

**MINUTES
KCTCS Board of Regents
Executive Committee Meeting
September 14, 2017**

Committee Members Present:

Ms. Marcia L. Roth, Committee Chair
Dr. Gail R. Henson, Committee Vice Chair
Ms. Lisa Desmarais
Dr. Angela Fultz

Mr. Barry K. Martin
Ms. Tammy C. Thompson
Mr. Porter G. Peeples, Sr.

***Dr. Henson arrived 15 minutes into the meeting.*

CALL TO ORDER

Committee Chair Marcia L. Roth called to order the meeting of the Kentucky Community and Technical College System Board of Regents Executive Committee at 10:33 a.m. (CT) on September 14, 2017. The meeting was held in Room C90 of the John H. Gray Building at Madisonville Community College. The press was notified of the meeting on September 6, 2017. Hon. Mike 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 June 8, 2017, 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 changes or additions to the agenda.

**ACTION:
REVISION OF
MISSION
STATEMENT FOR
BLUEGRASS
COMMUNITY AND
TECHNICAL
COLLEGE**

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

Chair Roth called on President Box to present the agenda item. President Box introduced Dr. Augusta Julian, BCTC President/CEO, who assisted with the presentation.

It is the policy of the KCTCS Board of Regents that each SACS-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 SACS-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. Julian shared that from February to March 2017, an online survey of BCTC faculty and staff was conducted. The results showed improvement of the mission statement was needed.

At the March 2017 BCTC Board of Directors meeting, a revised copy of the mission statement was reviewed. The Board of Directors divided into small groups to discuss the statement, took a survey on the changes, and then provide additional suggestions after their discussions. The BCTC Foundation Board also reviewed the revised mission statement and completed a survey.

On April 13, 2017, the BCTC Administrative Planning Team (APT) meeting, including a representative of Student Government, reviewed results of the online survey, input from the two boards, and a draft of a revised mission statement. On May 2, 2017, BCTC's Leadership Executive Team reviewed three draft versions of a revised statement, based on feedback from the Board of Directors, the Foundation Board, and members of APT. The team agreed on one of the versions with a few additional minor changes.

At the May 15, 2017 Strategic Planning Committee of BCTC's Board of Directors, a draft of the revised mission statement was presented. The committee members made no additional revisions and, on May 31, 2017, BCTC's Board of Directors endorsed the revised mission statement.

Chair Roth called for discussion, there being none, and she called for the motion.

MOTION: Mr. Peebles moved and Mr. Martin seconded that the Executive Committee recommend that the KCTCS Board of Regents approve the revised mission statement for Bluegrass Community and Technical College (BCTC) as presented in the agenda materials.

VOTE: The motion was approved unanimously.

**ACTION:
RENEWAL OF
MISSION
STATEMENT FOR
GATEWAY
COMMUNITY AND
TECHNICAL
COLLEGE**

RECOMMENDATION: That the KCTCS Board of Regents approve the renewal of the mission statement for Gateway Community and Technical College (GCTC) as presented in the agenda materials.

Chair Roth called on President Box to present the agenda item. President Box introduced Dr. Fernando Figueroa, GCTC President/CEO, who assisted with the presentation.

It was noted that Dr. Figueroa has been leading an extensive review of GCTC's mission statement with internal and external stakeholders. The review included meetings with faculty and staff councils, open forum conversations with employees and students, regular communications to all employees about the mission and strategic plan, as well as strategic external meetings with key stakeholders.

GCTC's Office of Knowledge Management reviewed information and feedback from the activities of the President/CEO in reviewing the college's mission with

stakeholders, and determined that the GCTC mission, as currently constructed, was consistent with the strategic vision and plan of the college. GCTC's Executive Leadership Team supported submitting GCTC's current mission statement for re-approval by the Board of Regents at their March 7, 2017 meeting.

The GCTC Board of Directors endorsed the renewal of the mission statement on April 17, 2017.

Chair Roth called for discussion, there being none, and she called for the motion.

MOTION: Ms. Desmarais moved and Ms. Thompson seconded that the Executive Committee recommend that the KCTCS Board of Regents approve the renewal of the mission statement for Gateway Community and Technical College (GCTC) as presented in the agenda materials.

VOTE: The motion was approved unanimously.

