

**MINUTES**  
**KCTCS Board of Regents**  
**Executive Committee Meeting**  
**June 13, 2019**

**Committee Members Present:**

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

Ms. Karen A. Finan  
Dr. Angela Fultz

**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 11:07 a.m. (ET) on June 13, 2019. The meeting was held in in the Newberry Community Room, Room 151 of the Health Sciences Hall at the Downtown Campus of Jefferson Community and Technical College in Louisville, Kentucky. The press was notified of the meeting on June 5, 2019. Hon. Michael Murray, KCTCS General Counsel, served as parliamentarian.

There being a quorum present, the meeting began with the approval of minutes.

**APPROVAL OF MINUTES** Chair Roth asked if there were any corrections to the March 14, 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: KCTCS BOARD OF REGENTS 2020 REGULAR MEETING CALENDAR** **RECOMMENDATION:** That the KCTCS Board of Regents adopt the following meeting calendar for 2020:

March 12-13, 2020  
June 11-12, 2020  
September 17-18, 2020  
December 3-4, 2020

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

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

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

MOTION: Dr. Fultz moved, and Dr. Henson seconded, that the Executive Committee recommend that the KCTCS Board of Regents adopt the following meeting calendar for 2020:

March 12-13, 2020  
June 11-12, 2020  
September 17-18, 2020  
December 3-4, 2020

VOTE: The motion was approved unanimously.

Chair Roth noted that at the Board meeting this item will not be reported since it is part of the Board's consent agenda.

Chair Roth moved to the next agenda item.

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

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

Chair Roth called on President Box to present the agenda item. President Box introduced Dr. Juston Pate, ECTC President/CEO, who assisted with the presentation.

It is the policy of the KCTCS Board of Regents that each SACS-accredited college under the jurisdiction of the KCTCS Board of Regents has a statement of purpose approved by the governing board and that the KCTCS Board of Regents periodically review and approve mission statements of each SACS-accredited college. It is also the policy of KCTCS that the college mission statement be reviewed annually and that the mission statement shall be submitted to the KCTCS Board of Regents for approval at least once every three years.

Dr. Pate shared that on February 5, 2019, ECTC sent a survey to faculty and staff. On April 2, 2019, a survey was sent to all students, and on April 9, 2019, a survey was sent to community members asking respondents to reflect on four questions about ECTC: Who is ECTC? What does ECTC do? Why does ECTC do it? For whom does ECTC do it?

Dr. Pate noted that the qualitative survey produced 132 responses (56 faculty and staff, 45 students, and 31 community members). From those responses, a Mission Writing Team was formed to review the responses from the survey

and revise the ECTC mission. The team included the Director of Institutional Effectiveness, Provost, Chief Academic Officer, Arts and Humanities Division Chair, a member from the Workforce Solutions Division, an Academic Counselor, a Technical Division faculty member, and a full-time student. On April 15, 2019, this team met and created a draft of a new mission statement for ECTC.

Dr. Pate shared that on April 18, 2019, another survey was sent to ECTC faculty and staff to review the draft and provide input; 88 faculty and staff responded. ECTC used the input provided by faculty and staff from the surveys to create four additional versions of a mission statement and those versions were sent to the College community in a survey for voting and input. From those versions, 288 people responded (36 community members, 142 students, 49 staff, and 57 faculty).

Dr. Pate noted that on April 24, 2019, the Mission Writing Team met to review the results of the survey and make any final adjustments to the mission statement receiving the most votes. On April 25, 2019, the final draft of the revised mission statement was sent to the ECTC Council for a vote to recommend to the President's Cabinet for approval.

Dr. Pate shared that on April 29, 2019 the revised mission was approved by the President's Cabinet. On May 10, 2019, ECTC's Board of Directors approved the revised mission statement.

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

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

**VOTE:** The motion was approved unanimously.

Chair Roth moved to the next agenda item.

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

**RECOMMENDATION:** The KCTCS Board of Regents approve the renewal of the mission statement for Maysville Community and Technical College (MCTC) as presented in the agenda materials.

Chair Roth called on President Box to present the agenda item. President Box introduced Dr. Steve Vacik, MCTC President/CEO, who assisted with the presentation.

Dr. Vacik noted that on December 4, 2018, the faculty and staff of MCTC began the process of reviewing the current mission statement and were given the opportunity to make comments and suggestions for revision through

January 11, 2019. The process included responding to the following survey statements using Likert scale ratings of 1-highly disagree to 5-highly agree:

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

Dr. Vacik shared that all the suggestions, comments, and response ratings to the current mission statement were compiled by the Office of Institutional Planning, Research, and Effectiveness. Those findings were forwarded to the Operations and Oversight Team, which is comprised of employees appointed by the president and representative of all campuses and functional areas.

Dr. Vacik noted that the Operations and Oversight Team met on January 17, 2019, to review and discuss those findings. Of those employees responding to the survey:

- 92 percent agreed or highly agreed that MCTC's current mission statement describes who we are.
- 95 percent agreed or highly agreed that MCTC's current mission statement describes why we exist.
- 91 percent agreed or highly agreed that MCTC's current mission statement describes what we do.
- 94 percent agreed or highly agreed that MCTC's current mission statement describes who we serve.

Based upon feedback received, the Operations and Oversight Team members voted unanimously to renew the current MCTC mission statement.

Dr. Vacik shared that on March 5, 2019, the renewed mission statement was reviewed and approved by the Maysville Community and Technical College Board of Directors.

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

MOTION: Ms. Finan moved, and Dr. Henson seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve the renewal of the mission statement for Maysville Community and Technical College (MCTC) as presented in the agenda materials.

VOTE: The motion was approved unanimously.

Chair Roth moved to the next agenda item.

