

**MINUTES**  
**Kentucky Community and Technical College System**  
**Board of Regents Meeting**  
**March 15, 2019**

**Board Members Present:**

Mr. Damon V. Allen  
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  
Ms. Tammy C. Thompson  
Mr. Mark A. Wells

**Board Members Absent:**

Mr. Marc J. Blunk  
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 9:00 a.m. (ET) on March 15, 2019. The meeting was held at the KCTCS System Office in Versailles, Kentucky. The press was notified of the meeting on March 6, 2019. 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 December 6, 2018, workshop minutes presented in the meeting materials. There being none, the minutes were declared approved as presented.

Chair Roth asked if there were any corrections to the December 7, 2018, minutes presented in the meeting materials. There being none, the minutes were declared approved as presented.

**ADDITIONS OR  
CHANGES TO THE  
AGENDA**

Chair Roth asked for the order of the presented agenda to be changed. The order would be Chair's Report, President's Report, and then the KCTCS Board of Regents Evaluation Report. Chair Roth asked if there were objections. There being none, the order of the agenda was approved as presented.

**ACTION: PRESIDENT'S  
EVALUATION  
PROCEDURES  
COMMITTEE REPORT**

**RECOMMENDATION:** 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 (as it will appear version).

Chair Roth noted that action needed to be taken on an item that occurred in between the December and March meetings. She shared that since the last Board meeting in December, a special committee meeting had been held. The President Evaluation Procedures Committee, including Regents Gail Henson, Lisa Desmarais and Donald Tarter, met on February 5, 2019 at the KCTCS System Office. Chair Roth noted that she participated as an ex-officio member by phone. All Regents were notified of the committee meeting, but none other than those appointed to the committee attended. The minutes from the meeting are included in the agenda materials.

Chair Roth then turned it over to the Committee Chair Dr. Gail Henson to share the discussion and present the committee's recommendation.

Dr. Henson noted the KCTCS Board of Regents is responsible for evaluating the KCTCS President pursuant to statutory law, KCTCS Board of Regents Bylaws Section 13.1, and KCTCS Board of Regents Policy 2.5, *KCTCS President's Performance Review*. It is the Board's responsibility to establish procedures for conducting this evaluation.

Dr. Henson noted that the current procedures were last approved on September 18, 2015, and they contain a review clause which states that, *"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."* Since it has been a period of three years, the committee was charged with reviewing the current presidential evaluation procedures, and making a report, with potential recommendations, to the full Board at the March 14, 2019 meeting.

At the special meeting, the committee determined the following addition to the procedures should be added: "8. The Board may, on a periodic basis, opt to invite external input to this evaluation."

MOTION: On behalf of the President's Evaluation Procedures Committee, Dr. Henson moved 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, (as it will appear version).

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

VOTE: The motion was approved unanimously.

#### **CHAIR'S REPORT**

Chair Roth shared with the Board that the Kentucky Senate has confirmed the three newest KCTCS Board of Regents members. Regents Karen Finan, Dr. Wendy Fletcher, and Damon Allen were confirmed by the Kentucky Senate on March 14, 2019.

Chair Roth announced that the KCTCS Foundation, Inc. Board of Directors will meet on April 9, 2019. She noted that this will be the first meeting with the new KCTCS Vice President of Institutional Advancement Ben Mohler.

Chair Roth noted that on February 22, 2019, the Council of Student Body Presidents held their annual meeting at the Council of Postsecondary on Education (CPE) offices. President Box and Regent Ricky Shaw attended the meeting.

Chair Roth announced that the KCTCS board officer elections are scheduled to occur at the June 14, 2019 meetings. The Board Officers serve a one-year term beginning July 1, 2019, through June 30, 2020. She noted that the bylaws regarding elections were changed in 2017 due to a statutory change in state law requiring that elections occur on an annual basis. Chair Roth appointed a Nominating Committee Chair, Dr. Angela Fultz, and a committee will be appointed at a later date. She asked all Regents to let Regent Fultz know if they are interested in serving in an officer position.

