

**GENERAL GOVERNMENT CABINET**

**KENTUCKY COUNCIL ON POST SECONDARY EDUCATION**



**Commonwealth of Kentucky  
Auditor of Public Accounts  
Title VI of the Federal Civil Rights Act  
Implementation  
“Initial Plan and “Plan Update” Form”**

Initial Plan

Plan Update

**AGENCY: Council on Postsecondary Education**

**DATE: 6-20-11**

Pursuant to KRS 344.015 and Section 2 of 45 KAR 1:080, state agencies receiving federal funds shall prepare and submit an annual Title VI plan update to the Auditor of Public Accounts and the Kentucky Commission on Human Rights by July 1, 1995 and by July 1 each year thereafter. Please complete the following information when submitting annual plan updates.

**Check the corresponding sections of the plan that the agency is:**

(1) Required to update; and/or

(2) Amending.

Please include the updated wording under the applicable sections listed below in your Plan Update.

The following sections are required to be updated annually: (6), (7), (9), (10), (12) and (13). Please attach a Plan Update detailing updates or changes from the prior year Plan – do not submit your entire plan once it is on file with the Auditor’s Office.

(1) Glossary/Definitions

(2) Overview

(3) Scope Of Title VI Applicability To Programs And Activities

(4) Responsible Official

(5) Statement Of Assurance

(6) Identify Programs Or Activities Subject To Title VI

(7) Complaint Procedures

(8) Compliance/Noncompliance Reporting

(9) Agency Training Plan

(10) Evaluation Procedures Of Title VI Plan

(11) Public Notice And Outreach

(12) Recordkeeping And Reporting

(13) Minority Representation On Planning Board Or Advisory Body



**Title VI Compliance Status Report**  
Council on Postsecondary Education  
(July 1, 2010 - June 30, 2011)

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	<u>Yes</u>	<u>No</u>
1. Services from this facility are provided to clients without regard to race, color, or national origin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. An employee has been appointed to serve as Title VI Coordinator for this agency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Minorities are represented on the advisory board if at least 5% of the population in the geographic service area are minority persons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. A written procedure exists for hearing and reviewing Title VI complaints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Records are maintained regarding all alleged cases of discrimination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Title VI posters (where possible) are prominently displayed and used to emphasize the Title VI program and complaint opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. New employees are clearly informed about their responsibilities to clients under Title VI.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Contracts between this agency and another party include the formal Title VI "Statement of Compliance" clause.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Other parties which contract with this agency are clearly informed by this agency about their own responsibilities to clients under Title VI standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. All physical facilities and physical areas are made available to every client without regard to race, color, or national origin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**NOTE:** This form **DOES NOT** substitute for the **actual update** that may need to be completed.



**Implementation Plan Updates  
for Title VI of the  
Federal Civil Rights Act**

**July 2011**

**CPE**  
KENTUCKY COUNCIL  
ON POSTSECONDARY EDUCATION

*An Equal Opportunity Employer*

**COUNCIL ON POSTSECONDARY EDUCATION  
TITLE VI  
IMPLEMENTATION PLAN EXECUTIVE SUMMARY  
JULY 1, 2010**

- (1) GLOSSARY/DEFINITION ----- No Change**
- (2) OVERVIEW ----- No Change**
- (3) SCOPE OF TITLE VI APPLICABILITY TO PROGRAMS AND ACTIVITIES  
----- No Change**
- (4) RESPONSIBLE OFFICIAL ----- UPDATED**
- (5) STATEMENT OF ASSURANCES ----- No Change**
- (6) IDENTIFY PROGRAMS OR ACTIVITIES SUBJECT TO TITLE VI ----- UPDATED**
- (7) COMPLAINT PROCEDURES ----- No Change**
- (8) COMPLIANCE/NONCOMPLIANCE REPORTING ----- No Change**
- (9) AGENCY TRAINING PLAN ----- No Change**
- (10) EVALUATION PROCEDURES OF TITLE VI PLAN ----- No Change**
- (11) PUBLIC NOTICE AND OUTREACH ----- No Change**
- (12) RECORDKEEPING AND REPORTING ----- No Change**
- (13) MINORITY REPRESENTATION ON AGENCY BOARD ----- UPDATED**

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**(1) GLOSSARY/DEFINITIONS**

“Beneficiary or recipient” means the individual or organization for whom federal funds are intended.

