Minutes of the Quarterly Board of Regents Meeting
Murray State University
Friday, February 25, 2011
Jesse Stuart Room – Pogue Library

The Board of Regents (BOR) of Murray State University (MSU) met on Friday, February 25, 2011, in quarterly session in the Jesse Stuart Room of Pogue Library on the main campus of Murray State University. Chair Constantine Curris called the meeting to order at 1:30 p.m. and welcomed members of the University community, news media, general public and those viewing the proceedings via the Internet.

Roll Call

The roll was called and the following members were present: William Adams, Marilyn Buchanon, Constantine Curris, Sharon Green, Susan Guess, Kirby O'Donoghue, Jack Rose, Phil Schooley, Jerry Sue Thornton, Harry Lee Waterfield II and Stephen Williams. Absent: none.

Others present were: Randy J. Dunn, President; Jill Hunt Lovett, Senior Executive Coordinator for the President, Coordinator for Board Relations and Secretary to the Board of Regents; Tom Denton, Vice President for Finance and Administrative Services and Treasurer to the Board of Regents; Bonnie Higginson, Provost and Vice President for Academic Affairs; Don Robertson, Vice President for Student Affairs; Jim Carter, Vice President for Institutional Advancement; Jay Morgan, Associate Provost for Graduate Education and Research; Renae Duncan, Associate Provost for Undergraduate Education; Bob Jackson, Associate Vice President for Institutional Advancement; John Rall, General Counsel; Joshua Jacobs, Chief of Staff; and members of the faculty, staff, students, news media and visitors.

AGENDA
Meeting of the Board of Regents
Murray State University
Jesse Stuart Room – Pogue Library
February 25, 2011
1 p.m.

1.	**Roll Call**	
2.	**Minutes of the Quarterly Meeting and Committee Meetings of the Board of Regents December 10, 2010***	
3.	**Public Participation**	
4.	**Report of the President**	**Dr. Dunn**
5.	**MSU Spotlight: University Studies/QEP**	**Dr. Murphy**
6.	**Report of the Chair**	**Dr. Curris**
7.	**Report of the Constituency Regents**	**Dr. Rose** **Mr. Schooley** **Ms. O'Donoghue**
8.	**Report of the Treasurer*** **(Quarterly Financial and Investment Reports)**	**Mr. Denton**
9.	**Gift-in-Kind*** **A. CFSB Center Signage**	**Dr. Dunn**
10.	**Naming Proposals*** **A. *State Farm Financial Services Center* – College of Business** **B. *Wells T. Lovett Grand Reading Room* – Pogue Library**	**Dr. Dunn**
11.	**Policy Changes*** **A. *BOR Policy Manual*** **1. *Personnel Policy V B – KTRS/ORP* – Sick Leave Buyback**	**Dr. Dunn**

2. *Operating Policy 3.5 – Salary Policy* - **Time and Leave Reporting**

B. Corporate Policies

1. ***Statement of Ethical Principles and Code of Conduct***
2. ***Information Technology Policies***

12. <u>Personnel Changes</u>* **Dr. Dunn**

A. Salary Roster
B. Faculty Sabbatical Leaves
C. Faculty Leave of Absence Without Pay
D. Staff Leaves of Absence Without Pay

13. <u>Committee Reports/Recommendations (Action Items Only Listed)</u>

A. Academic Affairs **Dr. Thornton**
1) **Master of Arts Degree – Library Media Education**

B. Audit and Compliance **Mr. Waterfield**
1) **WKMS-FM Audited Financial Statements**

C. Buildings and Grounds **Mr. Adams**

D. Enrollment Management and Student Success **Mrs. Buchanon**

E. Finance **Mr. Williams**
1) **Property Acquisition – 914 and 916 North 16th Street**
2) **School of Agriculture Course Fees**
3) **FY 2011-12 Budget Preparation Authorization**

F. Institutional Advancement **Mrs. Guess**

G. Regional Services **Mrs. Green**

14. <u>Other Business</u> **Dr. Curris**

(*Indicates Board Action Item)

<u>Minutes of the Quarterly Meeting and Committee Meetings of the Board of Regents December 10, 2010, approved</u>

Mr. Williams moved, seconded by Dr. Rose, that the Minutes of the Quarterly Meeting and Committee Meetings of the Board of Regents on December 10, 2010, be approved as submitted. The motion carried unanimously.

<u>Public Participation</u>

Chair Curris reported there were no signees for the Public Participation portion of the meeting.

<u>Report of the President</u>

Dr. Dunn reported the following:

<u>People</u>

- **Major Gift**
  - Appreciation was expressed to Charles and Marlene Johnson for their donation of $75,000 for Lovett Auditorium renovations (Phase I). Over the course of the past six months the University has utilized approximately $450,000 for structural work, including roofing, re-glazing windows and repairing plaster. In response to improvements made by the University, Dr. and Mrs. Johnson made their initial pledge for interior redecoration and renovation work. This gift could also provide an opportunity for a *Hold Thy Banner High* sub-campaign that the Johnson family would anchor.

- **Recent Appointments**
  - Mark Welch was appointed Director of Community Relations/Town & Gown following his predecessor Kim Griffo's acceptance of a permanent position at Clemson University. The scope of the work of this office will be expanded to allow for greater interaction with regional Chambers of Commerce and consideration of economic development agency and tourism bureau initiatives.