**ACTION: KCTCS
PRESIDENT'S
2017-18 GOALS
AND OBJECTIVES**

Chair Roth noted that pursuant to the *KCTCS Board of Regents Policy 2.5 – KCTCS President's Performance Review* (Attachment B) and the *KCTCS Procedure for Evaluation of the President* (Attachment C), President Box has developed the attached *2017-18 Performance Goals and Objectives* (Attachment A). President Box was asked to introduce and discuss these goals and objectives.

President Box shared that the President's Leadership Team (PLT) retreat helped him to determine what his focus should be for 2017-18. The PLT have already been working to align their own performance evaluation goals and objectives with that of President Box's. It was noted that the Board of Regents had the opportunity to provide feedback to President Box and make suggestions for his upcoming year goals.

Chair Roth noted that President Box's Goals and Objectives are ambitious but reasonable, with an emphasis on continued change and improvement for KCTCS.

Chair Roth called for discussion.

During the discussion, it was noted that engaging alumni, performance funding, recruiting and retaining nontraditional students, and professional development for employees were all worthwhile goals for President Box.

Chair Roth called for a motion.

MOTION: Dr. Henson moved and Dr. Fultz seconded that the Executive Committee recommend that the KCTCS Board of Regents approve the proposed KCTCS President Box's 2017-18 Performance Goals and Objectives (Attachment A).

VOTE: The motion was approved unanimously.

**UPDATE: 2018
KCTCS
LEGISLATIVE
AGENDA**

Chair Roth called on KCTCS President Jay K. Box to present the item. KCTCS Chief of Staff Hannah Hodges assisted with the presentation.

President Box presented the 2018 Legislative Agenda Update handout to the Committee.

President Box shared that the 2018 Kentucky General Assembly session is a biennial budget session. There is little to no money expected to be appropriated to higher education, given the current pension crisis. A special session should occur sometime in the fall to address pensions; a session addressing tax reform may or may not happen.

In preparation of the legislative session, President Box will launch his fall 2018 tour, *Better Lives for a Better Kentucky*, and visit all 16 colleges. During the tour, he will promote the new Authentic Identity Project and kick off the 20th anniversary of KCTCS. The visits will include meetings with students, faculty and staff, and college leadership.

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

**UPDATE: KCTCS
BUSINESS PLAN
2016-18**

Chair Roth called on KCTCS President Jay K. Box to present the item. KCTCS Chancellor Rhonda Tracy assisted with the presentation.

Chancellor Tracy noted that the *KCTCS Business Plan 2016-18* is being renamed the *KCTCS Action Plan 2016-18* at the request of the college presidents. This terminology better aligns with the plan's purpose to identify actions and strategies. KCTCS is currently one year into the two-year action plan. The action plan aligns with the six year *2016-22 KCTCS Strategic Plan*.

The *KCTCS Strategic Plan 2016-2022* describes what goals that KCTCS plans to accomplish. The action plan describes how the goals are met through specific strategies and tactics. Progress made in year one and items to be accomplished in year two were presented for each of the five goals.

The presentation given at the Executive Committee is available at:
<https://publicsearch.kctcs.edu/board/Pages/201709.aspx>

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

**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.

MOTION: Dr. Fultz moved and Mr. Martin 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.

VOTE: The motion was approved unanimously.

Chair Roth asked President Box, KCTCS General Counsel Mike Murray, and other Board members in attendance to participate in the Executive Session.

The Board went into Executive Session at 11:49 a.m. (CT).

OPEN SESSION

Chair Roth announced that the KCTCS Board of Regents reconvened the meeting in Open Session at 12:01 p.m. (CT), that the Board discussed Proposed or Pending Litigation, and that there was no action to bring before the Board at this time.

NEXT MEETING

The next regular meeting of the KCTCS Board of Regents Executive Committee is scheduled for November 30, 2017, at the KCTCS System Office, Versailles, Kentucky.

ADJOURNMENT

Dr. Fultz moved and Dr. Henson seconded that the Executive Committee adjourn.

VOTE: The motion was approved unanimously, and the Executive Committee adjourned at 12:01 p.m. (CT).

11/30/17

Date Approved by the
Executive Committee

Marcia L. Roth, Chair
KCTCS Board of Regents

Tammy C. Thompson, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President

2017-18 GOALS AND OBJECTIVES
KCTCS PRESIDENT JAY K. BOX

PERFORMANCE REVIEW TIMELINE

August 2017: Dr. Box submits to Chair Roth a draft of his Goals and Objectives for this evaluation period.

September 2017: Board Executive Committee receives Dr. Box's 2017-18 Goals and Objectives. The Executive Committee votes to recommend to the full Board the approval of Dr. Box's Goals and Objectives. Full Board takes action on the Executive Committee's recommendations.