“CPE” means the Kentucky Council on Postsecondary Education.

“Implementation plan” means the Title VI implementation plan developed and maintained by the CPE to ensure compliance with 42 U. S. C. § 2000d et. seq., 34 C.F.R. § 100, KRS 344.015, and 45 KAR 1:080.

“Limited English Proficiency (LEP)” means where a participant in a program or service offered or operated by the Council lacks the ability to participate in or benefit from that service because of an inability to read English or to understand English.

“Title VI Compliance Officer” means the CPE employee designated by the President to coordinate all Title VI activities of the CPE.

**(2) OVERVIEW**

This implementation plan describes how the Kentucky Council on Postsecondary Education (CPE) will comply with Title VI of the Civil Rights Act of 1964 and how it will respond to complaints of discrimination based on race, color, or national origin.

The CPE serves as the representative agency of the Commonwealth in matters of higher education. The CPE administers three federal grant programs—GEAR-UP Kentucky, Improving Educator Quality, and Kentucky Adult Education.

**(3) SCOPE OF TITLE VI APPLICABILITY TO PROGRAMS AND ACTIVITIES**

The CPE affords all individuals the opportunity to benefit from programs administered by the agency and that receive federal funds.

A. Title VI of the Civil Rights Act of 1964 (42 U. S. C. § 2000d) provides:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

B. 34 C.F.R. § 100.1, 100.2, and 100.3 implement the provisions of the federal statute.

C. KRS 344.015 § 1(2) states:

Each state agency shall:

(a) Develop a Title VI implementation plan by January 1, 1995. If required by Title VI or regulations promulgated there under, the implementation plan shall:

1. Be developed with the participation of protected beneficiaries; and
  2. Include Title VI implementation plans of any sub-recipients of federal funds through the state agency;
  3. Submit a copy of the implementation plan to the Auditor of Public Accounts and the Human Rights Commission; and
- (b) Submit annual Title VI compliance reports and any implementation plan updates to the Auditor of Public Accounts and Human Rights Commission by July 1, 1995, and each July 1 thereafter.

The federal statute codified as 42 U. S. C. § 2000d, and the state statute KRS 344.015(2) provide the authority for the development of this plan and describe the extent of the authority.

D. 45 KAR 1:080 sets out the standards for Title VI reporting.

E. The Council's Title VI plan complies with the provisions of Executive Order 13166, August 11, 2000, Improving Access to Services for Persons With Limited English Proficiency.

Title VI applies to federal programs administered by the Council. These are as follows:

Improving Educator Quality  
Adult Education

GEAR-UP Kentucky

Title VI applies to discriminatory acts based on race, color or national origin and specifically prohibits the exclusion of individuals or groups from participation in, or enjoying the benefits of, federal programs. Title VI does not provide relief for discrimination based on age, sex, disability, geographic location, or wealth.

The Committee on Equal Opportunities (CEO) was created to advise the Council on Postsecondary Education on Title VI issues, including planning and evaluation related to the public postsecondary education institutions. The Council will provide the CEO with a copy of this plan, audit findings relative to the Council's performance under this plan. The review by CEO will be part of the annual plan evaluation.

#### **(4) RESPONSIBLE OFFICIAL**

The President of the Council on Postsecondary Education has overall responsibility for compliance with the provisions of Title VI. Day-to-day responsibility is assigned to the Director, Human Resources. Inquiries related to compliance activities should be directed to:

Rebecca Bowman  
Director, Human Resources  
Kentucky Council on Postsecondary Education  
1024 Capital Center Drive, Suite 320

Frankfort, Kentucky 40601  
Phone: 502/573-1555 Ext. 265

The amount of staff time and the budgetary resources committed by the Council to ensure compliance with Title VI are limited due to the limited nature of federal programs operated by the agency.

**(5) STATEMENT OF ASSURANCES**

The CPE complies with the provisions of Title VI of the Civil Rights Act of 1964, 42 U. S. C. 2000d, the requirements of KRS 344.015 in regard to federal programs, and Executive Order 13166, August 11, 2000, Improving Access to Services for Persons With Limited English Proficiency.

