Office of Strategic Communications & Marketing for prompt resolution.

Task Agencies:

University Police

Office of Strategic Communications & Marketing

Office of the President

A. Office of Strategic Communications & Marketing

- (1) Receive information on rumors from faculty, staff, and/or students and make the appropriate inquiries on the validity of the information.
- (2) Inform and involve the appropriate Vice President(s) early in the process.
- (3) Request assistance from University Police in tracking down the sources of the rumor and helping to determine its validity, as necessary.
- (4) In conjunction with the Office of the President, determine the best approach to dealing with rumor control and initiate efforts to address the situation promptly.
- (5) Serve as the sole source for media releases on rumors.

B. University Police

- (1) The Chief of Police or Assistant Chief of Police shall immediately report any rumors that may cause concern on campus, or that are forwarded by another agency or campus department, to the Office of Strategic Communications & Marketing. In the absence of the Director or Assistant Director, the senior officer on duty shall make the notification.
- (2) Assist Strategic Communications & Marketing in tracking rumors and determining validity as necessary.
- (3) Assist in dispelling rumors by having a prepared response for inquiries in the 24-hour Police Communications Office.
- (4) Assist Strategic Communications & Marketing in making notifications to other appropriate campus agencies, when requested to do so.

(5) Active campus alert systems as appropriate.

C. Office of the President

(1) Serve as the focal point for determining how to deal with rumors that are generating concern or causing disruption.

(2) Give final approval to media releases and internal approaches to dealing with rumors.

(3) Use or approve the use of telephone broadcast messages to counter rumors, whenever considered necessary.

(4) In the absence of the University President, or at the President's direction, the Provost and Vice President will assume the responsibility.

D. Morehead State University Police News Media Standard Operating Procedure is below as Attachment 1.

Attachment 1

MSU Emergency Operations Plan

Morehead State University Police Department Media Standard Operational Procedure

DATE: August 29, 2000

SUBJECT: Crime Reporting, Release of Information to the Public,
Release of Information to the News Media

PROCEDURE NO: Office—004

Purpose: To establish procedures for the timely notification of the University community about crimes, incidents, and threats, which affect the safety and/or security of its populace.

Scope: This operational procedure applies to the Chief of Police and all personnel of the University Police.

Procedure:

- A. Campus Crime Log. The University Police maintains a campus crime log of all reported incidents which are updated on a daily basis. This crime log is available via the Internet at the Morehead State University Police page <https://www.moreheadstate.edu/Administration/Police/Crime-Logs>). This information can also be obtained in print from the University Police Department during normal business hours.
 1. When requested by any member of the public, all University Police employees can access and print for release a copy of the Campus Crime Log from the Department web page. The requesting individual will be provided the information available for the current week, or for up to two weeks listed on the web page. Requests for listings involving printing multiple weeks in excess of the above will be forwarded to the Chief of Police or his/her designee.
- B. Community Notification Procedures. In the event of a serious incident necessitating timely reports to the campus community the following procedure will be used.
 1. In all cases of crimes against persons, consideration shall be as to whether other members of the community may be at risk if the perpetrator remains at-large. Initially, the Chief of Police may make the required determination if a campus- wide alert is

obviously not necessary. In cases where doubt exists, an ad hoc committee, comprised of the Vice President for University Advancement, Vice President of Student Affairs, AVP for Strategic Communications & Marketing, Chief of Police, General Counsel, Assistant Vice President of Student Affairs/Dean of Students, shall convene to determine the need for a "crime alert," its content, the type, and the extent of media release. In the event that not all committee members are immediately available, any number of those available may make the decision and draft a release. Types of release are as follows:

- a. Posted notices in Residence Halls.
 - b. Posted notices throughout the campus in public areas.
 - c. Via the University's "Emergency Cable Override" system.
 - d. Via MSU TV News Center and MSPR radio announcements.
 - e. Posted announcement on the MSU web page.
 - f. MSU voice mail bulletins, e2campus, and LiveSafe alerts
 - g. Public media releases will be made via the Office of Media Relations.
 - i. Notification to local radio stations for announcements.
 - ii. Notification to Lexington, KY, and Huntington, WV, television stations for TV announcements.
 - iii. Releases to the print news media in the service region.
 - h. Any or all notifications listed above.
- 2. As a general rule, committee members will attempt to decide in favor at the safety and well-being of the campus community. When in doubt, a "crime alert" will be issued.
 - 3. If it is determined that a press release is needed, the AVP for Strategic Communications & Marketing will be contacted immediately.

Approved: _____ Date: _____

Merrell Harrison

Chief of Police

C-13. Terrorism Threats, Terrorism Incidents, Suspicious Materials

Condition Description

A situation involving credible threats of terrorism, a terrorist attack, or suspicious potentially hazardous materials.

Task Agencies:

University Police

University Risk Manager

Environmental Health and Safety Technician

Facilities Management

Office of Strategic Communications & Marketing

The Morehead State University Police Department will be the lead agency in responding to all potential terrorist incidents on campus. Based on the nature of the threat, incidents will be handled following the procedures established for specific events by this Emergency Operations Plan. The only additional requirement will be for the implementation of law enforcement crime scene and investigative procedures.

Other tasked MSU agencies will provide support in accordance with their defined assignments in other appendices of the Emergency Operations Plan.

Terrorism Threats

Terrorism threats will be investigated as a felony crime. If a threat appears to involve imminent danger facilities will be evacuated as needed. See Appendices C-4 (Bomb Threat), and C-8 (Chemical, Biological Radiological Problems) for specific guidelines.

Terrorism Incidents

Terrorism incidents will be handled in accordance with law enforcement first response procedures with the support of University and local responding agencies as needed. MSUPD will be responsible for the post-incident criminal investigation. Notifications to appropriate state and federal agencies will be made by MSUPD.

C-14. Response to Active Shooter Situation

1. Statement of Policy

It is the policy of the Morehead State University Police Department to protect life by any legal means possible. Officers responding to an active shooter incident shall accomplish this goal by immediately using any legal means at their disposal to make contact with the active shooter and stop him. This may include arrest, containment, or use of deadly force.

The philosophy driving this policy recognizes that the active shooter must be stopped before he can destroy more lives. This shall be the duty and responsibility of the initial responding officers, and their order of importance:

1. Stop the active shooter
2. Rescue the victims
3. Provide medical assistance
4. Preserve the crime scene

While it is important to provide medical treatment to the wounded, it is our duty as law enforcement officers to first protect life by stopping the actions of the active shooter.

A. Definitions

1. **Active Shooter:** An "active shooter" is a suspect (or suspects) whose activity is immediately causing death or serious bodily injury. Their activity is not contained, and there is an immediate risk of death or serious injury to potential victims.
2. **Immediate Deployment:** The swift and immediate deployment of law enforcement resources to ongoing life threatening situations; where delayed deployment could otherwise result in death or serious bodily injury to innocent persons.
3. **Dynamic Situation:** The situation is evolving very rapidly or in motion, and the suspect's actions appear to be contained.

B. Objective:

The University Police Department's objective is to stop the active shooter(s) before they can take the lives of others.

Initial Action:

Responding University Police Officers have a duty to use all legal means to stop the active shooter. Their prioritization of activities is:

- Stop the active shooter
- Rescue victims
- Provide medical assistance
- Preserve the crime scene

- Protect property

C. Initial Lead Person:

The highest ranking on-duty University Police Officer will assume role of Incident Commander and will:

- Dispatch all University Police Officers to the scene. Officers will wear their issued Ballistic vests, as required by University Police Department Policy and Procedures.
- Contact Morehead Police Department for on-duty mutual aid response.

After verification by units on the scene:

- Notify Kentucky State Police, Post 8 Morehead for on-duty response and request of the KSP SRT (Special Response Team)
- Morehead Fire Department
- Morehead Rowan County EMS for ambulance response

NOTE: Depending upon the dynamics of the situation and the effectiveness of initial units in stopping the active shooter, some of these notifications may not occur until after the threat has been stabilized and may be deferred to an Incident Command Post.

- Allow only emergency radio traffic, to the extent possible.
- Prioritize all other requests for assistance, and defer non-life-threatening calls, pending sufficient staffing.
- Designate a single Officer to coordinate radio communications with officers at the active shooter scene.

- **Activate the MSU Alert Systems (E2Campus & LiveSafe)**

NOTE:

To accomplish these designated tasks, the highest-ranking on-duty University Police Officer should request and direct the assistance of any available University personnel available. They may be directed to handle non-emergency telephone traffic, make outgoing notifications, coordinate information with other campus departments and outside agencies, and other tasks as needed.

Possible staff to be utilized includes:

- Administrative staff
- Student Affairs staff
- Residence Hall staff

Conduct a quick assessment, obtaining as much information as possible while enroute to the situation and on the scene.

Try to ascertain the following:

- The suspect's actions;
- Whether the suspect, and/or the situation, is dynamic or static;
- The suspect's location, description, and identified weapons;
- Basic victim information, such as number, location, and status.
- Upon arrival, take a position which affords the weighing of available access to cover;
- Determine if there is an active shooter or a barricade situation.
- Communicate this assessment information to all other units (including the Morehead Police Department), indicating the best approach and access;
- If a dynamic, active shooter exists, a perimeter should be established wherein responding personnel can maintain cover, view the scene, and assist in the evacuation of students, staff, and faculty;
- Be prepared to work with the Morehead Police Department and their SRT team.
- Designate a Casualty Collection Point, a safe location for paramedics from the ambulance crew to triage injured parties;
- Remind responding officers that if they should encounter an explosive or a suspected explosive device, they should report the location and refrain from touching them;
- Establish a safe staging area for arriving personnel and/or ACTIVATE

SITUATION ROOM:

- Confirm that the MSU Alert System has been activated.
- Direct the notification of the Crisis Response Team, as follows:

Lead Person:

- Chief of University Police (as soon as the Chief of University Police arrives on site, will become the Lead Person and Incident Commander.)

Crisis Response Team:

- Chief Financial Officer
- Vice President for Student Affairs
- Assistant Vice President for Facility Management
- Facilities Management
- Assistant Vice President for Strategic Communications & Marketing
- Director Human Resources

The Crisis Response Team, under the direction of the Chief of Police, will:

- Coordinate with arriving Morehead PD, KY State Police, or other public safety personnel as they arrive.
- Assign an individual to assist media, in a safe location, for briefings. News media will not be allowed at the initial scene.
- Assign liaisons to coordinate with medical personnel, and other specific agencies

- Call in additional officers to assist in securing the incident scene.
- Notify the President, if this has not already been done.

Crime Scene:

Once the active shooter is stopped, and all injured persons are being addressed properly, the building will be considered a crime scene. The crime scene will be handled as follows:

- Perimeter: Officers will be posted at all entrances to the building or area to prevent unauthorized entry.
- Building Clearing: University Police, Morehead PD and/or the Kentucky State Police will clear the entire building and make sure all human threats are eliminated.
- Explosives Check: The entire building will be searched for explosives with an explosives detection K-9.

D. Suppressive Fire

Suppressive fire towards the active shooter may be necessary, especially if he has gained an advantage by height or barricade. Suppressive fire towards the position of the active shooter is permissible; so long as it appears that no innocent victims are in the line of fire.

E. Training

- The training officer shall research and implement suitable training for:
- Room entry techniques with the handgun, shotgun and rifle
- Building clearing techniques with the handgun, shotgun and rifle
- Victim rescue techniques
- Recognition of explosives and improvised explosive devices

The training officer shall arrange for patrol rifle familiarization class. The range officers shall devise a qualification course of fire for the patrol rifle. All University law enforcement personnel who are not on an emergency call shall respond to the scene of an active shooter incident.

