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MINUTES
KCTCS Board of Regents
Executive Committee Meeting
September 19, 2019

Committee Members Present:

Dr. Gail R. Henson, Committee Chair
Ms. Lisa Desmarais, Committee Vice Chair - -
*participated via Skype and pursuant to Board of Regent
Bylaws 8.3 and KRS 61.826, and will be permitted to
cast votes during a video teleconference.*

Ms. Marcia L. Roth
Mr. James Lee Stevens
Mr. Mark A. Wells

Ms. Mary R. Kinney, Secretary
Dr. Angela Fultz

CALL TO ORDER

Committee Chair Dr. Gail R. 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 September 19, 2019. The meeting was held in in the Hal Rogers Advanced Technology Center, Room 208, of the Health Sciences Hall at the Pikeville Campus of Big Sandy Community and Technical College in Pikeville, Kentucky. The press was notified of the meeting on September 12, 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 Henson asked if there were any corrections to the June 13, 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
PRESIDENT'S 2019-
20 PERFORMANCE
GOALS AND
OBJECTIVES**

RECOMMENDATION: The KCTCS Board of Regents approve the proposed *KCTCS President Box's 2019-20 Performance Goals and Objectives and Performance Review Timeline* (Attachment A).

Chair Henson noted that pursuant to the *KCTCS Board of Regents Policy 2.5 – KCTCS President's Performance Review* (Attachment B) and the *KCTCS Procedure for Evaluation of the President* (Attachment C), President Box has developed the attached *2019-20 Performance Goals and Objectives* (Attachment A). President Box was asked to introduce and discuss these goals and objectives and to discuss the 2019-20 Performance Review Timeline for a proposed change. The change is to forgo the draft "progress report" that has been distributed to the Board at the March Board meeting.

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President Box shared that the President’s Leadership Team (PLT) retreat helped him to determine what his focus should be for 2019-20. After the retreat, President Box wanted to address the simple question of, “What does ‘winning’ look like for KCTCS?” and to use that question to drive the System toward the mission of being a world-class statewide community and technical college system that produces a globally competitive workforce.

President Box noted that the feedback from the Board and PLT resulted in shortening of his Goals and Objectives, in order to become laser-focused on top priorities. The 2019-20 Goals and Objectives focus on prominence, growth, and sustainability. President Box shared details on each goal (see Attachment A).

Chair Henson called for discussion.

During the discussion, President Box and Chancellor Williams addressed the questions regarding additional funding for nursing and the how the shortage of clinical sites would be addressed.

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

MOTION: Ms. Roth moved, and Ms. Kinney seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve the proposed *KCTCS President Box’s 2019-20 Performance Goals and Objectives* (Attachment A).

VOTE: The motion was approved unanimously.

Regent Desmarais asked Regent Kinney to present the Executive Committee report at the full Board meeting since she was presenting by Skype.

Chair Henson moved to the next agenda item.

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

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

Chair Henson called on President Box to present the agenda item. President Box introduced Dr. Larry Ferguson, ACTC 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

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be submitted to the KCTCS Board of Regents for approval at least once every three years.

Dr. Ferguson noted that the full-time faculty and staff as well as the ACTC Board of Directors support and endorse the college's proposed revised mission. The college conducted both community and employee forums during the spring 2019 semester. These forums included a review of the college's mission as well as a review of the strategies and objectives used to achieve the mission. Dr. Ferguson led each of the forums.

Dr. Ferguson shared the majority of feedback received from the groups who attended the forums was the current mission statement was too long and that there was widespread support for the current mission tag line "Teach with excellence. Serve with passion. Learn for life." College feedback also included comments that the college needed to include the term "community" within its mission.

Dr. Ferguson noted that the proposed mission is shorter in length than the current version, added the phrase "strengthening our communities," and revised the main points of the mission to read, "Educate with excellence. Serve with purpose. Succeed for life."

The ACTC Board of Directors unanimously endorsed the revised mission and the employees overwhelmingly supported the revised mission.

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

MOTION: Dr. Fultz moved, and Ms. Kinney seconded, that the Executive Committee recommend that the KCTCS Board of Regents approve a revised mission statement for Ashland Community and Technical College (ACTC) 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
SOMERSET
COMMUNITY
COLLEGE**

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

Chair Henson called on President Box to present the agenda item. President Box introduced Dr. Carey Castle, SCC President/CEO, who assisted with the presentation.

Dr. Castle noted that the SCC Executive Council was charged with conducting an annual review of the current mission statement. The Executive Council reviewed the current mission statement and each Executive Council member wrote their version of a new mission statement.

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On April 30, 2019, the Executive Council voted and narrowed the mission statement down to two versions.

Dr. Castle shared that all areas of the college were represented to ensure the mission statement reflected the needs of the entire SCC service area and constituent groups.

