

Minutes
Kentucky Community and Technical College System
Board of Regents
Executive Committee Meeting
December 5, 2019

Committee Members Present:

- Dr. Gail R. Henson, Committee Chair
- Ms. Lisa V. Desmarais, Committee Vice Chair
- Ms. Mary R. Kinney, Secretary
- Dr. Angela Fultz
- Ms. Marcia L. Roth
- Mr. James Lee Stevens
- Mr. Mark A. Wells

Call to Order:

KCTCS Board of Regents Chair Gail Henson called to order the meeting of the Kentucky Community and Technical College System Board of Regents Executive Committee at 11:58 a.m. (ET) on December 5, 2019. The meeting was held in Room 102 B of the KCTCS System Office, Versailles. The press was notified of the meeting on November 27, 2019. Hon. Michael Murray, KCTCS General Counsel, served as parliamentarian.

There being a quorum present, the meeting began.

Approval of Minutes:

Chair Henson asked if there were any corrections to the September 19, 2019, minutes presented in the meeting materials. There being none, the minutes were declared approved as presented.

Additions or Changes to the Agenda:

There were no changes or additions to the agenda.

Action: Revision of Mission Statement for Hopkinsville Community College

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

Chair Henson called on President Box to present the agenda item. President Box introduced Dr. Alissa Young, HCC President/CEO, who assisted with the presentation.

President Box noted that 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 is reviewed annually and submitted to the KCTCS Board of Regents for approval at least once every three years.

Dr. Young noted that the mission statement had no changes during the annual review in 2018. On July 29, 2019, Dr. Young charged the HCC Division Chairs to conduct a mission statement review. The Division Chairs developed and proposed two mission statements. Each Division Chair shared the mission statement proposals to the faculty in their division.

Dr. Young shared that Mr. Jim Hunter, Interim Chief Academic Officer, solicited input from the faculty during a faculty meeting on August 16, 2019. A third mission statement was proposed. The faculty voted and approved one of the three proposals.

Dr. Young noted that the three proposals were shared to staff during their meeting on August 16, 2019 and they voted on Monday, August 19, 2019. The staff vote paralleled the faculty vote.

The mission statement was endorsed by the HCC Board of Directors on September 10, 2019.

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

MOTION: Dr. Fultz moved, and Mr. Wells seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve a revised mission statement for Hopkinsville Community College (HCC) as presented in the agenda materials.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Action: Renewal of Mission Statement for Madisonville Community College

RECOMMENDATION: That the KCTCS Board of Regents approve the renewal of the mission statement for Madisonville Community College (MCC) as presented in the agenda materials.

Chair Henson called on President Box to present the agenda item. President Box introduced Dr. Cindy Kelley, MCC President/CEO, who assisted with the presentation.

Dr. Kelley noted that on August 29, 2019, the MCC mission statement was shared with faculty and staff via email. A brief survey was included in the message to provide individuals the opportunity to offer feedback on the current statement. Reminders were sent to the college community and to the local board of directors to submit feedback through the survey portal.

Dr. Kelley shared that during the college's Faculty Council meeting on September 6, 2019, they reviewed and discussed the mission statement. Results of that survey administered to employees were shared on September 23, 2019 during the regularly scheduled faculty and professional staff meeting. Results indicated strong support for the mission statement as written. Ninety-five percent of respondents strongly

agreed/agreed that the statement appropriately described the institutional purpose. Ninety-five percent of respondents strongly agreed/agreed that the statement addressed teaching and learning. Eighty-nine percent respondents strongly agreeing/agreeing that the statement appropriately described the populations we serve.

Dr. Kelley noted that the college's Faculty Council voted to keep the current statement on October 4, 2019 and the President's Cabinet endorsed the current mission statement as written during their meeting on October 17, 2019. Faculty and staff voted to approve the current mission statement during the regularly scheduled faculty meeting on October 25, 2019 and the MCC Board of Directors approved the current mission statement during their regular meeting on November 21, 2019.

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

MOTION: Mr. Stevens moved, and Ms. Roth seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve the renewal of the mission statement for Madisonville Community College (MCC) as presented in the agenda materials.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Action: Renewal of Mission Statement for Owensboro Community and Technical College

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

Chair Henson called on President Box to present the agenda item. President Box introduced Dr. Scott Williams, OCTC President/CEO, who assisted with the presentation.