F. Counseling

All enforcement personnel involved in a deadly encounter must attend at least one counseling session with a qualified counseling professional at the Department's choosing. Personnel may also be directed to counseling if mass carnage is encountered, even if deadly force is not used. No report of the session will be made back to the Department, except to verify attendance.

Footnote: This policy was developed by the National Tactical Officers Association as a sample policy. The policy was modified to meet our department's needs and implemented as policy in the Morehead State University Emergency Operation Plan.

C-15. Response to Hostage Situations

A hostage situation is defined as a situation in which a person(s) holds another person(s) against his/her will by force, threat, or violence. In this type of situation, law enforcement officials will attempt to obtain the release of person(s)/hostages being held. (It should be assumed that the hostage taker is armed at all times)

Task Agencies:

University Police

Morehead Police Department

Kentucky State Police

Other agencies as needed

- The Morehead State University Police Department will be the lead agency in responding to all Hostage Situations that occur on Campus.
- The senior supervisor or officer will be the Incident Commander at the scene until termination of the incident or relieved.
- The IC needs to ensure that a perimeter is established, bystanders and others are safely evacuated from the area. The IC also needs to get any and all information on the suspect(s) and the hostage(s), the exact location where the incident is occurring and any other information that would help the Negotiator.
- A trained hostage negotiator will be contacted. The Kentucky State Police Special Response Team will be called out to assist if or when needed.
- The IC will have another officer establish communications with the suspect and attempt to get information from the suspect. The primary goal of the initial responding officer is to stabilize the situation.
- The IC will make sure that vital information will be relayed to the University administration and to the University's Media release officer.
- Once a trained Negotiator and the Special Response Team has arrived the incident command will be turned over to the Special Response Team Leader and the Negotiator with the University Police assisting.

Note: Critical Incident Command debriefing shall be required for Hostages and Officers once the situation is under control. The Morehead State University Counseling service or other local/mental health resources will be contacted if needed.

C-16. Response to Major Crime on Campus

Condition Description

Major Crime on Campus Situations involving a death/or serious physical injury with a deadly weapon or dangerous instrument or suspicious circumstances. Refer to page 7 for notification.

Task Agencies:

University Police

Morehead Police Department

Kentucky State Police (Post 8)

Rowan County Coroner (If Death Scene) Morehead/Rowan EMS

Kentucky State Police Mobile Crime Lab/Unit County Attorney's Office

Commonwealth Attorney's Office

Policy:

The Morehead State University Police Department will be the primary responding law enforcement agency to a major crime on campus property. Once it is determined that a major crime has occurred, the Emergency Operations Plan will be activated and notifications made to the Vice President for Student Affairs, Dean of Students and other task agencies for immediate response. The only additional requirements will be for the implementation of Law Enforcement Crime Scene and investigation procedures which will be a collaborative/joint investigation among agencies. Responding University Police officers will follow guidelines set forth in the Morehead State University Police Department SOP chapter 19, Investigations.

C-17. Pandemic Flu Plan

- Direct communications shall be established with the local Health Department, St. Claire Regional Medical Center, CDC or other Health Care Professionals.
- The task units would be as follows:

Administrative Staff: To include the President and his staff.

University Police: Security and safety of our students, faculty and staff and transport medicine and personnel to and from the exposed resident halls and other duties as needed.

Facilities Management: Heat, water and other essentials to include housekeeping of the resident halls.

Counseling & Health Services: Assist with the patients and medicate as needed and to keep in communication with the state authorities.

Procurement Services: Assist in storage and movement of food, water, medicines; feed the students, faculty and staff.

Human Resources: other essential agencies to continue the university's business as much as possible.

Information Technology: Keep the telephones and computers working to keep a link open to the state authorities for guidance and orders and operation for the staff still working.

Office of Strategic Communications & Marketing: To keep the parents and public informed on the actions the University is taking.

The University Police shall assist in identifying any trained first responders and utilize them to assist.

The University Police will assign (if manpower allows) as least two officers per shift. This may be modified if there is a severe shortage of officers. Routine patrol shall be maintained but with special emphasis on assisting medical personnel.

The University Police shall be the liaison with other emergency units and assist them as needed this would include fire, ambulance, other police agencies, coroner, and any other responders.

The University Police will assist housing to make sure that the residence halls that are not to be used have been vacated and secured against any entrance until the emergency is over.

Refer all media to the AVP for Strategic Communications & Marketing or to the designated media spokes-person.

Protective gloves and masks (furnished) should be worn any time you go into the residence halls. Wash hands often.

Be observant to changes that may occur due to the fluid nature of the possible pandemic flu.

Appendix D

Location of Fire Hydrants

Main Campus — From West End to East

- 1. [REDACTED]
- 2. [REDACTED]
- 3. [REDACTED]
- 4. [REDACTED]
- 5. [REDACTED]
- 6. [REDACTED]
- 7. [REDACTED]
- 8. [REDACTED]
- 9. [REDACTED]
- 10. [REDACTED]
- 11. [REDACTED]
- 12. [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

University Farm

- [REDACTED]
- [REDACTED]



Appendix E

Natural Gas Cut Off Locations

[illegible]

Appendix F

Facilities Management Emergency Personnel

Facilities Management will maintain an up-to-date listing of essential personnel in the University Police Dispatch Office. At a minimum, this list will be updated semi-annually.

Kim Oatman – Assistant Vice President Facilities & Operations

Office: (606) 783-5264

Cell Phone: [REDACTED]

Terry White – Interim Director of Facilities Maintenance Services

Office: (606) 783-2066 or 606-783-5273

Home: [REDACTED]

Cell: [REDACTED]

Appendix G

Emergency Communication Assignments

	<u>Frequency Assigned</u>
1. University Police	University Police — Channel 1 University Police — Channel 2
2. Facilities Management	Facilities Management
3. Student Affairs <ul style="list-style-type: none">• Student Housing• Student Health Services• Nursing	Student Affairs
4. Occupational Health & Safety	University Police
5. President	Alumni
6. Vice President for University Advancement <ul style="list-style-type: none">• Office of Strategic Communications & Marketing	Alumni

For units not normally on standing radio assignments, use your last name and the location or person you are attempting to contact (i.e., for Vice President Mast it would be “Mast to Caudill Clinic”).

Appendix H

Mobilization

1. **Communications** — See Appendices B and H.
2. **Alert Stages** — See EOC Activation and Mobilization. MSU does not use alert stages in most situations. Decisions to place staff on telephone stand-by will be made by the EOCS.
3. **Assembly Areas** — Generally the individual work area; however, the EOC shall direct assembly as the situation dictates. University Police Dispatch will be directed to spread the word on assembly areas by available means. In case of communications failure, the first person contacted in each functional area/department will be responsible for contacting others within their respective departments.
4. **Special Task Force Activation** — N/A.
5. **Key Personnel Designations** — See Appendix A, listing of Command Staff.
6. **Transportation Assignments** — All vehicles are at the disposal of the EOC. See Appendix B, Personnel and Equipment.
7. **Management Control** — See Section II.B., Operations Center Staffing.
8. **Rehearsals** — Morehead State University stages our own and participates in County disaster drills, upon request, and makes campus facilities available during exercise scenarios when requested.
9. **Equipment Inspection** — Morehead State University does not have any specialized or unique equipment. Each department is responsible for monitoring shelf lives of perishable items.

Appendix I

Common Actions

1. **Casualty Information** — The Vice President for Student Affairs and her/his staff shall assume responsibility for release of casualty information to the Office of Strategic Communications & Marketing for release to the public in all disaster situations. This action shall be in conjunction with that provided by local medical facilities.
2. **Military Support** — Requests for military support will be made via the Director of Emergency Operations and the Command Staff.
3. **Public Facility Security** — Since Morehead State University is a public institution, the security for all facilities on MSU, owned, leased, or controlled property, rests with the University Police and the assigned staff of university employees.
4. **De-escalation Procedures** — Efforts to return to normal operations shall be initiated as soon as it is safely possible following a disaster. Campus property, facilities, and utility systems will be inspected by the Physical Plant, University Police, and the Office of Environmental Health & Safety to ensure that a safe return to normal operations is possible and to establish recommended time phasing for the return to normal operations.
5. **Post-Occurrence Duties** — The goal of operations after a disaster is to return the University to normal operations as expeditiously as possible. All agencies will make a conscientious effort to maintain the safety and well-being of students, faculty, and staff. The EOCS will organize, assign, and direct recovery operations.
6. **After Action Reports** — Required emergency reporting will continue whenever possible. MSU will comply with all requirements for after action reports established by the Morehead / Rowan County Emergency Management Program. In addition, a University after Action Report shall be compiled by the University Police with inputs from all tasked staff agencies. This report should be completed within sixty days of the conclusion of the disaster unless required earlier by higher authority.
7. **Rumor Control** — It is the responsibility of all staff to refrain from indulging in the spread of rumors. During disaster operations, rumor control will be achieved by the Office of Strategic Communications & Marketing making the timely and accurate releases of information to the media (Appendix C-13).

Appendix J

Emergency Call Notification Process

The process of notifying campus administrative personnel starts with a call to the Morehead State University Police Department's 911 Dispatch Center. Depending upon the nature, severity, and location of the call, the appropriate administrative personnel will be contacted. Once the appropriate Vice President has been notified, it will be their responsibility to advise personnel within their area of responsibility. The President will be notified in all events by the appropriate Vice President as dictated by the situation. Each administration unit will develop an Emergency Notification Call Tree.

Appendix K

Major Incidents and Press off Site Location

Morehead State University will use the Morehead Conference Center as an information and media release center. The Conference Center is located at 111 East First Street in Morehead, KY

The approval for the use of this facility was given by the managers of the facility and the Morehead Tourism Commission.

Appendix L

Information Technology Disaster Recovery Plan

***Plan is voluminous and will be attached separately. Hard copy will be at Information Technology and MSUPD.**

Appendix M

Hazardous Waste & Chemical Release Contingency Plan

***Plan is voluminous and will be attached separately. Hard copy will be at Office of Environmental Health & Safety and MSUPD.**

Appendix N — E-911 Addresses

<u>Building Name</u>		<u>Street Address</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

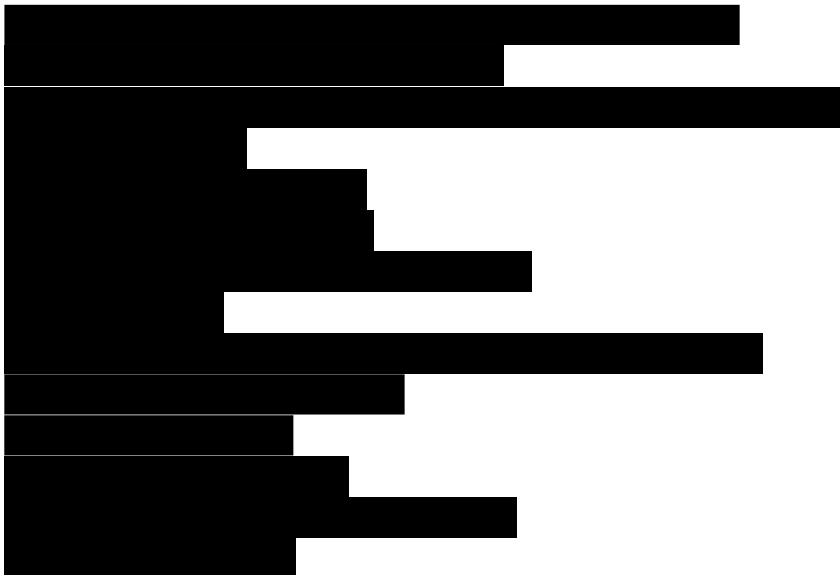
Appendix O — Automated External Defibrillator (AED) Locations



Office of Environmental Health & Safety www.moreheadstate.edu/ehs
(606)783-2179

Automated External Defibrillator (AED) Campus Locations & General Information

Campus Locations



About AED's

An automated external defibrillator (AED) is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat [sudden cardiac arrest](#) (SCA). SCA is a condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs. SCA usually causes death if it's not treated within minutes. In fact, each minute of SCA leads to a 10 percent reduction in survival. Using an AED on a person who is having SCA may save the person's life.

