MINUTES
Kentucky Community and Technical College System
Board of Regents Meeting
June 15, 2018

Board Members Present:
Ms. Lisa V. Desmarais
Dr. Wendy Fletcher - participated via Skype and pursuant to Board of Regent Bylaws 8.3 and KRS 61.826, and will be permitted to cast votes during a video teleconference.
Dr. Angela Fultz
Dr. Gail R. Henson
Ms. Mary R. Kinney
Mr. Barry K. Martin
Mr. Porter G. Peeples, Sr.
Mr. Gavin B. Posey
Ms. Marcia L. Roth
Mr. Ricky Lee Smith
Ms. Tammy C. Thompson
Mr. Mark A. Wells

Board Member Absent:
Mr. James Lee Stevens
Mr. Donald R. Tarter

CALL TO ORDER
KCTCS Board of Regents Chair Marcia Roth called to order the meeting of the Kentucky Community and Technical College System Board of Regents at 9:02 a.m. (ET) on June 15, 2018. The meeting was held in the Convening Center, Room B123 of the Center for Advanced Manufacturing Center at the Boone Campus of Gateway Community and Technical College in Florence, Kentucky. The press was notified of the meeting on June 6, 2018.

Hon. Michael Murray, KCTCS General Counsel, served as parliamentarian.

There being a quorum present, the meeting began with the approval of minutes.

APPROVAL OF MINUTES
Chair Roth asked if there were any corrections to the March 16, 2018, minutes presented in the meeting materials. There being none, the minutes were declared approved as presented.

ADDITIONS OR CHANGES TO THE AGENDA
There were no additions or changes to the agenda.

ACKNOWLEDGEMENT OF MEETING HOSTS AND INTRODUCTION OF GUESTS
Chair Roth welcomed guests to the meeting. She thanked Gateway Community and Technical College President Fernando Figueroa for his hospitality and thanked his staff for coordinating the Board’s visit to their college.

She also thanked Regent Desmarais for the wonderful reception she hosted for the Board.
Chair Roth called on President Box to introduce Dr. Fernando Figueroa, Gateway Community and Technical College President, to bring college greetings. Dr. Figueroa provided an overview of the various programs offered at the college.

The presentation given to the Board is available at:

https://publicsearch.kctcs.edu/board/Pages/201806.aspx

Chair Roth reported that in March 2018, Ms. Karen Finan resigned from the Board. In April 2018, Governor Matt Bevin appointed Dr. Wendy Fletcher to the Board. Dr. Fletcher is Clinical Director of Advanced Practice at St. Claire HealthCare in Morehead, Kentucky. She has been assigned to the Academic Affairs and Curriculum Committee. She will serve the remainder of Ms. Finan’s term expiring in 2023. Unfortunately she was unable to join the meeting in-person, but is participating via Skype.

Chair Roth presented highlights from the May 8, 2018, KCTCS Foundation Board meeting. The Foundation Board approved the Fiscal Year (FY) 2018 Financial Statements and reviewed the Commonfund investment statements for the month of March 2018 presented by Executive Director Dr. Larry Ferguson. The Resource Development Report was presented highlighting the top gifts and grants from November 25, 2017 through April 30, 2018. The next meeting of the KCTCS Foundation Board is the annual meeting and retreat on August 28, 2018, at Owensboro Community and Technical College.

Chair Roth shared that Regent Gail Henson, Regent Tammy Thompson, Regent Angela Fultz, Regent Gavin Posey, and Regent Ric Smith along with President Box attended the Association of Community College Trustees (ACCT) Governance Institute for Student Success (GISS) Conference in Birmingham, Alabama. Regent Fultz, Regent Henson, and Regent Thompson shared some highlights from the conference.

Chair Roth announced that Regent Henson has been chosen to serve on ACCT’s Central Regional Awards Committee for a two-year appointment. She will be the sole representative from Kentucky. The committee oversees the Trustee Leadership, Equity, CEO, Faculty and professional board staff member awards.

RECOMMENDATION: That the KCTCS Board of Regents approve the Resolution of Appreciation – Ric L. Smith (Attachment A).

Chair Roth called on Regent Angela Fultz to read the Resolution of Appreciation – Ric L. Smith.

MOTION: Dr. Fletcher moved and Ms. Kinney seconded that the KCTCS Board of Regents approve the Resolution of Appreciation – Ric L. Smith (Attachment A).
VOTE: The motion was approved unanimously.

**ACTION:**
**RESOLUTION OF APPRECIATION**
**GAVIN B. POSEY**

RECOMMENDATION: That the KCTCS Board of Regents approve the Resolution of Appreciation – Gavin B. Posey (Attachment B).

Chair Roth called on Regent Lisa Desmarais to read the Resolution of Appreciation – Gavin B. Posey.

MOTION: Ms. Thompson moved and Mr. Smith seconded that the KCTCS Board of Regents approve the Resolution of Appreciation – Gavin B. Posey (Attachment B).

VOTE: The motion was approved unanimously.

**ACTION:**
**RESOLUTION OF APPRECIATION**
**PORTER G. PEEPLES, SR.**

RECOMMENDATION: That the KCTCS Board of Regents approve the Resolution of Appreciation – Porter G. Peeples, Sr. (Attachment C).

Chair Roth read the Resolution of Appreciation – Porter G. Peeples, Sr.

MOTION: Dr. Fultz moved and Mr. Martin seconded that the KCTCS Board of Regents approve the Resolution of Appreciation – Porter G. Peeples, Sr. (Attachment C).

VOTE: The motion was approved unanimously.

**PRESIDENT’S REPORT**

KCTCS President Box provided a presentation on the new KCTCS College websites with assistance from KCTCS Digital Marketing Manager Jon Wilburn.

President Box shared a “KCTCS - Better Lives” video and the 2018 All Academic Scholars video to showcase KCTCS students with assistance from Public Relations Manager Mary Hemlepp. He also shared information regarding the KCTCS college presidential search at Somerset Community College and acknowledged Somerset Community College President Jo Marshall for her years of service to KCTCS.

An update about Performance Measures for the KCTCS Strategic Plan 2016-22 was also provided.

The PowerPoint presentations for these and other updates are available at: https://publicsearch.kctcs.edu/board/Pages/201806.aspx.

The complete President’s Report presented at the meeting is available at: https://publicsearch.kctcs.edu/board/Board%20Meetings/2018/201806/June%202018_President%27s%20Report%20for%20Web%20Posting_1.pdf.
Chair Roth asked if there were any changes to the consent agenda. There being none, the agenda was approved as presented.

The Board recessed at 10:28 a.m. (ET) and reconvened at 10:38 a.m. (ET).

Chair Roth called upon Executive Committee and Board of Regents Vice Chair Gail Henson to make the committee’s report.

Dr. Henson shared a wrap-up of the 2018 General Assembly, including potential impact of enacted bills.

The final day of the 60-day budget session was April 14, 2018. There were over 800 bills filed, including key ones related to the biennial budget, tax reform and pension reform. It was noted that, House Bill (HB) 265, the pension clean-up bill, would delay the anticipated $8 million employer pension contribution for one year, providing some relief for KCTCS.

Dr. Henson noted that HB 592 was promoted by the Council on Postsecondary Education (CPE) and signed by the Governor. The bill provides several statutory relief provisions for the public postsecondary institutions. However, it also unfortunately eliminates the employee tuition waiver which has been historically utilized by many KCTCS employees. Early on, President Box asked that this part of the bill not be included, but the universities and comprehensives lobbied for it. Since the bill became law, President Box has been working with the university and comprehensive presidents to reach agreements about how the tuition waiver program can continue on a phase-out basis rather than ending abruptly.