Sub-recipients of the GEAR UP Kentucky program either must stipulate in writing, as a condition of acceptance of the federal grant, that they adopt the Title VI plan of the CPE or are governmental entities that already must file Title VI plans.

Sub-recipients of the Improving Educator Quality grants are institutions of higher education who already are required to have Title VI implementation plans in place.

Sub-recipients of the Kentucky Adult Education program either must stipulate in writing, as a condition of acceptance of the federal grant, that they adopt the Title VI Plan of the CPE, or certify compliance with their own Title VI Plan. In many instances sub-recipients of Kentucky Adult Education are local school districts or higher education institutions who already are required to have Title VI implementation plans in place.

If the sub-recipient of a federal program sponsored by the Council on Postsecondary Education follows a locally developed plan, the sub-recipient is made aware that their Title VI plan must be available for review, and that the name of the responsible agency official is identified.

The GEAR UP KY and the Improving Educator Quality programs are located on university campuses or affiliated with local education agencies (LEA's) which have access to interpretation facilities. The Adult Education program has a bilingual staff person in their Frankfort office and a list of interpreters in multiple languages across the state furnished by the Department of Community-based Services.

**(6) PROGRAMS SUBJECT TO TITLE VI**

Federal programs administered by CPE which fall under Title VI are as follows:

Improving Educator Quality	Adult Education
GEAR UP Kentucky	

Improving Educator Quality

The Council on Postsecondary Education has managed and administrated the Improving Educator Quality grant, authorized by the No Child Left Behind Act of 2001, since 2002. This program awards

competitive grants to partnerships that deliver research-based professional development programs to K-12 teachers. To be eligible, a partnership must include a postsecondary institution's school of arts and sciences and its teacher preparation program, as well as a high-needs local school district (as defined by the U.S. Census Bureau's poverty statistics). The program enables states to fund training for teachers and administrators in any core academic subject.

Senate Bill 1 (2009 Regular Session) was signed by the Governor on March 26, 2009. The bill calls upon the Kentucky Department of Education, in collaboration with the Kentucky Council on Postsecondary Education, to plan and implement a comprehensive process for revising academic content standards. Working collaboratively, the agencies have developed a comprehensive process to revise standards in all content areas. A comprehensive process was also developed to create a unified strategy to reduce college remediation rates and increase graduation rates of postsecondary students with developmental education needs.

Senate Bill 1 is a significant piece of education legislation that revises the assessment and accountability system for K-12 education in Kentucky. It calls for a revision of standards to be based on national and international benchmarks in order to increase the rigor and focus the content of K-12 education. The bill also addresses increasing the number of students that are college ready.

Kentucky's participation in the common core standards initiative for English/language arts and mathematics ensures that the tenets of Senate Bill 1 (codified as KRS 158:6451) are met. The Common Core State Standards Initiative is a state-led effort coordinated by the National Governors Association Center for Best Practices (NGA Center) and the Council of Chief State School Officers (CCSSO).

Governors and state commissioners of education from 48 states and territories committed to developing a common core of state standards in English/language arts and mathematics for grades K-12. Kentucky convened a steering committee, consisting of members of the General Assembly and educational leaders, to provide oversight of the comprehensive process of aligning content from K-12 to college entry level courses, oversee the revision of standards and the professional development process, and provide guidance for the evaluation of processes and next steps. Mathematics and language arts content work groups, consisting of postsecondary faculty, K-12 educators, and representatives from business and industry, have reviewed drafts of the standards and provided feedback to CCSSO. From the outset, Kentucky has been a vital participant in the work, keeping CCSSO abreast of the importance that these standards meet the needs of the unanimously approved Kentucky legislation. These sets of standards define the knowledge and skills students should have to succeed in entry-level, credit-bearing, academic college courses and in workforce training programs.

The Kentucky Department of Education, the Education Professional Standards Board, and the Council on Postsecondary Education jointly adopted these standards on February 10, 2010.

The standards are aligned with college and work expectations, include rigorous content and application of knowledge through high-order skills, build upon strengths and lessons of current state standards, are internationally-benchmarked so that all students are prepared to succeed in the global economy and society, and are evidence and/or research-based.

To that end, the Council is focusing Year 10 of the Improving Educator Quality State Grant Program on projects that fully integrate the new Common Core Standards in a way that assists teachers in providing intervention in content areas for students in need of accelerated learning.

