

MINUTES
Kentucky Community and Technical College System
Board of Regents Meeting
September 14, 2018

Board Members Present:

Mr. Marc J. Blunk

Ms. Lisa V. Desmarais

Dr. Wendy Fletcher

Dr. Angela Fultz

Dr. Gail Henson

Ms. Mary R. Kinney

Ms. Marcia L. Roth

Mr. Ricky T. Shaw

Mr. James Lee Stevens

Mr. Donald R. Tarter

Ms. Tammy C. Thompson

Mr. Mark A. Wells

Committee Members Absent:

Mr. Damon V. Allen

Ms. Karen A. Finan

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 8:58 a.m. (ET) on September 14, 2018. The meeting was held in the Regional Postsecondary Education Center Quads of Elizabethtown Community and Technical College in Elizabethtown, Kentucky. The press was notified of the meeting on September 5, 2018. 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 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 additions or changes to the agenda.

ACKNOWLEDGEMENT OF MEETING HOSTS AND INTRODUCTION OF GUESTS

Chair Roth welcomed guests to the meeting. She thanked Elizabethtown Community and Technical College President Justin Pate for his hospitality and thanked his staff for coordinating the Board's visit to their college.

**COLLEGE GREETINGS:
ELIZABETHTOWN
COMMUNITY AND
TECHNICAL COLLEGE**

Chair Roth called on President Box to introduce Elizabethtown Community and Technical College President Dr. Juston Pate to bring college greetings. Dr. Pate provided an overview of the various programs offered by the college.

The presentation given to the Board is available at:

<https://publicsearch.kctcs.edu/board/Pages/Elizabethtown-College-Report.aspx>

CHAIR'S REPORT

Chair Roth announced that in August 2018, the sixteen KCTCS Student Government Association Presidents elected Mr. Marc J. Blunk and Mr. Ricky T. Shaw as KCTCS Student Body Co-Presidents and student Regents for one-year terms that expire August 2019. Mr. Blunk is pursuing an associate in arts degree at Bluegrass Community and Technical College. He has been assigned to the Academic Affairs and Curriculum Committee. Mr. Shaw is pursuing an associate in applied science degree at Hopkinsville Community College. He has been assigned to the Finance, Technology, and Human Resources Committee.

Chair Roth reported that in July 2018 Governor Bevin appointed Ms. Karen A. Finan back to the Board. She had previously served, but resigned her role temporarily. She is the President and CEO of the Northern Kentucky Regional Alliance. She will serve as the Vice Chair for the Academic Affairs and Curriculum Committee and Chair of the Efficiency, Effectiveness, and Accountability. She will serve a six-year term expiring in 2024. Governor Bevin also appointed Mr. Damon V. Allen to the Board. He is the Senior Vice President and Community Investment Officer for the Federal Home Loan Bank of Cincinnati. He will serve on the Academic Affairs and Curriculum Committee. Mr. Allen could not attend this meeting, but will be joining in December.

Chair Roth also extended a warm welcome to Dr. Wendy Fletcher, who participated by Skype for her first meeting in June. Dr. Fletcher will serve on the Academic Affairs and Curriculum Committee.

Chair Roth noted that on September 4, 2018, an election was conducted for the faculty and staff Regents. Staff Regents Ms. Mary B. Kinney of Owensboro Community and Technical College and Ms. Tammy Thompson of West Kentucky Community and Technical College were re-elected to serve additional terms. Faculty Regents Dr. Angela Fultz of Maysville Community and Technical College and Mr. Mark Wells of Big Sandy Community and Technical College were also re-elected to serve additional terms. All faculty and staff Regents' terms begin October 2018 and end October 2021.