March 2018: Dr. Box presents to Board his accomplishments "so far." Between the March meeting and the middle of May, Dr. Box will submit to the Board a final report reflecting his accomplishments for the evaluation period.

Mid-May 2018: Chair Roth distributes to the full Board the presidential evaluation form and sets a deadline for the return of the evaluation form to her.

Before June 2018 Board Meeting: Chair Roth will meet with Dr. Box to discuss the evaluation results.

June 2018 Board Meeting: The Board will take action on the evaluation of Dr. Box. Any revisions to Dr. Box's contract will be discussed and approved at that meeting.

September 2018: Dr. Box will present his 2018-19 Goals and Objectives to the Board for approval.

OVERARCHING VISION DRIVERS FOR 2017-18

The vision for KCTCS is “to be a world-class system of colleges educating Kentucky’s globally competitive workforce.” For that vision to become the reality, we need to drive understanding and responsiveness with all stakeholders and foster a culture that encourages innovation, entrepreneurial thought and a performance mindset. All of which is contingent upon sound strategic relationship management at all levels. The following goals and objectives were designed to drive our efforts toward attaining our vision for KCTCS.

GOALS AND OBJECTIVES

Goal I: Institutional Leadership/Management:
Engage internal and external constituents to drive understanding of and improve responsiveness for the current and future needs of the Commonwealth.

Objective 1: Advance efforts to address the training needs of employers by continuing the process of infusing soft skills throughout the KCTCS curriculum.

Objective 2: Continue implementation of the centralized financial aid processing center to improve efficiencies and standardizations across the System.

Objective 3: Engage the colleges in a resource development assessment/audit to increase fundraising capacity, engage alumni, and prepare the System for a future major gifts.

Objective 4: Expand professional development opportunities for college presidents.

Objective 5: Expand Cabinet outreach and communications to the PLT in order to strengthen relationships and increase collaboration and accountability.

Goal II: Educational Leadership/Internal Relations:
Bring innovation to the System by advancing Systemwide initiatives grounded in entrepreneurial spirit and a performance culture.

Objective 1: Design and implement entrepreneurial and innovative educational programs and services that recruit, retain, and graduate adult learners.

Objective 2: Expand dual credit enrollment that results in high school graduates matriculating to KCTCS or four-year universities, or entering directly into the workforce.

Objective 3: Engage and support the colleges in achieving Strategic Enrollment Management goals with an intentional focus on increasing enrollment of non-traditional students.

Objective 4: Implement and promote the new Systemwide funding distribution model (i.e., Performance Funding Model) that drives efficiencies and rewards productivity.

Goal III: External Relations:
Advocate for the System at the local, regional, state, and national levels.

Objective 1: Develop a new statewide promotional and advocacy campaign to celebrate KCTCS's 20 years of progressive success in the Commonwealth while repositioning KCTCS as the key postsecondary institution in enhancing the lives of Kentucky citizens and improving the economies of local communities.

Objective 2: Promote KCTCS student recognition in order to attract and celebrate a diverse student body.

Objective 3: Meet with the Kentucky Congressional delegation, the Governor and his administration, key state legislators, and CPE leadership to advocate for educational issues related to KCTCS.

Objective 4: Expand participation in and relationship with state and national organizations to increase awareness of and advocacy for KCTCS.

Goal IV: Board and Governance Relations:
Enhance Board/President relations.

Objective 1: Expand opportunities for members of the Board of Regents to engage and to assist with advocating for KCTCS to state and local officials, business and industry leaders, and other stakeholders.

Objective 2: Conduct Board workshops and provide other professional development opportunities that address relevant topics, which enhance the Board's ability to perform their governance duties.

Objective 3: Develop an ongoing communication mechanism that allows for progress updates and continuous Board feedback on my Goals and Objectives.

Goal V: Special Priorities:

Objective 1: Promote the importance of Academic Advising and Career Services at the colleges and work towards expanding career development/job placement services across the Commonwealth.

Objective 2: Enhance the work environment of the System Office and the colleges to promote the recruitment and retention of quality employees.

Objective 3: Promote Systemwide understanding of governance, policy, and compliance through workshops and communications.

Objective 4: Work with college presidents to address the colleges' current student loan Cohort Default Rate to bring closer alignment with the national average.