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

**RECOMMENDATION:** That the KCTCS Board of Regents approve the 2018-19 annual evaluation of President Box.

Chair Roth noted that at the March 14, 2019, Executive Committee meeting President Box discussed the Annual Performance Review Process and presented his accomplishments thus far for the 2018-19 performance review period. The Board of Regents received the first draft of his accomplishments on March 6, 2019.

On May 13, 2019, President Box distributed his final accomplishments report for his third annual performance review to the Board so they could conduct the performance review prior to this meeting.

On May 15, 2019, Chair Roth distributed the evaluation instrument form (Attachment A, Agenda Item H-4) to all the board members and requested they complete the forms and return them to her for compilation and review, in accordance with the KCTCS Procedures for the Evaluation of the President (Attachment B, Agenda Item H-4).

Chair Roth met with President Box on June 10, 2019, to review the Board's responses and share a written report containing the Board's feedback. Chair Roth noted that she prepared the report from the responses she received. She stated if anyone had any additional remarks that need to be reflected in the minutes as part of President Box's review they could make those known. Chair Roth noted that the full Board will receive a copy of the report.

During the review, Chair Roth noted that she received 12 out of 14 evaluations; two Regents did not submit theirs.

President Box thanked the Board for their feedback. He also shared that he would be scaling back objectives for the next evaluation cycle, based on the comments in the report. Chair Roth noted that some special priorities were not yet completed and those were discussed with President Box.

Chair Roth called for discussion.

During the discussion, President Box was congratulated on his work on the national level with his appointment to the American Workforce Policy Advisory Board. It was also noted that President Box surrounds himself with a great staff and his time management skills are impeccable. It was suggested that he focus on streamlining his goals so that all can be completed within the time frame. It was also mentioned that in today's environment of limited resources, it is important for KCTCS to be laser-focused on its mission.

Chair Roth called for the motion.

**MOTION:** Dr. Henson moved, and Ms. Thompson seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve the 2018-19 annual evaluation of President Box.

VOTE: The motion was approved unanimously.

Chair Roth shared with the committee that since the evaluation of the President is complete, she would like to announce the creation of the KCTCS President's Contract Review Committee.

She noted that the KCTCS Board of Regents Bylaws Section 13.1 states, *"Evaluation. The Board shall perform an evaluation of the KCTCS President and shall fix the compensation and terms of contract."* Therefore, this committee will be tasked with carrying out the second part of the Board's responsibility in reviewing the President's contract, including future compensation.

Chair Roth shared that she would like to see external people serve on the committee, as well as an individual from the KCTCS Foundation Board. She asked Regents who had any interest in serving on the committee to talk with her. She stated that President Box did not ask for a special committee to be created, but she felt this was necessary to take an in-depth look at his contract in comparison to state and national trends, the compensation of other system presidents, etc. Although her role of chair ends in June, she hopes that the next chair will agree to move this committee forward and convene it over the summer, with any recommendation from the committee to come before the full Board at its September 20, 2019, meeting.

**NEXT MEETING**

The next regular meeting of the KCTCS Board of Regents Executive Committee is scheduled for September 19, 2019, at Big Sandy Community and Technical College, Pikeville Campus, Pikeville, Kentucky.

**ADJOURNMENT**

Ms. Finan moved, and Ms. Desmarais seconded, that the Executive Committee adjourn.

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

*09/19/19*

\_\_\_\_\_  
Date Approved by the  
Executive Committee

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

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Mary Bosley-Kinney, Secretary  
KCTCS Board of Regents

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Jay K. Box, Ed.D.  
KCTCS President

**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
ANNUAL EVALUATION OF THE PRESIDENT’S PERFORMANCE AND EFFECTIVENESS  
2018-19**

**Instructions:**

Please rate the President on the following aspects of performance by filling in the circles completely.
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**EE = Exceeds Expectations ME = Meets Expectations P = Progressing NI = Needs Improvement  
NA = INSUFFICIENT INFORMATION**

**GOAL 1 – CULTURE**

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.	EE ME P NI NA
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.	EE ME P NI NA
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.	EE ME P NI NA
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.	EE ME P NI NA
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.	EE ME P NI NA

**GOAL 2 – EFFICACY**

Increase the efficiency and effectiveness of admissions and enrollment processes at KCTCS colleges through the use of LEAN principles and continuous improvement practices.	EE ME P NI NA
Promote the 15 to Finish and Work Ready Kentucky Scholarship programs emphasizing cost savings and shorter time to a degree.	EE ME P NI NA
Advance the application of the performance-based funding model in order to more efficiently distribute state funding.	EE ME P NI NA

Expand Systemwide services and projects that lead to greater economic efficiencies and improved outcomes.	EE ME P NI NA

### GOAL 3 – IMPACT

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.	EE ME P NI NA
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.	EE ME P NI NA
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.	EE ME P NI NA
Promote public access to college services and facilities to strengthen the relationship of the college in the communities it serves.	EE ME P NI NA

### OPEN-ENDED QUESTIONS

- During the 2020 legislative session, President Box will be advocating for three budget-related priorities: fully funding performance funding for all public postsecondary institutions; increasing the dual credit rate from 1/3 to 1/2 KCTCS tuition; and, special funding for technical programs. Are there any non-budget priorities that you believe should be part of the 2020 KCTCS agenda?
- What would you deem to be President Box's greatest accomplishment for 2018-19?
- What areas/issues do you believe need to be further developed or addressed by President Box in 2019-20?
- Overall, how would you score President Box's performance as President of KCTCS? Please use the same ratings as above (EE, ME, P, NI, NA) and explain your rating.

**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.

**8. The Board may, on a periodic basis, opt to invite external input to this evaluation.**

**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. Last review was February 5, 2019.