



Office of the President

April 9, 2020

Senator Rick Girdler, Co-Chair
Representative Walker Thomas, Co-Chair
Capital Projects and Bond Oversight Committee
702 Capitol Avenue
Capitol Annex Room 34
Frankfort, KY 40601

Dear Co-Chairs Girdler and Thomas:

Thank you for allowing Western Kentucky University (WKU) the opportunity to provide written testimony regarding the reconfiguration of three classrooms in The Medical Center/WKU Health Sciences Complex.

WKU is requesting authorization to reconfigure three classrooms into two classrooms for our nursing program. WKU's nursing program has continued to expand which has caused a capacity issue in the current classrooms. The nursing class is having to divide students between two classrooms with half the students in the actual lecture and the rest in an adjoining room watching the lecture via electronic media. This has created an unwanted learning environment and requires additional staffing to meet accreditation requirements. This project is expected to cost no more than \$1,500,000 and will be completed using Academic Affairs carry forward funds. This project has been approved by the WKU Board of Regents, the Council on Postsecondary Education Finance Committee and is included in the 2020-21 Executive Branch Budget recently passed by the General Assembly.

Thank you again for allowing us to provide written testimony. Please let me know if you or members of the committee have any questions, I can be reached via email, jennifer.breiwa.smith@wku.edu or cell phone, 270-535-0966.

Sincerely,

Jennifer Smith

Jennifer Smith
Special Assistant to the President for Government and Community Relations

cc: Bryan Russell
Doris Hayes
Dr. Tania Basta



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH
CHIEF FACILITIES OFFICER

Senator Rick Girdler, Co-Chair
Representative Walker Thomas, Co-Chair
Capital Projects and Bond Oversight Committee Legislative Research Commission
Capitol Annex Building - Room 34
702 Capitol Avenue
Frankfort, Kentucky 40601

RE: Interim Capital Project - WKU Reconfigure Health Science Classrooms

Dear Senator Girdler and Representative Walker and Members of the Capital Projects and Bond Oversight Committee:

Pursuant to KRS 164A.575 (15), Western Kentucky University is reporting a new capital project, for the reconfiguration/renovation of three (3) existing ninety (90) seat classrooms into two larger classrooms with a minimum seating capacity of 140 seats. WKU's Board of Regents unanimously approved this project at our March 06, 2020 meeting, action item FB-5 attached. This project was also presented to the Council on Postsecondary Education on March 18 requesting formal action attached.

The School of Nursing and Allied Health located in "The Medical Center/WKU Health Sciences Complex (MCHC) has continued to expand and currently is filling up one of the current classrooms spaces with the additional students participating in the adjoining room watching the lectures/classroom instruction via electronic media. This has created an unwanted learning environment and requires additional staffing to meet accreditation requirements.

The program has increased our nursing cohorts each semester from 80 to 100-130, but we have accreditation by KYBN approval to accept 160 per semester. This project will address our current student demands and will help fill the shortage regionally and nationally by increasing the numbers of students we admit and graduate each semester.

The project cost estimate of \$1,500,000 has been derived by the WKU's Planning, Design and Construction office.

Should you have any questions, please contact me.

Bryan B. Russell, LEED® AP
Chief Facilities Officer

The Spirit Makes the Master

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cc: Dr. Timothy C. Caboni, President
Dr. Tania B. Basta, Dean – College of Health & Human Services
Susan I. Howarth, Exec. VP, Strategy, Operations & Finance
Jennifer Breiwa Smith, Special Assistant to the President for Government and Community Relations
Bill Payne, Vice President for Finance and Administration, CPE
Shaun McKiernan, Director of Finance and Budget, CPE



Kentucky Council on Postsecondary Education

Andy Beshear
Governor

100 Airport Road, 2nd Floor
Frankfort, Kentucky 40601
Phone: 502-573-1555
<http://www.cpe.ky.gov>

Aaron Thompson, Ph.D.
President

Capital Projects and Bond Oversight Committee
Room 34, Capitol Annex
702 Capital Avenue
Frankfort, KY 40601

RE: Western Kentucky University Classroom Reconfiguration Interim Capital Project

Dear Senator Girdler and Representative Thomas,

The Council on Postsecondary Education's Finance Committee met on March 18, 2020, and recommends that the full Council approve a request from Western Kentucky University officials for a \$1,500,000 Restricted Fund interim capital project to reconfigure three classrooms at the university's Health Science Center into two larger classrooms to better suit the institution's needs. CPE staff anticipates that the full Council will approve this project, per KRS 164.020 (11), at its April 24, 2020 meeting.