#### **PRESIDENT'S REPORT**

KCTCS President Box introduced the President of Bluegrass Community and Technical College, Dr. Koffi Akakpo; and President of Henderson Community College, Dr. Jason Warren, who were in attendance.

President Box provided an update on the Entrepreneurial Innovation Grant awards. Presidents of the four winning colleges (Owensboro Community and Technical College, Elizabethtown Community and Technical College, Jefferson Community and Technical College, and Hazard Community and Technical College) were present to provide results on the unique initiatives.

An update about Performance Measures for the *KCTCS Strategic Plan 2016-22* was also provided.

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

<https://publicsearch.kctcs.edu/board/Pages/201903.aspx>

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

[https://publicsearch.kctcs.edu/board/Board%20Meetings/2019/201903/FINAL%20FORMATTED%20President%27s%20Report\\_3-15-19.pdf](https://publicsearch.kctcs.edu/board/Board%20Meetings/2019/201903/FINAL%20FORMATTED%20President%27s%20Report_3-15-19.pdf)

#### **RECESS**

The Board recessed at 10:44 a.m. (ET) and reconvened at 10:55 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.

**INFORMATION:  
KCTCS BOARD OF  
REGENTS 2020  
MEETING CALENDAR**

Dr. Henson noted that according to KRS 164.340, the KCTCS Board of Regents is mandated to meet quarterly. Board compliance with this 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 Board has held special meetings as necessary under the conditions set forth in Section 4 of the *KCTCS Board of Regents Bylaws*.

Dr. Henson noted that Regents were asked to review their calendars and let staff know by April 29, 2019, whether they are available to attend meetings on March 12-13, 2020; June 11-12, 2020; September 17-18, 2020; and, December 3-4, 2020. The proposed dates do not conflict with federal or religious holidays.

Dr. Henson noted that the Board's 2020 regular meeting calendar would be adopted at the June 14, 2019, Board of Regents meeting and locations would be announced at the September 20, 2019 meeting.

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

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

Dr. Henson noted that President Box distributed a report on the accomplishments of his 2018-19 Goals and Objectives on March 6, 2019. President Box will finalize the accomplishments report for the 2018-19 evaluation period and provide them to the Board in mid-May so that the Board may finalize his performance review at the June 14, 2019 Board meeting.

Dr. Henson shared that President Box presented an overview of his many accomplishments thus far, and that President Box asked for any feedback from the Regents to be sent to him by April 15, 2019.

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

**UPDATE: 2019 KCTCS  
LEGISLATIVE SESSION**

Dr. Henson shared that President Box presented the committee with the 2019 Bill Tracker, 2019 Blue Book, 2019 Highlight Page, and Thank You Brochure handouts.

Dr. Henson shared that the final day of the short 2019 session will be March 28, 2019; veto days will occur March 15-26, 2019. She noted that there have been rumors of a special session ahead of the 2020 budget session, but there has been no confirmation of that happening.

Dr. Henson noted that there were about 800 bills filed this session. She shared that the 2019 Bill Tracker hand out was assembled of the bills that were of interest to KCTCS. Pension, workforce issues, and infrastructure seemed to dominate the General Assembly this legislative session.

Dr. Henson shared that President Box would keep the Board updated of anything that may come out of the last days of the session.

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

**EFFICIENCY,  
EFFECTIVENESS, AND  
ACCOUNTABILITY  
COMMITTEE**

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

**ACTION: KCTCS  
BOARD EVALUATION  
OUTCOMES**

**RECOMMENDATION:** The KCTCS Board of Regents approve the EEA Committee to meet twice a year in order to facilitate open conversation on issues of interest and relevance to the Board of Regents and in order to better serve as a guiding partner to the KCTCS President. These issues of interest may result in specific Board action relevant to the effectiveness and accountability of the KCTCS Board.

Mr. Wells noted that the Efficiency, Effectiveness, and Accountability Committee is a committee of the whole. The committee discussed that the Regents needed more time for discussion during meetings and an opportunity to strategically discuss items of importance.