Overview

To understand how AEDs work, it helps to understand [how the heart works](#). The heart has an internal electrical system that controls the rate and rhythm of the heartbeat. With each heartbeat,

an electrical signal spreads from the top of the heart to the bottom. As the signal travels, it causes the heart to contract and pump blood. The process repeats with each new heartbeat.

Problems with the electrical system can cause abnormal heart rhythms called arrhythmias (ah-RITH-me-ahs). During an arrhythmia, the heart can beat too fast, too slow, or with an irregular rhythm. Some arrhythmias can cause the heart to stop pumping blood to the body. These arrhythmias cause SCA.

The most common cause of SCA is an arrhythmia called ventricular fibrillation (v-fib). In v-fib, the ventricles (the heart's lower chambers) don't beat normally. Instead, they quiver very rapidly and irregularly. Another arrhythmia that can lead to SCA is ventricular tachycardia (TAK-ih-KAR-de-ah). This is a fast, regular beating of the ventricles that may last for only a few seconds or for much longer.

In people who have either of these arrhythmias, an electric shock from an AED can restore the heart's normal rhythm. Doing CPR (cardiopulmonary resuscitation) on someone having SCA also can improve his or her chance of survival.

AEDs are lightweight, battery-operated, portable devices that are easy to use. Each unit comes with instructions, and the device will even give you voice prompts to let you know if and when you should send a shock to the heart.

Learning how to use an AED and taking a CPR course are helpful. However, if trained personnel aren't available, untrained people also can use an AED to help save someone's life.

You often find AEDs in places with large numbers of people, such as shopping malls, golf courses, businesses, airports, airplanes, casinos, convention centers, hotels, sports venues, and schools. You also can purchase a home-use AED.

Outlook

Ninety-five percent of people who have SCA die from it—most within minutes. Rapid treatment of SCA with an AED can be lifesaving.

MSU AED Program

The Office of Environmental Health & Safety inspects and maintains the AED's on campus to ensure they are in proper working order. If you have questions or concerns about campus AED's, please call (606)783-2099.

Distribution List

President
Provost/Vice President for Academic Affairs
Vice President for Fiscal Services
Vice President for University Advancement
Vice President for Student Affairs
Director, Human Resources
Director, Support Services
Director of Counseling & Health Services
Assistant Vice President, Facilities Management
Director, Auxiliary Services
Director, Library Services
Director, Student Housing
Chief of University Police
Coordinator, Environmental Health & Safety
Academic Deans
Chair, Department of Nursing
Morehead Police Department
Morehead / Rowan County Emergency Management
ARAMARK (Contract Food Services)
Morehead State University Police Department
Risk Management
ROTC (Military Science)
Office of Information Technology
Assistant VP, Strategic Communications & Marketing
Assistant VP, Student Affairs/Dean of Students
General Counsel
General Manager, Morehead State Public Radio (WMKY)
All listed Facility Supervisors

I. Rowan County ICS Guidelines

GENERAL OPERATING GUIDELINES FOR IMPLEMENTING THE INCIDENT COMMAND SYSTEM FOR ROWAN COUNTY

POLICY:

Adopt a set of guidelines for implementing the Incident Command System for responding to all incidents-manmade or natural- within Rowan County. These guidelines shall be consistent with OSHA 1910.120, SARA TITLE III, Annex Q of the local Emergency Operations Plan, EPA, NFPA 1600 Standards, NIIMS, KRS 39A.230 and in accordance with local training and equipment capabilities. Federal law requires the use of ICS for response to HAZMAT Incidents. ICS has been endorsed by the International Association Chiefs of Police, NFS, and the American Public Works Association.

MISSION STATEMENT:

These guidelines are to protect and provide guidance to emergency response personnel that are responding/participating in a situation, natural or man-made, that possess a threat to life, environment, and property.

AUTHORITY:

OSHA 1910.120 Section Q, Paragraph 3 (i) and KRS 39A.230 Para (2) a. and b (3) mandates that local agencies responding to incidents use the ICS to manage all response and recovery efforts.

PURPOSE:

The Incident Command System (ICS) is recognized as an effective system for managing emergencies. ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.

ICS has been proven effective for responding to all types of incidents, including:

- Hazardous Materials (HazMat) incidents
- Planned events (e.g., celebrations, parades, concerts, etc.)
- Response to natural hazards
- Single and multi-agency incidents
- Lack of comprehensive resource management

- Incidents involving multiple casualties
- Multi-jurisdictional incidents
- Air, rail, water, or ground transportation incidents
- Wide-area search and rescue missions
- Pest eradication programs
- Private sector emergency management programs

THE COMMAND FUNCTION:

The command function is directed by the Incident Commander, who is the person in charge at the incident, and who must be fully qualified to manage the response. The Incident Commander's responsibility is the overall management of the incident. Incident Command shall be established at all incidents.

Major responsibilities of the Incident Commander and the ICS in general include:

- Performing command activities, such as establishing an appropriate command structure and establishing the ICP
- Protecting life and property
- Controlling personnel and equipment resources
- Assessing incident priorities
- Ensure that adequate safety measures are in place
- Determining operational objectives
- Developing and implementing the Incident Action Plan (IAP)
- Maintaining accountability for responder and public safety, as well as for task accomplishment
- Authorizing the release of information to the media
- Keeping track of all costs
- Establishing and maintaining an effective liaison/coordination with outside agencies and organizations, including the EOC, when it is activated. The Incident Commander will base the decision to expand (or contract) the ICS organization on three major incident priorities:

Life Safety- The Incident Commander's first priority is always the life safety of the emergency responders and the public.

Incident Stability- The Incident Commander is responsible for determining the strategy that will:

- Minimize the effect that the incident may have on the surrounding area
- Maximize the response effort while using resources efficiently. The size and complexity of

the command system that the Incident Commander develops should be keeping with the complexity of the incident, not the size based on geographic area or number of resources.

Property Conservation- The Incident Commander is responsible for minimizing damage to property while achieving the incident objectives.

- Approve requests for additional resources or for the release of resources
- Order the demobilization of the incident when appropriate

ICS ORGANIZATION FOR INCIDENTS:

ICS organizational structure should be based on the management needs of the incident(s) and should be developed on a proactive basis. Incident resources and management needs must be projected adequately ahead to allow for the reflex time of responding resources.

The IC and other supervisory personnel should anticipate span-of-control problems. Subordinate management position should be staffed to maintain an acceptable span of control and workload. This may necessitate requesting additional command officers to fill these overhead positions. Whenever Planning, Logistics, Finance, or Operations functional responsibilities become a significant workload for the IC, the appropriate Sections should be staffed. This will prevent over extension of the IC's span of control.

ESTABLISHING INITIAL COMMAND AND TRANSFER OF COMMAND:

Initially, the Incident Commander will be the senior person among the first responders to arrive at the scene. As the incident escalates and additional responders arrive, command will transfer on the basis of who has primary authority for overall control of the incident. Whether single or multiple resources are committed to the incident, command shall be formally established by transmitting a brief initial report containing the following information to E-911:

- Identify of the unit transmitting the report
- Actual location of the incident(s)
- Brief description of the incident(s) and report of conditions
- Designation of the individual assuming command and incident name
- Incident(s) will be given a specific name to reduce confusion when multiple incidents share the same radio frequency and/or dispatcher

Command may be transferred from the initial IC to a later arriving higher command officer or to one who has overall responsibilities of the incident. Transfer of command shall take place on a face-to-face basis whenever possible to facilitate effective communication and feedback. If face-to-face communications are not possible, transfer the command by radio may be conducted. At

the transfer of command, the outgoing Incident Commander must give the incoming Incident Commander a full briefing and notify all staff of the change in command.

TRANSFER OF COMMAND:

Transfer of command shall include communication of the following information:

- The status of the current situation
- Resources committed and responding to the incident, as well as the present incident organizational structure
- Assessment of the current effect of tactical operations
- The IAP and its current status
- Deploying and assignment of operating units and personnel
- The outgoing Incident Commander also should review the command board, which shows resource status deployment, with the incoming Incident Chamber

If command has been established by a first responder, command may be transferred to the first arriving officer. Command shall be transferred to the first command officer at that officer's discretion (the command officer may choose to allow the Company Commander to continue as IC.) Transfer of command to a higher ranking command officer is also discretionary. When a command officer allows a lower ranking officer to retain command, this does not remove the responsibility for the incident from the higher ranking individual. Following transfer of command, the IC may return the previous IC to his or her Company (if a Company Commander) or specify assignment to a subordinate management position within the ICS organizational structure.

SCENE SIZE-UP/ASSESSMENT AND RESPONSE:

What does the IC need to initially know about and how to manage the incident? The answers are found through:

1. Performing Size-Up. The IC must perform an initial assessment of the situation, incident potential, and resource status. This assessment must address the following three questions:
 - What have I got? (Situation) Where is it going? (Potential)
 - What do I need to control it? (Resources)
 - Size-Up is not static and must be continued throughout the duration of the incident.
2. Select the Strategic Mode. A critical decision having an impact on the safety of personnel and the effectiveness of tactical operations if the selection of strategic mode. Operations

may be conducted in either and Offensive or Defensive mode. This decision is based on the answers to the following two questions:

- Is it safe to conduct offensive operations?
- Is resources capability (present and projected) adequate for offensive operations to control the incident?

3. Define Strategic Goals. Strategic goals define the overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

- Protection or removal of exposed persons
- Confinement and extinguishments of the fire or control of the hazard
Minimize loss to involved or exposed property

4. Establish Tactical Objective. Tactical objective are the specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific, measurable, and definitive.

- Assignment of resources Nature of the tactical activity
- Location in which the tactical activity must be performed

5. Implement the Action Plan. Implementation of the Incident Action Plan requires that IC establish an appropriate organizational structure to manage the required resources and communicate the strategic and tactical objectives. The Incident Action Plan may be communicated by Standard Operating Procedures, assigning tactical objectives, or by assigning task activity(s).

- Tactical Standard Operating Procedures may define common components of the incident action plan such as water supply, standard apparatus placement, and the methods used for basic tactical evolutions.
- Orders from the IC may specify tactical objectives assigned to subordinates positions within the ICS structure or to a specific resource.

INCIDENT ACTION PLAN (IAP):

The Incident Commander is responsible for overseeing the development and implementation of the IAP. For single incidents, the IAP may be prepared by the IC and may not be written. In more complex incidents, the IAP will be a written document that is developed by the Planning Section under the direction of the IAP.

The IAP will always be based on incident needs and the incident organization. They must be flexible and reevaluated constantly.