- Kirby O'Donoghue, Student Government Association (SGA) President, has been named a Kremlin Fellow of the Open World Leadership Center, an agency of the U.S. Congress, and will travel to Russia next month, along with student leaders from Harvard, Berkeley and other prestigious institutions across the country.
- Professors Glynn Mangold and Sally Miles, Management, Marketing and Business Administration, have been named to the Editorial Board of *Business Horizons*.
- Dr. John Mateja, Coordinator of Undergraduate Research and Scholarly Activities/McNair Scholars, has been named an American Physical Society Fellow.

Programs

- **New Graduate Certificate Programs**
  - Veterinary Hospital Management (Hutson School of Agriculture)
  - Organizational Dynamics (Organizational Communication)
  - Professional Writing (English and Philosophy)
  - Human Development and Leadership (HDL)
  - Professional Telecommunications Systems (Telecommunications Systems Management)
  - Youth and Nonprofit Leadership (YNL)

Policy

- **State Legislative Update and Upcoming Federal Delegation Visit**

Mr. Jackson reported legislative issues currently being monitored by the University include:

- Senate Bill 130 which began as the Western Kentucky University (WKU) Bill containing language for a doctorate in physical therapy. This legislation has been altered and passed by the Senate and represents an enhancement or increase in doctoral programs at the comprehensive universities. The Bill is currently in the House where discussion and debate is occurring. Murray State will not take a position in regard to this legislation because it is a WKU-specific Bill which, if passed, would give that institution a total of three doctoral degree programs.
- House Bill 125 (Representative Reggie Meeks) which passed the House yesterday would change Board makeup at for-profit proprietary colleges and universities. This represents a phenomenon occurring across the country and is an issue coming to the forefront in Kentucky. There are some ancillary pieces of the legislation the University is watching closely to ensure public institutions in the Commonwealth are not adversely affected.
- House Bill 405 (Representative Arnold Simpson) is farther reaching and would include public higher education institutions, particularly pertaining to truth in advertising.
- Senate Bill 20 (Senate President David Williams) would expand membership of the Board of Regents and Board of Trustees of state universities by one non-voting student member. Several student body presidents do not favor this Bill which now resides in the House.
- House Bill 225 is being advanced by the Governor and others with regard to school dropout age. The Bill has passed the House and Senate and will affect all public institutions – including higher education providers – in the Commonwealth.
- Also being followed closely is agency bond authority that would not require a public institution to approach the legislature every time it desired to construct a residential college, make an improvement on campus or issue bonds.
- Next week Mr. Jackson and President Dunn will participate in legislative visits in Washington, DC, including meetings with Senator Mitch McConnell, Congressman Ed Whitfield, Congressman Hal Rogers (Chair of the Appropriations Committee) and Senator Rand Paul. The University is in a new post-earmark era and an effort will be made to determine from the delegation what this means for the institution. MSU will likely be more agency-focused relative to funding, including grant funding proposals and the Corporation for Public Broadcasting (CPB) as it pertains to WKMS-FM ($155,000 recurring). In regard to non-earmark proposals, the University will ask the Washington delegation and Congressman Rogers to assist with advancing a National Science Foundation proposal which is already in Washington and two Department of Education proposals (representing talent search grants as part of TRIO programs). Chair Curris provided clarification there are two types of earmarks, including direct earmarks where an institution, entity or business receives funding directly but this type of earmark is expected to die out. The second type of earmark includes those where certain expectations are included within legislation and the administration was urged to explore this option. Congressional staff members are as instrumental as the elected officials in assisting the University in this regard and confirmation was provided that a great deal of time is spent communicating with these individuals.

- **FFY11 AND FFY12 Status Report on Federal Funding for Education**

Dr. Dunn reported the House recently passed a resolution to finish out FFY11 which is fairly severe and will affect each Pell Grant award by approximately $845 if the legislation is allowed to continue. As this legislation advances from the House to the Senate, President Barack Obama has indicated he would likely veto such a measure. He has also introduced the FFY12 Budget which has funding for higher education initiatives remaining fairly stable. Pell Grants would remain at the same level and other sources of funding that are helpful to the institution would continue, including

supplemental education opportunity grants, federal work study, teacher quality and college completion. Early signs from President Obama in regard to FFY12 are positive with funding remaining fairly stable for Murray State University.

Point of View

Dr. Dunn presented the following statement from Robert King, President, Council on Postsecondary Education (CPE), which appeared in *Stronger by Degrees* (February 2011):

> "The [Strategic Agenda for Kentucky Postsecondary and Adult Education] honors the autonomy and diverse missions of the campuses. It balances the advocacy, facilitation and communication responsibilities of the CPE with its duty to develop public policy and monitor its execution and progress. The Agenda calls on Kentucky's rich array of postsecondary campuses and adult education providers to utilize their unique capabilities to give life to the four focus areas imbedded in this document [1) K-12 capacity-building, 2) persistence to graduation, 3) creation and application of knowledge for economic growth and 4) efficiency]."

The Council has authority to set a strategic agenda but MSU must ensure it has freedom to determine how it will meet the indicators set forth by the CPE. The University does not function within a state system but rather under a coordinating body at the state level with institutional authority – which resides in the Board of Regents – to determine how goals will be met.