Chair Roth shared that the committee listings are listed on the front cover of the Board agenda book. She extended a special thank you to those Regents who will be serving as chairs for the committees this year. Dr. Angela Fultz will Chair the Academic Affairs and Curriculum Committee with Ms. Finan serving as Vice Chair; Ms. Karen Finan will chair the Efficiency, Effectiveness, and Accountability Committee; and, Ms. Lisa Desmarais will chair the Finance, Technology, and Human Resources Committee with Mr. Mark Wells serving as Vice Chair.

The KCTCS New Regent Orientation was conducted on August 27, 2018. The new Regents will also be responsible for attending the statewide mandated orientation on October 22, 2018 held by CPE in Frankfort.

Chair Roth announced that the March 14-15, 2019, meeting of the KCTCS Board of Regents will be held at the KCTCS System Office in Versailles; the June 13-14, 2019, meeting of the KCTCS Board of Regents will be held at Jefferson Community and Technical College in Louisville; the September 19-20, 2019, meeting of the KCTCS Board of Regents will be held at Big Sandy Community and Technical College in Pikeville; and the December 5-6, 2019 meetings will be held at the KCTCS System Office, in Versailles.

PRESIDENT'S REPORT

President Box provided an update regarding the *KCTCS BuildSmart Investment for Kentucky Competitiveness*. An update about Performance Measures for the *KCTCS Strategic Plan 2016-22* was also provided.

Chair Roth called for discussion.

During the discussion, the Board asked if there were programs that students could participate in that would help pay their loan debt and if there were flexible options for students to complete their degree. There was also discussion regarding number of awarded KCTCS certificates.

The PowerPoint presentations for these and other updates are available at:

<https://publicsearch.kctcs.edu/board/Pages/201809.aspx>.

The complete President's Report presented at the meeting is available at:

https://publicsearch.kctcs.edu/board/Board%20Meetings/2018/201809/September%20PresidentsReport_9.15.2018.pdf.

RECESS

The Board recessed at 10:52 a.m. (ET) and reconvened at 11:02 a.m. (ET).

**CONSENT
AGENDA**

Chair Roth asked if there were any changes to the consent agenda. There being none, the agenda was approved as presented.

**EXECUTIVE
COMMITTEE**

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

**ACTION: KCTCS
PRESIDENT'S 2018-19
GOALS AND
OBJECTIVES**

RECOMMENDATION: That the KCTCS Board of Regents approve the proposed *KCTCS President Box's 2018-19 Performance Goals and Objectives* (Attachment A).

Dr. Henson 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 his *2018-19 Performance Goals and Objectives* (Attachment A). President Box introduced and discussed these goals and objectives at the committee meeting.

Dr. Henson reported that President Box shared with the committee that feedback from President's Leadership Team (PLT) retreat helped him to determine what his focus should be for 2018-19. The PLT has 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 also had the opportunity to provide feedback to President Box and make suggestions for his upcoming year goals.

MOTION: On behalf of the Executive Committee, Dr. Henson moved that the KCTCS Board of Regents approve the proposed *KCTCS President Box's 2018-19 Performance Goals and Objectives* (Attachment A).

Chair Roth called for discussion.

During the discussion, a review of the *KCTCS Procedure for Evaluation of the President* was called for by Regent Desmarais. There were questions regarding the provision that stipulates a report from the Chair of KCTCS Board of Regents analyzing the data received from the Board in the evaluation of President Box.

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

VOTE: The motion was approved unanimously.

**ACTION: KCTCS
PRESIDENT'S
CONTRACT
REVISIONS**

RECOMMENDATION: That the KCTCS Board of Regents approve the following revision to President Box's contract: extend it by one year from June 30, 2020 to June 30, 2021.

Dr. Henson shared that at the June 14-15, 2018 Board meetings, the Board of Regents received information about President Box's current contract. At the June 14, 2018 Executive Committee meeting, it was mentioned that President Box should receive a one-year extension of his contract. President Box also requested at that meeting that, in light of current fiscal constraints, that his salary remain the same for the new the fiscal year.