Dr. Henson shared that several bills related to higher education did not pass including measures related to Kentucky Educational Excellence Scholarship (KEES) funding, the Work Ready Kentucky Scholarship, concealed carry on college campuses, transfer of Adult Education to the Education and Workforce Cabinet, and allowing four-year institutions to issue certificates.

Dr. Henson noted that the theme “Better Lives for a Better Kentucky” resonated with lawmakers and KCTCS received positive feedback for the positive advocacy approach and scaled-down legislative activity.

Chair Roth called for discussion. There being none, she moved to the next agenda item.

RECOMMENDATION: That the KCTCS Board of Regents approve the proposed revision to KCTCS Board of Regents Policy 2.8, KCTCS Employee Separation as presented in the agenda materials.

Dr. Henson noted that President Box presented information at the March 14, 2018 Executive Committee meeting and the March 15, 2018 Board meeting on the proposed revision to the KCTCS Board of Regents Policy 2.8,
Employee Separation Policy. She noted that there was discussion and the Board asked a number of questions and requested revisions to the proposed policy revision, specifically requesting a paragraph be separated. The paragraph was divided so that authority to terminate employees for disciplinary reasons and non-disciplinary reasons are distinct.

Dr. Henson shared that the redrafted proposed revision is now being returned to the Board for a vote to approve the revision to the policy. She shared that President Box detailed that six colleges put forward a resolution asking the Board to reconsider the KCTCS Board of Regents Policy 2.8, Employee Separation Policy. Dr. Henson noted that one college had its Faculty Council vote and put forward a resolution; one college did not send forward a resolution, but put forth in meeting minutes they wanted “vague language” in the proposed policy cleaned up; and, one college had select faculty sign a petition after attempts to pass the resolution failed.

Dr. Henson noted that in all, 398 faculty voted in favor of a resolution opposing the policy revision, 123 faculty voted against the resolution, and 406 faculty abstained. There are currently 3,863 employees in KCTCS. Thus, those who voted in favor of the resolution represent just over 10 percent of the total amount of employees in KCTCS.

Chair Roth called for discussion.

During the discussion, Regent Wells asked what “other critical operating or administrative factors” are as noted in the policy. President Box explained that would be explained in the administrative procedure and that this is not for purposes of standard reorganization, but those related to financial matters.

Chair Roth expressed thanks to President Box for his hard work in addressing employee concerns and showing transparency.

MOTION: On behalf of the Executive Committee, Dr. Henson moved that the KCTCS Board of Regents approve the proposed revision to KCTCS Board of Regents Policy 2.8, KCTCS Employee Separation as presented in the agenda materials.

Chair Roth called for further discussion. There being none, she called for the vote.

VOTE: The motion passed, with Regent Wells voting against the motion.

RECOMMENDATION: That the KCTCS Board of Regents approve a revised mission statement for Hazard Community and Technical College (HCTC) as presented in the agenda materials.

Dr. Henson noted that is the policy of the KCTCS Board of Regents that each Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accredited college under the jurisdiction of the KCTCS Board of
Regents has a statement of purpose approved by the governing board and that the KCTCS Board of Regents periodically review and approve mission statements of each SACSCOC-accredited college. It is also the policy of KCTCS that the college mission statement be reviewed annually and that the mission statement shall be submitted to the KCTCS Board of Regents for approval at least once every three years.

Dr. Henson noted that HCTC President Jennifer Lindon shared that HCTC Institutional Effectiveness, Planning and Research Committee was charged with conducting the review of the current mission statement. On December 13, 2017, the mission statement was assigned to the college Leadership Team for review. On January 7, 2018, the college Leadership Team’s recommendation was presented to HCTC faculty and staff by email and they were invited to make comments and suggestions. After the comments and suggestions were received, the college Leadership Team reviewed the input.

Dr. Henson shared that on February 17, 2018, Dr. Lindon presented to HCTC faculty and staff by email the recommended revised mission statement and asked for final comments and suggestions. Dr. Lindon noted that on March 13, 2018, the President’s Cabinet endorsed the revised mission statement. On May 3, 2018, HCTC’s Board of Directors endorsed the statement.

MOTION: On behalf of the Executive Committee, Dr. Henson moved that the KCTCS Board of Regents approve a revised mission statement for Hazard Community and Technical College (HCTC) as presented in the agenda materials.

Chair Roth called for discussion. There being none, she called for the vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the KCTCS Board of Regents approve a revised mission statement for Jefferson Community and Technical College (JCTC) as presented in the agenda materials.

Dr. Henson shared that a mission statement review committee comprised of JCTC faculty, administration, staff, Board, and student representatives conducted a thorough review of the college’s current mission statement and constructed a proposal for a new mission and values statement. The Vice President for Academic Affairs and the SACSCOC liaison reviewed the proposed mission and values statement. The Vice President for College Advancement, Planning, and Research shared the proposed mission and values statement and solicited feedback at a college-wide meeting of faculty and leadership.

Dr. Henson noted that on April 23, 2018, the JCTC President’s Leadership Cabinet reviewed and approved the mission and values statement. On May 1, 2018, JCTC’s Board of Directors endorsed the statement.
MOTION: On behalf of the Executive Committee, Dr. Henson moved that the KCTCS Board of Regents approve a revised mission statement for Jefferson Community and Technical College (JCTC) as presented in the agenda materials.

Chair Roth called for discussion. There being none, she called for the vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the KCTCS Board of Regents approve the proposed addition and revision to the KCTCS Board of Regents Bylaws as presented in Attachment D, (strikethrough version) and Attachment E, (as it will appear version).

Dr. Henson noted that the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) approved a new comprehensive standard at the annual College Delegate Assembly in December 2017. This new standard, 4.2. (g), states that governing boards are now expected to conduct board evaluations periodically. In order for KCTCS to comply with the new standard, a KCTCS Board of Regents Bylaws revision is needed.

Dr. Henson reminded the Committee that the KCTCS Board of Regents Bylaws Section 14 – Amendments states that any provisions of the Board’s bylaws (except those required or governed by the Kentucky Revised Statutes) may be amended or new provisions added by two thirds of the cast votes of a quorum of the Board. Amendments or new provisions to the Board’s Bylaws must be introduced at a preceding regular or special meeting of the Board.

Dr. Henson shared the proposed revisions were presented at the March 15, 2018 Executive Committee meeting and March 16, 2018 Board meeting. It was noted that there were no suggested revisions or feedback given regarding this bylaw change. The proposed revision would revise Section Ten: Committees, 10.2.4 Efficiency, Effectiveness, and Accountability Committee to add that the committee’s responsibility shall be to evaluate the Board’s effectiveness and performance. The Committee will meet at least annually to review Board evaluations and report the findings. The Board evaluations will not be personal evaluations of Regents’ performances, but rather each Regent will have the opportunity to conduct an overall assessment of the Board as a whole.

Dr. Henson noted that an evaluation tool for the EEA Committee to utilize is in the process of being developed.

MOTION: On behalf of the Executive Committee, Dr. Henson moved that the KCTCS Board of Regents approve the proposed addition and revision to the KCTCS Board of Regents Bylaws as presented in Attachment D, (strikethrough version) and Attachment B, (as it will appear version).

Chair Roth called for discussion. There being none, she called for the vote.

VOTE: The motion was approved unanimously.
RECOMMENDATION: That the KCTCS Board of Regents approve the 2017-18 annual evaluation of President Box.