MSU Spotlight: University Studies/Quality Enhancement Plan (QEP)

Dr. Dunn reported the recently-revised MSU University Studies Program has received national distinction due to contributions provided by numerous faculty members. The Quality Enhancement Plan (QEP) is one aspect of the University's reaccreditation with the Southern Association of Colleges and Schools (SACS). Peter Murphy, Director for the University Studies Program and QEP, presented the following highlights:

- The University Studies Program represents Murray State's general education program and the Quality Enhancement Plan is a major component of SACS requirements. MSU is accredited by SACS and shortly before the ten-year report was submitted in 2004, a new component – the QEP – was introduced as an accreditation requirement. MSU was one of the first universities required to submit such a plan and the institution's QEP focuses on university-wide efforts to enhance student writing skills.
- The QEP developed directly as a result of revisions to the University Studies Program. In fall 2005 then Provost Gary Brockway convened a *Blue Ribbon Commission* to review and revise the University Studies Program. Dr. Murphy, along with Steve Cobb, Dean of the College of Science, Engineering and Technology (SET) – then Chair of the Department of Engineering and Physics – co-chaired the Commission.
- Based on research conducted by three subcommittees and a faculty survey, the *Commission* decided to align the University Studies Program with the *Characteristics of a MSU Graduate*. There is clear alignment and focus on developing thematic rubrics in University Studies based on at least nine of those characteristics.
- This work was successful as evidenced in a recent report by the American Council of Trustees and Alumni. Dr. Duncan reported a nationwide survey was conducted to review the curriculum of general studies requirements for universities across the country, both large and small, and ranging from public to private. The Council specifically looked for what they thought was most important for students to learn when earning a college degree and each college or university in the survey was rated on whether they required these learning objectives. Murray State earned a "B" but across the entire nation only 17 schools earned the score of "A." With regard to Kentucky specifically, only the University of Kentucky, Murray State and Georgetown College earned a "B" ranking. Grades for the other Kentucky public universities were lower and one earned a "D." Survey results indicate Murray State expects its students to learn what the nation thinks is most important for them to learn, indicating MSU offers a well rounded education in addition to allowing students to gain knowledge through their particular disciplines.
- During spring 2009 Provost Brockway convened a new QEP Committee with Interim Dean of the College of Education Renee Campoy and Dr. Murphy serving as co-chairs. After extensive research and discussion the Committee selected five topics to consider as the focus for the University's QEP, including critical thinking, information literacy, cultural diversity, written communication and community engagement. A survey was then distributed to faculty, staff, students and alumni and two topics emerged – written communication and critical thinking – as being the most important.
- Drs. Campoy and Murphy then researched best practices in terms of the feasibility of assessing learning in these areas. Based on research and deliberations, the QEP Committee decided to focus attention on the improvement of student writing skills. Since identifying this topic the Provost's Office has moved forward on several different fronts, including a contest with the winning slogan,

"On the Write Path," being submitted by Dean Cobb. A logo contest was also conducted with the winning design submitted by Marla Moore, an MSU graphic design student.

- In his role as Director of QEP Dr. Murphy is charged with coordinating efforts to enhance the teaching of writing across the University and at all levels of a student's MSU education. He established the *Writing Advisory Board* and charged that body with identifying, communicating and coordinating overarching university-wide approaches to enhance student writing abilities. The *Writing Across the Curriculum* initiative was also revived and Kelley Wezner, Assistant Professor of English and Philosophy, was appointed to oversee the program in addition to coordinating the teaching of writing efforts in each academic college or school and providing faculty development in support of writing pedagogy. Writing Ambassadors were also identified and appointed in each of the colleges and schools.
- Through a generous donation from Dr. Jesse Jones a *Racer Writing Center* has been created and is housed in Waterfield Library under the coordination of Jeffrey Osborne, Associate Professor of English and Philosophy. Several long-range goals will strengthen the enhancement of student writing skills, but included in those plans is increasing the number of hours tutors are available in the *Writing Center*. Dr. Murphy indicated it would be desirable for a *Writing Center* to be located in each college and school and would represent a significant step forward. The membership of the *Writing Advisory Board* should also be expanded by 10 to 12 additional members, including a representative from each college and school, student affairs, the residential colleges, athletics, etc. Every aspect of Murray State would benefit from a *Writing Center* and each group should have representation on the *Advisory Board* to make writing well the centerpiece of not only an education at Murray State but also part of the University lifestyle.

Report of the Chair

Chair Curris indicated there would be no report from the Chair.

Report of the Constituency Regents

Faculty Regent Report

Regent Rose reported Board members were earlier provided with a copy of the *Stronger By Degrees 2011-15* report recently adopted by the CPE. The report indicates with regard to targets the number one goal is committing resources to support K-12 colleagues' capacity to ensure every youth is college or career ready by the time they graduate high school. More emphasis is now being placed on this relationship and information should be provided on how MSU is responding to CPE requirements. Dr. Duncan confirmed this initiative is a result of Senate Bill 1 (SB1) which was passed by the Kentucky legislature in 2009 in an attempt to ensure children were better prepared for careers or college. The CPE has worked with the universities to help each become better prepared for the new wave of students who will be entering their institutions and to better prepare future teachers.