IAP's are developed for specified time periods. These time periods, called operational periods, are determined by the needs of the incident. In rapidly escalating or very complex incidents, the operational periods should be shorter to allow for rapid response to changing events. In smaller, less complex incidents, the operational periods should be longer but usually do not exceed 12 hours.

ICS ORGANIZATIONAL STRUCTURE FOR OPERATIONS:

The ICS shall be used to maintain an effective span of control and workload for all supervisory personnel.

DIVISIONS AND GROUPS:

When multiple resources are assigned the same function incident-wide (such as ventilation or search and rescue), a Group shall be established to provide coordination and control of tactical operations.

When multiple resources are assigned to perform tactical functions in a specified geographic area (such as on a specified floor or side of a structure), a Division shall be established to provide coordination and control of tactical operations.

DESIGNATION OF DIVISIONS AND GROUPS:

When Division boundaries are established on the exterior of a structure or in a nonstructural incident(s) (such as wildland fire), a letter designation (A, B, C, etc.) shall be used. In addition to establishing Division designation, specific boundaries must be defined. This is particularly important in constructional incidents.

When Division boundaries are defined by level in a structural incident, a number or descriptive designation shall be used (1,2,3 basement). If a Division is given responsibility for the entire structural incident, it shall be designated as the Interior Division.

In radio communications with a Division, the letter or number designation shall follow "Division" (Division A, Division 3). If a description is given, it shall precede "Division" in radio communication (Interior Division, etc.)

Groups shall be designated by function (Vent, Water Supply, etc.) In radio communication with a

group, the function shall serve as the designation.

ICS EXPANSION/COMMAND STAFF:

As incidents grow, the Incident Commander may delegate authority for performing certain activities to other as required. When expansion is required, the Incident Commander will establish the other Command Staff positions as appropriate:

INFORMATION OFFICER:

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multijurisdictional incidents. The information officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

RESPONSIBILITIES:

The following are the primary responsibilities of the Information Officer, which should generally apply to any incident:

- Determine from the Incident Commander if there are any limits on information releases
- Develop material for use in media briefings
- Obtain Incident Commander's approval of media releases
- Inform media and conduct media briefings
- Arrange tours and other interviews or briefing that may be required
- Obtain media information that may be useful to incident planning
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel
- Maintain Unit Log

SAFETY OFFICER:

Safety's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe conditions. Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

RESPONSIBILITIES:

- Participate in planning meetings
- Identify hazardous situations associated with the incident
- Review the Incident Action plan for safety implications
- Exercise emergency authority to stop and prevent unsafe acts
- Investigate accidents that have occurred within the incident area
- Assign assistants as needed
- Review and approve the medical plan
- Maintain Unit Log

LIAISON OFFICER:

Incidents that are multi-jurisdictional, or have several agencies involved, may require establishment of the Liaison Officer position on the Command Staff.

The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

RESPONSIBILITIES:

- Be a contact point for Agency Representatives
- Maintain a list of assisting and cooperating agencies and Agency Representatives
- Assist in establishing and coordinating interagency contacts
- Keep agencies supporting the incident aware of incident status
- Monitor incident operations to identify current or potential inter-organizational problems
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources
- Maintain Unit Log

AGENCY REPRESENTATIVES:

In many multi-jurisdictions incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer or the Incident Commander in the Absence of the Liaison Officer.

RESPONSIBILITIES:

- Ensure that all agency resources are properly checked in at the incident
- Obtain briefing from the Liaison Officer or Incident Commander
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative for the agency has been filled.
- Attend briefings and planning meetings as required
- Provide input on the use of agency resources unless recourse technical specialist are assigned from the agency
- Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident
- Advise the Liaison of any special agency needs on a prearranged schedule
- Ensure the well-being of agency personnel assigned to the incident
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure
- Ensure that all required agency forms, reports and documents are complete prior to departure
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure

As incidents become more involved, the Incident Commander can activate additional General Staff sections.

PLANNING SECTION:

The Planning Section collects, processes evaluates, and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief who is a member of the General Staff.

There are four units within the Planning Section that can be activated as necessary:

- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit

RESPONSIBILITIES:

- Collects and process situation information about the incident
- Supervise preparation of the Incident Action Plan
- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan
- Reassign out-of-service personnel already on site to ICS organizational positions as appropriate
- Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Unit)
- Determine need for any specialized resources in support of the incident
- If requested assemble and unassembled strike teams and task force not assigned to operations
- Establish special information collection activities as necessary, i.e., weather, environmental toxics, etc.
- Assemble information on alternative strategies
- Provide periodic predictions on incident potential
- Report any significant changes in incident status
- Compile and display incident status information
- Oversee preparation of Incident demobilization plan
- Incorporate the incident traffic plan (from Ground Support) and other supporting plans into the Incident Action Plan
- Maintain Unit Log
- OPERATIONS SECTION RESPONSIBILITIES:
 - Manage tactical operations
 - Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan
 - Request resources needed to implement the Operation's tactics as a part of the Incident Action Plan development
 - Assist in development of the operations portion of the Incident Action Plan
 - Supervise the execution of the operations portion of the Incident Action Plan
 - Maintain close contact with subordinate positions
 - Ensure safe tactical operations
 - Request additional resources to support tactical operations
 - Approve release of resources from assigned status (not release from the incident)
 - Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary

- Keep the Incident Commander informed of situation and resource status within operations
- Maintain Unit Log

LOGISTIC SECTION:

All incident support needs are provided by the Logistics Section, with exception of aviation support. The Logistics Section is managed by the Logistics Section Chief, who may assign a Deputy. A Deputy is most often assigned when all designed units within the Logistics Section is activated. Six units may be established within the Logistics Section:

- Supply Unit
- Facilities Unit
- Ground Support Unit
- Communications Unit
- Food Unit
- Medical Unit

The Logistics Section will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section.

RESPONSIBILITIES:

- Manage all incident logistics
- Provide logistical input to the IC in preparing the Incident Action Plan
- Brief Branch Directors and Unit Leaders as needed
- Identify anticipated and known incident services and support requirements
- Request additional resources as needed
- Review and provide input to the Communications, Medical, and Traffic Plans
- Supervise requests for additional resources
- Oversee demobilization of Logistics Section

The Logistics Section is geared toward long-range activities and is geared toward supporting the incident responders.

FINANCE/ADMINISTRATION SECTION:

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated.

There are four units, which may be established within the Finance/Administration Section:

- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit

RESPONSIBILITIES:

The Finance/Administration Chief is responsible for tracking incident cost and reimbursement accounting. This section is of critical importance in the event of a Presidential Declaration.

- Manage all financial aspects of an incident
- Provide financial and cost analysis information as requested
- Gather pertinent information from briefings with responsible agencies
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs
- Determine need to set up and operate an incident commissary
- Meet with Assisting and Cooperating Agency Representatives as needed
- Maintain daily contact with agencies administrative headquarters on Finance/Administration matters
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy
- Provide financial input to demobilization planning
- Ensure that all obligation documents initiated at the incident are properly prepared and completed
- Brief agency administrative personnel on all incident-related financial issues needing attention of follow-up

UNIFIED INCIDENT COMMAND:

Incidents that affect more than one political jurisdiction, incidents involving multiple agencies within a jurisdiction, or incidents that impact multiple geographic and functional agencies shall be managed under the Unified Command System. Unified command does not mean losing or giving up agency authority, responsibility, or accountability. Unified Command allows all agencies with responsibility, or accountability. Unified Command allows all agencies with responsibility for the

incident, either geographic or functional, to manage the incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or giving up agency authority, responsibility, or accountability.

Unified Command is an important feature of ICS. It allows agencies having a legitimate responsibility to be part of the Incident Command function by:

- Determining overall objectives
- The incident will function under a single, coordinated Incident Action Plan
- One Operations Section Chief will have responsibility for implementing the Incident Action Plan
- Planning jointly for operational activities while conducting integrated operations
- Maximizing the use of all assigned resources
- The Operations Section Chief has responsibility for implementing the IAP
- Planning jointly for operational activities
- The incident functions under a single coordinated IAP
- Consolidated IAP's describe response goals, operational objectives, and support activities.

The Operations Section Chief, if appointed, has responsibility for implementing the IAP. The decision to have a written IAP is made by the Incident Commander. ICS requires written plan whenever:

- The incident is complex (e.g., changes in shifts of personnel or equipment are required).
 - The IAP must cover all objectives and support activities that are needed during the entire operation
 - A written plan is preferable to an oral plan because it clearly demonstrates responsibility, helps protect the county/city from liability suits and provides documentation when requesting state and federal assistance
 - IAP's that include the measurable goals and objectives to be achieved are always prepared around a time frame called an operational period
 - Operational periods can be of various lengths, but should be no longer than 24 hours
 - Twelve-hour operational periods are common for large-scale incidents
 - The Incident Commander determines the length of the operational period based on the complexity and size of the incident
- One ICP is established. The Incident Command Post must:
 - Meet the immediate needs of the incident
 - Be expandable, if expansion is needed
 - Free from civilian personnel

- May be co-located with other incident facilities
- Recognizable to all response personnel
- Be given a name to separate it from other ICP's or other on-going events

COMMUNICATIONS:

All communications shall be in plain English.

Radio communications shall be sender to receiver using the following model:

1. Request to initiate communications and determine that the intended receiver is listening.
2. Transmit the message or order concisely in plain English.
3. Receive feedback from the receiver to ensure that the message was received and understood.
4. Confirm that the message or order was understood; if not, correct and clarify the message.
5. Do not use the radio or telephone unless authorized to do so.
6. Only use codes when communicating at an incident to transmit information that must be protected. Always limit radio and telephone traffic to essential information only.

RESOURCES:

Tracking Resource Status:

All operational resources at an incident will be in one of three status conditions:

- Assigned resources are performing active functions
- Available resources are ready for immediate assignment
- Out-of-service resources are not ready for assigned or available status

Resource status during an incident is maintained and updated by the supervisor who controls the resource(s). All resources personnel, equipment and vehicles usage shall be coordinated/directed by appropriate, assigned staff: no freelancing.

STAGING:

As an incident escalates, additional resources are required. To avoid problems that could result from the convergence of too many resources at the incident site (s) and to manage the available resources effectively, the Incident Commander may identify the need for a Staging Area(s). If a Staging Area is activated, the Staging Area Manager will maintain the status of resources in the

Staging Area and report changes upward through the chain of command. All changes of status of more than a few minutes must be communicated to the appropriate organizational element. The Staging Area Manager shall report to the Operations Section Chief or Incident Commander and shall:

- When the IC has not defined an assignment for on-scene responding resources, Staging shall be established
- When an incident is escalating or has not yet been stabilized, sufficient resources to meet potential incident development should be available in Staging until the incident has been stabilized
- The IC or Operations shall establish Staging by defining its location(s) and communication this information to E-911 or the EOC. The Dispatcher shall inform all responding resources of the location of Staging Area
- If responsibility is not specifically assigned, the commander of the first unit to arrive in Staging shall assume the function of Staging Area Manager
- Resources in Staging shall retain integrity (remain with their unit) and be available for immediate assignment and deployment
- The Staging Area Manager shall keep the IC or Operations advised of resources availability in Staging whenever resources status changes
- Oversee the check-in procedure for personnel and equipment
- Respond to requests for resources by assigning available resources
- Monitor the status of resources
- Keep the Incident Commander or the Operations Section Chief informed of the status of resources in the Staging Area
- Staging Area implementation will vary just as the ICS structure will vary. Staging Areas at a simple incident may serve as a holding area where resources may report for only a short time before deployment. At a complex incident, staging may require a formal deployment system
- The IC or Operations shall request on-scene resources through the Staging Area Manager and shall specify where and to whom those resources shall report
- If more than one staging area is being utilized, be sure to specify the staging area name when conducting communications in association with staging or requesting materials, personnel, vehicles, etc.
- The Staging areas should be within a 3-55 minute traveling distance from the incident site.
- Staging areas should be located out of the way of any possible direct hazard
- Staging areas must have different access routes for incoming and outgoing resources
- Staging areas must be large enough to accommodate available resources and should be large enough to expand if the incident escalates
- Staging areas must offer security for both personnel and equipment

REHABILITATION:

On-scene emergency rehabilitation of emergency responders should be provided in incidents that are highly stressful and long drawn out. It is the duty of the Incident Commander to establish rehabilitation for emergency responders when needed. The on-scene personnel-Incident Commander to the emergency responders-must be aware of stress and heat or cold-related emergencies. In large operations more than one rehab site may be needed.