A copy of the Finance Committee's agenda item is attached for your information. If you have questions or require additional information, please contact me at (502) 892-3039.

Sincerely,

A handwritten signature in black ink that reads "Shaun McKiernan".

Shaun McKiernan
Director for Budget and Finance

C: President Tim Caboni, WKU
Susan Howarth, WKU
Carla Wright, OSBD

TITLE: Interim Capital Project – WKU Reconfigure Health Science Classrooms

RECOMMENDATION: Staff recommends that the Finance Committee recommend for full Council approval a \$1,500,000 agency fund interim capital project at Western Kentucky University to reconfigure classrooms in their Health Sciences Complex.

PRESENTERS: Bill Payne, Vice President for Finance and Administration, CPE
Shaun McKiernan, Director of Finance and Budget, CPE

SUPPORTING INFORMATION

Western Kentucky University (WKU) officials request authorization for an interim capital project to reconfigure three classrooms in the Medical Center/Health Sciences Complex to create two larger classrooms with a minimum of 140 seats. WKU's nursing program continues to expand; however, it has created an unwanted and ineffective learning environment. Current classroom spaces have students participating by watching the lectures/classroom instruction via electronic media in an adjoining room. This has created a situation requiring additional staffing to meet accreditation requirements. The project was approved by WKU's Board of Regents on March 6, 2020.

House Bill 592 (2018) created a new provision in KRS 164A.575, that allows public postsecondary institutions to authorize capital projects not specifically listed in the state budget as long as the projects are funded with non-general fund appropriations, do not jeopardize funding for existing programs, and are reported by the institution to the Capital Projects and Bond Oversight Committee. The pertinent section of KRS 164A.575 is provided below:

- (15) Notwithstanding KRS 45.760, the governing board may authorize a capital construction project or a major item of equipment even though it is not specifically listed in any branch budget bill, subject to the following conditions and procedures:
 - (a) The full cost shall be funded solely by non-general fund appropriations;
 - (b) Moneys specifically budgeted and appropriated by the General Assembly for another purpose shall not be allotted or re-allotted for

expenditure on the project or major item of equipment. Moneys utilized shall not jeopardize any existing program and shall not require the use of any current general funds specifically dedicated to existing programs; and

- (c) The institution's president, or designee, shall submit the project or major item of equipment to the Capital Projects and Bond Oversight Committee for review as provided by KRS 45.800.

The approval process for a capital project that exceeds \$1,000,000 is as follows:

- The project must be approved by an institution's board of trustees or regents;
- The project must be submitted to the Council on Postsecondary Education for review and action;
- If approved by the Council, projects at KCTCS and KSU are submitted to the Secretary of the Finance and Administration Cabinet for review and action, and subsequently submitted by the Secretary to the Capital Projects and Bond Oversight Committee for review;
- If approved by the Council, projects at ECU, MoSU, MuSU, NKU, UK, UofL, and WKU are submitted by the requesting institution to the Capital Projects and Bond Oversight Committee for review, and a copy is provided to the Finance and Administration Cabinet as information; and
- Following review and action by the appropriate agencies, the project may be initiated by the requesting institution.

Because this project was not previously approved by the Council and it was not authorized in the enacted 2018-20 budget (HB 200), Council approval is now required to authorize this project. WKU will not be debt financing any portion of this project; therefore, provisions of KRS 45.763 do not apply.

NEXT STEPS

Following Council action, staff will notify the president of WKU, the Secretary of the Finance and Administration Cabinet, and the Capital Projects and Bond Oversight Committee of the Council's recommendation concerning this project.



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March 10, 2020

CHIEF FACILITIES OFFICER

Shaun McKiernan
Director, Budget and Finance
Council on Postsecondary Education

502-892-3039 (direct), 502-573-1555 (main)

Attention: Mr. Shaun McKiernan,

Western Kentucky University requests authorization for the reconfiguration/renovation of three (3) existing ninety (90) seat classrooms into two larger classrooms with a minimum seating capacity of 140 seats each. WKU's Board of Regents unanimously approved this project at our March 06, 2020 meeting, action item FB-5 attached.