Dr. Henson noted that at the March 15, 2018 Executive Committee meeting and March 16, 2018 Board meeting, President Box discussed the Annual Performance Review Process and presented his accomplishments thus far for the 2017-18 performance review period that were distributed electronically to the Board of Regents on March 2, 2018.

Dr. Henson shared that on May 11, 2018, President Box distributed his final accomplishments report for his second annual performance review to the Board so they could conduct the performance review prior to this meeting.

Dr. Henson noted that Chair Roth distributed the evaluation instrument form to all Board members and requested they complete and return the forms for compilation and review with President Box in accordance with the KCTCS Procedures for the Evaluation of the President.

Dr. Henson shared that Chair Roth met with President Box on June 4, 2018, to review the Board’s responses. During the review, Chair Roth noted that the Board was unanimous that President Box met or exceeded all of his goals. Dr. Henson shared that some of President Box’s special priorities were not yet completed and those not completed were discussed with President Box.

Chair Roth called for discussion. There being none, she called for the vote.

MOTION: On behalf of the Executive Committee, Dr. Henson moved that the KCTCS Board of Regents approve the 2017-18 annual evaluation of President Box.

VOTE: The motion passed, with Regent Fletcher abstaining from the vote. Regent Fletcher did not participate in President Box’s evaluation.

RECOMMENDATION: That the KCTCS Board of Regents permit the Board Chair on behalf of the Board, as authorized pursuant to the 2017 contract revision, to work with President Box to procure long-term care insurance, as it is this Board’s determination that doing so is financially prudent. The Board Chair will bring back a recommendation of contract revisions for Action at the September Board meeting.

Dr. Henson shared that last year President Box’s contract was revised to reflect a three percent salary increase for 2017-18 and a one-year extension, extending it to June 30, 2020. It also was revised to show a technical edit of separating retirement health insurance from long-term care insurance. A provision was added to permit the Board, at its discretion, to procure long-term care insurance at any time before Dr. Box’s retirement date if the Board determines it is financially prudent to do so.
Dr. Henson noted that the contract provision related to long-term care insurance reads as follows: “The KCTCS Board shall also provide long-term care insurance at retirement so long as the following three conditions are met: (1) KCTCS President retires in good standing with at least five years of service as President of KCTCS; (2) KCTCS President retires after at least 15 years of total service (including, within that total service, service in another postsecondary education institution or state level postsecondary education board or agency in Kentucky or another state); and (3) the sum of KCTCS President’s age plus years of service in postsecondary education as defined above must amount to at least 75. KCTCS Board may procure long-term care insurance provided above at any time before the KCTCS President’s retirement date if, in the exercise of discretion, it shall determine it is financially prudent to do so, provided such insurance is in effect as of the retirement date of the KCTCS President.”

Chair Roth called for discussion. There being none, she called for the vote.

MOTION: On behalf of the Executive Committee, Dr. Henson moved that the KCTCS Board of Regents permit the Board Chair on behalf of the Board, as authorized pursuant to the 2017 contract revision, to work with President Box to procure long-term care insurance, as it is this Board’s determination that doing so is financially prudent. The Board Chair will bring back a recommendation of contract revisions for Action at the September Board meeting.

VOTE: The motion was approved unanimously.

FINANCE, TECHNOLOGY, AND HUMAN RESOURCES COMMITTEE

Chair Roth called upon Finance, Technology, and Human Resources Committee Chair Lisa Desmarais to make the committee’s report.

ACTION: 2018-19 KCTCS TUITION

RECOMMENDATION: That the KCTCS Board of Regents approve and report to the Council on Postsecondary Education (CPE) a $7 per student credit hour tuition increase in 2018-19 for in-state students. This action combined with the CPE parameter for tuition rates for out-of-state students results in the following 2018-19 per credit hour tuition rates for KCTCS colleges:

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<td>In-State Students</td>
<td>$169</td>
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<td>Out-of-State Students</td>
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<tr>
<td>From Contiguous Counties</td>
<td>$338</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>$592</td>
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Ms. Desmarais noted that KRS 164.020 gives the Council on Postsecondary Education (CPE) the authority to determine tuition rates for Kentucky’s state-supported universities and KCTCS. At its April 27, 2018, meeting, CPE established a $12, or 7.5 percent tuition rate increase, ceiling for 2018-20 with a maximum rate increase of $8 per student credit hour, or 5 percent each year. This parameter provides that KCTCS may increase its in-state tuition rate up to $170 per student credit hour for 2018-19. CPE also established the
parameter for out-of-state tuition rates requiring that these shall be at least two times the in-state tuition rate.

Ms. Desmarais noted that the recommended 2017-18 in-state and out-of-state tuition rates are consistent with the CPE parameters for KCTCS tuition and consistent with the out-of-state rate structure that KCTCS has used for the past several years. The recommended 2018-19 in-state tuition rate is consistent with the CPE parameter for KCTCS in-state tuition. The additional tuition revenue for 2018-19 generated by the tuition rate increase will be available to the KCTCS Board of Regents in developing the 2018-19 KCTCS operating budget. It was noted that if the tuition increase were approved for $7 this year, it would be limited to $5 next year because of the two-year limit set by CPE of $12.

Chair Roth called for discussion. There being none, she called for the vote.

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Ms. Desmarais moved that the KCTCS Board of Regents approve and report to the Council on Postsecondary Education (CPE) a $7 per student credit hour tuition increase in 2018-19 for in-state students. This action combined with the CPE parameter for tuition rates for out-of-state students results in the following 2018-19 per credit hour tuition rates for KCTCS colleges:

- **In-State Students**: $169
- **Out-of-State Students**
  - From Contiguous Counties: $338
  - Other Out-of-State Students: $592

VOTE: The motion was approved unanimously.

**INFORMATION: 15 TO FINISH SCHOLARSHIP**

Ms. Desmarais noted that in response to a request from the Kentucky Chamber of Commerce and as part of KCTCS’s ongoing commitment to find new ways to incentivize students to complete their degree in two years or less, President Box has created a new initiative called, “15 to Finish Scholarship.” This initiative will provide $500 per semester for fall and spring only, summer excluded, for any paying student that completes 15 credit hours in a semester and enrolls in 15 credit hours for the following spring or fall semester. The student must have completed 15 hours with an A, B, C, D or P and re-enroll for a minimum of 15 hours.

Ms. Desmarais shared that this initiative also aligns with CPE’s 2016-21 Strategic Agenda goal to raise the percentage of Kentuckians with a degree or certificate to 60 percent by the year 2030. “15 to Finish” is a campaign by Complete College America, an organization whose mission is to increase the number of Americans with career certificates and college degrees. The 15 to Finish Scholarship will cost approximately $1.5 million annually.
Ms. Desmarais noted that students receiving a Kentucky Revised Statute (KRS) tuition waiver or high school dual credit/SEEK waiver are ineligible for the scholarship.

Chair Roth called for discussion. There being none, she to the next agenda item.

RECOMMENDATION: That the KCTCS Board of Regents approve the 2018-19 KCTCS Salary Schedule which includes salary ranges for regular full-time faculty and staff. Funding for the salary schedule must be approved by the KCTCS Board of Regents within the KCTCS annual budget.

Ms. Desmarais noted the proposed 2018-19 KCTCS Salary Schedule has been designed in consideration of market conditions, best practices, and available resources. The KCTCS Board of Regents last revised the KCTCS Salary Schedule on June 9, 2017. The Salary Schedule reflects monthly salaries to accommodate the period of assignment in months for regular full-time faculty and staff. Faculty assignments range from 10 to 12 months. Staff assignments range from 9 to 12 months. Ms. Desmarais also noted that regular, full-time positions are slotted into the salary bands of the schedule with consideration of the benchmark comparisons, internal equity, and academic rank.