LOCATION OR REHAB SITE:

- Is outside and upwind of the hot zone. This allows personnel to remove turnout gear and SCBA's safely
- Permits prompt re-entry into emergency operations
- Protects responders from environmental extremes. Locations such as a shady cool arena in hot weather or a warm dry area during cold weather are preferred
- Accommodates all those who may need rehab. Provide room for personnel in rehab to sit or lie down
- Is free of vehicle exhaust
- Is not immediately accessible to the media
- Provides access to SCBA refill
- Is close to an ambulance staging area in case transport is needed
- Has a supply of running, drinkable water. This also allows rehab personnel to set up a cooling water spray in hot conditions
- Is out of view of the work area, especially if the incident involves the recovery of fatalities.

MEDICAL TREATMENT AND EVALUATION AREA:

- Medically monitor crews and determine whether:
 - All crews enter rehab through a single entry point
 - Where they are time-logged in by rehab staff
 - Emergency responders, if applicable, will remove SCBA's, hoods, and turnout gear.
 - Each responder is evaluated for injuries and stress and heat-related illnesses
 - Vital signs are taken and recorded
 - Rehab staff immediately question crew members, being alert to symptoms of possible life-threats such as chest pain and shortness of breath
 - Rehab staff will determine if responders are fit to return to active duty
 - Require additional hydration and rest
 - Require transport to an emergency department for further evaluation and treatment whether due to heat/cold/or emotional stress, or injuries

- Assure accountability for emergency responders who enter and exit rehab
- Update the status of rehab through timely reports to the Safety Officer or the Incident Commander

ACCOUNTABILITY:

This refers to the process by which emergency responders are tracked and accounted for at the scene of an incident. A delay in recognizing that an emergency responder is missing could result in serious injury or death. Accountability is especially important when there is a sudden change in conditions at the scene.

A status board of some type must be established to allow tracking of all individuals at all times. In the rehab sector, the following measures help to assure accountability.

- Entire crews, not individuals, are assigned to rehab
- Crews should enter and exit rehab as a unit
- All entry to and exit from rehab should be through a single access point.

RECORD KEEPING:

Record keeping is a must for all incidents. The detailed and thoroughness of the report will be determined by the length and complexity and involvement with the incident. Records are legal documents that can be used by insurance companies, attorneys involved in a lawsuit, state and federal regulators to determine if proper procedures were followed.

Records serve as excellent evaluation tools that will enable all participants to see their strengths and weakness, which can be improved through better planning, training and exercising.

Records that should be kept are:

- Incident Command Chart
- Copy of the Incident Action Plan
- Site-Safety Plan
- Demobilization Plan
- Critique of Incident

DEMOBILIZATION PROCEDURES:

At some point, whether during the incident or at the completion, personnel and equipment will be demobilized. Demobilization during the incident prevents over organization. If it is clear that a

particular function is no longer required it is perfectly appropriate to demobilize the unit and to reassign or release the personnel. This is one of the ways ICS can keep the organization size proportionate and also reduces cost. Anytime an ICS position is demobilized, the function it was performing goes to next higher level in the chain of command. Demobilization requires the following:

- Complete all work in progress, unless otherwise directed
- Ensure that all of your records and files are up to date
- Brief your relief (or, if you are not being relieved, your immediate supervisor) on the status of all your work
- Brief your subordinates and introduce your relief, as necessary
- Return or otherwise transfer custody of all equipment that you have signed for
- Follow the local check-out procedures before leaving the incident area
- Incidents should be closed by conducting a debriefing and critique if the situation warrants
- All records, including those of the debriefing and critique are to be gathered and held in one location for review/evaluation as needed.

If you have been subjected to a traumatic incident, mass casualties, death of a fellow responder, you will be required to attend a CISD. Attendance at these briefings is mandatory.

**Morehead State University
Facility Supervisors**

FACILITY	SUPERVISOR	E-MAIL	EXTENSION
AAC	Paul Rhodes	p.rhodes@moreheadstate.edu	783-2386
ADUC	Taunya Jones	ta.jones@moreheadstate.edu	783-2099
Aramark Manager ADUC/3 rd St./Rock	Amanda Adkins	Adkins-amanda@aramark.com	783-2017
Allen Field	Paul Rhodes	p.rhodes@moreheadstate.edu	783-2386
Allie Young Hall	Michelle Barber	m.barber@moreheadstate.edu	783-5187
Baird Music Hall	Brian Mason	b.mason@moreheadstate.edu	783-2496
Bert Combs Building	Dr. Johnathan Nelson	j.nelson@moreheadstate.edu	783-2090
Breckinridge Hall	Sylvia Henneberg	s.henneberg@moreheadstate.edu	783-2736
Button Auditorium	Maj. Jonathan Ginsley	@moreheadstate.edu	783-5259
Camden-Carroll Library	David Gregory	d.gregory@moreheadstate.edu	783-5100
CHER Building	Dr. Lynn Parsons	l.parsons@moreheadstate.edu	783-2642
Claypool Young Building	Dr. Brian Mason	b.mason@moreheadstate.edu	783-2474 (C) 776-3176
Eagle Center	Paul Rhodes	p.rhodes@moreheadstate.edu	783-2386
Educational Services	Sharon Reynolds	s.reynolds@moreheadstate.edu	783-2248
Farm (Derrickson Complex)	Joe Fraley	j.fraley@moreheadstate.edu	783-2802
Folk Art Center	Tammy Stone	t.stone@moreheadstate.edu	783-2204
Eagle Trace Golf Course	Justin Brown	ja.brown@moreheadstate.edu	783-9973
Ginger Hall	Greg Wilcox	g.wilcox@moreheadstate.edu	783-2162
Enrollment Services	Tim Rhodes	t.rhodes@moreheadstate.edu	783-2000
Housing	Alan Rucker	a.rucker@moreheadstate.edu	783-5367
Howell-McDowell	Teresa Lindgren	t.lindgren@moreheadstate.edu	783-2449

Innovation Launchpad	Mark Murphy	m.murphy@moreheadstate.edu	783-2752
Jayne Stadium	Paul Rhodes	p.rhodes@moreheadstate.edu	783-2386
Lappin Hall	Dr. Charles Lydeard	c.lydeard@moreheadstate.edu	783-2945
Laughlin Health Building	Merrell Harrison	m.harrison@moreheadstate.edu	783-2035
Lloyd Cassity	Ahmad Zargari	a.zargari@moreheadstate.edu	783-2418
Palmer House	Kim Oatman	k.oatman@moreheadstate.edu	783-2066
Power Plant	Mike Jessee	m.jessee@moreheadstate.edu	783-2609
Rader Hall	Dr. Scott Davison	s.davison@moreheadstate.edu	783-2273
Rec & Wellness Center	Jason Hilton	j.hilton@moreheadstate.edu	783-2083
Reed Hall	Dr. Wayne Miller	w.miller@moreheadstate.edu	783-2158
Rice Maintenance Bldg	Kim Oatman	k.oatman@moreheadstate.edu	783-2066
Space Science Center	Ben Malphrus	b.malphrus@moreheadstate.edu	783-2212
Traditional Music Center	Raymond McLain	r.mclain@moreheadstate.edu	783-9366
Water Testing Lab	Justin Mason	jrmason@moreheadstate.edu	783-2961
Wetherby Gym	Eric Spurlock	e.spurlock@moreheadstate.edu	783-2812 606-776-3457
WMKY	Paul Hitchcock	p.hitchc@moreheadstate.edu	783-2334
Presidents Home	Kim Oatman	k.oatman@moreheadstate.edu	783-2066

APPROVE OVC GOVERNING BOARD CERTIFICATION

**BOR (VII-A-8)
August 19, 2021**

Recommendation:

That the Board certify the attached Governing Board statement for the Ohio Valley Conference.

Background:

Morehead State University is a founding member of the Ohio Valley Conference (OVC), and its athletic teams (with the exception of football) compete in the OVC throughout the year. The Conference asks that the governing board of each institution certify that:

- 1) Responsibility for the administration of the athletics program has been delegated to the Chief Executive Officer of the institution.
- 2) The Chief Executive Officer has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, OVC, and all other relevant rules and regulations.
- 3) The Chief Executive Officer, in conjunction with the Director of Athletics and Faculty Athletic Representative, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the Ohio Valley Conference.

Approval by the Board of this certification would authorize the Board Chair to sign the attached document. This document is an annual certification form.



OHIO VALLEY CONFERENCE

Governing Board Certification Form Academic Year 2021-22

As Chairman of the Governing Board at _____, I attest that:

- 1) Responsibility for the administration of the athletics program has been delegated to the Chief Executive Officer of the institution.
- 2) The Chief Executive Officer has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, OVC, and all other relevant rules and regulations.
- 3) The Chief Executive Officer, in conjunction with the Director of Athletics and Faculty Athletic Representative, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the Ohio Valley Conference.

Date Presented to the Governing Board: _____

Signed: _____
(Chair of the Governing Board)

Please return completed form to:

*Beth DeBauche
Commissioner
Ohio Valley Conference
215 Centerview Drive, Suite 115
Brentwood, TN 37027
bdebauche@ovc.org*

**APPROVE REVISIONS TO THE UNIVERSITY DEBT
POLICY, AS STATED IN THE BOARD OF REGENTS
BYLAWS**

**BOR (VII-B-1)
August 19, 2021**

Recommendation:

That the Board of Regents adopt revisions to the University debt policy, as stated in the Board of Regents Bylaws, and amend the Bylaws accordingly.

Background:

The University must make ongoing strategic capital investments in academic, student life, and other plant facilities. The purpose of the Debt Policy is to provide guidance on the strategic use of debt as a funding source for those investments. The revised Debt Policy recommended for approval modifies the guidance currently provided in the Bylaws to provide additional considerations, processes and direction on when debt should be used. It also modifies the process by which the University evaluates its debt capacity and affordability by incorporating the use of an industry accepted methodology, the Moody's Investors Service Higher Education Scorecard, in support of the evaluation of the University's debt capacity and affordability.

The current University Debt Policy is included as part of the Bylaws of the Morehead State University Board of Regents. Section 13 of the Bylaws states that the Bylaws may be amended at any regular meeting by the Board of Regents by a majority vote of all the members of the Board, provided the proposed amendment has been submitted to the Board at least ten (10) days prior to the meeting upon which the amendment(s) are to be voted upon.

Proposed revisions to the University debt policy are attached hereto.

Morehead State University

University Debt Policy

~~Adopted~~Revised: ~~September 26~~August 19, 2021~~13~~

Purpose:

To fulfill its mission, Morehead State University must make ongoing strategic capital investments in academic, student life, and other plant facilities using an appropriate mix of funding sources including state bonds and appropriations, University bonds, capital leases, internal reserves, operating funds and private gifts.