Dr. Henson noted that President Box's contract revisions in 2017-18 included a revision to show a technical edit of separating retirement health insurance from long-term care insurance. At that time, a provision was added to permit the Board, at its discretion, to procure long-term care insurance at any time before President Box's retirement date, if the Board determines it is financially prudent to do so. Specifically, the provision states:

"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."

At the June 14, 2018 Executive Committee meeting, a recommendation was made to permit Chair Roth to move forward with discussing long-term care insurance for President Box and the committee made a motion for Chair Roth to bring back a recommendation for contract revisions related to this at the September 13-14, 2018 KCTCS Board of Regents meetings.

Dr. Henson noted that after the June meeting and additional discussion with President Box, Chair Roth determined that it would not be appropriate for the Board to purchase long-term care insurance at this time, even if financially prudent, because President Box has not yet met the criteria to qualify for the long-term care insurance. Upon his eligibility, additional language may need to be inserted into President

Box's contract, which will more clearly define the Board's financial obligation for providing the long-term care insurance. At this time, however, no recommendations regarding the long-term care insurance will be made. Therefore, the only contract revision being recommended for approval is a one-year extension.

MOTION: On behalf of the Executive Committee, Dr. Henson moved that the KCTCS Board of Regents approve the following revision to President Box's contract: extend it by one year from June 30, 2020 to June 30, 2021.

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

Before Chair Roth asked for the vote, she reminded faculty and staff representatives on the committee that they are ineligible to vote pursuant to the KCTCS Bylaws Section 8.2 Matters on Which Members May Vote that states "... *the two (2) members representing faculty and the two (2) members representing non-teaching personnel shall not vote on individual compensation matters for themselves or other individual employees of KCTCS.*"

Those eligible to vote approved the motion unanimously: Ms. Roth, Dr. Henson, Mr. Blunk, Ms. Desmarais, Dr. Fletcher, Mr. Shaw, Mr. Stevens, and Mr. Tarter. Dr. Fultz, Ms. Kinney, Ms. Thompson, and Mr. Wells were ineligible to vote.

Chair Roth moved to the next agenda item.

**UPDATE: 2016-18
KCTCS ACTION PLAN
and 2018-20 ACTION
PLAN**

Dr. Henson noted that Chancellor Williams gave a presentation to the Executive Committee regarding the *KCTCS Action Plan 2016-18 and the KCTCS Action Plan 2018-20*. The action plan aligns with the six-year *2016-22 KCTCS Strategic Plan*.

Whereas the *2016-22 KCTCS Strategic Plan* established the high-level goals and performance targets for KCTCS, it does not prescribe specific strategies for achieving those targets. The purpose of an action plan in this context is to identify and express those specific strategies.

The presentation given at the Executive Committee is available at: <https://publicsearch.kctcs.edu/board/Pages/201809.aspx>

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

**EFFICIENCY,
EFFECTIVENESS, AND
ACCOUNTABILITY
COMMITTEE**

**ACTION: KCTCS
2017-18 BOARD
EVALUATION**

Chair Roth called upon Regent Mark Wells to make the committee's report in Karen Finan's absence.

RECOMMENDATION: That the KCTCS Board of Regents approve the attached 2017-18 Board evaluation (Attachment D), to be distributed to all Regents by the Efficiency, Effectiveness, and Accountability (EEA) Committee, with results to be collected by the committee and reported at the December 7, 2018 Board of Regents meeting.

Mr. Wells noted that at the June 15, 2018, KCTCS Board of Regents meeting, the Board approved revisions to the *Board of Regents Bylaws Section 10.2.4. Efficiency, Effectiveness and Accountability Committee* in order to comply with 4.2.g, a new mandate by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that governing boards are now expected conduct board evaluations periodically. Pursuant to the revised bylaws, the EEA Committee, which operates as a committee of the whole, is responsible for evaluating the Board's effectiveness and performance and shall meet annually to review the Board evaluations and report the findings.