**MOTION:** On behalf of the Efficiency, Effectiveness, and Accountability Committee, Mr. Wells moved that the KCTCS Board of Regents approve the EEA Committee meet twice a year in order to facilitate open conversation on issues of interest and relevance to the Board of Regents and in order to better serve as a guiding partner to the KCTCS President. These issues of interest may result in specific Board action relevant to the effectiveness and accountability of the KCTCS Board.

Dr. Fletcher seconded the motion.

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

VOTE: The motion was approved unanimously.

**ACTION: KCTCS  
BOARD EVALUATION  
SCHEDULE**

**RECOMMENDATION:** The KCTCS Board of Regents approve the Board of Regents Evaluation Annual Timeline as outlined below:

**September Meeting** – *The KCTCS Board of Regents Executive Committee reviews the assessment form as an Information Item.*

**December Meeting** – *The KCTCS Board of Regents Executive Committee approves the assessment form or votes upon any necessary changes to the assessment form.*

**After the December Meeting** – *The Chair of the Efficiency, Effectiveness, and Accountability (EEA) Committee distributes the assessment to the entire Board, collects the assessments, and compiles the results before the March meeting.*

**March Meeting** – *The Chair of the EEA Committee reports the summary at the annual EEA Committee meeting, asks for discussion, and provides an opportunity for suggested improvements for the Board's practices and performance based on the assessment feedback.*

**June Meeting** – *Follow-up from any action items discussed at the March meeting.*

Mr. Wells shared that the EEA Committee is responsible for evaluating the Board's effectiveness and performance and shall meet at least annually to review the Board evaluations and report the findings. Last year, due to a SACSCOC request that Boards begin their evaluations before October 2018, the EEA Committee convened at the September 13, 2018 Board meeting to review the Board evaluation and approve it. After approval, the evaluation was distributed electronically with detailed instructions about the return of the document by the end of November 2018. A summary of the results was presented at the December 7, 2018 Board meeting.

Mr. Wells noted that in order to streamline the Board evaluation process, the above schedule has been drafted for future implementation. It relies on both the Executive Committee and the EEA Committee to institute the evaluation process. Once approved by the Board, the proposed evaluation timeline will be submitted to SACSCOC as evidence of compliance with the Comprehensive Standard, 4.2.g.

MOTION: On behalf of the Efficiency, Effectiveness, and Accountability Committee that the KCTCS Board of Regents approve the Board of Regents Evaluation Annual Timeline as outlined below:

**September Meeting** – *The KCTCS Board of Regents Executive Committee reviews the assessment form as an Information Item.*

**December Meeting** – *The KCTCS Board of Regents Executive Committee approves the assessment form or votes upon any necessary changes to the assessment form.*

**After the December Meeting** – *The Chair of the Efficiency, Effectiveness, and Accountability (EEA) Committee distributes the assessment to the entire Board, collects the assessments, and compiles the results before the March meeting.*

**March Meeting** – *The Chair of the EEA Committee reports the summary at the annual EEA Committee meeting, asks for discussion, and provides an opportunity for suggested improvements for the Board's practices and performance based on the assessment feedback.*

**June Meeting** – *Follow-up from any action items discussed at the March meeting.*

Chair Roth called for discussion.

During discussion, it was asked that after the Executive Committee approves the assessment form, that it must be brought back to the full Board for approval. The Board agreed to this.

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

VOTE: The motion was approved unanimously.

**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 HEALTH  
SCIENCE**

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

**TECHNOLOGY FOR  
BLUEGRASS  
COMMUNITY AND  
TECHNICAL COLLEGE**

Dr. Fultz shared that this multidisciplinary HST degree will allow students to explore and become skilled with varied aspects of contemporary healthcare delivery. As students earn each certificate, they will be able to obtain meaningful entry-level work in a healthcare setting, while completing their degree. The multi-discipline certificate structure of the HST degree supports student inquiry and decision-making process for career growth within the health care employment sector. Additionally, students who complete the HST program are well-positioned for success in selective admissions Allied Health programs.