The School of Nursing and Allied Health located in "The Medical Center/WKU Health Sciences Complex" (MCHC) has continued to expand and is currently filling up one of the current classrooms spaces with the additional students participating in the adjoining room watching the lectures/classroom instruction via electronic media. This has created an unwanted learning environment and requires additional staffing to meet accreditation requirements.

The program has increased our nursing cohorts each semester from 80 to 100-130, but we have accreditation by KYBN approval to accept 160 per semester. This project will address our current student demands and will help fill the shortage regionally and nationally by increasing the numbers of students we admit and graduate each semester.

The project cost estimate of \$1,500,000 has been derived by the WKU's Planning, Design and Construction office.

Thank you for your consideration, respectfully,



Bryan B. Russell, LEED®AP
Chief Facilities Officer

Chief Facilities Officer Division
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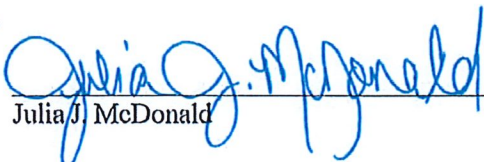
cc: Dr. Timothy C. Caboni, President
Dr. Tania B. Basta, Dean – College of Health & Human Services
Susan I. Howarth, Exec. VP, Strategy, Operations & Finance
Jennifer Breiwa Smith, Special Assistant to the President for Government and Community Relations

CERTIFICATION

Comes Julia J. McDonald, Assistant to the President and Western Kentucky University Board of Regents, and after being duly sworn, hereby states as follows:

1. The attached records are a true and accurate copy of an agenda item to grant approval of an allocation not to exceed \$1,500,000 to renovate classroom spaces for the WKU nursing program located in the Health Sciences Complex;
2. This item appeared on the March 6, 2020 meeting agenda for the WKU Board of Regents;
3. The item was approved and passed unanimously.

This 10th day of March, 2020.



Julia J. McDonald

COMMONWEALTH OF KENTUCKY)
COUNTY OF WARREN)

Personally appeared before me, the undersigned Notary Public in and for said County and State, the within named Julia J. McDonald, with whom I am personally acquainted or proved to me on the basis of satisfactory evidence, and who upon oath acknowledged that she executed the within named will instrument for the purposes therein contained, this the 10th day of March, 2020.



NOTARY PUBLIC-STATE AT LARGE

My commission expires: 6/5/2023





WESTERN KENTUCKY UNIVERSITY

Board of Regents ~ First Quarterly Meeting

March 6, 2020 – 9:00 a.m. (CT)

Jody Richards Hall ~ Cornelius A. Martin Regents Room

AGENDA

- Call to Order (*Mr. Frederick A. Higdon, Chair*)
 - Roll Call (*Mr. David S. Brinkley, Secretary*)
 - Approval of Minutes
 - Fourth Quarterly Meeting – December 13, 2019
-

1. ACADEMIC AFFAIRS

Action Items:

- AA-1 Approval of Undergraduate Certificate in Chinese Studies [pp 1-6]
 - AA-2 Approval of Undergraduate Certificate in German Studies [pp 7-11]
 - AA-3 Approval of Emeritus Appointment [p 12]
-

2. EXECUTIVE

Action Items:

- EX-1 Authorization to Purchase Property at 1560 Normal Street [p 1]
- EX-2 Approval of Annual Salary Recommendation for President [p 2]
- EX-3 Approval of Philanthropic Naming Request [p 3]
- *EX-4 Authorization to Grant Easement to Bowling Green Municipal Utilities [pp 4-5]

**This item was not presented at the executive committee meeting on December 13*

3. FINANCE AND BUDGET

Action Items:

- FB-1 Approval of 2019-20 Operating Budget Revisions [pp 1-2]
- FB-2 Approval of Personnel Actions [p 3 and attached reports]
- FB-3 Acceptance of the Auditor's Reports and Financial Statements for WKYU-TV and WKYU-FM Radio
[p 4 / auditor's reports were distributed with committee materials]
- FB-4 Acceptance for filing the 2019-20 First Quarter Statement of Revenues & Expenditures [pp 5-6]
- *FB-5 Approval of Allocation to Renovate Health Sciences Complex [p 7 and attached MOU]

**This item was not presented at the finance and budget committee meeting on December 13*

4. STUDENT AFFAIRS

Information Item:

- Recruitment Update (*Dr. Jace Lux*)
-

5. OTHER BUSINESS / ANNOUNCEMENTS

- President's Report (*Dr. Timothy C. Caboni*)