During fall 2010 the University received a $200,000 CPE grant to begin educating Murray State faculty and working with public school teachers on implementation of SB1 which was written in response to federal government *Race to the Top* funds. Dr. Duncan led the initiative but the initial draft was written by grant writers through the Kentucky Co-op and was completed by Bob Pervine, Assistant Dean of the College of SET. Dr. Pervine organized a Steering Committee which consisted of Dr. Duncan, Dr. Campoy and himself, along with Lana Jennings, Director-Lecturer, Community College Remediation and Debbie Bell, Lecturer, Department of English and Philosophy. Faculty Liaisons were also established to reach out to other faculty members. The grant specified a University Studies faculty member should be included in these activities and Taufiq Rashid, Lecturer of History, served in this capacity. Additional members included Chris Austin (Lecturer – Mathematics and Statistics), Mike Morgan (Associate Professor –English and Philosophy), Marty Jacobs (Professor – Adolescent, Career and Special Education) and Misty Evans (Lecturer and Writing Coordinator – Community College). Faculty liaisons were included in the process to ensure faculty across campus would become interested in and excited about events occurring with the implementation of SB1. The liaisons shared information in their own programs and colleges to bring fellow faculty members into the various training sessions, facilitate these sessions and address concerns.

The grant specifically solicited appropriate higher education support for K-12 education and information was provided to higher education faculty introducing two sets of standards that were developed in mathematics and English Language Arts and analyze the alignment between the high school and University-level curriculums. SB1 focuses on these areas in order to bring children up to readiness to function in society. Many educators are alarmed about the number of students being placed in developmental courses and nationwide it was recognized a large gap exists between the

curriculum expectations of higher education and what students are learning in high school. Standards were developed by the Council of Chief State School Officers and by the National Governing Association and the curriculum is designed to bridge this gap with the expectation high school teachers will increase their level of instruction as opposed to the University lowering its standards. By 2014 high schools will be required to better prepare students so they do not require the current level of remediation. This represents a relatively short turnaround time and will begin in kindergarten and continue through high school. Currently one-half of high school students do not have the ACT scores necessary to be considered prepared for college-level work. Educational sessions are being conducted so the new standards and expectations can be explained. Faculty members have been very eager to sign up for these sessions and because it has been so well received additional sessions will likely be added. As part of the grant (in anticipation of the required work), areas that will most directly be affected include English, mathematics and education. All will form collaborative groups to address more directly the various curriculum changes necessary to meet these needs. This summer high school teachers will visit campus to meet with MSU faculty as part of "summer academies" to begin aligning the high school curriculum so it matches that of the University. The academies will be available for a limited number of teachers who are demonstrated leaders and these individuals will be earmarked to assist other teachers in the region. It is anticipated what is learned during the academies will be shared throughout the individual school systems.

Staff Regent Report

Gina Winchester, Executive Director for Regional Stewardship and Outreach and Staff Congress President, thanked the Board and University administration for the opportunity to share the results of the recent Staff Survey. This marks the fifth year the survey has been conducted with a larger number of staff responding each year with a more steady response rate (40 to 50 percent) due to efforts undertaken by Human Resources. Comments appear exactly as they were submitted and some suggestions and issues which arose as part of the survey process have already been addressed. A summary of the data analysis and five-year comparison information were also provided. Appreciation was expressed to Beth Sloan in the Center for Teaching, Learning and Technology who helped convert information into an electronic format; Bentley Utgaard in the Regional Stewardship Office for information compilation and Staff Congress Secretary Kim Cottingham. Regent Schooley reported 1,228 surveys were distributed and approximately 55 percent were returned. The majority of staff comments were favorable and indicated MSU is a big part of the community and they are proud to work for the University. Staff perception of the Board of Regents also improved. Information provided over five years revealed that overall staff feel good about Murray State's direction and mission and this has remained fairly consistent at 78 percent. With regard to whether the administration is doing a good job communicating major issues and can be trusted with straightforward and honest answers, in 2006 staff disagreed with that statement at 50 percent but in 2010 agree with it at 65 percent. Regent Schooley emphasized the number one concern among staff is raises.

Student Regent Report

Regent O'Donoghue reported that during the basketball game last evening the SGA undertook an initiative to attract 2,500 MSU students to the CFSB Center as the Racers faced off against Morehead State. A total of 2,613 students attended and all were "bold and wore gold." Through the *Student Life Improvement Project* SGA awards student organizations with up to $250 to represent the University at competitions, conferences or programs on campus and in the community and last semester a total of $1,700 was awarded. A list of ad hoc SGA committees created over the past year was provided and many student achievements which can be found in the University's *Points of Pride* publication are a result of the work of these committees. The Racer Pride Committee focused on fostering pride across campus and the goals and achievements of that body were provided. Many initiatives have resulted from the work of the Public Relations Committee and the Transportation Committee reviewed ways to better communicate and improve Racer Routes to meet student needs. The Student Senate has identified a need among students who have practicums or clinicals, particularly pertaining to additional expenses these students are required to incur in order to complete their academic program. This need is being reviewed by the Scholarships/Stipend Review Committee in terms of what can be done to offer these students scholarships through the *Hold Thy Banner High* Campaign so they are able to complete their area of academic study. The Town & Gown Committee will work with Mr. Welch to identify potential joint efforts and SGA will hold spring elections in April for the Executive Council and college Senators.