### Kentucky Adult Education

Kentucky Adult Education is a unit of the Kentucky Council on Postsecondary Education. The Council receives federal funding from Title II Adult Education and Family Literacy Act, U.S. Department of Education. Kentucky Adult Education contracts with a diverse provider network, including local school boards, Community and Technical Colleges, community based organizations, postsecondary institutions, in all 120 counties using a competitive grant application process.

Kentucky Adult Education is to develop strategies to maintain adequate levels of literacy in the state, develop a twenty-year plan for improving adult education, serve as the single state agency for planning for adult education, and coordinate with the various state agencies and the community groups that provide services to adults.

The direct beneficiaries of adult education funds are the providers in each of the 120 counties who administer the programs on behalf of an adult population that seeks literacy training, GED services, and workforce training. Indirectly, the participants in those activities are the beneficiaries.

### GEAR UP Kentucky

GEAR UP is a federally-funded college and career readiness program for students in eligible schools as determined by rates of free/reduced price lunch. In September 2005, the U.S. Department of Education awarded the CPE a second GEAR UP state grant (six years) for \$21 million to support 82 middle and high schools. This grant follows the first, a \$10 million grant in 2000 that supported 50 middle and high schools. GEAR UP Kentucky works in collaboration with postsecondary institutions, business and community organizations to provide college awareness, planning and preparatory activities beginning with students (and their parents) in the seventh grade at select middle schools. In the current grant, the GEAR UP program partners provide a total of \$21 million in non-federal, matching funds.

## **(7) COMPLAINT PROCEDURES**

### **A. Filing of Complaints**

Complaints alleging discrimination under Title VI of the Civil Rights Act of 1964 may be filed with the Director, Human Resources as the Title VI compliance officer using the forms attached in the Appendix (Section 14). Upon receipt of a written complaint, the compliance officer shall review the complaint and shall file, within seven (7) days, a concise statement to the President of the nature of the complaint and the steps to be taken by the agency to investigate or resolve the complaint.

If an individual refuses to submit a written complaint, the compliance officer shall record the information orally from the individual and shall provide a copy to the individual with a request that the complainant confirms the information.

**B. Who May File**

A complaint may be filed by anyone who believes that the CPE has discriminated against a participant, beneficiary, or a class of beneficiaries on the basis of race, color, or national origin.

The CPE will act on a complaint by any individual, provided that no final action will be taken by the CPE unless the ultimate beneficiary or participant acknowledges the substance of the complaint in writing. If the agency's Title VI compliance officer determines independently that a violation of Title VI has occurred then final action may be taken by the CPE without verification by the ultimate beneficiary or participant.

**C. Time Period for Filing**

Complaints must be filed within one hundred eighty (180) days of the activity that prompts the filing of the complaint.

**D. Required Action by the CPE**

Upon receipt of the complaint by an individual or at the time the compliance officer becomes independently aware of actions that may constitute a violation of Title VI, the compliance officer shall investigate and recommend specific actions to resolve the complaint within forty-five (45) days. The compliance officer shall file a report to the President within that period.

The complainant shall be notified in writing of the results of the investigation and any actions taken.

The CPE shall attempt to maintain the confidentiality of the complaint and the name of the complainant.

The President shall implement corrective actions within forty-five (45) days of receipt and acceptance of a final report by the compliance officer.

**E. Withdrawal of a complaint.**

The complainant may withdraw his/her complaint at any time during the process by notifying in writing the office where the complaint was first filed or the Title VI Compliance Officer.

**F. Appeals.**

- (a) An individual may appeal a decision of a decision made at the local level regarding a complaint by filing the appeal with the agency's General Counsel at the CPE office in Frankfort. This appeal opportunity constitutes the second, and last, level in the agency's

internal complaint system.

- (b) When an appeal is filed, the Title VI Compliance Officer will inform the CPE President/or designee of the appeal. The president, within seven (7) days following notification shall designate a person to review the case and make a finding. Procedures can include, but are not limited to, discussing the complaint with the complainant, the alleged offender, and the initial reviewer, to determine the facts. The appeals investigation shall be conducted within forty-five (45) days. A written report shall be filed by the General Counsel with the president, and a copy of the findings will be sent to the Local Coordinator where the complaint originated. The complainant will then be informed of the findings, and of any action to be taken.