Upcoming dates:

- April 17, 2020 – Committee Meetings and Campaign Kick-Off Event
 - May 15, 2020 – Second Quarterly Meeting
 - May 15, 2020 – Commencement
 - May 16, 2020 – College Recognition Ceremonies
 - June 26, 2020 – Special Budget Approval and Committee Meetings
 - August 6, 2020 – Retreat
 - August 7, 2020 – Third Quarterly Meeting
 - October 23, 2020 – Committee Meetings
 - December 11, 2020 – Fourth Quarterly Meeting
-

6. ADJOURN

Upon adjournment, the Board of Regents will tour the WKU Commons

RENOVATE HEALTH SCIENCES COMPLEX

REQUEST:

Approve allocation not to exceed \$1,500,000 for renovating classroom spaces for the Nursing Program located in the Health Services Complex. Legislation passed during the 2018 Regular Session of the General Assembly amended KRS 7A.010 and KRS 45.750 in regard to capital project thresholds to \$1,000,000 which requires Board authorization.

FACTS:

The Western Kentucky University School of Nursing and Allied Health offers several programs for those seeking to enter the nursing profession, advances nursing career or to become a dental hygienist.

The School of Nursing is housed in the Medical Center/WKU Health Services Complex and has requested that their instructional space be reconfigured from three classrooms with a seating capacity of 90 students each. These three classrooms will be combined to two larger classrooms with a minimum seating capacity of 140 seats per space. Combining the rooms will increase student interaction with the faculty and reduce the number of assistants needed to monitor classroom assignments, projects and exams.

The project will require removing two walls and adding one back to the center of room 1106. This will expand occupancy to 140 students in each room. AV will need will be updated and will include new Zoom capability. The project must be completed by August 15, 2020 to meet our current fall enrollment.

BUDGETARY IMPLICATIONS:

This project will be completed using Academic Affairs carry forward funds.

RECOMMENDATION:

President Timothy C. Caboni recommends the Board of Regents approve \$1,500,000 for the renovation/reconfiguration for the Nursing school project.

MOTION:

Approve the allocation to complete the renovation.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, effective on the date of the last signatory hereto, by and between BOWLING GREEN-WARREN COUNTY COMMUNITY HOSPITAL CORPORATION, d/b/a THE MEDICAL CENTER ("Landlord") and WESTERN KENTUCKY UNIVERSITY, a public institution of higher education of the Commonwealth of Kentucky ("Tenant");

WHEREAS, Landlord and Tenant entered into a Health Sciences Complex Lease dated June 1, 2012; and

WHEREAS, Tenant has requested that Landlord renovate three of the large classrooms on the 1st Floor of the Health Sciences Complex; and

WHEREAS, Landlord has agreed to make such renovations subject to reimbursement by the Tenant;

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, the parties hereto agree as follows:

1. Landlord agrees to renovate three designated large classrooms on the First Floor of the Health Sciences Complex as requested by Tenant. Landlord agrees to obtain appropriate architectural drawings, solicit bids for completion of construction based upon architectural drawings approved by Tenant and provide overall management for the renovations. Tenant shall be responsible for any modifications to current furniture, purchase of new furniture as needed, fixtures and equipment, approval of the selection of finishes and for all information technology components related to the renovations. The description of the renovation project shall be set in architectural drawings as agreed to by the parties.

2. Tenant agrees to reimburse Landlord for all costs and expense related to completion of Tenant's requested renovations. Landlord shall invoice Tenant monthly based on the amount of then current contract draws following completion and submission of architectural drawings and determination of estimated cost. Should Tenant decline to complete the requested renovations, Tenant agrees to reimburse Landlord for all expenses incurred by Landlord. Should Tenant proceed with the renovation project Tenant agrees to reimburse Landlord for all costs related to any modification or change orders following acceptance of construction contract bid proposals.

Landlord and Tenant have executed this Memorandum of Understanding as of the dates set out hereinbelow.