The EEA Committee usually meets during the March KCTCS Board of Regents meetings. However, due to a SACSCOC request that Boards begin these evaluations before October 2018, the EEA Committee convened to review the evaluation and approve it. After approval, the evaluation will be distributed electronically with detailed instructions about the return of the document and deadline, which will be before the December 7, 2018 KCTCS Board of Regents meeting. Mr. Wells noted that Committee Chair Finan will make a summarized report to the Board about the findings from the evaluation.

Mr. Wells shared that it was important to note that the evaluation was not intended to gauge individual board members' performance, but rather how the KCTCS Board of Regents operates as a whole. All the evaluations will be anonymous and distributed through an online tool that will collect and compile the results.

Mr. Wells noted that during the committee discussion, the committee asked that a comment section be added under each question.

MOTION: On behalf of the Efficiency, Effectiveness, and Accountability Committee, Mr. Wells moved that the KCTCS Board of Regents approve the attached 2017-18 Board evaluation (Attachment A, Agenda Item I-1), AS AMENDED, to be distributed to all Regents by the Efficiency, Effectiveness, and Accountability Committee, with results to be collected by the committee and reported at the December 7, 2018 Board of Regents meeting.

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

VOTE: The motion was approved unanimously.

Chair Roth moved on to the next committee report.

**ACADEMIC AFFAIRS
AND CURRICULUM
COMMITTEE**

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

**ACTION: NEW
PROGRAM
PROPOSALS–
ASSOCIATE IN
APPLIED SCIENCE
(AAS) IN ADVANCED
INTEGRATED
TECHNOLOGY FOR
BLUEGRASS
COMMUNITY AND
TECHNICAL COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Apprenticeship Studies for Bluegrass Community and Technical College (BCTC) to be implemented in fall 2019.

Dr. Fultz noted that Registered Apprenticeships are innovative work-based learn and earn models that meet national standards outlined by the U.S. Department of Labor and the Kentucky Office of Apprenticeship and Training. Apprenticeship is a formal system of employee training that combines on-the-job training with related technical instruction. It is designed to produce highly skilled workers who are fully competent in all aspects of an occupation, including: knowledge, skill, and proficiency on the job.

Dr. Fultz shared that the Apprenticeship Studies program is designed to complement specialized study in a national or state approved apprentice curriculum (i.e. 2000 hours per year on the job in a supervised work environment and 144 hours per year of related classroom instruction). Completion of a national and/or state certified apprenticeship program is a prerequisite to this program.

Dr. Fultz noted that BCTC already offers the general education core courses for other technical programs, so no additional funding will be required for these faculty. The AAS in Apprenticeship Studies students will enroll in existing BCTC course sections. Additionally, the costs related to the technical and on-the-job training component of the Apprenticeship program will be held by the business and/or industry responsible for the registered Apprenticeship program. No additional equipment or instructional materials will be required. BCTC will provide a physical location or online learning management system for general education courses, as well as the salary for the program coordinator.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Fultz moved that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Apprenticeship Studies for Bluegrass Community and Technical College (BCTC) to be implemented in fall 2019.

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

VOTE: The motion was approved unanimously.

Chair Roth moved to the next agenda item.

**UPDATE: PROGRAM
SUSPENSIONS**

Dr. Fultz shared that the committee received an update on program suspensions. She noted that a suspended program is defined by the Kentucky Council on Postsecondary Education (CPE) as an academic program that no longer accepts new students as of a specified date but allows current or previously accepted students to complete the program. The program can be re-opened within five years without going through the new academic program approval process. After five years, if the program has not been re-opened, it is considered a closed program.

Dr. Fultz noted that proposals to add new programs may be presented at any quarterly KCTCS Board of Regents meeting. Deactivated credentials are credentials that have been deactivated but may include a teach-out for any credential, and for tracks of the program within the credential level. Program suspensions are programs that have been officially removed from the CPE Program Inventory and include all credential levels of a program and for all tracks within the credential level.