Report of the Treasurer, accepted

Mr. Denton provided the following financial report highlights:

- With regard to the balance sheet as of December 31, 2010, cash and cash equivalents and investments increased by approximately $11 million over the previous year. Of that amount, $3.1 million represents the CFSB donation and proceeds of $1.5 million from the match release program for electrical generator installation.
- With regard to liabilities and net assets, bonds, notes and capital leases decreased by $1.6 million and the University paid off approximately $3 million in bonds.
- With regard to the general fund (six months of operation), revenue is at $90.7 million this year compared to $92.4 million in prior year which represents a decrease of $1.7 million. By June 30 it is anticipated this gap will be covered through tuition.
- With regard to net student tuition and fees, the University is currently at $60 million in actual compared to $60.2 million budgeted prior to summer school and is in good shape with regard to tuition. There is currently a $34.3 million net increase compared to $35.8 million in prior year.
- The overall auxiliary fund increased $394,000 over prior year and both Dining Services and the Bookstore are up approximately $200,000.
- Investments this year compared to prior year are down significantly. The University is currently at 1.14 percent earnings in state accounts and the local bank account is practically zero which is not unusual at this point in time. Tuition excess will likely make up for this decrease.

Mr. Williams moved, seconded by Mrs. Guess, that the Board of Regents, upon the recommendation of the President of the University, accept the quarterly unaudited Financial and Investment Reports for the period of July 1, 2010, through December 31, 2010, as presented. The motion carried unanimously.

(See Attachment #1)

Gift-in-Kind, accepted

Mr. Williams moved, seconded by Dr. Rose, that the Board of Regents, upon the recommendation of the President of the University, accept the donation of signage for the CFSB Center valued at $178,161.59 which was donated by Community and Financial Services Bank of Murray, Kentucky. The motion carried unanimously.

Naming Proposals, approved

State Farm Financial Services Center

Mrs. Guess moved that the Board of Regents, upon the recommendation of the President of the University and the University Committee on Naming of Facilities, Programs and Activities, approve the naming of the financial resource area in the MSU College of Business the *State Farm Financial Services Center*. Ms. O'Donoghue seconded and the motion carried unanimously.

Wells T. Lovett Grand Reading Room

Mr. Waterfield moved that the Board of Regents, upon the recommendation of the President of the University and the University Committee on Naming of Facilities, Programs and Activities, approve the naming of the Grand Reading Room in Pogue Library the *Wells T. Lovett Grand Reading Room*. Mrs. Green seconded and the motion carried unanimously.

Dr. Dunn confirmed as major gifts are pursued the University remains in communication with Regent Guess in her role as Chair of the Institutional Advancement Committee.

Policy Changes

Dr. Dunn reported two operating policy changes are being recommended which are contained in the BOR *Policy Manual*. Changes to two corporate policies are also being recommended. The first operating policy change is part of the *Personnel Policies and Procedures Manual* which is a separate Human Resources' policy guide for the University. Board approval is requested to implement a *Sick Leave Buyback* program which faculty and professional staff under the Kentucky Teachers' Retirement System (KTRS) have supported for a number of years. MSU is the only public university without a buyback program. As a result of work over the last several months the University's Insurance and Benefits Committee (IBC) an opportunity presented itself to negotiate this issue. Components which must be met in order to access the buyback program were listed in the recommendation. The initiative also impacts the budget and this information was included in

the analysis but the expense has already been absorbed in the FY11 Budget. Discussion continues with the IBC around any contribution that would be made for individuals who do not participate in KTRS but instead are allowed by statute to belong to an Optional Retirement Program. Full agreement on the issue has not been reached and work will continue to perhaps bring the issue before the Board for consideration at a future date.

Personnel Policy V B – KTRS/ORP – Sick Leave Buyback, approved

Dr. Rose moved that the Board of Regents, upon the recommendation of the President of the University, approve the proposed changes to the Kentucky Teachers' Retirement System (KTRS)/Optional Retirement Program (ORP) policy in the *Personnel Policies and Procedures Manual*, effective July 1, 2011. Dr. Thornton seconded and discussion followed.

In response to a question regarding why the University would offer different policies depending on an employee's retirement system, Dr. Dunn indicated besides Eastern Kentucky University (EKU) no other public university in Kentucky offers the ORP. The largest aspect of this issue is the fact that under ORP if the University makes a contribution directly into the system, theoretically the next day the employee could withdraw that contribution which represents an inequity. Mr. Denton reported with KTRS the University and the IBC had a pattern to follow because four other institutions in Kentucky utilize the same process but it is difficult to find institutions with an ORP process to serve as a model. There are a number of differences in the two types of plans with KTRS being a defined benefit plan and ORP having a defined contribution meaning the University and the employee both contribute a certain amount into the plan but what the market dictates is what the employee eventually receives. With regard to KTRS the employee's salary and the number of years of employment are known and the benefit can be calculated over a period of years. Whatever contribution the institution makes to KTRS may take 20 years or so for the employee to receive. Another issue is how to measure the two plans since one is based on an annuity and a person's life expectancy where KTRS calculates the amount of benefit an individual will receive. There is no reciprocal arrangement with the ORP to determine a fixed amount to be contributed. It is extremely difficult to judge what constitutes an equal benefit amount across the two different plans. Mr. Denton confirmed this motion would increase retirement benefits of KTRS members, with the University putting in what the KTRS system would deem appropriate to cover the increased cost of the retirement benefit, and further indicated this also includes unused sick leave (up to 92.5 days) and will not apply to individuals retiring last year.

Chair Curris indicated he earlier received a motion and a second. The motion carried with Mr. Adams casting a dissenting vote.