Dr. Williams shared that the mission statement was reviewed by the OCTC Executive Team on January 28, 2019 with no changes recommended and the mission statement was presented and unanimously approved by the OCTC Administrative Council on February 19, 2019.

Dr. Williams noted that the first reading of the mission statement occurred during the College Assembly on March 21, 2019. OCTC's College Assembly approved the mission statement on August 6, 2019. The OCTC Board of Directors voted to endorse the mission statement on July 18, 2019.

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

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

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Action: Revision of Mission Statement for Southcentral Kentucky Community and Technical College

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

Chair Henson called on President Box to present the agenda item. President Box introduced Dr. Phil Neal, SKYCTC President/CEO, who assisted with the presentation.

Dr. Neal noted that all faculty and staff had an opportunity to participate in the revision of the mission statement. Once the options were narrowed, all of the attendees at subsequent Faculty Senate, Staff Council, and Student Government meetings were provided paper surveys to select the preferred statement from a narrowed list of three options.

Dr. Neal shared that the mission statement is part of the SKYCTC Strategic Plan. The Strategic Planning Committee is made up of faculty and staff from across the institution. The Efficiency, Effectiveness, and Accountability Committee of the Board of Directors provide direction to the Strategic Planning Committee through the development of the annual Strategic Plan and Progress Report. The updated Strategic Plan and the Progress Report were presented to the Board of Directors at the April 2019 work session. Dr. Neal noted that the revised mission statement was endorsed by the Chairs of the Faculty Senate and Staff Council as well as the Student Government Association President in August and September of 2019. The revised mission statement was endorsed by the SKYCTC Board of Directors on September 19, 2019.

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

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

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Action: Revision of Mission Statement for Southeast Kentucky Community and Technical College

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

Chair Henson called on President Box to present the agenda item. President Box introduced Dr. Vic Adams, SKCTC President/CEO, who assisted with the presentation.

Dr. Adams noted that on May 3, 2019, the faculty and staff of SKCTC began the process of reviewing the current mission statement and were given the opportunity to make comments and suggestions for revision through September 1, 2019. The process included discussion consideration of the following four areas:

- SKCTC's current mission statement describes who we are.
- SKCTC's current mission statement describes why we exist.
- SKCTC's current mission statement describes what we do.
- SKCTC's current mission statement describes whom we serve.

Dr. Adams shared that the language in the mission statement was altered slightly to clarify the relationship between the college and the System Office.

On August 27, 2019, Dr. Adams noted that the revised mission statement was reviewed and approved by the Southeast Kentucky Community and Technical College Board of Directors. Since the Board of Directors held its quarterly meeting prior to the first scheduled faculty meeting of the fall semester, the Board opted to vote on this item and expedite the process. Faculty and staff suggestions, comments, and response ratings to the revised mission statement were included in the minutes of the faculty meeting on September 6, 2019, after the mission statement was passed.

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

MOTION: Mr. Wells moved, and Ms. Roth seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve a revised mission statement for Southeast Kentucky Community and Technical College (SKCTC) as presented in the agenda materials.

VOTE: The motion was approved unanimously.
Chair Henson moved to the next agenda item.

Action: Revision of Mission Statement for West Kentucky Community and Technical College

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

Chair Henson called on President Box to present the agenda item. President Box introduced Dr. Anton Reece, WKCTC President/CEO, who assisted with the presentation.

Dr. Reece noted that in the spring of 2018, the WKCTC Mission Statement Task Force was charged with conducting a review of the current mission statement. The review process included the following:

- The Mission Statement Task Force discussed WKCTC's current and future vision of service for the college and community constituents. Additional discussion was conducted summer 2018 with faculty, staff, and administration at the college leadership retreat (program coordinators, directors, deans, and President's Cabinet members).
- Academic, workforce training, and external community programming were discussed to ensure the mission reflected the needs of the WKCTC service area.
- The Mission Statement Task Force drafted a revised mission statement to reflect the current and future institutional mission and strategic plan.