Ms. Desmarais shared that the 2018-19 salary schedule is the same as the 2017-18 salary schedule.

Chair Roth called for discussion. There being none, she called for the vote.

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Ms. Desmarais moved that the KCTCS Board of Regents approve the 2018-19 KCTCS Salary Schedule which includes salary ranges for regular full-time faculty and staff. Funding for the salary schedule must be approved by the KCTCS Board of Regents within the KCTCS annual budget.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the KCTCS Board of Regents adopt the 2018-19 budget resolution (Attachment F) regarding the 2018-19 Annual Budget for the Kentucky Community and Technical College System. This budget and its provisions will be effective July 1, 2018, through June 30, 2019. Ms. Desmarais noted that the annual budget directs the use of financial resources available to KCTCS to help achieve the mission and vision of KCTCS. This budget places the highest priority on students and the effective and efficient use of available resources.

The 2018-19 KCTCS budget funds fixed cost increases in current employee benefits programs and funds the cost of faculty promotions. It funds fixed cost increases in utilities and facility insurance and the systemwide operations and support programs, the Fire Commission, and the Kentucky Board of
Emergency Medical Services. The KCTCS President’s Leadership Team supports the recommended budget.

Ms. Desmarais noted that the proposed resolution (Attachment F) provides for adequate fiscal control and oversight by the KCTCS Board of Regents consistent with common practice within postsecondary education institutions. At the same time, the resolution provides a reasonable amount of discretion to the KCTCS President and establishes limits and thresholds that the President cannot exceed without the expressed consent of the Board. The proposed budget and its provisions will be effective for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Chair Roth called for discussion. There being none, she called for the vote.

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Ms. Desmarais moved that the KCTCS Board of Regents adopt the 2018-19 budget resolution (Attachment F) regarding the 2018-19 Annual Budget for the Kentucky Community and Technical College System. This budget and its provisions will be effective July 1, 2018, through June 30, 2019.

VOTE: The motion passed. Regent Fletcher lost the SKYPE connection and did not vote.

**UPDATE: ADMINISTRATIVE SERVICES REPORT**

Ms. Desmarais noted that in the past there were several different update reports given at each Finance Committee meetings. After some discussion, the format was changed so that one update inclusive of all areas for Administrative Services is given.

Ms. Desmarais reported that the Statement of Revenues and Expenditures reflects the actual program and operational expenditures compared to the fiscal year 2017-18 budget approved by the KCTCS Board of Regents on June 9, 2017. Total revenues of $516,674 million reflect 61 percent of the budgeted revenue and appropriated funds. Current fund expenditures and budget reserve through the fiscal year (FY) total $378,039 million, 44 percent of the expenditures budgeted for the year.

The Statement of Net Position, although not specifically required in the Board’s 2018-19 Annual Budget Adoption Resolution, has also been included in the Quarterly Financial Report to give the Board a periodic snapshot of the KCTCS financial position using the most common accounting-based schedule.

Ms. Desmarais shared information from the Facilities Management and Sustainability Report. Highlights include information about the Work Ready Skills Initiative projects; ten completed BuildSmart projects with four more to be completed in FY 2019; four property dispositions and one acquisition; the finalization of all college Emergency Operation Plans; and, the System Office earning an Energy Star rating in April 2018 for its energy efficiency initiatives.
Ms. Desmarais noted that President Box and Vice President Followell shared information regarding the BuildSmart financing issuance. KCTCS is in the process of securing the final financing for the initiative. KCTCS staff have worked with the Finance and Administration Cabinet’s Office of Financial Management to secure very favorable financing terms. For the remaining segment of the BuildSmart initiative, $27,775,000 is required, and is expected to close at an approximate interest rate of slightly less than three percent. KCTCS staff, working with the Office of Financial Management, plan to pay down approximately $13.6 million of the amount financed at the earliest possible date. No penalties or early termination fees will apply. Ms. Desmarais shared that Steven Starkweather and Lisa Williams from the Finance and Administration Cabinet’s Office of Financial Management were present at the committee meeting to answer questions.

Chair Roth called for discussion. There being none, she moved to the next agenda item.

**UPDATE: RESOURCE DEVELOPMENT REPORT**

Ms. Desmarais shared that a copy of the *Resource Development Report* was distributed to the committee. She noted that the report provides an update on the private giving and sponsored projects, grants, and contracts. Private gift income by donor purpose and source for the System and the donor source by college for each KCTCS college are presented in this report.

Sponsored Projects, Grants, and Contract funds are stated by source and purpose for the System Office in total; total awards to each KCTCS college are included in the report. The top grants and contracts received during the reporting period are highlighted. This report covers gifts from July 1, 2017 – April 30, 2018.

Ms. Desmarais noted that the total private gift income for this period was $7,602,303.98. The top private gift was $1,000,000 to Elizabethtown Community and Technical College. Total grants and contracts for this period was $56,100,796.29 and the top grant award was $1,500,000 to Hazard Community and Technical College.

Chair Roth called for discussion. There being none, she moved to the next Committee report.

**RECESS**

The Committee recessed at 11:58 a.m. (ET) and reconvened at 12:03 p.m. (ET).

**ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE**

Chair Roth called on Academic Affairs and Curriculum Committee Chair Angela Fultz to make the committee’s report.

**ACTION: KCTCS COLLEGE CANDIDATE FOR CREDENTIAL -**

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an Associate in Science degree to Mr. Gavin Posey, West Kentucky Community and Technical College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the
credentials to be awarded to Mr. Posey upon certification that the respective requirements have been satisfactorily completed.

Dr. Fultz noted that it has been KCTCS Board of Regents practice to honor student regents who request a credential during their term on the Board. Regent Posey has requested a credential award for an Associate in Science to be awarded spring 2018.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Fultz moved that the KCTCS Board of Regents approve the awarding of an Associate in Science degree to Mr. Gavin Posey, West Kentucky Community and Technical College, as presented in the supplemental booklet, KCTCS Candidates for Credentials, with the credentials to be awarded to Mr. Posey upon certification that the respective requirements have been satisfactorily completed.

Chair Roth called for discussion. There being none, she called for the vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an Associate in Applied Science degree to Mr. Ric L. Smith, Gateway Community and Technical College, as presented in the supplemental booklet, KCTCS Candidates for Credentials, with the credentials to be awarded to Mr. Smith upon certification that the respective requirements have been satisfactorily completed.

Dr. Fultz noted that it has been KCTCS Board of Regents practice to honor student regents who request a credential during their term on the Board. Regent Smith has requested a credential award for an Associate in Applied Science to be awarded spring 2018.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Fultz moved that the KCTCS Board of Regents approve the awarding of an Associate in Applied Science degree to Mr. Ric L. Smith, Gateway Community and Technical College, as presented in the supplemental booklet, KCTCS Candidates for Credentials, with the credentials to be awarded to Mr. Smith upon certification that the respective requirements have been satisfactorily completed.

Chair Roth called for discussion. There being none, she called for the vote.

VOTE: The motion was approved unanimously.

Dr. Fultz provided a brief summary of each program proposal and then proceeded with a motion to approve programs by college.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Fultz moved that the KCTCS Board of Regents approve the following New
Program Proposal for Bluegrass Community and Technical College (BCTC) on pages 137-140:

- Associate in Applied Science (AAS) in Diesel Technology for BCTC to be implemented in spring 2019.