The purpose of the Debt Policy is to ensure the appropriate mix of funding sources is utilized and to provide guidance on the strategic use of debt. Debt is a valuable source of capital project financing but should be limited to projects that relate to the mission and strategic objectives of the University. The amount of debt incurred has an impact on the financial health of the University and its credit rating.

This Policy provides a discipline and framework to be used by senior administration to evaluate the appropriate use of debt in capital financing plans.

Objectives:

The objectives stated below provide the framework for decisions regarding the use and management of traditional and non-traditional external debt. The Debt Policy and objectives are subject to re-evaluation and change over time.

1. Outlines a process for identifying and prioritizing capital projects considered eligible for debt financing and assuring that debt-financed projects have a clear and feasible plan of repayment. Overall leverage of the University will be considered when evaluating the issuance of external debt to finance a capital project. Projects that relate to the core mission and have associated revenues will generally be given higher priority for debt financing.
2. Defines the process, qualitative considerations and ~~to be used as well as~~ quantitative tests that will be used to evaluate the University's overall financial health, liquidity, and present and future debt capacity and affordability.
- ~~3. Establishes guidelines to limit the risk of the total external debt portfolio. The University will manage debt on a portfolio basis, rather than on a transactional or project specific basis; will use an appropriate mix of fixed and variable rate debt (as permitted by State Law) to achieve the lowest cost of capital while limiting exposure to market interest rate shifts; and protect the operational liquidity of the University.~~
- ~~4.~~3. Establishes guidelines for communication with rating agencies and investors to ensure appropriate communication of the University's creditworthiness and strategy.
- ~~5.~~4. Assigns responsibilities for the implementation and management of the University's Debt Policy.

Debt Policy Framework External Debt Utilization and Management

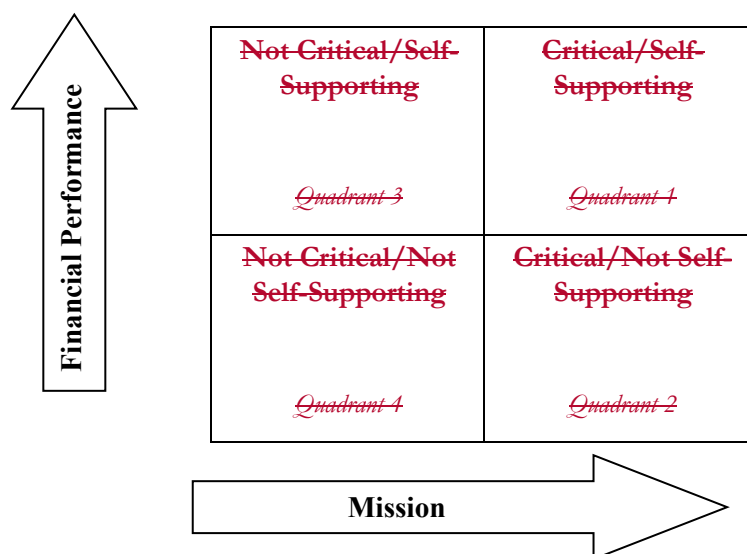
1. ~~Process for Identifying and~~ Prioritizing Capital Projects Requiring Debt

The University has significant capital needs and recognizes that external debt is a strategic, but limited, resource that can be used as a multi-pronged strategy for funding those needs. Additionally, the University must compete with all other state agencies for capital projects bonding authority as the Commonwealth of Kentucky has imposed limits on the aggregate amount of outstanding debt attributable to the State. Therefore it is essential that the University appropriately prioritize capital projects requiring debt. Projects to be considered for debt financing must relate, directly or indirectly, to the mission of the University.

In assessing the possible use of debt, all financing and revenue sources will be considered. The University shall maximize the use of philanthropy, grants, agency funds (internal reserves), state appropriations and state bonds to fund capital projects, strategically using taxable and tax-exempt debt to provide additional resources to support mission-critical investments. The University will consider other funding opportunities when appropriate and advantageous to the University. An evaluation of such financing strategies will include a comprehensive assessment of the risks, costs and benefits specific to the project, the University resources at-large and the overall debt portfolio.

~~The debt allocation matrix below depicts an approach to prioritizing capital projects requiring debt.~~

Figure 1. Debt Allocation Matrix



~~Explanation of debt allocation matrix:~~

Quadrant 1:

Project **is critical** to the core missions of research, service or instruction **and** has its own funding source (i.e., non-general fund supported).

Quadrant 2:

Project ~~is critical~~ to the core missions of research, service or instruction but does not have its own funding source (i.e., will require general fund support).

Quadrant 3:

Project is ~~not critical~~ to the core missions of research, service or instruction but has its own funding source (i.e., non-general fund supported).

Quadrant 4:

Project is ~~not critical~~ to the core missions of research, service or instruction and does not have its own funding source (i.e., will require general fund support).

Note that approval of projects in Quadrant 3 and 4 will reduce the ability to issue debt for the mission critical projects identified in Quadrants 1 and 2.

Guidelines for Prioritizing Capital Projects Requiring Debt

The following guidelines will be used to prioritize capital projects and make decisions about financing options and use of debt:

Only projects related to the mission of the University, directly or indirectly, will be eligible for debt financing.

In assessing the possible use of debt, all financing and revenue sources will be considered such as state bonds, University bonds, philanthropy, project generating revenues, expendable reserves and capital leases. Debt is to be used conservatively and strategically.

The University will consider other funding opportunities (e.g., joint ventures, real estate development, etc.) when appropriate and advantageous to the University. Opportunities and financing sources will be evaluated within the context of the Debt Policy and will include a comprehensive assessment of the risks, costs, and benefits of such strategies.

Projects that have a related revenue stream or can create budgetary savings will receive priority consideration as long as they are consistent with the University's overall strategic objectives and fully vetted capital plan. Projects that are inconsistent with overall strategy may not receive a higher priority simply because they are self-supporting.

Project Specific Quantitative Tests

Every project considered for debt financing must have a ~~management-approved~~ plan of project costs, including incremental operating expenses and revenues approved by the Provost or appropriate Vice President or Presidential direct report. The Provost or appropriate vice president must approve these plans. Plans should be submitted to the VPFS for review by the ad-hoc debt management committee prior to seeking the University President's approval for debt financing. Incremental revenues include revenue increases directly associated with the project (e.g., usage fees) that can only be realized if the project is undertaken. Similarly, incremental expenses include any increase in expected operating costs associated with the project. Revenues and costs savings should be estimated conservatively, especially for high risk projects. The net present value of each project will be calculated by summing the discounted value of the annual net project cash flows over the life of the project.

2. Evaluation of University's Overall Financial Health

Financial Ratios/Institutional Quantitative Tests

~~Beyond project specific analysis,~~ There are multiple factors that affect overall institutional debt capacity and debt affordability. These include both internal factors as well as external factors. Before undertaking any new borrowing, the University will assess its broad institutional health, both at the current point in time and forward looking, to determine its ability to absorb additional fixed capital costs while maintaining its overall financial health. Among the areas that will be considered are:

- **Market Position** – the ability to compete for students, extramural grants, faculty and staff, and philanthropic funds;
- **~~Operating Performance~~ Operations** – projections for key revenue and expense drivers and the ability to generate a balanced budget, including funds for strategic reinvestment;
- **~~Wealth and Liquidity~~ Financial Reserves** – the existing level of financial reserves, the liquidity of those reserves, and the capacity to grow reserves through investment returns, operations, philanthropy;
- **~~Leverage Debt and Other Liabilities~~** – existing debt levels, other liabilities which affect ability to absorb new debt, and the structure of borrowing, including covenants;
- **External Factors** – including the federal and state regulatory environment, state funding environment and general economic conditions (inflation, home prices, and financial market performance).

~~In addition to these general factors that affect the University's~~ To support the evaluation of the institution's debt capacity and affordability, the University will utilize the Moody's Investors Service higher education scorecard (see Appendix 2). The scorecard should not be considered a hard limitation on issuing additional debt, as it is a tool to provide one view of credit strength. The University may also compare itself to peer institutions and assess its relative strength among its benchmarks. These approaches are to be evaluated in conjunction with each other, as each approach provides different information to be considered within the overall context of the University's operations and financial profile. establish guidelines for overall debt management using a select number of financial ratios calculated and reported annually and when new debt is issued; and revised periodically to reflect any changes in accounting standards. Calculation of these ratios will be based on the audited consolidated financial statements on a University wide basis.

The VPFS shall review the Moody's scorecard data ratios annually with the President, based on the most recent fiscal year-end audited financial statements. The scorecard should be utilized to assist in assessing debt capacity and affordability guidelines for the University. Prior to the approval of any new debt issues, projected sensitivity scores shall be reviewed in order to provide a measure of the University's debt capacity and affordability. The sensitivity scorecard will analyze the impact of the anticipated debt on the University by evaluating the most recent fiscal year-end audited financial statements and incorporating the proposed debt issuance.

Debt Ratios

~~In order to evaluate the impact of current or proposed future debt obligations, the University will monitor and report the following debt ratios as part of its standard annual financial reporting practices.~~

The values of these ratios will be compared to higher education standards (where available) and in a trend analysis to help the University leadership more fully evaluate its financial risk profile.

- ~~**Unrestricted Resource (Net Assets) to Debt (times coverage) and Expendable Resources (Net Assets) to Debt (times coverage):**~~ These two capital ratios measure the University's liquid assets to its debt and serve as a measure of balance sheet flexibility as well as balance sheet leverage. While it is anticipated that the University will pay debt service from operating revenues, this ratio highlights the ability to use balance sheet resources for some period of time if necessary to support debt repayment.
- ~~**Debt Service to Operating Expenses (percentage):**~~ Assesses how much of the University's operating expenses are consumed by debt repayment. It is assumed that debt repayment is a fixed, obligatory cost that reduces the University's ability to reallocate funds within its operating budget.
- ~~**Average Debt Service Coverage (times coverage):**~~ Measures the ability to repay debt from current operating funds. This ratio measures, over a three-year period, whether sufficient operating cash flow is generated to issue and repay additional debt.
- ~~**Direct Debt to Cash Flow (times coverage):**~~ Measures the total debt burden compared to the University's annual cash flow generating ability.
- ~~**Debt to Revenues (percent):**~~ Measures the University's debt as a percent of total revenue and provides an overall measure of income statement leverage.
- ~~**Managing Risk of Total Debt Portfolio**~~

Managing External Debt

The University recognizes that there are numerous types of financing structures for external debt, each with specific benefits, risks, and costs. These will be reviewed by management within the context of the debt policy and the overall portfolio to ensure that any financial product or structure is consistent with the University's objectives. Regardless of what financing structure(s) is(are) utilized, a full understanding of the transaction, including (i) quantification of potential risks and benefits, and (ii) analysis of the impact on University creditworthiness and debt capacity, will be required. The maturity, average life and duration, and taxability of the debt issue should be commensurate with the project financed.

Mix of Fixed and Variable Debt

Due to the financing flexibility and lower interest cost typically associated with variable rate debt, it may be desirable, depending on market conditions, to maintain a portion of the University's aggregate debt on a floating (variable) rate basis. However, variable rate debt also introduces volatility to the debt service obligations. Therefore, the University will balance the mix of variable and fixed rate debt, although the actual percentage for debt outstanding will fluctuate from time to time due in part to financing needs, prevailing market interest rates, and the liquidity profile of the institution.