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

**UPDATE: ACADEMIC
SERVICES REPORT**

Dr. Fultz noted that Chancellor Williams gave a presentation to the committee explaining the numerous areas that the Academic Services Report covers. The report includes several topics from workforce credit education to dual credit, transfer coursework to curriculum, and distance learning to program review.

The presentation given on the Academic Services Report at the Academic Affairs and Curriculum Committee is available at:

<https://publicsearch.kctcs.edu/board/Pages/201809.aspx>

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

**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:
RESOLUTION TO
ENDORSE 403(B)
OPTIONS**

RECOMMENDATION: That the KCTCS Board of Regents adopt the *Resolution to Endorse KCTCS 403(b) Options* (Attachment E).

Ms. Desmarais noted that KCTCS sponsors a 403(b) Defined Contribution Plan governed by federal regulations, including Internal Revenue Service (IRS) code. KCTCS expanded eligibility for participation in its 403(b) Defined Contribution Plan on January 1, 2014. The expanded eligibility required employees working 25 or more hours a week, or 100 or more hours in a month, to participate in the KCTCS 403(b) Defined Contribution Plan (Plan).

Ms. Desmarais shared that upon later review, it was determined that KCTCS needed to amend and update its Defined Contribution Plan to reflect the change in eligibility. KCTCS requested the authorization to amend and restate the Defined Contribution Plan per the IRS's Voluntary Correction Plan Program in January 2017. In May 2018, KCTCS received from the IRS written approval to amend and restate the Defined Contribution Plan in accordance with prior and current operation. In accordance with the Compliance Statement approved by the IRS, the KCTCS Board of Regents are required to adopt by resolution and incorporation into its minutes the *Resolution to Endorse KCTCS 403(b) Options* (Attachment E).

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Ms. Desmarais moved that the KCTCS Board of Regents adopt the *Resolution to Endorse KCTCS 403(b) Options* (Attachment E).

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

VOTE: The motion was approved unanimously.

Chair Roth moved to the next agenda item.

**ACTION: KCTCS
INTERIM PROJECT
APPROVAL
JEFFERSON
COMMUNITY AND
TECHNICAL COLLEGE
PARKING LOTS
ACQUISITION**

RECOMMENDATION: That the KCTCS Board of Regents approve the interim project acquisition of parking lots at the Downtown Campus of Jefferson Community and Technical College with a scope of \$2.5 million.

Ms. Desmarais noted that KCTCS requested a project for Jefferson Community and Technical College in the 2018-2020 Capital Budget Request in the amount of \$2.5 million titled "*Acquire and Improve Parking Lots*" at the Downtown Campus. The approved budget bill, House Bill 200, removed all acquisition pools and projects from the 2018-2020 budget. The requested portion of the project for improvement remained in the budget. Approval and reporting of the acquisition of the parking is required to proceed.

Ms. Desmarais shared that there are currently not enough student parking spaces at the Downtown Campus. The current parking lots that are available for acquisition are adjacent to the campus. Funding for this acquisition will come from agency funds.

Chair Roth called for discussion.

During the discussion, Regent Fletcher asked if the Board would see the proposals being submitted. Chair Roth shared that President Box would update the Board once a proposal has been chosen.

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

**UPDATE:
ADMINISTRATIVE
SERVICES REPORT**

Ms. Desmarais noted that the noted the Statement of Revenues and Expenditures reflects the actual program and operational expenditures compared to the 2017-18 budget approved by the KCTCS Board of Regents, June 09, 2017. This report reflects total revenues of \$815,392,000 or 96 percent of the budgeted revenue and appropriated funds.

It was noted that the Statement of Revenues and Expenses also reflects current fund expenses and budget reserve of \$714,839,000, or 84 percent of the expenses budgeted for the year. The Statement of Net Position reflects the overall financial position of the System and includes assets deferred outflows; liabilities deferred inflows, and net position. KCTCS's net position remains a strong \$467,118,000 as of June 30, 2018.