(See Attachment #2)

Operating Policy 3.5 – Salary Policy – Time and Leave Reporting, approved

Dr. Dunn indicated this recommendation is being advanced to establish time and leave reporting procedures and although those procedures continue to be reviewed, Board authorization is necessary at this point. The Banner system has moved all time and leave reporting to an electronic format and compliance has been variable across campus. Compliance among hourly employees has been very high because a paycheck will not be calculated if an hourly paid employee has not reported time and leave. Leave reporting is a separate issue for exempt employees (faculty and professional staff) who have been asked to report leave on the electronic system. The obligation for faculty and professional staff to report leave has always existed but often took place at the departmental or unit level – possibly by a secretary – and the employee had not been overly concerned about how this information was being reported. The Banner system requires every employee to report leave and in reviewing compliance with this requirement, considering opportunities inviting the participation of all employees and providing web-based and onsite training, it is clear some individuals have chosen to not comply with the reporting requirement. Procedures which can be put in place to address this issue as well as sanctions are being reviewed. There are clear requirements with regard to the Fair Labor Standards Act but the University must implement these procedures in order to move closer to 100 percent participation in time and leave reporting through the Banner system. Taking away paychecks is not being considered but at some point leave accumulation and access to University travel monies will be considered so this small group of individuals can be persuaded to participate in the electronic leave reporting process. For individuals who simply refuse to participate in the electronic reporting system there must be a way to bring those individuals into the fold. Based on the Board's approval of this authority work will move forward on procedures which will bring compliance into effect. As a public institution it is not too much for the institution to ask – as good

stewards of taxpayer dollars and student tuition – to indicate when one takes a vacation day or sick leave. This issue was also part of the sick leave buyback discussion and it was clearly indicated there is an expectation for professional staff and faculty to report any absence from work.
Mr. Waterfield moved that the Board of Regents, upon the recommendation of the President of the University, adopt the proposed language for addition to *Operating Policy 3.5 – Salary Policy – Time and Leave Reporting*. Mr. Schooley seconded and the motion carried unanimously.

(See Attachment #3)

Dr. Dunn reported two additional policies the Board is being asked to approve represent corporate statements. The University auditors – RubinBrown – have indicated a need for a University-wide *Code of Ethics*. Work to develop a *Code of Ethics* began shortly after his arrival at MSU because the issue was also being advanced by the CPE. Mr. Rall provided assistance with document preparation but the initiative was eventually put on the back burner until it resurfaced after the auditors brought it to the attention of the administration and the Board at the December quarterly meeting. Several approaches could have been utilized in framing the document presented today, including consulting the Association of Governing Board (AGB) *Board of Directors' Statement on Conflict of Interest*. The document presented includes general areas reflected in these types of codes. Chair Curris indicated there are many complexities associated with the document and recommended referring the *Code of Ethics* to the Audit and Compliance Committee for further review before it is considered by the full Board.

Statement of Ethical Principles and Code of Conduct, postponed

The President of the University recommended approval of the attached *Statement of Ethical Principles and Code of Conduct*. The Board reached consensus that action should be postponed on approval of the recommendation so the document can be referred to the Audit and Compliance Committee for further review, especially from a risk management standpoint.

(See Attachment #4)

Information Technology Policies, approved

Dr. Dunn reported the *Information Technology Policies* have been discussed for some time and the *Acceptable Use Policy* has previously been approved by the Board. A number of technology policies have been worked individually and with the adoption of Banner a need to amalgamate and review those policies in one information technology policy has become desirable. An attempt has been made to address those areas of coverage included in this type of document reviewed for a number of different universities throughout the country to ensure nothing which has merit has been left out from a best practices standpoint or from what is known must be included for the University's purposes in terms of procedural guidelines. Faculty and staff will be provided with a means to access this information and Chief Information Officer Linda Miller. Mrs. Miller indicated when employees are hired they are assigned a network and email account and are required to sign a document indicating agreement to the terms of service which includes acceptance of technology policies.

Mr. Schooley moved that the Board of Regents, upon the recommendation of the President of the University, approve the 14 attached policies related to information technology security which will be published and maintained online. These policies, together with previously-approved policies, constitute Murray State University's *Information Technology Policies*. Mr. Williams seconded and the motion carried unanimously.

(See Attachment #5)

The Board adjourned for a break beginning at 3:05 p.m. and ending at 3:20 p.m.

Personnel Changes, approved

Salary Roster

Mr. Williams moved that the Board of Regents, upon the recommendation of the President of the University, approve the Salary Roster as of December 31, 2010, which includes new employment, retirements, resignations and terminations. Ms. O'Donoghue seconded and the roll was called with the following voting: Mr. Adams, yes; Mrs. Buchanon, yes; Mrs. Green, yes; Mrs. Guess, yes; Ms.

O'Donoghue, yes; Dr. Rose, yes; Mr. Schooley, yes; Dr. Thornton, yes; Mr. Waterfield, yes; Mr. Williams, yes; and Dr. Curris, yes. The motion carried unanimously.

(See Attachment #6)

Faculty Sabbatical Leaves

Ms. O'Donoghue moved that the Board of Regents, upon the recommendation of the President of the University, grant the request for faculty sabbatical leaves for the individuals and periods indicated below.