During open forums held in February 2019, the Mission Statement Task Force presented the draft version of the mission statement to faculty, staff, students, and community constituents. The draft version was also distributed via the WKCTC Daily Email Digest, an electronic communication platform, providing opportunity for input in the event individuals could not attend an open forum. Participants were invited to make comments and suggestions.

Dr. Reece shared that the Mission Statement Task Force made final revisions based on participant feedback. The West Kentucky Community and Technical College Board of Directors endorsed the revised statement on March 5, 2019, after that approval the mission statement was presented to the WKCTC faculty and staff for review at their meetings on March 15, 2019, and unanimously voted to endorse the revised mission statement at their April 26, 2019 meeting.

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

MOTION: Mr. Stevens moved, and Ms. Desmarais seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve a revised mission statement for West Kentucky Community and Technical College (WKCTC) as presented in the agenda materials.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Action: Annual KCTCS Board of Regents Assessment Form

RECOMMENDATION: That the KCTCS Board of Regents approve the attached 2019 Assessment Form of the 2018-19 Performance Period (Attachment A), to be distributed to all Regents by the Efficiency, Effectiveness, and Accountability Committee Chair, with results to be collected by the Committee Chair and reported at the March 13, 2020 Board of Regents meeting.

Chair Henson presented this agenda item.

Chair Henson noted that Board of Regents Assessment Form was presented as an Information Item for discussion at the September 19, 2019 meeting. The Executive Committee had no recommended changes to the form at that time, thus the form is being brought back with no revisions for approval.

Chair Henson shared that after approval, the Chair of the Efficiency, Effectiveness, and Accountability (EEA) Committee, Dr. Angela Fultz, will distribute the assessment to the entire Board, collect the completed assessments, and compile the results before the March meeting. Regent Fultz will make a report about the assessment results to the EEA Committee in March.

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

MOTION: Mr. Wells moved, and Ms. Kinney seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve the attached 2019 Assessment Form of the 2018-19 Performance Period (Attachment A), to be distributed to all Regents by the Efficiency, Effectiveness, and Accountability Committee Chair, with results to be collected by the Committee Chair and reported at the March 13, 2020 Board of Regents meeting.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Action: Procedures for The KCTCS Board of Regents Officer Elections

RECOMMENDATION: That the KCTCS Board of Regents approve the attached KCTCS Board of Regents Officer Elections Procedures (Attachment B).

Chair Henson presented this agenda item.

Chair Henson noted that after the June 14, 2019, KCTCS Board of Regents officer elections, it was determined that procedures should be created to accompany existing KCTCS Board of Regents Bylaw 2.1, which outlines the Board election process, to ensure a fair and transparent election process. At the September 19, 2019, Executive

Committee Meeting, procedures for the KCTCS Board of Regents Officer Elections were presented as an Information Item for discussion.

During the September 19, 2019 meeting, the Executive Committee discussed the proposed procedures and made several suggestions for revisions. From the discussion at the September meeting, Assistant Secretary to the Board, Hannah Rivera, and Board Parliamentarian, Mike Murray, revised the proposed procedures to encompass those suggestions.

Dr. Henson noted that the revised procedures are being presented for approval to the Executive Committee. The procedures will: (1) disband the Nominating Committee, meaning that the entire Board will vote on officers with no prior recommendation from a committee (2) Allow for self-nominations (3) Allow a Regent to run for more than one position, if he or she does not win the prior position (4) Allow only for floor speeches – no other documents, etc. (5) Require that the candidates leave the room during voting. (6) Require voting be done by a show of hands and require the Chair refrain from voting unless there is a tie by the third vote (7) Make clear that all appointed and elected regents are eligible for office, no qualifications are necessary to run, and the Vice Chair is not a Chair-Elect.

Chair Henson called for discussion.

During discussion, the following changes to the procedures were listed:

- Regent Fultz recommended that changes be made to procedure 4 – that a show of hands be changed to a ballot and to ensure that candidates can vote. Mr. Murray made a note that ballot votes will not be secret. It will be available for review.
- Regent Roth asked that discussion about each candidate be added to the procedures. The discussion of each candidate should take place after the candidates deliver floor speeches. She also asked if there was a place for debate on each candidate. Mr. Murray noted that it will procedurally take place before a vote is called for.
- Regent Desmarais asked that “subject to the discretion of the Board Chair” be struck from the “Review of the Procedures.”