Chair Roth called for discussion. There being none, she called for the vote.

VOTE: The motion was approved unanimously.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Fultz moved that the Board of Regents approve the following New Program Proposals for Gateway Community and Technical College (GCTC) on pages 141-154:

- Associate in Applied Science (AAS) in Air Conditioning Technology for GCTC to be implemented in fall 2018.
- Associate in Applied Science (AAS) in Computerized Manufacturing and Machining for GCTC to be implemented in fall 2018.
- Associate in Applied Science (AAS) in Health Science Technology for GCTC to be implemented in fall 2018.

Chair Roth called for discussion. There being none, she called for the vote.

VOTE: The motion was approved unanimously.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Fultz moved that the Board of Regents approve the following New Program Proposal for West Kentucky Community and Technical College (WKCTC) on pages 155-160:

- Diploma in Pharmacy Technician II for WKCTC to be implemented in spring 2019.

Chair Roth called for discussion. There being none, she called for the vote.

VOTE: The motion was approved unanimously.

Dr. Fultz provided the following updates:

**Project Go: A Safety Net for Student Success**

*Addressing Food and Housing Insecurities*

According to the Wisconsin HOPE Lab, more than 50 percent of community college students nationwide do not have access to healthy and affordable foods. Campus hunger is a significant factor behind inequality in college completion rates.
• Maslow’s hierarchy of needs suggest that a person’s basic needs must be met before reaching self-fulfillment.
• Research has shown that student success is impeded when basic needs of food and housing are not met first.
• Students who struggle with food and housing insecurity often live in circumstances that are not conducive to success in college.
• 18.8 percent of Kentucky’s population live at or below the poverty level as compared to 15.4 percent nationally
• If we consider the Appalachian region, the poverty rate jumps up dramatically to 25.2 percent.

Housing insecurity includes a broader set of challenges such as the inability to pay rent or utilities or the need to move frequently. All of these challenges affect students, and the results this year suggest that it is more common to endure them during college than to have all of one’s needs met.

*KCTCS Project Go* was designed to connect independent, high need and high-risk students with additional external and internal resources in order to reduce financial barriers to college completion. The System Office proposes to provide each college with seed funding to develop and or expand current services to include a fully operationally resource center on campus that provides the likes of a food pantry, clothing closet, infant resources, and/or connections with local social services in the communities.

**OnRamp Project**
In December 2017, an organizational meeting led by President Box and the Vice President of Skills-U (Kentucky Adult Education) of the Council on Postsecondary Education (CPE) met with personnel from both offices and agreed that a partnership endeavor would benefit both organizations to yield increased outcomes for the adult population and the economy overall. At this meeting, the “OnRamp Project” was launched with the goal of assisting Kentucky adults in obtaining their GED at the same time complete a short-term technical credential in one of the state’s five primary workforce sectors (advanced manufacturing, business and IT, construction, healthcare and transportation and logistics), so that they can become gainfully employed in a shorter timeframe. A draft framework narrative, glossary and job description for the partnership were created. A subgroup with representation from KCTCS and Skills U developed a process map to guide the process and partnership. An overview of the ONRAMP Project was presented and endorsed by the President’s Leadership Team at the April meeting. Meetings between KCTCS and Skills U to implement the initiative have begun.

**Blackboard Student Services**
KCTCS’s contract for the Blackboard Student Services Call Center and Blackboard Learning Management System (LMS) expires June 30, 2018. President Box appointed an Ad Hoc team to research other solutions and provide options to the PLT for consideration. At the President’s Leadership Team meeting in April 2018, the college presidents voted to renew the
Blackboard contract and recommended to President Box that KCTCS should continue the partnership with Blackboard with the following commitments:

- A 7-year commitment for Blackboard Student Services Call Center and Recruitment/Enrollment Services and;
- A 5-year commitment for Blackboard E-Learn Learning Management System (LMS).

Contract negotiations are underway.

**Academic Advising, Career and Job Placement**

An Operations Team comprised of representatives from each college examined the current state of KCTCS academic advising and career and job placement, as well as advanced exemplary models and best practices for these services. The Team addressed and investigated three areas:

- Advising model encompassing career development and job placement.
- Professional Development/Training.
- Technology.

A redesign integrated model for Academic Advising, Career and Job Placement accompanied by a position paper to guide this project was recommended to the PLT.

In May 2018, the KCTCS Advising Academy was held to provide training on a variety of technologies that will assist students, advisors, and career services staff to become more integrated thus creating retention and completion pathways for students intended educational and career goals. The outcome of the Academy required each college to create a plan of action of redesigning academic advising, career services, and job placement at their local college by the end of the 2018 fall term.

**Financial Aid**

The Centralized Processing Center (CPC) completed its first full year processing cycle with great results. As of fall 2017, the CPC was able to complete the student financial aid verification process for over 15K students’ systemwide as compared to the 10,939 verifications completed by the colleges for the same time last year. This is an increase of 4,209 verifications, a 38 percent increase in the number of verification processing.

Overall, CPC has completed over 30,000 verifications to date. Verification processing for the 2018-19 academic year is well underway and the team has completed in excess 3,500 verifications. The CPC assumed responsibility for processing Return to Title IV calculations (R2T4) in the fall of 2017. The team has successfully completed over 10,800 individual calculations as of June 2018.

**Diversity Update**

The college diversity plans, approved by CPE, are well underway. CPE has begun its first assessment report which will assess performances for 2017-18.
The assessment process is now comprised of quantitative and qualitative components and will be due to CPE by March 1, 2019. The evaluation process will emphasize and reward progress as opposed to taking a punitive “all or nothing” approach to determine eligibility to offer new academic programs.

A new focus will be placed on the implementation of best practices, the campus climate, and the intentionality of institutional efforts, in addition to actual goal achievement to determine continuing eligibility for new programs. CPE will also be sensitive to the specific circumstances at each campus and state and national trends in assessing performance. This approach also allows colleges to explain any shortcomings in meeting numeric targets.

To assist colleges in writing comprehensive narratives, the System Office formalized and disseminated a set of support mechanisms to aid colleges. The support includes resources from CPE as well as guidance about how to engage college strategy owners and respond to writing prompts. The development of comprehensive narratives may ensure more colleges are eligible to offer new academic programs. The supports were rolled out to colleges in May 2018.

**Online Diversity Conference**
KCTCS hosted the first online Diversity Conference in April 2018. Over two hundred individuals from all 16 colleges and the System Office registered for the conference. The foci of the conference was to:

- Increase college awareness of the Statewide Policy for Diversity, Equity and Inclusion, college diversity plan implementation.
- Enhance cultural competence and the use of culturally responsive pedagogy as part of lifting student persistence and graduation of traditionally underserved students.

Chair Roth called for discussion. There being none, she moved to the next Committee report.

**NOMINATING COMMITTEE**
Chair Roth called on Committee Chair Porter G. Peeples, Sr. to make the committee’s report.

**ACTION: KCTCS BOARD OF REGENTS ELECTION OF BOARD OFFICERS**
RECOMMENDATION: That the Board of Regents approve the slate presented by the Nominating Committee for the positions of Chair, Vice Chair, and Secretary of the Board for a one year term beginning July 1, 2018, and ending June 30, 2019.