## **(8) COMPLIANCE/NONCOMPLIANCE REPORTING**

### **A. Regulate, Monitor, Review, and Report**

Annually, the Title VI Compliance Officer will accumulate all Title VI complaints filed during the year for each federal program and will report those to the president of the Council, to each program coordinator who manages one of the federal programs, and the Committee on Equal Opportunities (CEO). The report shall include a summary of the complaint, a description of the process used to evaluate the complaint, the findings, and of actions implemented to correct deficiencies.

### **B. Identify Actions Taken**

The CPE, upon notification of a complaint by any party including the grant sub-recipient, or upon becoming aware of any violation through compliance efforts, shall attempt to secure voluntary compliance with Title VI. For every complaint filed with the Council on Postsecondary Education, the Title VI Compliance Officer shall compile a summary of the agency's actions, including information related to processing, reporting, resolution, enforcement of corrective actions, and monitoring of future actions to ensure compliance.

In the event that the agency does not secure voluntary compliance within a reasonable period of time, the CPE Title VI Compliance Officer will notify the President in writing, of the recommended corrective actions to be taken.

### **C. Implementation of Corrective Actions**

The President/or designee will act within thirty (30) days after receipt of a recommendation by the Title VI Compliance Officer to implement a corrective action.

The complainant shall be notified in writing by the President or the Title VI Compliance Officer of the resolution of a complaint. A statement of corrective action shall include specific statements of actions to be taken or prohibited actions and shall include a timetable for implementation.

Employees or grant sub-recipients who refuse to voluntarily comply with Title VI or to take corrective actions required by CPE may face disciplinary action, or in the case of grant sub-recipients, may face termination or suspension of the grant.

**(9) TRAINING**

The Title VI implementation plan has been disseminated to all the CPE employees involved in federal programs along with complaint procedures. All new employees are made aware of the Title VI plan and the complaint procedures.

Sub-recipients of grants administered by the CPE are notified of the Title VI implementation plan and complaint procedures at the time of the grant award.

The Title VI Compliance Officer annually meets with federal grant program coordinators to ensure awareness of the terms of the agency's Title VI plan, and notification to sub-recipients.

**(10) EVALUATION PROCEDURES**

A. Goals

The Council is an equal opportunity employer, seeking to encourage broad representation of minorities and women in the workplace. Employment goals are established as part of the state affirmative action plan. The Council monitors the number of minorities who are employed by the Council and maintains statistical information by EEOC category. Annually, the Title VI Compliance Officer provides to the president of the Council, and to the Committee on Equal Opportunities (CEO) statistical data on employment at the agency. A summary of this information is also provided to the Auditor of Public Accounts and the Kentucky Human Rights Commission as part of the Implementation Plan. The report includes the total number of employees in each EEOC category, the number of women, and the number of minorities.

B. Plan Deficiencies, Updates and Corrective Procedures.

The CPE will annually review the Title VI Plan and provide updates, corrections or changes to the Auditor of Public Accounts and the Kentucky Human Rights Commission by July 1 of each year.

The Council will summarize and report annually on all complaints received under Title VI and will provide that information to the president of the CPE.

The Council annually will maintain and review data on participation in federal programs to ensure they are open to individuals regardless of race, color, or national origin.

The Council annually will provide the Committee on Equal Opportunities with a copy of the Title VI Implementation Plan Update.

## **(11) PUBLIC NOTICE AND OUTREACH**

Two groups of people receive notification: 1) agency employees involved in federal programs receive a copy of the implementation plan and the complaint procedures; and, 2) sub-recipients of grants administered by the CPE are notified of Title VI requirements at the time of the grant award, including the nondiscrimination policy, and of programs and services.

The agency contact person and the procedures for filing complaints are provided to each sub-recipient; the Title VI Compliance Officer is identified in Section 4 of this plan.

The Council will make sub-recipients aware of the provisions of Executive Order 13166, August 11, 2000, and of the need to make programs and services available to individual participants with Limited English Proficiency (LEP).

The Council maintains data on participants in the GEAR UP Kentucky grant programs and is able to identify geographic areas where LEP services may be needed. GEAR UP Kentucky will provide written materials to sub-grantees requesting assistance for LEP individuals and work with individual partners where other services such as interpreters are required.