NAME / DEPARTMENT	EFFECTIVE	SALARY
MARDIS DUNHAM, Educational Studies, Leadership and Counseling	8/15/11-12/31/11	full salary / 1 semester
➢ Write a 10-chapter book for entry-level school psychologists and complete a norm-referenced psychological instrument.		
JOHN UTGAARD, Art and Design	8/15/11-12/31/11	full salary / 1 semester
➢ Continue developing body of sculptural work, begin a new body of more monumental, site-specific work and pursue new venues for work exhibition.		
MICHAEL MORGAN, English and Philosophy	8/15/11-12/31/11	full salary / 1 semester
➢ Complete article for preparing secondary students for success on ACT. Collaborating on a pilot model with a regional school to enhance students' readiness for the ACT.		
RAYMOND CONKLIN, Music	1/1/12-5/15/12	full salary / 1 semester
➢ Compose and design a series of Tuba daily exercises and Embouchure tracking exercises for students.		
ROBIN ZHANG, Geosciences	1/1/12-5/15/12	full salary / 1 semester
➢ Conduct research with Beijing Normal University colleagues on the economic and environmental impact of urbanization.		
ROBERT DONNELLY, Mathematics and Statistics	8/15/11-12/31/11	full salary / 1 semester
➢ Complete papers for submission to professional journals and advance other works in progress.		
TAN ZHANG, Mathematics and Statistics	8/15/11-5/15/12	half salary / academic year
➢ Conduct research with international and domestic researchers on higher order tensors and index theory.		
TERRY CANERDY, Animal Health Technology	1/1/12-5/15/12	full salary / 1 semester
➢ Explore new areas of academia for Murray State University's Veterinary Technology curriculum implementation.		

Dr. Thornton seconded and the roll was called with the following voting: Mr. Adams, yes; Mrs. Buchanon, yes; Mrs. Green, yes; Mrs. Guess, yes; Ms. O'Donoghue, yes; Dr. Rose, yes; Mr. Schooley, yes; Dr. Thornton, yes; Mr. Waterfield, yes; Mr. Williams, yes; and Dr. Curris, yes. The motion carried unanimously.

Faculty Leave of Absence Without Pay

Dr. Thornton moved that the Board of Regents, upon the recommendation of the President of the University, grant the request for a Leave of Absence Without Pay for Marcia Edson, Assistant Professor of Mathematics and Statistics, for the period January 1, 2011, through December 31, 2011. Mrs. Guess seconded and the motion carried unanimously.

Staff Leaves of Absence Without Pay

Mrs. Buchanon moved that the Board of Regents, upon the recommendation of the President of the University, approve the Staff Leaves of Absence Without Pay as listed below:

Name	Department	Effective Dates
Adams, Hoyt	Facilities Management	12/01/10-06/02/11
Clark, Shirley	Facilities Management	01/01/11-03/12/11
Easley, Rebecca	Facilities Management	11/23/10-01/03/11
Garland, Anna	Facilities Management	04/24/10-06/04/10
Green, Timothy	Facilities Management	11/06/10-11/16/10
Lindsey, Della	Food Services	12/01/10-02/10/11
Roberts, Timothy	Facilities Management	12/18/10-02/03/11
Sons, Gerald	Facilities Management	01/10/11-02/02/11

Stephenson, Vicky	Facilities Management	01/01/11-02/11/11
Vandiver, Rhonda	Purchase AHEC	01/03/11-01/31/11

Mr. Schooley seconded and the motion carried unanimously.

Committee Reports/Recommendations

A. Academic Affairs – Dr. Thornton

Master of Arts Degree – Library Media Education, approved

Regent Thornton reported the Academic Affairs Committee had a productive and informative meeting with one agenda item being addressed. Provost Higginson introduced two presenters – Dr. Morgan and Johan Koren, Associate Professor of Early Childhood and Elementary Education – who provided background information regarding the Master of Arts in Library Media Education. A non-degree program is already in place but this would represent an enhancement which would allow it to become a new MSU degree program.

On behalf of the Academic Affairs Committee, Dr. Thornton moved that the Board of Regents, upon the recommendation of the President of the University, approve the proposal for a new degree program – Master of Arts Degree – Library Media Education. Dr. Rose seconded and the motion carried unanimously.

B. Audit and Compliance – Mr. Waterfield

WKMS Audited Financial Statements, accepted

On behalf of the Audit and Compliance Committee, Mr. Waterfield moved that the Board of Regents, upon the recommendation of the President of the University, accept the following reports for 2009-10:

- WKMS-FM *Auditor Communications*
- Audited Financial Statements for WKMS-FM for the year ended June 30, 2010

Mr. Williams seconded and the motion carried unanimously.

(See Attachments #7 and #8)

C. Buildings and Grounds – Mr. Adams

Renovation/Razing of Ordway Hall, discussed

Mr. Adams reported the Buildings and Grounds Committee received a report regarding Ordway Hall from Chief Facilities Officer Kim Oatman and discussed the structural and physical integrity of that facility. This evaluation was based on the need to either raze or remodel Ordway Hall. The Committee received preliminary cost estimates for both options and at this time the report was provided for informational purposes with no Board action required. Opportunities for further discussion and will be presented at a later date.

D. Enrollment Management and Student Success – Mrs. Buchanon

Spring Enrollment Report and Related Information, discussed

Mrs. Buchanon reported the Enrollment Management and Student Success Committee received reports from Provost Higginson, Dr. Robertson, Executive Director for Enrollment Management Fred Dietz and Director for Residence Life and Housing David Wilson regarding enrollment numbers for the spring 2011 semester, enrollment management plans for fall 2011 and residence hall occupancy and graduation rates. These reports were presented for informational purposes only and required no Board action.

