

MINUTES
KCTCS Board of Regents
Executive Committee Meeting
June 14, 2018

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.

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 10:32 a.m. (ET) on June 14, 2018. The meeting was held in 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 15, 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 changes or additions to the agenda.

UPDATE: 2018 KCTCS LEGISLATIVE SESSION

Chair Roth called on KCTCS President Jay K. Box to present the item. Governmental Affairs Specialist Brian Perry assisted with the presentation.

Mr. Perry presented 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.

President Box shared 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.

President Box noted 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.

President Box shared 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.

**ACTION:
PROPOSED
POLICY REVISION
OF KCTCS
BOARD OF
REGENTS POLICY
2.8 KCTCS
EMPLOYEE
SEPARATION**

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.

Chair Roth called on President Box to present the agenda item with assistance from KCTCS General Counsel Mike Murray.

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*. He 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.

The redrafted proposed revision is now being returned to the Board for a vote to approve the revision to the policy. 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*. He 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.

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 Henson asked how the administrative policy would be communicated to all the faculty and staff. President Box explained that the administrative policy would be circulated to all KCTCS employees with the opportunity to provide feedback until the end of September.

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

MOTION: Ms. Desmarais moved and Dr. Henson seconded that the Executive Committee recommend 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.

VOTE: The motion was approved unanimously.

**ACTION: KCTCS
BOARD OF
REGENTS 2019
REGULAR
MEETING
CALENDAR**

RECOMMENDATION: That the KCTCS Board of Regents adopt the following meeting calendar for 2019:

March 14-15, 2019
June 14-15, 2019
September 19-20, 2019
December 5-6, 2019

According to KRS 164.340, the KCTCS Board of Regents is mandated to meet quarterly. The Board has held special meetings as necessary under the conditions set forth in Section 4 of the *KCTCS Board of Regents Bylaws*. Board compliance with the quarterly meeting mandate has evolved into a two-day meeting format on Thursdays and Fridays with the meetings scheduled to avoid holidays in March, June, September, and December. The proposed dates do not conflict with federal holidays.

At the March meeting, the Board was asked to review their calendars and let staff know whether they are available to attend the proposed meetings. No conflicts were identified.

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

MOTION: Mr. Peeples moved and Mr. Martin seconded that the Executive Committee recommend that the KCTCS Board of Regents adopt the following meeting calendar for 2019:

March 14-15, 2019
June 14-15, 2019
September 19-20, 2019
December 5-6, 2019

VOTE: The motion was approved unanimously.

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

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.

Chair Roth called on President Box to present the agenda item. President Box introduced Dr. Jennifer Lindon, HCTC 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. 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.

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.

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

MOTION: Dr. Fultz moved and Ms. Thompson seconded that the Executive Committee recommend that the KCTCS Board of Regents approve a revised mission statement for Hazard Community and Technical College (HCTC) as presented in the agenda materials.

VOTE: The motion was approved unanimously.

**ACTION:
REVISION OF
MISSION
STATEMENT FOR
JEFFERSON
COMMUNITY AND**

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.

Chair Roth called on President Box to present the agenda item. President Box introduced Dr. Ty Handy, JCTC President/CEO, who assisted with the presentation.

**TECHNICAL
COLLEGE**

Dr. Handy 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 Southern Association of Colleges and Schools Commission on Colleges (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.

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.

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

MOTION: Dr. Henson moved and Dr. Fultz seconded that the Executive Committee recommend that the KCTCS Board of Regents approve a revised mission statement for Jefferson Community and Technical College (JCTC) as presented in the agenda materials.

VOTE: The motion was approved unanimously.

**ACTION:
PROPOSED
KCTCS BOARD
OF REGENTS
BYLAWS
REVISION 10.2.4
BOARD
EVALUATION**

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, Agenda Item H-6 (strikethrough version) and Attachment E, Agenda Item H-6 (as it will appear version).

Chair Roth called on President Box to present the agenda item.

President Box 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.

President Box 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.

President Box 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.

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

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

MOTION: Dr. Henson moved and Dr. Fultz seconded that the Executive Committee recommend that the KCTCS Board of Regents approve the proposed addition and revision to the *KCTCS Board of Regents Bylaws* as presented in Attachment A, Agenda Item H-6 (strikethrough version) and Attachment B, Agenda Item H-6 (as it will appear version).