Ms. Desmarais shared that KCTCS defines diverse suppliers as those businesses owned by ethnic minorities, women, veterans, or the physically challenged. Fiscal Year (FY) 2018 data (July through June) is reported in the agenda materials. The data indicates for FY2018 that KCTCS spent \$5.6 million (8.9 percent) of a total \$63.2 million in impactable discretionary spend with diverse suppliers. In terms of business conducted, the percentage spent with diverse suppliers as compared to the total spend was higher in FY2018 (8.9 percent) compared to FY2017 (6.2 percent).

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

**UPDATE:
TECHNOLOGY
SOLUTIONS REPORT**

Ms. Desmarais shared that Vice President Paul Czarapata shared highlights from the *2017-18 Technology Solutions Accomplishments Report*.

Ms. Desmarais noted that the committee received a demonstration of the Visual Schedule Builder advising software, which was recently enhanced by Technology Solutions staff member Stephanie Proffitt.

The *2017-18 Technology Solutions Accomplishments Report* is available at:

<https://publicsearch.kctcs.edu/publication/ts/Pages/2017-18AccomplishmentsReport.aspx>

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

**UPDATE: OFFICE OF
AUDIT SERVICES
REPORT**

Ms. Desmarais noted that Mr. Glenn Paige, Office of Audit Services (OAS), provided a semi-annual report on the activities of the OAS to the committee.

Ms. Desmarais shared that three audits were performed due to college leadership changes. The audits performed at Big Sandy Community and Technical College had zero findings; West Kentucky Community and Technical College is in progress; and, the audit at Ashland Community and Technical College is in progress. One special review was conducted for the Automotive Manufacturing and Technical Education (AMTEC) program at the request of the KCTCS Chancellor's office. The review was completed in June 2018 and the report is currently in draft review process. There was one reportable finding noted regarding customer service. A follow-up review will be scheduled in 2019.

Ms. Desmarais noted that in addition to the audits, the Office of Audit Services has been working with Crowe to perform tests of students receiving financial aid for Return to Title IV compliance, grant and contract expenditures, and numerical data contained in A-133 report. There were no significant findings reported. KCTCS overall risk profile is low based on this assessment. For FY 2019, the highest relative risk units are Student Financial Aid at a 3.8 medium risk; Federal and State Grants and Contracts at a 2.5 medium risk; and Human Resources/Organizational Development at a 2.5 medium risk.

Ms. Desmarais shared that subject to special requests by the KCTCS Board of Regents, KCTCS President, or President's Cabinet, the FY 2019 audit plan will focus on scheduled reviews at colleges with leadership changes, student financial aid testing, annual audit fieldwork assistance with external auditor, Crowe, and – if time permits – System Office departments.

Ms. Desmarais shared that with the pending retirement of the current Director of Audit Services Glenn Paige at the end of September 2018, a new director will transition into the role as soon as possible. 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 or KRS 61.810 (1) (f) Individual Personnel Matters.

MOTION: Dr. Fultz moved and Dr. Henson seconded that the KCTCS Board of Regents 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 12:01 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: Ms. Thompson moved and Dr. Henson 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 12:07 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 December 6-7, 2018 at the KCTCS System Office, Versailles, Kentucky.

ADJOURNMENT

Mr. Stevens moved that the meeting adjourn. Ms. Desmarais seconded the motion.

VOTE: The motion was approved unanimously, and the meeting adjourned at 12:09 p.m. (ET).

12/07/18

Date Approved by
the KCTCS Board of
Regents

SIGNED COPY ON FILE

Marcia L. Roth, Chair
KCTCS Board of Regents

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Tammy C. Thompson, Secretary
KCTCS Board of Regents

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Jay K. Box, Ed.D.
KCTCS President

2018-19 GOALS AND OBJECTIVES
KCTCS PRESIDENT JAY K. BOX

PERFORMANCE REVIEW TIMELINE

August 2018: Dr. Box submits to Chair Roth a draft of his Goals and Objectives for this evaluation period.