3. Communications with Credit Ratings Agencies and Investors

The University will maintain ongoing communications and interaction with bond rating agencies to educate the agencies about the general credit structure and financial performance of the University in order to ~~maintain an acceptable credit rating~~~~attain the highest credit rating possible~~. Maintaining an acceptable credit rating will permit the University to continue to issue debt and finance capital investments at favorable interest rates, ~~although~~~~however~~ the attainment or maintenance of a specific rating is not an objective of this policy.

The University will also at the time of sale and on an ongoing basis keep investors in the University's bonds informed regarding the University's financial condition through appropriate means, such as timely posting of financial statements and other continuing disclosure documents.

4. Responsibility for Implementation and Management of the University's Debt Policy

Board of Regents

~~The Board of Regents will review and approve the annual all- capital projects plan over \$1,000,000 and all external debt financing transactions. as well as each individual debt financing transaction exceeding \$600,000. Additionally, the Board will review and approve the implementation of this Debt Policy and will be apprised of any significant future changes proposed. A resolution, which may include a reimbursement resolution, must be passed by the Board of Regents prior to the issuance of debt.~~

President

~~The University President shall recommend resolutions to the Board of Regents and shall be signatory for all university debt.~~

Vice President for Fiscal Services

~~The Vice President for Fiscal Services ("VPFS") is responsible for monitoring the debt capacity and affordability guidelines. The VPFS is also responsible for the administration of all aspects of debt financing, including accounting, reporting and coordination with financial advisors, underwriters and bond counsel to issue new debt or refinance existing debt. The VPFS will report, as needed, to the University's President and Board of Regents the debt position and recommended plans. Specific debt management practices are provided in Appendix 1.~~

~~The VPFS will also maintain a schedule of current and forecasted debt (external and internal) and associated payment of principal, interest and fees. The Chief Financial Officer and Vice President for Administration is directly responsible for implementation and management of the debt policy; coordination of the ad hoc debt management committee and reporting of all debt issues.~~

Facilities Planning and Facilities Management

The Assistant Vice President for Facilities Management is responsible for estimating and defining capital project costs and in maintaining a list of projects that are being considered. The ~~Chief Financial Officer and Vice President for Administration~~ **Assistant Vice President for Facilities Management** is responsible for developing capital planning documents for the current year, current biennium and the six-year capital plan.

Treasury Management

~~The Chief Financial Officer and Vice President for Administration will maintain a schedule of current and forecasted debt and associated payment of principal, interest, and fees. He or she is responsible for the administration of all aspects of debt financing, including accounting, reporting, and coordination with financial advisors, underwriters, and bond counsel to issue new debt or refinance existing debt.~~

Management

An ad-hoc debt management committee consisting of the following members and any other individual designated by the Chief Financial Officer and Vice President for ~~Administration~~ Fiscal Services will meet on a ~~regular~~ as needed basis to review the University's external debt capacity, liquidity measures, and projects requested to be funded in whole or in part with debt.

- Chief Financial Officer and Vice President for ~~Administration~~ Fiscal Services
- Executive Director of Budgets and Financial Planning
- Director of Accounting and Financial Services
- Dean of the Elmer R. Smith College of Business and Public Policy Technology
- Faculty member from Department of Accounting
- Vice President for University Advancement

The projects to be considered must be submitted by the Provost, ~~or a vice president or~~ presidential direct report to the Chief Financial Officer and Vice President for Fiscal Services who will convene the ad-hoc debt management committee. The Chief Financial Officer and Vice President for ~~Administration~~ Fiscal Services will present the committee's recommendations to the President.

~~*Board of Regents*~~

~~The Board of Regents will review and approve the annual capital project plan as well as each individual debt financing transaction exceeding \$600,000. Additionally, the Board will review and approve the implementation of this Debt Policy and will be apprised of any significant future changes proposed.~~

Review of Debt Policy

~~This Debt Policy should be reviewed at least annually by the Debt Management Committee designated above and changed only when it no longer reflects the debt philosophy of the University. Consistent application of the University's Debt Policy provides evidence of debt management discipline over the long term.~~

Debt Management Practices

~~The University will reference Appendix B entitled "Debt Management Practices" which contains the best practices for the University to assist in implementing this Debt Policy.~~

Appendix A

Formulas and Benchmarks for Key Ratios

A1. ~~UNRESTRICTED RESOURCES (NET ASSETS) TO DEBT (TIMES COVERAGE)~~

$$\frac{\text{UNRESTRICTED NET ASSETS}}{\text{DEBT}^1}$$

A2. ~~EXPENDABLE RESOURCES (NET ASSETS) TO DEBT (TIMES COVERAGE)~~

$$\frac{\text{EXPENDABLE RESOURCES}^2}{\text{DEBT}}$$

B. ~~DEBT SERVICE TO OPERATING EXPENSES (%)~~

$$\frac{\text{MAXIMUM DEBT SERVICE}^3}{\text{TOTAL OPERATING EXPENSES}^4}$$

C. ~~AVERAGE DEBT SERVICE COVERAGE (TIMES COVERAGE)~~

$$\frac{\begin{array}{c} \text{3-YEAR AVERAGE OF:} \\ \text{OPERATING MARGIN}^5 + \text{DEPRECIATION AND INTEREST EXPENSE} \end{array}}{\text{MAXIMUM DEBT SERVICE}}$$

D. ~~DEBT TO CASH FLOW (TIMES COVERAGE)~~

$$\frac{\text{DEBT}}{\text{OPERATING MARGIN} + \text{DEPRECIATION AND INTEREST EXPENSE}}$$

E. ~~DEBT TO REVENUE (%)~~

$$\frac{\text{DEBT}}{\text{OPERATING REVENUES}^6}$$

1 Debt includes par amount of general receipts bonds and notes, Consolidated Educational Building Revenue Bonds, capital leases and notes payable.

2 Expendable resources measured as unrestricted net assets plus expendable restricted net assets.

3 Measured as the maximum debt service as of the end of the most recent fiscal year.

4 Total operating expenses measured as operating expenses per SRECNA, less student financial aid expense plus interest on capital asset related debt.

5 Operating margin is the net loss or gain from operations per the SRECNA, plus state appropriations, plus non-capital and non-permanently endowed gifts and grants, plus 4.5% of the prior year end cash and investments, minus interest on capital related debt.

6 Total operating revenues are the operating revenues per SRECNA plus state appropriations, non-capital and non-permanently endowed gifts and grants, plus 4.5% of the prior year end cash and investments, minus student financial aid expense.

Appendix ~~BA~~

Debt Management Practices

Structure and Maturity

The University will issue bonds to finance capital projects under the provisions of trust indentures approved by the Board of Regents. ~~The following trust indentures have been approved by the Board of Regents:~~

~~General Receipts Obligation Revenue Bonds
Consolidated Educational Buildings Revenue Bonds
Consolidated Housing and Dining System Revenue Bonds~~

Debt in the form of capitalized lease obligations will be approved by the Board of Regents and issued on behalf of the University by the Commonwealth of Kentucky's Asset Liability Commission, the State Property and Buildings Commission, and other financing entities.

~~Where possible, the~~The University will employ maturity structures that correspond with the life of the facilities financed, are complementary to the overall portfolio structure and subject to limitations imposed by the State. As market dynamics change, maturity structures should be reevaluated. Call features should be structured to provide the highest degree of flexibility relative to cost.

Methods of Sale

The University will use the method of sale which will achieve the lowest cost of capital considering the complexity of the transaction. Generally, this can be achieved utilizing a competitive sales method for the placement of bond offerings. ~~However, there may be certain transactions where a negotiated sales method would be more appropriate. To utilize this sales method, the University will need to request legislative approval. However, for transactions using new or non-traditional pledges of University revenues, or those involving greater complexity, a negotiated method of sale will be considered, and legislative approval requested, on an individual transaction basis. The negotiated sales method allows the utilization of a greater scope of services from the underwriting community.~~

Refunding Targets

The University will continuously monitor its outstanding tax-exempt debt portfolio for refunding and/or restructuring opportunities. In analyzing possible refunding candidates, the University will consider the net present value savings as a percentage of refunded debt as well as the potential cash flow savings from the refunding. ~~For a stand-alone refunding, the University will enter into an advance refunding transaction that, in general, produces at least 3-5% present value savings (based on refunded bonds), with this threshold higher for those transactions with a long escrow period. Advance refunding transactions must weigh the current opportunity against possible future refunding opportunities. For current refundings, the University will consider transactions that, in general, produce a least a 1.5 — 3% present value savings (based on refunded bonds). In addition to the net present value percentage savings, the annual dollar savings provided by any refunding will be reviewed, as for large refunding transactions; significant savings may accrue even though the percentage of net present value savings falls below the thresholds defined above.~~

A refunding also will be considered if it relieves the University of certain limitations, covenants, payment obligations, or reserve requirements or budgetary pressures that reduce flexibility. Existing provisions of outstanding debt, such as call features, may also be considered when analyzing a debt for potential refunding, weighing the refunding benefit with the cost and any future restrictions imposed. The University also will consider refinancing certain obligations within a new money offering, even if savings levels are minimal, in order to ~~consolidate debt into a general revenue pledge and/or~~ reduce the administrative burden and cost of managing many small outstanding obligations.

Office of Financial Management

The Commonwealth of Kentucky's Office of Financial Management, in accordance with Kentucky Revised Statute 42.400, shall review and approve, prior to the issuance, all proposed bond issues, bond anticipation notes, or interim external debt financings.

Selection of Financial Advisors, Underwriters and Bond Counsel

The University will, in accordance with Kentucky Revised Statute 45A.840, utilize a Request For Proposal process to select financial advisors, underwriters and bond counsel. Multiple firms may be selected to provide financial advisory, underwriting, and bond counsel services for a specific contract period of time. The firms utilized on an individual transaction will be selected based upon expertise related to the specific transaction. Additionally, the University may utilize the financial advisors, underwriters and bond counsel selected by the Commonwealth of Kentucky's Office of Financial Management through their own similar competitive process.

Post Issuance Compliance

The University will monitor its debt portfolio to remain within compliance of federal and state law to maintain tax-exempt status for those bonds that it applies.

1. Bond Proceeds Investment – The University, in concert with the Commonwealth of Kentucky's Office of Financial Management, will invest bond-funded construction funds, capitalized interest funds, and costs of issuance funds appropriately to achieve the highest return available under arbitrage limitations. When sizing bond transactions, the University will consider funding on either a net or gross basis.
2. Disclosure – The University will continue to meet its ongoing disclosure requirements in accordance to Securities and Exchange Commission Rules 15c2-12. The University will submit financial reports, statistical data, and any other material events as required under outstanding bond indentures.
3. Arbitrage – The University will comply with federal arbitrage requirements on invested tax-exempt bond proceeds, causing arbitrage rebate calculations to be performed annually and rebate payments to be remitted to the Internal Revenue Service periodically, as required.
4. Change of Use – The University will note changes in the uses of tax exempt issuance proceeds, the use of projects financed by tax exempt bonds and changes in the regulatory environment that may affect the University's compliance requirements or the debt's tax-exempt status.