Dr. Fultz noted that 1,135 BCTC Students enrolled in fall would have been eligible to enroll in HST. There were also 136 students on waiting lists for selective admission health programs. These students would potentially have interest in applying for a Health Science Technology AAS credential based on the prerequisite course work for Nursing (Practical Nursing and Associate Degree Nursing), Dental Hygiene, Radiography Technology, Respiratory Care, Sonography and Surgical Technology that they may have already completed.

Dr. Fultz shared that the cost of implementing this program would be minimal as the infrastructure is already in place. The general education and certificate courses required for degree attainment are already being offered and staffed. The college is committed to providing a program coordinator with a three-credit hour reassignment (\$3,200.00) to promote the program, complete the annual program health review, recruit, and serve as a point of contact for advising.

**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 Health Science Technology (HST) 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.

**ACTION: POLICY  
REVISION KCTCS  
BOARD OF REGENTS  
POLICY 4.12 POLICY  
ON COLLABORATIVE  
PROGRAM  
DEVELOPMENT**

**RECOMMENDATION:** That the KCTCS Board of Regents approve the proposed revision of *KCTCS Board of Regents 4.12 Policy on Collaborative Program Development* as presented in the agenda materials.

Dr. Fultz noted the revisions to *KCTCS Board of Regents 4.12 Policy on Collaborative Program Development* would revise the Associate in Arts (AA) and the Associate in Science (AS) requirements to provide greater flexibility for KCTCS students transferring to four-year institutions, and to require completion of a college success course.

Dr. Williams shared that the revision would lower the number of general education credit hours required for completion of the AA and AS, while allowing more flexibility for transfer students who need major specific courses (ex. Business and Education.) The changes would also include a graduation requirement for all AA and AS students to complete a college success course or approved equivalent. College success courses are a key component to student retention, as noted by both KCTCS faculty and the President's Leadership Team (PLT).

**MOTION:** On behalf of the Academic Affairs and Curriculum Committee, Dr. Fultz moved that the KCTCS Board of Regents approve the proposed revision of *KCTCS Board of Regents 4.12 Policy on Collaborative Program Development* as presented in the agenda materials.

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

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

**UPDATE: PROGRAM  
SUSPENSIONS REPORT**

Dr. Fultz shared 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 program 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.

Dr. Fultz shared that KCTCS in some instances is suspending more courses than approving, which is a good housekeeping measure to ensure that KCTCS is offering relevant and necessary coursework for the workforce.

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

**UPDATE: ACADEMIC  
SERVICES REPORT**

Dr. Fultz noted that major initiatives undertaken over the past six months were highlighted in a report from the KCTCS Chancellor and Vice President for Student Services to the Academic Affairs and Curriculum Committee.

Dr. Fultz shared that in collaboration with Kentucky Skills U, KCTCS officially launched GED+Plus, a new program allowing Kentucky adults to earn a GED and a college credential at the same time. This innovative program helps students earn a tuition-free certificate through co-enrollment in the Skills U GED program and short-term KCTCS courses. In four months or less, adults have the opportunity to earn their GED plus a college certificate that will prepare them for workforce opportunities at a faster rate.

Dr. Fultz noted that the Work Ready Kentucky Scholarship eliminates the financial barriers that prohibit GED + students from seeking education opportunities by providing a pathway to more than 350 college credentials and 60 careers in five high-demand industry sectors (Advanced Manufacturing, Business Service/IT, Construction/Trades, Healthcare, and Transportation/Logistics). And, KCTCS will provide a \$400 scholarship to the first 1,000 enrollees to cover expenses that are not included in the Work Ready program.

Dr. Fultz shared that the numbers of dual credit (DC) students have increased dramatically over the past few years. In an effort to increase consistency of admissions and offerings, Chancellor's Office staff worked with the Chief Academic Officers, academic leadership, Dual Credit Coordinators, and the President's Leadership Team to develop a dual credit student admission and placement policy now incorporated into the KCTCS Admissions and Placement Policy used for all students. This provides one set of guidelines for all dual credit students. A Dual Credit General Education Pathway document was also developed. This document outlines the only general education classes that will be offered by the Colleges at the high schools with a focus on ensuring that each class offered to dual credit students transfers appropriately to a university and the students lose no credits in this effort.