September 2018: Board Executive Committee receives Dr. Box's 2018-19 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 2019: 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 2019: 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 2019 Board Meeting: Chair Roth will meet with Dr. Box to discuss the evaluation results.

June 2019 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 2019: Dr. Box will present his 2019-20 Goals and Objectives to the Board for approval.

OVERARCHING VISION DRIVERS FOR 2018-19

The vision for KCTCS is “to be a world-class system of colleges educating Kentucky’s globally competitive workforce.” During our first 20 years of existence, KCTCS had a focus on **access** (1998-2008) and **completion** (2008-2018). We succeeded in both of those areas. But to move us forward during the next decade and to help us realize this vision, KCTCS must foster and develop an internal **culture** that rewards and inspires innovative solutions to the challenges faced in higher education today. In these times of disruptive change, we must also focus on **efficacy**, which is only possible through continuous process and delivery improvements and a commitment toward a strong return on investment for the Commonwealth. If we remain laser focused on these two key priorities, KCTCS can move beyond access and completion to what really matters--making a significant **impact** on the lives of Kentuckians. The following goals and objectives were designed to strategically support our work toward attaining this vision for the future.

GOALS AND OBJECTIVES

Goal I: Culture:
Establish a new culture for KCTCS at its 20th anniversary that focuses on advocacy of the system, mutual trust of colleagues, open and transparent communications, best-in-class service, friend and fundraising, and the professional development of all employees.

Objective 1: Advance the new KCTCS authentic identity advocacy campaign that promotes our commitment to enhancing the quality of life for our students, communities, and the citizens of Kentucky.

Objective 2: Engage individuals who serve on the college technical advisory committees, Boards of Directors, and Board of Regents to become recognized and reputable advocates of the system through training and development.

Objective 3: Establish a process that allows current students, graduates, employees, and external constituents to evaluate our performance in providing outstanding service and in communicating in an open and transparent way.

Objective 4: Engage the college presidents in the implementation of their three-year strategic resource development plan, including the application of the updated alumni database, to expand private investment in the college and increase the number of advocates for the college and system.

Objective 5: Expand funding for and activities dedicated to employee professional development that will advance our commitment to our four brand pillars: 1) providing focused workforce education and career readiness, 2) investing in the success of every student, 3) establishing a culture that is encouraging and approachable, and 4) promoting employee engagement in the communities we serve.

Goal II: Efficacy:

Continue to improve and promote initiatives that demonstrate the efficiency and effectiveness of KCTCS as a system and a state-supported institution.

Objective 1: Increase the efficiency and effectiveness of admissions and enrollment processes at KCTCS colleges through the use of LEAN principles and continuous improvement practices.

Objective 2: Promote the 15 to Finish and Work Ready Kentucky Scholarship programs emphasizing cost savings and shorter time to a degree.

Objective 3: Advance the application of the performance-based funding model in order to more efficiently distribute state funding.

Objective 4: Expand Systemwide services and projects that lead to greater economic efficiencies and improved outcomes.

Goal III: Impact:

Move beyond access and completion to focusing on how KCTCS can make an impact in the lives of students, their future employers, and the communities in which they live.

Objective 1: Expand targeted outreach and support for adult learners to increase their participation and success in postsecondary education through partnerships with Skills U, the Education and Workforce Development Cabinet, the Labor Cabinet, the Council on Postsecondary Education, and local/regional social service organizations.

Objective 2: Increase the number of KCTCS students who earn a credential in a program aligned with a targeted industry sector and who are employed within that sector within six months of graduating.

Objective 3: Develop an alumni-tracking system that will provide data on the job placement of our graduates, their advancement in their careers, their community involvement level, and their assessment of the education they received at our colleges.

