

KCTCS Board of Regents  
President's Evaluation Procedures Committee Meeting  
February 5, 2019

Committee Members Present:

Dr. Gail Henson, Committee Chair

Ms. Lisa Desmarais

Mr. Donald R. Tarter

Ms. Marcia Roth, Ex Officio Member - *\*participated via phone*

**CALL TO ORDER**

Committee Chair Henson called to order the meeting of the Kentucky Community and Technical College System Board of Regents President's Evaluation Procedures Committee at 2:00 p.m. (ET) on February 5, 2019. The meeting was held at the KCTCS System Office in Versailles, Kentucky. The press was notified of the meeting on January 30, 2019. Hon. Mike Murray, KCTCS General Counsel, served as parliamentarian.

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

There were no additions or changes to the agenda.

**ACTION: KCTCS  
PRESIDENT'S  
EVALUATION  
PROCEDURES REVIEW**

**RECOMMENDATION:** That the KCTCS Board of Regents approve the *KCTCS Board of Regents Procedures for the Evaluation of the President* as reviewed by the President's Evaluation Procedures Committee, if no are changes made; or, as revised by the President's Evaluation Procedure Review committee, if changes are approved.

Committee Chair Henson stated this meeting was called to discuss the process of evaluating the president of the system. The current evaluation procedures were approved in 2015 and contain a provision that they should be reviewed at a period of every three years.

Committee Chair Henson discussed the history of presidential evaluations during her time on the Board. She noted that the process they now follow was created to increase transparency and follows best practices. The committee members discussed current and past evaluation practices for educational institutions and reviewed materials focused on presidential evaluations, including information regarding other educational institutions' procedures and the *KCTCS Board of Regents Policy 2.5 KCTCS President's Performance Review*.

After discussion, members adopted the following resolution:

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

Committee Chair Henson suggested the best place to include new language would be after the last numerical entry in the procedures. The Committee agreed to add the following language:

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

MOTION: Ms. Desmarais moved and Mr. Tarter seconded that the President’s Evaluation Procedures Committee recommend that the KCTCS Board of Regents approve revisions to the *KCTCS Board of Regents Procedures for the Evaluation of the President*, as revised by the committee and presented in Attachment A.

VOTE: The motion was approved unanimously.

**ADJOURNMENT**

MOTION: Ms. Desmarais moved and Mr. Tarter seconded that the meeting adjourn.

VOTE: The motion was approved unanimously, and the meeting adjourned at 3:26 p.m. (ET).

3/4/19

Date Approved by the President’s  
Evaluation Procedures Committee

**SIGNATURE ON FILE**

Dr. Gail Henson  
Committee Chair

**REVISED 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.