Mr. Peeples shared that KCTCS Board of Regent Chair Marcia Roth appointed a Nominating Committee at the March 16, 2018 Board meeting charged with recommending a slate of candidates for election of a Board Chair, Vice Chair, and Secretary. The Nominating Committee met on June 14, 2018.
MOTION: On behalf of the Nominating Committee, Mr. Peeples moved that the Board of Regents approve the slate presented by the Nominating Committee for the positions of Chair, Ms. Marcia L. Roth; Vice Chair, Dr. Gail R. Henson; and Secretary of the Board, Ms. Tammy L. Thompson for a one-year term beginning July 1, 2018, and ending June 30, 2019.

Chair Roth called for discussion. There being none, she called for the vote.

VOTE: The motion was approved unanimously.

EXECUTIVE SESSION

Chair Roth called for a motion for the KCTCS Board of Regents to go into Executive Session pursuant to KRS 61.810 (1) (c) – Proposed or Pending Litigation in which KCTCS may be a party or KRS 61.810 (1) (f) Individual Personnel Matters.

MOTION: Dr. Fultz moved and Mr. Peeples seconded that the KCTCS Board of Regents Executive Committee go into Executive Session pursuant to KRS 61.810 (1) (c) – Proposed or Pending Litigation in which KCTCS may be a party or KRS 61.810 (1) (f) Individual Personnel Matters.

VOTE: The motion was approved unanimously.

Chair Roth asked President Box and KCTCS General Counsel Mike Murray to participate in the Executive Session.

The Board went into Executive Session at 12:24 p.m. (ET).

OPEN SESSION

Chair Roth called for a motion for the KCTCS Board of Regents to reconvene the meeting in Open Session.

MOTION: Mr. Posey moved and Mr. Smith seconded that the KCTCS Board of Regents reconvene in Open Session.

VOTE: The motion was approved unanimously.

The KCTCS Board of Regents reconvened in open session at 12:31 p.m. (ET).

Chair Roth announced that the Board discussed Proposed or Pending Litigation or Individual Personnel Matters and that there was no action to bring before the Board at this time.

NEXT MEETING

Chair Roth announced that the next regular meeting of the KCTCS Board of Regents is scheduled for September 13-14, 2018, at Elizabethtown Community and Technical College, Elizabethtown, Kentucky.
Mr. Peeples moved that the meeting adjourn. Mr. Martin seconded the motion.

VOTE: The motion was approved unanimously, and the meeting adjourned at 12:32 p.m. (ET).

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Marcia L. Roth, Chair
KCTCS Board of Regents

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Tammy C. Thompson, Secretary
KCTCS Board of Regents

SIGNED COPY ON FILE
Jay K. Box, Ed.D.
KCTCS President
Resolution of Appreciation

RIC L. SMITH

WHEREAS, the Kentucky Postsecondary Education Improvement Act of 1997 created the Kentucky Community and Technical College System (KCTCS) as Kentucky’s ninth institution of postsecondary education; established the KCTCS Board of Regents as the System’s governing board; and determined that the KCTCS Board membership be composed of fourteen members, including two elected members representing the System’s students; and

WHEREAS, Ric. L. Smith has served as a Student Member of the Board of Regents of the Kentucky Community and Technical College System for the 2017-18 academic year; and

WHEREAS, Mr. Smith has demonstrated leadership abilities through his service as KCTCS Student Body Co-President and Gateway Community and Technical College Student Government Association President; and

WHEREAS, Mr. Smith has served the Kentucky Community and Technical College System with distinction and has honorably performed his duties to the KCTCS Board of Regents by articulating important issues and concerns affecting all KCTCS students as a member of the Academic Affairs and Curriculum Committee; and

WHEREAS, Mr. Smith has supported the KCTCS Board of Regents by his participation, achieving a 100 percent attendance; and

WHEREAS, Mr. Smith has discussed issues openly, expressing his long-term vision for the Kentucky Community and Technical College System and the welfare of its students and other constituents; and

WHEREAS, Mr. Smith has demonstrated his dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System as well as the entire Commonwealth of Kentucky, while balancing various student, leadership, and personal roles; and

WHEREAS, Mr. Smith has fulfilled his responsibilities as prescribed by the Kentucky Revised Statutes, KCTCS Board of Regents Bylaws, and KCTCS policies; and

WHEREAS, the Kentucky Community and Technical College System Board of Regents wishes to express its congratulations to Mr. Smith on his educational achievements, including receiving an Associate in Applied Science degree in spring 2018;

NOW, THEREFORE, BE IT RESOLVED that the Kentucky Community and Technical College System Board of Regents hereby commends Mr. Smith for his energy, talents, and dedication as a Student Member of the Kentucky Community and Technical College System Board of Regents; and the Board extends its best wishes for continued success to Mr. Smith in his future endeavors and looks forward to his continued friendship and support of KCTCS.

ADOPTED this fifteenth day of June 2018.

ATTEST: Marcia L. Roth, Chair KCTCS Board of Regents

Tammy C. Thompson, Secretary KCTCS Board of Regents

Jay K. Box, Ed.D. KCTCS President
Resolution of Appreciation

GAVIN B. POSEY

WHEREAS, the Kentucky Postsecondary Education Improvement Act of 1997 created the Kentucky Community and Technical College System (KCTCS) as Kentucky’s ninth institution of postsecondary education; established the KCTCS Board of Regents as the System’s governing board; and determined that the KCTCS Board membership be composed of fourteen members, including two elected members representing the System’s students; and

WHEREAS, Gavin B. Posey has served as a Student Member of the Board of Regents of the Kentucky Community and Technical College System for the 2017-18 academic year; and

WHEREAS, Mr. Posey has demonstrated leadership abilities through his service as KCTCS Student Body Co-President and West Kentucky Community and Technical College Student Government Association President; and

WHEREAS, Mr. Posey has served the Kentucky Community and Technical College System with distinction and has honorably performed his duties to the KCTCS Board of Regents by articulating important issues and concerns affecting all KCTCS students as a member of the Finance, Technology, and Human Resources Committee; and

WHEREAS, Mr. Posey has supported the KCTCS Board of Regents by his participation, achieving a 100 percent attendance; and

WHEREAS, Mr. Posey has discussed issues openly, expressing his long-term vision for the Kentucky Community and Technical College System and the welfare of its students and other constituents; and

WHEREAS, Mr. Posey has demonstrated his dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System as well as the entire Commonwealth of Kentucky, while balancing various student, leadership, and personal roles; and

WHEREAS, Mr. Posey has fulfilled his responsibilities as prescribed by the Kentucky Revised Statutes, KCTCS Board of Regents Bylaws, and KCTCS policies; and

WHEREAS, the Kentucky Community and Technical College System Board of Regents wishes to express its congratulations to Mr. Posey on his educational achievements, including receiving an Associate in Science degree in spring 2018;

NOW, THEREFORE, BE IT RESOLVED that the Kentucky Community and Technical College System Board of Regents hereby commends Mr. Posey for his energy, talents, and dedication as a Student Member of the Kentucky Community and Technical College System Board of Regents; and the Board extends its best wishes for continued success to Mr. Posey in his future endeavors and looks forward to his continued friendship and support of KCTCS.

ADOPTED this fifteenth day of June 2018.

ATTEST:

Marcia L. Roth, Chair
KCTCS Board of Regents

Tammy C. Thompson, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President
Resolution of Appreciation
PORTER G. PEEPLES, SR.