Dr. Fultz noted that to increase enrollment and course offering opportunities, a team of KCTCS Chief Academic Officers and staff from across the System are developing an "intercession," a course session made available between the December final exams and end of January. This short session will allow course offerings (primarily online but some hybrid/face-to-face) through each College—providing students more ways to shorten their time to degree and increasing College enrollment and tuition revenue opportunities.

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

**FINANCE,  
TECHNOLOGY, AND  
HUMAN RESOURCES  
COMMITTEE**

**INFORMATION:  
KCTCS BUDGET  
DEVELOPMENT  
SCENARIOS**

Chair Roth called upon Finance, Technology, and Human Resources Committee Chair Lisa Desmarais to make the committee's report.

Ms. Desmarais noted that the 2019-20 state appropriation to KCTCS consists of \$166,034,000 base; of this base allotment, \$1,695,000 is placed in the state performance fund. KCTCS will receive \$8,547,000 for 2019-20 performance distribution. The total appropriation KCTCS will receive from the state is \$174,581,000. In addition to state appropriations, the other primary source of funds to support the KCTCS operating budget is tuition revenue. In spring 2018, CPE established a two-year tuition rate increase ceiling for KCTCS. The two-year tuition rate ceiling as \$12 per credit hour with no more than \$8 per credit rate increase in either year of the biennia.

Ms. Desmarais shared that in 2018-19, the Board approved an increase of \$7 per credit hour. For 2019-20, an increase of \$5 per credit hour will be requested. This will yield approximately \$5.8 million in new net tuition revenue.

Ms. Desmarais shared that fixed costs such as employee benefits and property insurance are expected to increase in 2019-20. Employee benefits include the increased cost of retirement contributions to the Kentucky Employees Retirement System (KERS), health insurance coverage, workers' compensation, long-term disability, and unemployment insurance.

Ms. Desmarais also shared that KCTCS continues its commitment to sustainability by pursuing energy efficiency initiatives, including energy savings performance contracts. New energy saving contracts will be implemented in 2019-20. Five new facilities per the BuildSmart and Work Ready Skills Project Initiative are expected to come online in 2019-20.

Ms. Desmarais noted that the Board of Regents is responsible for determining the salary schedules for KCTCS faculty and staff. In 2019-20, due to the anticipated flat state appropriation and flat enrollment, feedback is desired for determining employee wage and salary increases, if any. She noted that a chart in the agenda materials distributed showed the historic budgeted increases for employee benefits cost and compensation.

Chair Roth called for discussion.

During discussion, it was noted that a salary increase was not provided last year. The committee suggested to President Box and KCTCS staff to consider a one-time, non-recurring payment to faculty and staff as part of the budget development scenarios for 2019-20.

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

**ACTION: KCTCS  
2019-20 TUITION**

**RECOMMENDATION:** That the Board of Regents approve and report to the Council on Postsecondary Education (CPE) a \$5 per student credit hour (SCH) tuition increase for 2019-20 for in-state students. This action aligns with the CPE parameter for tuition rates. The results will be the 2019-20 per credit hour tuition rates for KCTCS colleges:

In-state students: \$174  
Out-of-state students from contiguous counties: \$348  
Other out-of-state students: \$609

Ms. Desmarais noted that at its April 2018 meeting, CPE established a \$12, or 7.5 percent tuition rate increase ceiling, for the 2018-2020 biennia with a max rate increase of \$8 per student credit hour or 5 percent per year. For fiscal year 2018-19, KCTCS Regents approved an increase of \$7 per student credit hour resulting in a \$5 per student credit hour maximum increase for 2019-20. CPE also established the parameter for out of state tuition requiring that these shall be at least two times the in-state rate.

Chair Roth called for discussion.