The Council will monitor the number of requests it receives to ensure that it is aware of and addresses the needs of participants.

The Kentucky Adult Education and Improving Educator Quality offices have interpreters available as needed. Sub-grantee higher education institutions also provide these services.

## **(12) RECORDKEEPING AND REPORTING**

### **A. Complaints**

- (a) The compliance officer will maintain a log of all complaints filed with the CPE.
- (b) Grant personnel will certify annually that all sub-recipients have been notified of the Title VI implementation plan and complaint procedures.
- (c) The compliance officer will maintain copies of complaint forms and will ensure that they are available for use.

### **B. Reporting**

- (a) Changes in the Title VI implementation plan will be provided to appropriate employees and sub-recipients as changes are made.
- (b) Changes in the Title VI implementation plan will be forwarded to the State Auditor as changes are made.

- (d) Grant personnel will maintain records of all sub-recipients in order that CPE can determine participation by eligible minorities in the grants.

**(13) MINORITY REPRESENTATION ON AGENCY BOARD AND STAFF**

Pursuant to KRS 164.011, a board appointed by the Governor of the Commonwealth, governs CPE. The Council consists of 15 members appointed by the Governor, with a sixteenth member, the chief state school officer as an ex officio non-voting member.

The President is appointed by the Council and serves as the chief operating officer. The staff of the CPE serves at the pleasure of the President. There is one advisory board, the Committee on Equal Opportunities, originally created by executive order and charged with monitoring and evaluating the universities' and the KCTCS' Title VI compliance efforts.

**A. Representation on Board**

Of the current, appointed membership 1.0 is African-American, and 14.0 are Caucasian. Of the current membership 9.0 are men and 6.0 are women. There are no Latino or Hispanic members. The statute regulating the appointment of members calls for equal representation by gender, and states that membership by race shall be proportional to the general population. The Governor's Office and the Postsecondary Education Nominating Committee are aware of the statutory requirements and maintain a matrix of the requirements compared to the existing appointments.

The Committee on Equal Opportunities assists the Council on Postsecondary Education, while directly interfacing with the postsecondary education institutions on issues related to Title VI and diversity.

**B. Deficiencies**

The Governor's Office controls appointments to the board and is aware of the current composition, the statutory requirements for appointments, and the current characteristics of board members.

**C. Agency Staff**

The Council employs 78 employees. Of these, 8.0 are African-American, 1.0 is Asian, 1.0 is American Indian/Alaska native, 1 is 2 or more races and 67 are Caucasian. There are 50 women and 28 men employed.

**APPENDICES**

Council on Postsecondary Education  
1024 Capital Center Drive, Suite 320  
Frankfort, Kentucky 40601-8204  
Telephone: (502) 573-1555  
Fax: (502) 573-1535

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**Complaint under Title VI  
The Civil Rights Act of 1964**

To Title VI Coordinator:

I, \_\_\_\_\_, hereby file an official complaint against  
\_\_\_\_\_ located at  
Name of Persons or Agency

Date of alleged discrimination: \_\_\_\_\_

Complainant's name: \_\_\_\_\_

Complainant's address:  
\_\_\_\_\_

Complainant's telephone number: \_\_\_\_\_

Basis of complaint (use back of sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Council on Postsecondary Education  
1024 Capital Center Drive, Suite 320  
Frankfort, Kentucky 40601-8204  
Telephone: (502) 573-1555  
Fax: (502) 573-1535

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**Report of Investigation**

I, \_\_\_\_\_, representing the Council on Postsecondary Education,  
Title VI Coordinator

have investigated the complaint filed on \_\_\_\_\_ by \_\_\_\_\_  
Date Name of Complainant

alleging that discrimination occurred which was in violation of the provisions of Title VI of the Federal Civil Rights Act.

The results of the investigation were as follows:

- \_\_\_ A. The agency or person was found to be in violation of Title VI.
- \_\_\_ B. The agency or person was not found to be in violation of Title VI.
- \_\_\_ C. The complainant withdrew the complaint.

A copy of the investigative report is attached.

Withdrawal of Complaint (if applicable) \_\_\_\_\_

If the agency or person was found to be in violation of Title VI, a brief description of the remedial action taken to assure future compliance follows:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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