E. Finance – Mr. Williams

Property Acquisition – 914 and 916 North 16th Street, approved

Mr. William reported the first recommendation pertains to property acquisition for 914 and 916 North 16th Street which is included in the Campus Master Plan and will likely be used for parking for the new Richmond and Clark residential colleges. The sources of funds would either be remaining bond funds or parking fund monies.

On behalf of the Finance Committee, Mr. Williams moved that the Board of Regents, upon the recommendation of the President of the University, authorize the University to purchase the property located at 914 and 916 North 16th Street, Murray, Kentucky. Mrs. Buchanon seconded and the roll was called with the following voting: Mr. Adams, yes; Mrs. Buchanon, yes; Mrs. Green, yes; Mrs. Guess, yes; Ms. O'Donoghue, yes; Dr. Rose, yes; Mr. Schooley, yes; Dr. Thornton, yes; Mr. Waterfield, yes; Mr. Williams, yes; and Dr. Curris, yes. The motion carried unanimously.

Hutson School of Agriculture Course Fees, approved

The second recommendation relates to the MSU equestrian program where the University has 65 to 70 horses that must be taken care of for the benefit of the various related programs and courses. It is recommended fees which are assigned to specific courses be adopted in order to equitably spread the cost of caring for the horses across all classes which utilize the animals.

On behalf of the Finance Committee, Mr. Williams moved that the Board of Regents, upon the recommendation of the President of the University, approve the implementation of the following course fees, effective with the fall 2011 semester:

AGR 102	Beginning Hunt Seat Equitation (1 credit hour)	$53
AGR 103	Intermediate Hunt Seat Equitation (1 credit hour)	$53
AGR 104	Advanced Hunt Seat Equitation (1 credit hour)	$53
AGR 106	Beginning Stock Seat Equitation (1 credit hour)	$53
AGR 107	Intermediate Stock Seat Equitation (1 credit hour)	$53
AGR 108	Advanced Stock Seat Equitation (1 credit hour)	$53
AGR 109	Beginning Horsemanship (new course) (3 credit hours)	$159

Dr. Rose seconded and the roll was called with the following voting: Mr. Adams, yes; Mrs. Buchanon, yes; Mrs. Green, yes; Mrs. Guess, yes; Ms. O'Donoghue, yes; Dr. Rose, yes; Mr. Schooley, yes; Dr. Thornton, yes; Mr. Waterfield, yes; Mr. Williams, yes; and Dr. Curris, yes. The motion carried unanimously.

FY 2011-12 Budget Preparation Authorization, approved

The third recommendation pertains to fiscal year 2011-12 Budget preparation and the development of Board-approved guidelines to assist in that work. The Finance Committee had a robust discussion regarding various aspects of the budget guidelines and the end result was approval of the guidelines as presented upon the recommendation of the President – with parameters that would be brought before the Board at the appropriate time relative to full Budget adoption. Clarification was provided this does not involve approval of tuition or compensation rates but represents budget guidelines by which the University Budget will be prepared by management and presented to the full Board for final approval.

On behalf of the Finance Committee, Mr. Williams moved that the Board of Regents, upon the recommendation of the President of the University, approve the *Budget Preparation Guidelines* as presented in the attached document. Mr. Adams seconded. Dr. Dunn provided a reminder that this recommendation would entail presenting all tuition, fees and housing rates for approval at the time of Budget adoption at the May meeting, eliminating the need for a Special Meeting.
Chair Curris indicated he earlier received a motion and a second and the motion carried unanimously.

(See Attachment #9)

F. Institutional Advancement – Mrs. Guess – No report.

G. Regional Services – Mrs. Green

Regional Campus Overview, discussed

Mrs. Green reported the Regional Services Committee met during the morning session and received a report from Brian Van Horn, Dean of Continuing Education and Academic Outreach. Murray State has four regional campuses and began serving the Paducah campus in 1989 and currently 989 students are taking classes at the Crisp Center. The campus at Hopkinsville was started in 1977 and there are currently 516 students at the West Regional Postsecondary Education Center. The campus in Madisonville was started in 1970 and there are currently 865 students at Madisonville Community College. The Henderson campus was started in the late 1970s and there are currently 251 students at Henderson Community College. Ft. Campbell is a secondary extended campus which started in 1972 and there are currently 44 students at the Ft. Campbell Army Education Center. This data was presented for informational purposes only and required no Board action.

Other Business

Dr. Dunn reminded the Board that quarterly update reports were included in the Supplemental Notebook and Regents should collect their Retreat folders from Mrs. Hunt Lovett before departing.

Chair Curris reported he has discussed with President Dunn the feasibility of the Board of Regents periodically meeting at one of the off-campus sites. Dr. Dunn indicated the regularly-scheduled meeting in September would be the most appropriate from a planning standpoint to hold at an alternate location. There being no objection from the Board consensus was reached that the September meeting would be held at one of the four regional campus sites. Chair Curris further indicated the Board Retreat is generally held during the fall around that time and due to scheduling difficulties this year it is being held tomorrow. The plan is to return to the regular schedule of the Retreat being held in conjunction with the September meeting. The Board will be polled regarding possible meeting dates in September, understanding those quarterly meeting dates will not be officially set until the spring (May) meeting.

Adjournment

Mr. Williams moved, seconded by Dr. Rose, that the Quarterly Board of Regents meeting adjourn. The motion carried unanimously and adjournment was at 3:40 p.m.

Chair

Secretary

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