VOTE: The motion was approved unanimously.

**ACTION: KCTCS
PRESIDENT
ANNUAL
PERFORMANCE
REVIEW
PROCESS**

RECOMMENDATION: That the KCTCS Board of Regents approve the 2017-18 annual evaluation of President Box.

Chair Roth 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.

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.

Chair Roth distributed the evaluation instrument form, (Attachment C, Agenda Item H-7) 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 (Attachment D, Agenda Item H-7).

Chair Roth met with President Box on June 4, 2018, to review the Board's responses. During the review, she noted that the Board was unanimous that President Box met or exceeded all of his goals. She noted that some special priorities were not yet completed and those not completed were discussed with President Box. President Box expressed that he would continue working on those items and some were intended to take more than a year to accomplish.

Chair Roth called for discussion.

During the discussion, it was noted that President Box emphasis on soft skills and dual credit have resulted in positive outcomes and his work with state and national legislators has been greatly received. It was also noted that President Box surrounds himself with a great staff and his time management skills are impeccable.

Chair Roth called for the motion.

MOTION: Mr. Peeples moved and Mr. Martin seconded that the Executive Committee recommend that the KCTCS Board of Regents approve the 2017-18 annual evaluation of President Box.

VOTE: The motion was approved unanimously.

**INFORMATION:
KCTCS
PRESIDENT'S
CONTRACT
REVIEW**

Chair Roth noted that President Box's contract may be considered for revision for the following three provisions: length of contract, compensation, and benefits. Chair Roth and President Box discussed that a contract extension of one year, from June 30, 2020 to June 30, 2021, would be desirable. Further, President Box requested that, in light of fiscal constraints, no salary increase be provided to him in the new fiscal year.

Chair Roth 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.

Chair Roth 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.

During discussion, Chair Roth made a recommendation for a Motion so that she, as the Chair, can move forward with discussing the contract details related to the long-term care insurance with President Box and bring any suggested revisions back to the Committee in September for Action.

RECOMMENDATION: 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.

Chair Roth noted, as a point of order for clarification, that all committee members including faculty and staff may vote upon this motion, as it is only permitting the Board Chair to negotiate; it is not voting upon individual compensation matters of an individual employee, as described in KRS 164.289 and OAG 01-8.

Chair Roth called for a motion.

MOTION: Dr. Fultz moved and Ms. Thompson seconded that the Executive Committee recommend 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.

Chair Roth moved to the next agenda item.

NEXT MEETING

The next regular meeting of the KCTCS Board of Regents Executive Committee is scheduled for September 13, 2018, at Elizabethtown Community and Technical College, Elizabethtown, Kentucky.

ADJOURNMENT

Mr. Martin moved and Mr. Peeples seconded that the Executive Committee adjourn.

VOTE: The motion was approved unanimously, and the Executive Committee adjourned at 11:15 a.m. (ET).

09/13/18

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

STRIKETHROUGH VERSION

Approved 06/09/17

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 KRS 61.810.
- 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 or unless otherwise stated in statute or the KCTCS Board of Regents Bylaws.
- The schedule and agenda of regular standing committee meetings 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.

1/14/98; 5/20/98; 12/3/99; 2/25/00;
6/29/01; 4/26/02; 6/28/02; 12/06/02;
12/5/03; 12/3/04; 6/10/05; 3/10/06;
9/15/06; 6/15/07; 12/07/07; 3/12/10;
3/16/12; 9/21/12; 12/4/15;

July 21, 1997
Date Adopted by
KCTCS Board of Regents

6/9/17
Date of Last Review

Dates of Revisions

SIGNED COPY ON FILE

Marcia L. Roth, Chair
Board of Regents

6/9/17
Date

AS IT WILL APPEAR VERSION

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).
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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, recommend accountability goals for the upcoming year, and review Board evaluations and report the finds.