LANDLORD: **BOWLING GREEN-WARREN COUNTY COMMUNITY
HOSPITAL CORPORATIN d/b/a THE MEDICAL CENTER**

By: _____
(signature)

Printed Name: _____

Title: _____

Date: _____

TENANT: **WESTERN KENTUCKY UNIVERSITY**

By: _____
(signature)

Printed Name: _____

Title: _____

Date: _____



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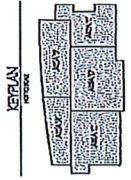
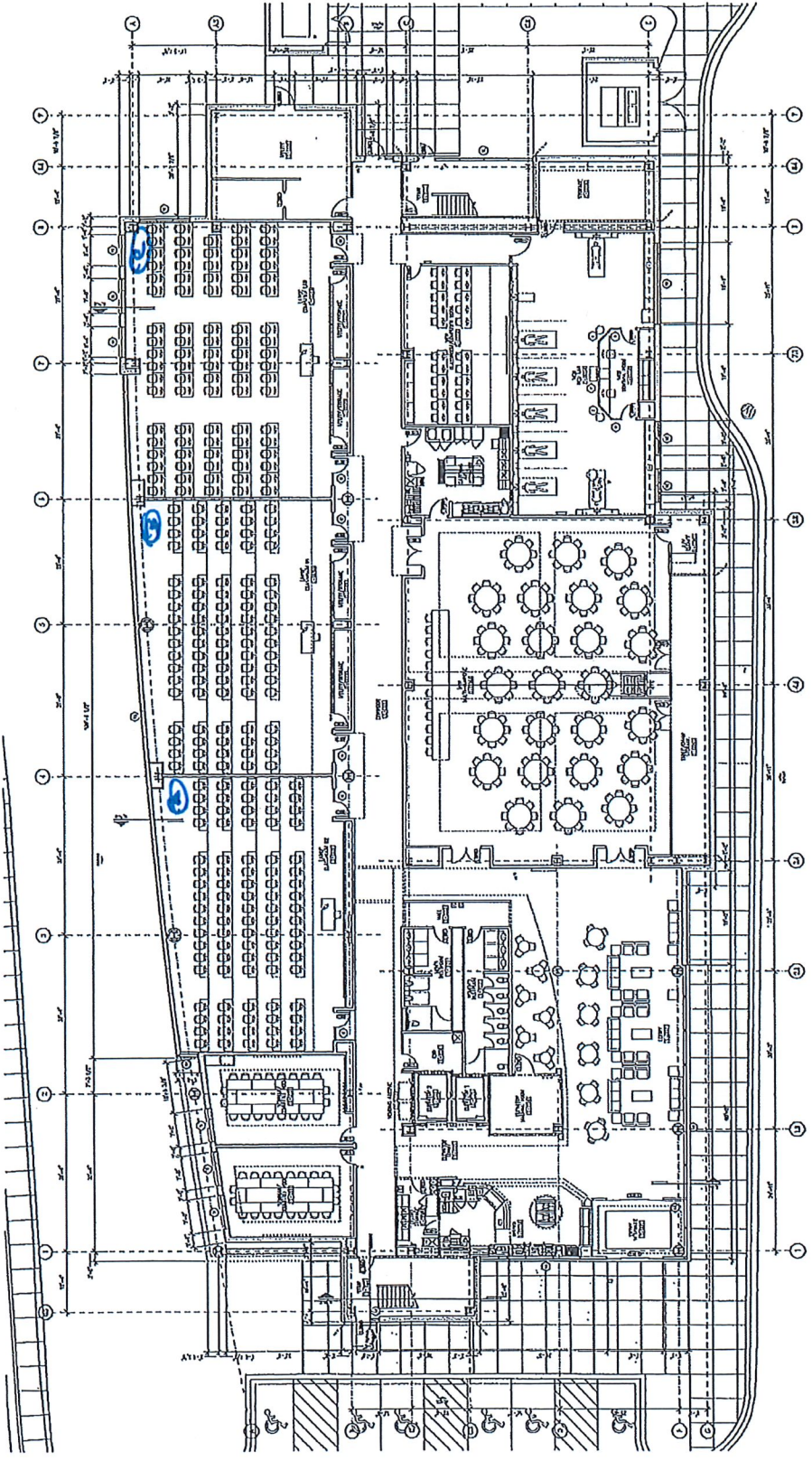
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EXISTING CLASSROOMS



COMPOSITE
FIRST FLOOR PLAN
01

A1.1

COMPOSITE FIRST FLOOR PLAN
THE MEDICAL CENTER
BOWLING GREEN, KENTUCKY

THE MEDICAL CENTER
BOWLING GREEN

DESIGN DEVELOPMENT

2020 MCHC NURSING CLASSROOM RENOVATION