**MOTION:** On behalf of the Finance, Technology, and Human Resources Committee, Ms. Desmarais moved that the KCTCS Board of Regents approve and report to the Council on Postsecondary Education (CPE) a \$5 per student credit hour (SCH) tuition increase for 2019-20 for in-state students. This action aligns with the CPE parameter for tuition rates. The results will be the 2019-20 per credit hour tuition rates for KCTCS colleges:

In-state students: \$174  
Out-of-state students from contiguous counties: \$348  
Other out-of-state students: \$609

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

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

**UPDATE:  
ADMINISTRATIVE  
SERVICES REPORT**

Ms. Desmarais noted the Statement of Revenues and Expenditures reflects the actual program and operational expenditures compared to the 2018-19 budget approved by the KCTCS Board of Regents, June 30, 2018. This report reflects total revenues of \$656,476,000, or 66 percent of the budgeted revenue and appropriated funds.

Ms. Desmarais shared that the Statement of Revenues and Expenses also reflects current fund expenses and budget reserve of \$408,274,000, or 48 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 \$571,916,000 as of December 31, 2018.

Ms. Desmarais noted that the supplier diversity update reflects that for 2018-19, KCTCS spent \$3.7 million of a total \$34.5 million in impactable discretionary spend with diverse suppliers. Existing diverse suppliers are providing more goods to KCTCS, as shown in the 5.6 percent increase of total suppliers contracted for 2018-19 compared to 2017-18.

Chair Roth called for discussion.

During discussion, it was noted that before voting on KCTCS tuition, the quarterly financial report should be shown. Ms. Desmarais shared that the quarterly financial report is only a snapshot of the entire financial picture that the Board considers. It was also noted that the quarterly financial reports are sent out in the agenda materials before the meetings.

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

**UPDATE:  
TECHNOLOGY  
SOLUTIONS REPORT**

Ms. Desmarais shared that Vice President Czarapata gave a presentation on KCTCS Cybersecurity to the Committee. She noted that he also reviewed the KCTCS Cybersecurity programs and methods that are implemented to protect KCTCS data.

Ms. Desmarais noted that in 2018, KCTCS Technology Solutions blocked over 164,000,000 malicious emails. The largest risk to KCTCS is phishing and students, faculty, and staff giving their passwords and personal information to criminals.

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

**UPDATE: OFFICE OF  
AUDIT SERVICES  
REPORT**

Ms. Desmarais noted that Mr. Mike Murray, KCTCS General Counsel, introduced Mr. Ralph Kimbrough, Office of Audit Services (OAS), who provided the semi-annual report on the activities of the OAS to the Committee.

Ms. Desmarais noted that the OAS found several opportunities for continued operational improvement; however, there were no significant issues or adverse indicators regarding financial integrity, threats to institutional reputation or other areas of major concern found upon conducting reviews.

Ms. Desmarais shared that there are several pending audits that will be completed in the future. OAS will also continue to assist the external auditors and perform continuing audits such as financial aid verifications, a new initiative of OAS, and grant accounting reviews.

Ms. Desmarais noted that the audit plan for 2019-20 entails management audits, special reviews, and continuing audits. She shared that the KCTCS overall risk profile is low based on this assessment. For FY 2019, the highest relative risk units are Student Financial Aid at a 4.2 high risk; Purchasing at a 3.8 high risk; Federal and State Grants and Contracts at a 3.6 high risk; Payroll and Human Resources/Organizational Development at a 3.2 medium risk; and Procurement cards at a 3.2 medium risk.

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 Executive Committee 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 12:15 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: Dr. Fultz moved, and Dr. Fletcher 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 12:30 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  
ADJOURNMENT**

Chair Roth announced that the next regular meeting of the KCTCS Board of Regents is scheduled for June 13-14, 2019 at Jefferson Community and Technical College, Louisville, Kentucky.

Mr. Stevens moved that the meeting adjourn. Mr. Shaw seconded the motion.

**VOTE:** The motion was approved unanimously, and the meeting adjourned at 12:31 p.m. (ET).

06/14/19  
Date Approved by the  
KCTCS Board of  
Regents

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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

**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.