APPENDIX 2

Moody's Investors Service Higher Education Scorecard

Morehead State University, KY

Scorecard Factors and Sub-factors	Value	Score
Factor 1: Market Profile (30%)		
Scope of Operations (Operating Revenue) (\$000)	121,232	A2
Reputation and Pricing Power (Annual Change in Operating Revenue) (%)	(3.4)	B2
Strategic Positioning	Baa	Baa
Factor 2: Operating Performance (25%)		
Operating Results (Operating Cash Flow Margin) (%)	15.8	Aa1
Revenue Diversity (Maximum Single Contribution) (%)	49.5	Aa3
Factor 3: Wealth & Liquidity (25%)		
Total Wealth (Total Cash & Investments) (\$000)	90,335	A1
Operating Reserve (Spendable Cash & Investments to Operating Expenses) (x)	0.4	A1
Liquidity (Monthly Days Cash on Hand)	109	A1
Factor 4: Leverage (20%)		
Financial Leverage (Spendable Cash & Investments to Total Debt) (x)	0.6	A1
Debt Affordability (Total Debt to Cash Flow) (x)	4.3	Aa1
Scorecard-Indicated Outcome		A1
Assigned Rating		A3

Morehead State University

University Debt Policy

Revised: August 19, 2021

Purpose:

To fulfill its mission, Morehead State University must make ongoing strategic capital investments in academic, student life, and other plant facilities using an appropriate mix of funding sources including state bonds and appropriations, University bonds, capital leases, internal reserves, operating funds and private gifts.

The purpose of the Debt Policy is to ensure the appropriate mix of funding sources is utilized and to provide guidance on the strategic use of debt. Debt is a valuable source of capital project financing but should be limited to projects that relate to the mission and strategic objectives of the University. The amount of debt incurred has an impact on the financial health of the University and its credit rating.

This Policy provides a discipline and framework to be used by senior administration to evaluate the appropriate use of debt in capital financing plans.

Objectives:

The objectives stated below provide the framework for decisions regarding the use and management of traditional and non-traditional external debt. The Debt Policy and objectives are subject to re-evaluation and change over time.

1. Outlines a process for identifying and prioritizing capital projects considered eligible for debt financing and assuring that debt-financed projects have a clear and feasible plan of repayment. Overall leverage of the University will be considered when evaluating the issuance of external debt to finance a capital project. Projects that relate to the core mission and have associated revenues will generally be given higher priority for debt financing.
2. Defines the process, qualitative considerations and quantitative tests that will be used to evaluate the University's overall financial health, liquidity, and present and future debt capacity and affordability.
3. Establishes guidelines for communication with rating agencies and investors to ensure appropriate communication of the University's creditworthiness and strategy.
4. Assigns responsibilities for the implementation and management of the University's Debt Policy.

External Debt Utilization and Management:

1. Prioritizing Capital Projects Requiring Debt

The University has significant capital needs and recognizes that external debt is a strategic, but limited, resource that can be used as a multi-pronged strategy for funding those needs. Additionally, the University must compete with all other state agencies for capital projects bonding authority as the Commonwealth of Kentucky has imposed limits on the aggregate amount of outstanding debt attributable to the State. Therefore it is essential that the University appropriately prioritize capital projects requiring debt. Projects to be considered for debt financing must relate, directly or indirectly, to the mission of the University.

In assessing the possible use of debt, all financing and revenue sources will be considered. The University shall maximize the use of philanthropy, grants, agency funds (internal reserves), state appropriations and state bonds to fund capital projects, strategically using taxable and tax-exempt debt to provide additional resources to support mission-critical investments. The University will consider other funding opportunities when appropriate and advantageous to the University. An evaluation of such financing strategies will include a comprehensive assessment of the risks, costs and benefits specific to the project, the University resources at-large and the overall debt portfolio.

Project Specific Quantitative Tests

Every project considered for debt financing must have a plan of project costs, including incremental operating expenses and revenues approved by the Provost or appropriate Vice President or Presidential direct report. Plans should be submitted to the VPFS for review by the ad-hoc debt management committee prior to seeking the University President's approval for debt financing. Incremental revenues include revenue increases directly associated with the project (e.g., usage fees) that can only be realized if the project is undertaken. Similarly, incremental expenses include any increase in expected operating costs associated with the project. Revenues and costs savings should be estimated conservatively, especially for high risk projects. The net present value of each project will be calculated by summing the discounted value of the annual net project cash flows over the life of the project.

2. Evaluation of University's Overall Financial Health

Financial Ratios/Institutional Quantitative Tests

There are multiple factors that affect overall institutional debt capacity and debt affordability. These include both internal factors as well as external factors. Before undertaking any new borrowing, the University will assess its broad institutional health, both at the current point in time and forward looking, to determine its ability to absorb additional fixed capital costs while maintaining its overall financial health. Among the areas that will be considered are:

- **Market Position** – the ability to compete for students, extramural grants, faculty and staff, and philanthropic funds;
- **Operating Performance** – projections for key revenue and expense drivers and the ability to generate a balanced budget, including funds for strategic reinvestment;

- **Wealth and Liquidity** – the existing level of financial reserves, the liquidity of those reserves, and the capacity to grow reserves through investment returns, operations, philanthropy;
- **Leverage** – existing debt levels, other liabilities which affect ability to absorb new debt, and the structure of borrowing, including covenants;
- **External Factors** – including the federal and state regulatory environment, state funding environment and general economic conditions (inflation, home prices, and financial market performance).

To support the evaluation of the institution’s debt capacity and affordability, the University will utilize the Moody’s Investors Service higher education scorecard (see Appendix 2). The scorecard should not be considered a hard limitation on issuing additional debt, as it is a tool to provide one view of credit strength. The University may also compare itself to peer institutions and assess its relative strength among its benchmarks. These approaches are to be evaluated in conjunction with each other, as each approach provides different information to be considered within the overall context of the University’s operations and financial profile.

The VPFS shall review the Moody’s scorecard data ratios annually with the President, based on the most recent fiscal year-end audited financial statements. The scorecard should be utilized to assist in assessing debt capacity and affordability guidelines for the University. Prior to the approval of any new debt issues, projected sensitivity scores shall be reviewed in order to provide a measure of the University’s debt capacity and affordability. The sensitivity scorecard will analyze the impact of the anticipated debt on the University by evaluating the most recent fiscal year-end audited financial statements and incorporating the proposed debt issuance.

Managing External Debt

The University recognizes that there are numerous types of financing structures for external debt, each with specific benefits, risks, and costs. These will be reviewed by management within the context of the debt policy and the overall portfolio to ensure that any financial product or structure is consistent with the University’s objectives. Regardless of what financing structure(s) is(are) utilized, a full understanding of the transaction, including (i) quantification of potential risks and benefits, and (ii) analysis of the impact on University creditworthiness and debt capacity, will be required. The maturity, average life and duration, and taxability of the debt issue should be commensurate with the project financed.

3. Credit Ratings and Investors

The University will maintain ongoing communications and interaction with bond rating agencies to educate the agencies about the general credit structure and financial performance of the University in order to **maintain an acceptable credit rating**. Maintaining an acceptable credit rating will permit the University to continue to issue debt and finance capital investments at favorable interest rates, however the attainment or maintenance of a specific rating is not an objective of this policy.

The University will also at the time of sale and on an ongoing basis keep investors in the University’s bonds informed regarding the University’s financial condition through appropriate means, such as timely posting of financial statements and other continuing disclosure documents.

4. Responsibility for Implementation and Management of the University's Debt Policy

Board of Regents

The Board of Regents will approve all capital projects over \$1,000,000 and all external debt financing transactions. A resolution, which may include a reimbursement resolution, must be passed by the Board of Regents prior to the issuance of debt.

President

The University President shall recommend resolutions to the Board of Regents and shall be signatory for all university debt.

Vice President for Fiscal Services

The Vice President for Fiscal Services ("VPFS") is responsible for monitoring the debt capacity and affordability guidelines. The VPFS is also responsible for the administration of all aspects of debt financing, including accounting, reporting and coordination with financial advisors, underwriters and bond counsel to issue new debt or refinance existing debt. The VPFS will report, as needed, to the University's President and Board of Regents the debt position and recommended plans. Specific debt management practices are provided in Appendix 1.

The VPFS will also maintain a schedule of current and forecasted debt (external and internal) and associated payment of principal, interest and fees.

Facilities Planning and Facilities Management

The Assistant Vice President for Facilities Management is responsible for estimating and defining capital project costs and in maintaining a list of projects that are being considered. The Assistant Vice President for Facilities Management is responsible for developing capital planning documents for the current year, current biennium and the six-year capital plan.

Management

An ad-hoc debt management committee consisting of the following members and any other individual designated by the Chief Financial Officer and Vice President for Fiscal Services will meet on a as needed basis to review the University's external debt capacity, liquidity measures, and projects requested to be funded in whole or in part with debt.

- Chief Financial Officer and Vice President for Fiscal Services
- Executive Director of Budgets and Financial Planning
- Director of Accounting and Financial Services
- Dean of the Elmer R. Smith College of Business and Technology
- Faculty member from Department of Accounting
- Vice President for University Advancement

The projects to be considered must be submitted by the Provost, vice president or presidential direct report to the Chief Financial Officer and Vice President for Fiscal Services who will convene the ad-hoc debt management committee. The Chief Financial Officer and Vice President for Fiscal Services will present the committee's recommendations to the President.

Appendix A

Debt Management Practices

Structure and Maturity

The University will issue bonds to finance capital projects under the provisions of trust indentures approved by the Board of Regents. Debt in the form of capitalized lease obligations will be approved by the Board of Regents and issued on behalf of the University by the Commonwealth of Kentucky's Asset Liability Commission, the State Property and Buildings Commission, and other financing entities.

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Factor 3: Wealth & Liquidity (25%)		
Total Wealth (Total Cash & Investments) (\$000)	90,335	A1
Operating Reserve (Spendable Cash & Investments to Operating Expenses) (x)	0.4	A1
Liquidity (Monthly Days Cash on Hand)	109	A1
Factor 4: Leverage (20%)		
Financial Leverage (Spendable Cash & Investments to Total Debt) (x)	0.6	A1
Debt Affordability (Total Debt to Cash Flow) (x)	4.3	Aa1
Scorecard-Indicated Outcome		A1
Assigned Rating		A3

**APPROVE EMPLOYEE
COMPENSATION PLAN**

**BOR (VII-B-2)
August 19, 2021**

Recommendation:

That the Board approve the recommended compensation plan for full-time employees.

Background:

To recognize the efforts of our employees, the following compensation plan is recommended for full-time employees.

1). Hourly full-time staff will move to a floor of \$10.00 per hour starting September 1, 2021.

(And)

2). In addition to #1 above, full-time faculty and staff hired on or prior to September 1, 2020 with continuous full-time employment will receive a \$400.00 base salary increase to begin October 16, 2021.

(And)

3). In addition to #2 above, full-time faculty and staff hired on or prior to September 1, 2019 with continuous full-time employment will receive an extra \$200.00 base salary increase to begin October 16, 2021.

4). Restricted fund employee's compensation raises, however, are contingent upon funding being available and allocable in the grant or contract.

5). The Board of Regents authorizes the President of the University to analyze and determine how to address any unique or specific employees which may have unusual circumstances.



Morehead State University is committed to providing equal educational opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, gender identity, gender expression, disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans, or disability in its educational programs, services, activities, employment policies, and admission of students to any program of study. In this regard the University conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. This includes: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Orders 11246 and 11375, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Kentucky Revised Statutes 207.130 to 207.240; Chapter 344 and other applicable statutes. Vocational educational programs at Morehead State University supported by federal funds include industrial education, vocational agriculture, business education, and the associate degree program in nursing. Any inquiries should be addressed to: Affirmative Action Officer, Morehead State University, 301 Howell-McDowell Administration Building, Morehead, KY 40351, 606-783-2097.