WHEREAS, the Kentucky Postsecondary Education Improvement Act of 1997 created the Kentucky Community and Technical College System (KCTCS) as Kentucky’s ninth institution of postsecondary education, established the KCTCS Board of Regents as the System’s governing board, and determined that the KCTCS Board membership be composed of fourteen members, including eight gubernatorial appointees; and

WHEREAS, Porter G. Peeples, Sr. was appointed to the KCTCS Board of Regents for a six-year term by Governor Ernie Fletcher for a six-year term beginning August 2006, and ending July 2012; and reappointed to the KCTCS Board of Regents for a six-year term by Governor Steven L. Besecker beginning July 2012 through July 2018; and

WHEREAS, Mr. Peeples has exhibited a commitment to excellence through his dedication, leadership, and service to the Kentucky Community and Technical College System, its Board of Regents, and the entire postsecondary education community in Kentucky; and

WHEREAS, Mr. Peeples endeavored to create and maintain the highest level of quality public accountability and contributed to KCTCS Board policy development, including (but not limited to) policies related to student services, academic and technical program offerings, workforce development, employee compensation, baccalaureate student transfer, credentials awarded, diversity, finance and budgeting, human resources, strategic planning, organizational issues, legislative issues, consolidation and single accreditation, and institutional effectiveness; and

WHEREAS, Mr. Peeples was held in such esteem by the KCTCS Board of Regents that his fellow regents elected him as a Board Officer, resulting in his service as KCTCS Board of Regents Secretary from September 2009 to September 2010, KCTCS Board of Regents Vice Chair from December 2010 to June 2011, and Chair from June 2011 to June 2015.

WHEREAS, Mr. Peeples displayed dedication, ability, leadership, and willingness to advance the Kentucky Community and Technical College System by serving on all KCTCS Board of Regents committees, including the Executive Committee (where he served for nine years – four years as Committee Chair, on year as Vice-Chair, and one year as Secretary); the Finance, Technology, and Human Resources Committee (where he served for eleven years); the Academic Affairs and Curriculum Committee (where he served for one year); the Efficiency, Effectiveness, and Accountability Committee (where he served for twelve years – two years as Vice-Chair); and the Nominating Committee for three years; and

WHEREAS, Mr. Peeples, as KCTCS Board of Regents Chair, dutifully led the search process for the second president of KCTCS in 2015 and was responsible for hiring a new leader, President Jay K. Box, to usher in a new era for the system after the retirement of President Michael B. McColl; and

WHEREAS, Mr. Peeples has served faithfully as an ex-officio member to the KCTCS Foundation, Inc. Board of Directors, supporting the Foundation with his attendance, leadership, philanthropic giving, and strong advocacy, as well as encouraging others to support the Foundation; and

WHEREAS, Mr. Peeples has advocated for KCTCS through the legislative sessions, resulting in support for KCTCS legislative agendas; and

WHEREAS, Mr. Peeples has steadfastly promoted supplier diversity, fiscal responsibility, and accountability; and

WHEREAS, Mr. Peeples showed commitment to the long-term future and well-being of the Kentucky Community and Technical College System through his steadfast support and service to the Commonwealth and the KCTCS Board of Regents; and

WHEREAS, the Kentucky Community and Technical College System Board of Regents wishes to express its heartfelt appreciation to Mr. Peeples for his leadership and service;

NOW, THEREFORE, BE IT RESOLVED that the Kentucky Community and Technical College System Board of Regents hereby commends Porter G. Peeples, Sr. for his enthusiasm, guidance, advocacy, vision, diligence, talents, dedication, leadership, and time spent serving, supporting, and developing the Kentucky Community and Technical College System; extends its best wishes for continued success to Mr. Peeples; and looks forward to his continued friendship and support of KCTCS.

ADOPTED this fifteenth day of June 2018.

ATTEST:

Marcia L. Roth, Chair
KCTCS Board of Regents

Tammy C. Thompson, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President
Section Ten: Committees

10.1 Committees. The Board may organize standing committees and refer matters to them. The Chair may establish special committees and prescribe their duties.

10.2 Standing Committees. Standing committees shall follow these policies, practices, and procedures:

- Membership on these committees is restricted to KCTCS Board members with KCTCS staff assigned by the KCTCS President to assist the committee.

- The KCTCS Board Chair shall appoint members to all committees unless membership is directed by statute or KCTCS Board of Regents Policy.

- The KCTCS Board Chair shall appoint all committee chairs.

- The KCTCS Board Chair shall be an ex officio, voting member of all standing committees unless otherwise indicated by KCTCS Board of Regents action.

- All standing committee meetings, regularly scheduled or special, shall be open to the public unless the matter(s) under discussion meets the exceptions contained in KRS61.810.

- As a condition for conducting closed session standing committee meetings, all requirements contained in and consistent with KRS Chapter 61 shall be met.

- The standing committee’s regular meetings shall be in conjunction with the KCTCS Board of Regents regular meetings insofar as possible unless otherwise stated in statute or the KCTCS Board of Regents Bylaws.

- The schedule and agenda of regular standing committee meeting shall be made available to the public through release to the press by written or electronic means pursuant to statute.

- The committee chair may call a special meeting when such a meeting is necessary. The committee chair shall fix the place of the special meetings and the times they are scheduled.

- Notice of all meetings shall comply with current statutory requirements and KCTCS Board of Regents Bylaws Section 5.1 – Distribution.
• The agenda and supporting materials for a regularly scheduled committee meeting shall, to the extent possible, be available to members at least seven days prior to the meeting.

• Minutes of all committee meetings shall be recorded and shall accurately record the deliberations of the committee and all actions taken.

• A quorum shall be required to organize and conduct business and shall be a majority of the membership of the committee.

• An affirmative vote of a majority of the members present shall be required to carry all propositions; when conducting a vote, each committee member shall cast a full-vote or half-vote depending upon statute (KRS 164.321).

• All standing committees shall conduct their business following *Robert’s Rules of Order* (newly revised edition).

• A committee chair may recognize a non-Board-member speaker.

• The committees shall report any actions taken to the KCTCS Board at its next regular meeting.

• Committee actions are advisory only.

10.2.1 Academic Affairs and Curriculum Committee. The Academic Affairs and Curriculum committee will be responsible for setting policy related to creating and maintaining the highest level of quality, public accountability, and institutional effectiveness at KCTCS colleges pertaining to educational and training offerings and student services under the auspices of KCTCS. Specifically, the Committee shall advise KCTCS and recommend action on policies related to these areas: 1) existing and proposed academic and technical offerings, including approval of new certificate, diploma, and degree programs and the assessment and evaluation of existing programs; Distance Learning; and inter-institutional collaboration; 2) workforce development, including the Council on Postsecondary Education, Regional Advisory Groups, and community/institution partnerships; 3) student services; 4) transfer issues, including transition from high school to postsecondary institution concerns, articulation agreements, and admissions and remediation requirements; 5) professional or specialized accreditation; 6) institutional (SACS) accreditation; and 7) institutional effectiveness, with respect to institutional research, student assessment efforts, and the Council on Postsecondary Education’s new academic program eligibility based on equal educational opportunities objectives as governed by KRS 164.020(19).
10.2.2 **Finance, Technology, and Human Resources Committee.** The purpose of the Finance, Technology, and Human Resources Committee is to recommend policies that create and maintain the highest level of quality, public accountability, and institutional effectiveness pertaining to all matters related to finance, facilities, construction, human resources, and technology. Specifically, the Committee’s responsibility shall be to advise KCTCS and recommend action on policies related to the following areas: 1) budget, including development, administration, and review; 2) financial policies, including audit review, financial compliance, and salaries; 3) facilities, including construction, technological infrastructure; 4) human resources; 5) the Workforce Development Trust Fund; 6) capital fund drives/development, 7) donations of land and funds, including commemorating memorials, and 8) federal grants, where deemed appropriate.