Chair Henson noted that the revisions will be made to the procedures and brought back for approval to the Board. Chair Henson called for a motion.

MOTION: Dr. Fultz moved, and Mr. Wells seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve the attached KCTCS Board of Regents Officer Elections Procedures (Attachment B) with changes to the following amendments:

- Remove “subject to the discretion of the Board Chair”
- .3 – “Chair position shall leave the room.”
- .4 – “ballot instead of hands.”

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Update: 2019 Technical Edits to College Mission Statements to Align with System Membership

Chair Henson called on President Box to present the agenda item. President Box introduced Dr. Kris Williams, KCTCS Chancellor, who assisted with the presentation.

It is the policy of the KCTCS Board of Regents that each Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)-accredited college under the jurisdiction of the KCTCS Board of Regents has a statement of purpose approved by the governing board and that the KCTCS Board of Regents periodically review and approve mission statements of each of SACSCOC-accredited college.

The mission statement must be followed by a statement noting that the institution is a member of the Kentucky Community and Technical College System. This statement should follow the mission statement on the College website, in the KCTCS Catalog, etc. This statement reflects and affirms that the College is part of a System of Colleges under Board of Regents governance.

During a period of transition in the Chancellor's Office, three College mission statements were approved by the Board of Regents without the appropriate statement regarding the System. The mission statement technical edits will add language appropriate to the College's membership in the System.

A handbook on development of the mission statement was developed for College use and has been disseminated to all College Presidents to avoid future oversights. Technical edits are added to the mission statements for three KCTCS Colleges: Elizabethtown Community and Technical College, Henderson Community College, and Jefferson Community and Technical College.

Chair Henson called for discussion, there being none, and she moved to the next agenda item.

Update: 2020 KCTCS Legislative Session

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

President Box noted that Governor-elect Beshear is in the process of transitioning into office and that he will be meeting with the transition team soon. Governor-elect Beshear has begun reviewing budget requests. The Executive Budget must be presented by January 28, 2020.

President Box shared that he and the KCTCS College Presidents hosted four regional legislative events in November and December at West Kentucky Community and Technical College, Somerset Community College, Gateway Community and Technical College, and Southcentral Kentucky Community and Technical College. The focus of

these legislative events was on educating members of the General Assembly on the postsecondary budget request and its impact on KCTCS. It was noted that these four colleges were chosen specifically to target the House and Senate leadership, relevant committee chairs, and other influential members. In addition to legislators, Presidents invited key community and business partners to attend.

President Box noted that the legislative session begins on January 7, 2020 and they must adjourn by April 15, 2020. All 100 Kentucky House and 19 Kentucky Senate seats are up for election. He shared that KCTCS will once again host “Eat & Greets” in January and February at the Capitol Annex Cafeteria, giving legislators a chance to drop by for lunch or a cup of coffee and engage with President Box and College Presidents.

President Box shared that this is a legislative budget session. The Kentucky General Assembly will develop a two-year budget that will go into effect on July 1, 2020. He noted that in this session KCTCS will be supporting the CPE budget which includes a 10 percent increase to the Performance Funding Pool (KCTCS to receive approximately \$28 million over the biennium); a continuation of the 2 percent stop-loss for performance funding for both years of the biennium; and \$400,000,000 for Asset Preservation funds (KCTCS to receive approximately \$53 million). KCTCS has, and continues, to support performance-based funding. However, the model needs to be fully funded in order to work as intended. The stop-loss prevents those institutions that are above parity according to the model from having to redistribute more than 2% of their base budget to their sister institutions in a given year.

President Box also noted that KCTCS would be supporting the CPE request to increase the dual credit tuition rate from 1/3 of KCTCS' tuition to 1/2. KCTCS is the largest provider of dual credit with about 20,000 students this year. Passing this would save KCTCS a projected \$5 million this year (KCTCS loses \$6 million annually in dual credit).

Chair Henson called for further discussion, there being none she announced the next meeting.

Next Meeting:

The next meeting of the KCTCS Board of Regents Executive Committee will be held on March 12, 2020, at the KCTCS System Office in Versailles.

Adjournment:

Dr. Fultz moved that the meeting adjourn. Mr. Stevens seconded the motion.

