

MINUTES
KCTCS Board of Regents
Executive Committee Meeting
September 13, 2018

Committee Members Present:

Ms. Marcia L. Roth, Committee Chair
Dr. Gail R. Henson, Committee Vice Chair
Ms. Tammy C. Thompson, Secretary

Ms. Lisa Desmarais
Dr. Angela Fultz

Committee Members Absent:

Ms. Karen A. Finan

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 10:30 a.m. (ET) on September 13, 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 14, 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.

ACTION: KCTCS PRESIDENT'S 2018-19 PERFORMANCE 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).

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 *2018-19 Performance Goals and Objectives* (Attachment A). President Box was asked to introduce and discuss these goals and objectives.

President Box emphasized that he focused on efficacy, culture, and impact in his 2018-19 Goals and Objectives and heavily considered where the system has been the last 20 years, with a focus on access and completion, and where it is going in the future.

Chair Roth called for discussion.

During the discussion, Regent Desmarais asked if there would be further education about the roles and duties of the KCTCS Board of Regents (governing board) and the colleges' Board of Directors (advisory boards). President Box noted that a college Board of Directors orientation session is being developed for early spring 2019.

President Box would like to see the KCTCS Board of Regents become more comfortable with serving as advocates for KCTCS. It is a crucial part in their role as Board members when meeting with external parties.

There was also discussion regarding the ability to track graduates in their jobs to determine the impact of KCTCS. President Box noted that KCTCS has a new alumni-data tracking system with over 200,000 personal records. In addition to this, KCTCS can use external resources such as Unemployment Insurance data to obtain additional alumni information.

Chair Roth called for a motion.

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

VOTE: The motion was approved unanimously.

Chair Roth moved to the next agenda item.

**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.

Chair Roth noted 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 new the fiscal year.

Chair Roth shared that President Box's contract revisions in 2017-18 included: a three percent salary increase for 2017-18 and a one-year extension, extending it to June 30, 2020. It was also 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 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.

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.

Chair Roth called for discussion.

During the discussion, Regent Desmarais asked for a copy of President Box’s contract and it was provided.

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

Before Chair Roth asked for the motion, 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.”

Chair Roth called for a motion.

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

Those eligible to vote approved the motion unanimously: Ms. Roth, Dr. Henson, and Ms. Desmarais. Dr. Fultz and Ms. Thompson were ineligible to vote.

Chair Roth moved to the next agenda item.

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

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

Chancellor Williams noted that the *2016-18 KCTCS Business Plan* was renamed *2016-18 KCTCS Action Plan* in 2017 at the request of the college presidents. This terminology better aligns with the plan’s purpose to identify actions and strategies.

The statutory role of the KCTCS Board of Regents, per KRS 164.350, is to evaluate the institution’s progress in implementing its mission, goals, and objectives; ensure conformity with the CPE strategic agenda; and ensure accountability for the status of the institution’s progress.

The KCTCS Values, Vision, Mission, Goals, Performance Measures, and Targets for the *2016-22 KCTCS Strategic Plan*, approved by the Board of Regents in June 2016, build upon the mandates found in the *Kentucky Postsecondary Education Improvement Act of 1997 (as amended)* in alignment with the Board of Regents’ statutory responsibility.

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.

During the discussion, it was noted that a report would be presented at the December 7, 2018, KCTCS Board of Regents meeting about community

services offered at each of our colleges.

Chair Roth called for further discussion. There being none, she moved to announcing the next meeting.

NEXT MEETING The next regular meeting of the KCTCS Board of Regents Executive Committee is scheduled for December 6, 2018, at the KCTCS System Office, Versailles, Kentucky.

ADJOURNMENT Dr. Fultz moved and Ms. Thompson seconded that the Executive Committee adjourn.

VOTE: The motion was approved unanimously, and the Executive Committee adjourned at 11:23 a.m. (ET).

12/06/18

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

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.

6-10-05
Date Approved by
KCTCS Board of Regents

9-18-15
Date of Last Review

6-10-05; 9-18-15
Date of Last Revision
*(Include all dates in
chronological order)*

SIGNATURE ON FILE

9-18-15

SIGNATURE ON FILE

Chair, Board of Regents

Date

President, KCTCS

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.