10.2.3 **Executive Committee.** The Executive Committee shall be responsible for all matters related to the overall administration of KCTCS. Specifically, the Executive Committee shall advise KCTCS and recommend action on policies related to creating and maintaining the highest level of quality, public accountability, and institutional effectiveness at KCTCS colleges as it pertains to the following areas: 1) ensuring that the System’s strategic planning process is completed, including institutional missions and plans, the KCTCS strategic plan, and the statewide strategic agenda; 2) organizational issues, including presidential evaluation and searches, bylaws, and policies; 3) legislative issues; 4) naming opportunities for colleges, campuses, and buildings and local boards of directors; and 5) institutional effectiveness, including the CPE accountability program and benchmarks.

10.2.4 **Efficiency, Effectiveness, and Accountability Committee.** The purpose of the Efficiency, Effectiveness, and Accountability Committee is to recommend policies related to creating and maintaining the highest level of quality, public accountability, and institutional effectiveness at KCTCS colleges. Specifically, the Committee’s responsibility shall be to advise KCTCS, and recommend action on policies related to accountability, and evaluate the Board’s effectiveness and performance. The Committee shall operate as a committee of the whole and will meet at least annually to review the System’s accountability reports, and recommend accountability goals for the upcoming year, and review Board evaluations and report the findings.
### KCTCS Board of Regents Bylaws

**Approved 06/09/17**

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**SIGNED COPY ON FILE** 6/9/17

Marcia L. Roth, Chair  Date  Board of Regents
Section Ten: Committees

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• An affirmative vote of a majority of the members present shall be required to carry all propositions; when conducting a vote, each committee member shall cast a full-vote or half-vote depending upon statute (KRS 164.321).

• All standing committees shall conduct their business following Robert’s Rules of Order (newly revised edition).

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• The committees shall report any actions taken to the KCTCS Board at its next regular meeting.

• Committee actions are advisory only.

10.2.1 Academic Affairs and Curriculum Committee. The Academic Affairs and Curriculum committee will be responsible for setting policy related to creating and maintaining the highest level of quality, public accountability, and institutional effectiveness at KCTCS colleges pertaining to educational and training offerings and student services under the auspices of KCTCS. Specifically, the Committee shall advise KCTCS and recommend action on policies related to these areas: 1) existing and proposed academic and technical offerings, including approval of new certificate, diploma, and degree programs and the assessment and evaluation of existing programs; Distance Learning; and inter-institutional collaboration; 2) workforce development, including the Council on Postsecondary Education, Regional Advisory Groups, and community/institution partnerships; 3) student services; 4) transfer issues, including transition from high school to postsecondary institution concerns, articulation agreements, and admissions and remediation requirements; 5) professional or specialized accreditation; 6) institutional (SACS) accreditation; and 7) institutional effectiveness, with respect to institutional research, student assessment efforts, and the Council on Postsecondary Education’s new academic program eligibility based on equal educational opportunities objectives as governed by KRS 164.020(19).

10.2.2 Finance, Technology, and Human Resources Committee. The purpose of the Finance, Technology, and Human Resources Committee is to recommend policies that create and
maintain the highest level of quality, public accountability, and institutional effectiveness pertaining to all matters related to finance, facilities, construction, human resources, and technology. Specifically, the Committee’s responsibility shall be to advise KCTCS and recommend action on policies related to the following areas: 1) budget, including development, administration, and review; 2) financial policies, including audit review, financial compliance, and salaries; 3) facilities, including construction, technological infrastructure; 4) human resources; 5) the Workforce Development Trust Fund; 6) capital fund drives/development, 7) donations of land and funds, including commemorating memorials, and 8) federal grants, where deemed appropriate.

10.2.3 Executive Committee. The Executive Committee shall be responsible for all matters related to the overall administration of KCTCS. Specifically, the Executive Committee shall advise KCTCS and recommend action on policies related to creating and maintaining the highest level of quality, public accountability, and institutional effectiveness at KCTCS colleges as it pertains to the following areas: 1) ensuring that the System’s strategic planning process is completed, including institutional missions and plans, the KCTCS strategic plan, and the statewide strategic agenda; 2) organizational issues, including presidential evaluation and searches, bylaws, and policies; 3) legislative issues; 4) naming opportunities for colleges, campuses, and buildings and local boards of directors; and 5) institutional effectiveness, including the CPE accountability program and benchmarks.

10.2.4 Efficiency, Effectiveness, and Accountability Committee. The purpose of the Efficiency, Effectiveness, and Accountability Committee is to recommend policies related to creating and maintaining the highest level of quality, public accountability, and institutional effectiveness at KCTCS colleges. Specifically, the Committee’s responsibility shall be to advise KCTCS, recommend action on policies related to accountability, and evaluate the Board’s effectiveness and performance. The Committee shall operate as a committee of the whole and will meet at least annually to review the System’s accountability reports, and recommend accountability goals for the upcoming year, and review Board evaluations and report the findings.

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Marcia L. Roth, Chair
Date
Board of Regents
Be it Resolved, that upon due consideration and upon recommendation of the Kentucky Community and Technical College System (KCTCS) President, the following operating budget authorizations totaling $854,987,200 are approved for KCTCS for the fiscal year beginning July 1, 2018, and ending June 30, 2019. Of this mount, $564,255,000 are unrestricted current funds; and $290,732,200 are restricted funds from sources such as federal, state, private gifts, grants, contracts, or appropriations.

Be it Resolved, that upon due consideration and upon recommendation of the KCTCS President, the capital budget authorization totaling $131,250,000 from agency and other funds is approved, contingent upon receipt and availability of those funds for KCTCS for fiscal year beginning July 1, 2018, and ending June 30, 2019.

In the event current fund revenues now estimated should not be realized, the KCTCS President shall take appropriate action to reduce budget authorizations to amounts sufficient to ensure that expenditures do not exceed available revenues. The KCTCS President shall report to the Board in advance any major deviations from the approved operating budget.

In the event actual annual revenues exceed estimated revenues, the KCTCS President may authorize an increase in the current funds expenditure budget up to 2.0 percent of the Board’s authorized expenditure level. Increases greater than 2.0 percent of the authorized expenditure budget must have prior approval of the Board.

The KCTCS Quarterly Financial Report shall contain sections that reflect the KCTCS July 1 opening budget, amendments to the opening budget, and expenditures to date. This report shall provide the necessary detail for amending the budget as permitted by this resolution.

The purchase of any item of equipment greater than $200,000 must have prior approval of the Board of Regents and must be contained in the Biennial Legislative Appropriations Act in accordance with KRS Chapter 45. A capital construction project with a scope greater than $1,000,000 must have the prior approval of both the KCTCS Board of Regents and the Commonwealth Capital Projects and Bond
Oversight Committee. Equipment and capital construction projects with scopes greater than these amounts shall be reported as part of the KCTCS Quarterly Financial Report.

All units and individuals within KCTCS incurring financial obligations of KCTCS funds resulting from this authorizations shall observe and adhere to applicable laws, regulations, and policies of the Commonwealth of Kentucky and the KCTCS Board of Regents, which govern the expenditure and disbursement of funds. Heads of the various budget units shall not authorize nor incur financial obligation in excess of the budget authorization for that budgetary unit.

This budget and its provisions will be effective July 1, 2018, through June 30, 2019.

ADOPTED, this fifteenth day of June 2018.

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Marcia L. Roth, Chair
KCTCS Board of Regents

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Jay K. Box, Ed.D.
KCTCS President