VOTE: The motion was approved unanimously, and the meeting adjourned at 12:33 p.m. (ET).

March 13, 2020

Date Approved by the
KCTCS Board of Regents

SIGNATURE ON FILE

Gail R. Henson, Ph.D., Chair
KCTCS Board of Regents

SIGNATURE ON FILE

Hannah Rivera, Esq., Assistant Secretary
KCTCS Board of Regents

SIGNATURE ON FILE

Jay K. Box, Ed.D.
KCTCS President

2019 Assessment Form of the 2018-19 Performance Period

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 March 2020 Board meeting. The ranking scale is as follows:

- **Unsatisfied** – the respondent views current performance/practice as 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

COMMENTS:

- Serves as a guiding partner and sounding board to the KCTCS President.
Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- Understands KCTCS's budget process and plan.
Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

- Is involved in the strategic planning and is kept apprised 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:

- Board leadership and support staff are adequately prepared to conduct meetings.

Unsatisfied Satisfied Very Satisfied N/A

COMMENTS:

Please respond to the following open-ended questions:

1. As a Board member, I am most pleased about:

2. As a Board member, I have concerns about:

3. As a Board member, I would like to see the following changes in how the Board operates:

Procedures for the Board of Regents Officer Elections
Kentucky Community & Technical College System (KCTCS)

Authority for Procedures: These procedures are created and implemented pursuant to the authority of KRS 164.321(11); and, KCTCS Board of Regents Policy 2.1.

Purpose of the Election Procedures: The purpose of these procedures is to ensure for fair and transparent elections of the Board of Regents Chair, Vice Chair, and Secretary, and other such officers as the Board may deem necessary.

Procedures: The Board of Regents shall elect from its membership a Chair, Vice Chair, Secretary, and such other officers as it may deem necessary, at the annual June Board meeting, for a one-year term, and in compliance with all laws and KCTCS policies. A Chair may not serve for more than two consecutive one-year terms, but there is no term limit for Vice Chair, Secretary, and other such officers.

1. **Nominations and Acceptance:** At the regularly called June Board meeting, the Chair shall call for nominations for officers in the following order: Chair, Vice Chair, Secretary. Any member present or attending by video conference may self-nominate or nominate any other Regent who is present or attending by video conference. If a member is nominated by another Regent, he or she should accept or decline the nomination immediately after it is made and before moving to the next nomination for the position.
2. **Closing the Vote for Each Position:** Nominations shall remain open for each position until it appears no further nominations will be made. The Chair shall confirm that there are no further nominations before closing the nomination process for that position.
3. **Floor Speeches:** At the closing of the nominations for the Chair position, the Chair will read the list of candidates in order accepted. Each candidate will then have two (2) minutes to make a floor speech about why he or she should be elected. No supporting documents, rebuttals, or reservations of time will be allowed during floor speeches. At the conclusion of the speeches and before a vote is taken, candidates for the Chair position shall leave the room.
4. **Voting:** After candidates for the Chair position have left the room, the Chair shall proceed with taking the vote, again in order of the nominations

accepted. Voting shall be done by show of hands. The votes for each position shall be tallied and recorded into the minutes. The winning candidate shall be determined by simple majority vote, to be announced by the Parliamentarian. For each position, the Chair shall refrain from voting to maintain impartiality.

In the event a tie is announced by the Parliamentarian, the Chair will ask the voting Regents to again vote by a show of hands. If the tie remains, a third vote will be taken in which the Chair will cast his or her vote by show of hand to break the tie.

5. **Announcement:** The announcement of the winning candidate shall be made by the Parliamentarian to the voting Regents. Proceeding this announcement, the candidates shall re-enter the room and the Chair shall announce the candidate selected as Chair. The procedures shall be followed again for the election of the Vice Chair, then Secretary.
6. **Eligibility:** All Regents, appointed and elected, are eligible for any position. Relevant experience and time on the Board should be given due consideration, but there are no qualifications necessary to be considered. The Vice Chair is not a Chair-Elect. If a Regent is nominated for a position, but not elected for that position, he or she may be nominated for the next position until all positions have been elected.

Review of Procedures: The Board may review these procedures as needed, subject to the discretion of the Board Chair.