Objective 4: Promote public access to college services and facilities to strengthen the relationship of the college in the communities it serves.

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	<hr/> Date	<hr/> President, KCTCS
		<hr/> 9-18-15 Date

**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.

2017-18 KCTCS Board of Regents Evaluation Survey

This survey is intended to assist the Board of Regents in evaluating its own performance. The responses of individual trustees will be confidential. The Board will receive a summary of the major topics raised in this process without attribution, as reported by the Efficiency, Effectiveness, and Accountability Committee at the December 2018 Board meeting. The ranking scale is as follows:

- **Unsatisfied** – the respondent views current performance/practice is unacceptable and requiring change.
- **Satisfied** – the respondent sees current performance/practice as adequate, but worth discussing with an eye toward possible change.
- **Very Satisfied** – the respondent views current performance/practice as about as good as it can be.
- **N/A** – the respondent does not have the information or experience needed to address the current performance/practice.

If your response is “Unsatisfied” with any of the following questions, please provide an explanation for each. Additional comments may be added for each question but are not required.

Please evaluate your level of satisfaction of the Board’s performance in the following areas:

- Avoids administrative matters and maintains emphasis on governance.

Unsatisfied	Satisfied	Very Satisfied	N/A
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COMMENTS:

- Serves as a guiding partner and sounding board to the KCTCS President.

Unsatisfied	Satisfied	Very Satisfied	N/A
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COMMENTS:

- Understands KCTCS’s budget process and plan.

Unsatisfied	Satisfied	Very Satisfied	N/A
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COMMENTS:

- Is Involved in the strategic planning and is kept appraised of progress with regard to planning and priorities.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- Ensures the administration involves the Board on high-profile issues that could present risk to the institution.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- Focuses its time on issues of great consequence to the institution.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- Has the right committees and uses them to their full potential.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- Honors appropriate boundaries while also serving as an advocate for the institution with various stakeholders.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- Provides appropriate support for fundraising initiatives.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- Avoids conflicts of interests and adheres to strict level of confidentiality.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- Is free from undue political influence or influence of other external bodies.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

Please evaluate your level of satisfaction with regard to the following Board practices:

- The orientation prepared me for my role on the Board.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- The information provided prior to the Board meeting is informative and thorough so that I can carry out my duties.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- My particular interests, skills and background are used effectively as a Board member.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- The meeting schedule is effective and there is adequate time for discussion, information-sharing, and decision-making.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:



**Kentucky Community and Technical College System
Board of Regents**

Resolution to Endorse KCTCS 403 (b) Options

WHEREAS, the Kentucky Community and Technical College System ("System") sponsors the Kentucky Community and Technical College System 403(b) Defined Contribution Plan ("Plan"); and

WHEREAS, the System requested from the Internal Revenue Service ("IRS") a Compliance Statement for the Plan through a Voluntary Correction Program application, intended to address certain Plan eligibility issues; and

WHEREAS, on May 15, 2018, the IRS issued a Compliance Statement requiring that the Plan be corrected by its adoption of an amended and restated Plan document amending the eligibility provisions of the Plan to comply with the Plan's prior and current operation;

WHEREAS, the Board of Regents believes to be in the best interests of the System and desires to amend and restate the Plan in the form required by the IRS.

NOW, THEREFORE, BE IT:

RESOLVED, that the Board of Regents hereby approves amending and restating the Plan in accordance with the Compliance Statement; and

FURTHER RESOLVED, that the President, on behalf of the System, is hereby authorized, empowered and directed to execute the appropriate amendment and restatement to the Plan, and he and the appropriate officers of the System, are hereby authorized, empowered and directed to do all further acts and things, and to execute all further documents in writing which each such officer determines to be necessary or appropriate to effectuate amending and restating the Plan.

ADOPTED this fourteenth day of September 2018.

ATTEST:

Marcia L. Roth, Chair
KCTCS Board of Regents

Tammy L. Thompson, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President