<u>July 21, 1997</u>	<u>6/9/17</u>	<u>1/14/98; 5/20/98; 12/3/99; 2/25/00; 6/29/01; 4/26/02; 6/28/02; 12/06/02; 12/5/03; 12/3/04; 6/10/05; 3/10/06; 9/15/06; 6/15/07; 12/07/07; 3/12/10; 3/16/12; 9/21/12; 12/4/15; 6/9/17</u>
Date Adopted by KCTCS Board of Regents	Date of Last Review	Dates of Revisions

<u>Marcia L. Roth, Chair Board of Regents</u>	<u>3/16/18</u> Date
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**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
ANNUAL EVALUATION OF THE PRESIDENT’S PERFORMANCE AND EFFECTIVENESS
2017-18**

Instructions:

Please rate the President on the following aspects of performance by filling in the circles completely.

**EE = Exceeds Expectations ME = Meets Expectations P = Progressing NI = Needs Improvement
NA = INSUFFICIENT INFORMATION**

Institutional Leadership/Management

Advance efforts to address the training needs of employers by continuing the process of infusing soft skills throughout the KCTCS curriculum.	EE ME P NI NA
Continue implementation of the centralized financial aid-processing center to improve efficiencies and standardizations across the System.	EE ME P NI NA
Engage the colleges in a resource development assessment/audit to increase fundraising capacity, engage alumni, and prepare the System for a future major gifts campaign.	EE ME P NI NA
Expand professional development opportunities for college presidents.	EE ME P NI NA
Expand Cabinet outreach and communications to the PLT in order to strengthen relationships and increase collaboration and accountability.	EE ME P NI NA

Educational Leadership/Internal Relations

Design and implement entrepreneurial and innovative educational programs and services that recruit, retain, and graduate adult learners.	EE ME P NI NA
Expand dual credit enrollment that results in high school graduates matriculating to KCTCS or four-year universities, or entering directly into the workforce.	EE ME P NI NA
Engage and support the colleges in achieving Strategic Enrollment Management goals with an intentional focus on increasing enrollment of non-traditional students	EE ME P NI NA
Implement and promote the new Systemwide funding distribution model (i.e., Performance Funding Model) that drives efficiencies and rewards productivity.	EE ME P NI NA

External Relations

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.	EE ME P NI NA
Promote KCTCS student recognition in order to attract and celebrate a diverse student body.	EE ME P NI NA
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.	EE ME P NI NA
Expand participation in and relationship with state and national organizations to increase awareness of and advocacy for KCTCS.	EE ME P NI NA

Board and Governance Relations

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.	EE ME P NI NA
Conduct Board workshops and provide other professional development opportunities that address relevant topics, which enhance the Board’s ability to perform their governance duties.	EE ME P NI NA
Develop an ongoing communication mechanism that allows for progress updates and continuous Board feedback on my Goals and Objectives.	EE ME P NI NA

Special Priorities

Promote the importance of Academic Advising and Career Services at the colleges and work towards expanding career development/job placement services across the Commonwealth.	EE ME P NI NA
Enhance the work environment of the System Office and the colleges to promote the recruitment and retention of quality employees.	EE ME P NI NA
Promote Systemwide understanding of governance, policy, and compliance through workshops and communications.	EE ME P NI NA
Work with college presidents to address the colleges’ current student loan Cohort Default Rate to bring closer alignment with the national average.	EE ME P NI NA

- Over the last year, President Box spent a great deal of time and effort politically advocating for KCTCS at both the Federal and State level. Are there legislative issues or political concerns that he should address in 2018-19?
- During the first three and one-half years of his presidency, President Box has had the opportunity to build an almost entirely new President's Leadership Team. In addition to the ongoing professional development, he is providing to all of the presidents, what suggestions do you have for President Box that would help him develop a leadership team committed to the advancement of KCTCS? If there were one leadership quality that you would like for every member of the KCTCS President's Leadership Team to possess, what would that be?
- Over the last year, President Box demonstrated his commitment to removing barriers to student success by implementing comprehensive strategies for recruiting and retaining students. These efforts culminated in a slight enrollment growth after four straight years of enrollment decline and in the awarding of the highest number of college credentials in KCTCS history. President Box is committed to ensuring our graduates go on to lead a better life. As they transition into the next phase of their life— whether to a university or into the workforce – how can President Box have an impact on their future?
- What would you deem to be President Box's greatest accomplishment for 2017-18? Do any of these areas need to be further developed or need additional attention in 2018-19?

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

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.

Appendix: KCTCS Annual Evaluation of the President's Performance and Effectiveness Form