KCTCS BOARD OF REGENTS POLICIES

2.5 KCTCS President’s Performance Review

In accordance with the statutory authority of the Commonwealth of Kentucky, the Board of Regents of KCTCS shall exercise jurisdiction over KCTCS. This policy establishes the personnel rules for the annual performance review of the KCTCS President by the Board of Regents.

The purpose of the President’s annual performance review is to assess the individual performance of the President, the effectiveness of the President’s leadership of the System, and the President’s commitment to the progress of the System.

The performance review shall include the following elements:

1. An established performance review period;
2. An established performance review schedule that indicates the manner and timeline for the presentation of performance and assessment data;
3. The President’s assessment of his or her accomplishments, progress in established performance objectives, and satisfaction of job duties and responsibilities; and
4. The Board’s assessment of the President’s accomplishments, progress in established performance objectives, and satisfaction of job duties and responsibilities.

The Board of Regents shall establish process and procedure for implementing the requirements of this policy.

<u>6-10-05</u>	<u>9-18-15</u>	<u>6-10-05; 9-18-15</u>
Date Approved by KCTCS Board of Regents	Date of Last Review	Date of Last Revision <i>(Include all dates in chronological order)</i>
 SIGNATURE ON FILE	9-18-15	 SIGNATURE ON FILE
<hr/> Chair, Board of Regents	Date	<hr/> President, KCTCS
		9-18-15 Date

**Procedures for the Evaluation of the President of the
Kentucky Community & Technical College System (KCTCS)**

Attachment C

Authority for Procedures: These procedures are created and implemented pursuant to the authority of KRS 164.350(1)(b); KRS 164.360(1)(b); KRS 164.365; KRS 164.5807(1); KCTCS Board of Regents Policy 2.5; and the KCTCS Board of Regents Bylaws Section 13 (Rev. June 12, 2009).

Purpose of President's Evaluation: The purpose of these procedures is to ensure the proper evaluation of the President of the KCTCS in accordance with the duties of the President, and the goals and objectives established by agreement between the Board and President and by vote of the Board as delineated herein.

Accountability: Periodic evaluation of the President reinforces the value of accountability for the President's decisions and actions in providing leadership for the KCTCS, one of the nation's premiere community and technical college systems. By setting a timetable and framework for the President's evaluation, the KCTCS Board of Regents provides a tool for assessing leadership and institutional goal achievement.

Procedures: The Board of Regents shall perform a Presidential evaluation on an annual basis and in compliance with all laws, KCTCS policies, and contractual obligations.

1. **Performance Review Period:** At the start of the performance review period, the Board, a special committee of the board appointed pursuant to the KCTCS Board of Regents Bylaws, or the Board's designee shall meet with the President to determine the goals and objectives on which the President shall be evaluated in alignment with the duties of the President as set forth in the Board of Regents Bylaws.
2. **Approval of Goals and Objectives:** The goals and objectives shall be reduced to writing and considered for approval by the Board. If the Board meets as a whole with the President, the Board shall approve the goals and objectives for evaluation at the meeting between the President and the Board. If the Board designates a special committee or a designee, the Board shall act upon the recommendation of the committee or designee at the next regular meeting of the Board.
3. **Evaluation Form:** The Board shall develop an evaluation form based upon the goals and objectives negotiated by and between the President and the Board and approved or ratified by the Board.
4. **Board Participation:** All Board members who are properly authorized to participate shall fulfill their duty to the KCTCS through full participation in the evaluation process for the KCTCS President. Participation shall include completion of the approved form for the Annual Evaluation of the President's Performance and Effectiveness.
5. **Report:** Once all evaluation forms are completed and returned, the Board Chair, the chair of the special committee of the board appointed pursuant to the KCTCS Board of Regents Bylaws, or the Board's designee shall prepare a written report analyzing the data, which shall be provided to the Board and the President.

6. **Opportunity to Respond and Append:** The Board shall provide the President with the opportunity to respond to the analyzed, compiled, and reported data. The President may respond through a written report to the Board based upon the established goals and objectives.

7. **Final Evaluation:** The Board and the President shall meet to review its written evaluation report along with the written response from the President, if any. After approval by the Board, the Board's written evaluation report along with the written response from the President, if any, shall become the Board's final evaluation of the President. The President's evaluation report shall only be considered final with the appended response, if provided. The final report shall be made available to the public pursuant to the Kentucky Open Records Act.

Review of Evaluation Process: The Board may annually review the process for the KCTCS President's Evaluation or may elect to review at a period of no longer than three years.