On May 3, 2019, Dr. Castle noted that the two versions of the mission statement were presented at a faculty meeting for input and suggestions. The two versions of the mission statement were emailed to all Somerset Community College employees for input and suggestions on May 8, 2019. The two versions of the mission statement were presented at a staff meeting on May 31, 2019.

Dr. Castle noted that on June 5, 2019, a strategic plan committee was formed and met to review all comments and suggestions from employees. From those suggestions, the proposed mission statement was created. On July 25, 2019, the SCC Board of Directors approved the proposed mission.

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

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

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

**INFORMATION:
ANNUAL KCTCS
BOARD OF
REGENTS
ASSESSMENT FORM**

Chair Henson noted that she would be presenting this agenda item. She noted that the agenda item was an Information item and is being presented for discussion. After the discussion, the agenda item will be brought back at the December meeting as an Action item and will require a vote by the Executive Committee and the full Board.

Chair Henson noted that last year, the Board of Regents completed its first assessment of its own performance for the 2017-18 year. The Board Assessments are now required for governing Boards by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). After the announcement of this new requirement, SACSCOC requested that all governing Boards begin these evaluations before October 2018. Chair Henson shared that an assessment form was drafted by Assistant Secretary to the Board, Hannah Rivera after reviewing several Association of Governing Boards resources, including an AGB publication entitled, "Assessing Board Performance: A Practical Guide for College, University, System, and Foundation Boards." Numerous Board assessments from other community colleges and universities were also reviewed in order to

create the assessment form. The form was introduced and voted on at the September 2018 Board of Regents meeting. This was done quickly in order to meet SACSCOC's request.

Chair Henson noted that after the assessment form was approved, Board members were asked to complete the form via Survey Gizmo in October 2018. This was done so that responses to the surveys could be properly tallied and received anonymously. At the December 2018 Board meeting, the then-EEA Chair Karen Finan presented the results to the full Board.

At the March 2019 regularly scheduled EEA Committee meeting, the EEA Committee discussed the report that had been delivered in December and talked about whether recommendations for Board performance improvement were needed based on the results. As a result of that discussion, an additional EEA Committee meeting has been added to the annual calendar for September. At the March 2019 meeting, a timeline to dictate how the future assessments would be conducted was approved.

Chair Henson shared that it was determined that at each September meeting, the Executive Committee would review the assessment form as an information item. In December, the form will be brought back to the Executive Committee – either as-is with no changes or with recommended revisions that are discussed. Once the form is approved after the December meeting, the EEA Chair will distribute the form to the entire Board, everyone will participate in the assessment, and the EEA Chair will collect and compile the results before the March EEA meeting. The EEA Chair will report the assessment summary each year at the March EEA Committee meeting, ask for discussion, and provide an opportunity to discuss how the Board can improve its performance and practices. If changes or improvements are determined to be in the best interest of the Board at the March EEA meeting, those will be voted on officially at the June meeting.

Chair Henson noted that the timeline allows for continuous quality improvement. The timeline gives Regents an opportunity to evaluate how the Board is doing and make changes to the schedule, practices, and focus annually. She noted that it was important to remember that the point of the assessment is not to evaluate individual Board members.

Chair Henson discussed the parts of the assessment form. The form has three sections: Board performance; Board practices; and three open-ended questions.

Chair Henson called for discussion.

During the discussion, Regent Desmarais asked if the feedback from the March 2019 EEA Committee meeting was addressed. Chair Henson noted after the March EEA meeting discussion, it was determined that an additional EEA meeting would be added to the Board agenda each

September. The purpose of the additional EEA meeting is “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.” The September EEA meeting occurred directly before this Executive Committee began, so yes, the feedback had been addressed and implemented.

Chair Henson shared that no changes to the form was discussed, so the form will be brought to the December meeting for approval.

Chair Henson moved to the next agenda item.

**INFORMATION:
PROCEDURES FOR
THE KCTCS BOARD
OF REGENTS
OFFICER
ELECTIONS**

Chair Henson noted that she would be presenting this agenda item. She noted that the agenda item was an Information item and is being presented for discussion. After the discussion, the agenda item will be brought back at the December meeting as an Action item and will require a vote by the Executive Committee and the full Board.

Chair Henson shared that the KCTCS Board of Regents has a Board Bylaw that governs the Board Officer elections. The Bylaw states, *Every year the Board shall elect from its membership for a one-year term a Chair, a Vice Chair, a Secretary, and such other officers, as it may deem necessary. The Chair shall not serve for more than two consecutive terms. Officers shall serve until their respective successors have been appointed and qualified. The Board shall appoint a Treasurer not from its membership pursuant to KRS 164.330. In the event a vacancy occurs prior to the end of the term of an officer, the Board shall hold a special election to fill the office for the unexpired position of the term.*

Chair Henson noted that until the past year’s election, the bylaw has served the Board well and there was no need for anything further to govern the elections. She shared that it has been Board practice for the Chair to appoint a Nominating Committee which meets during or prior to the June Board meeting. The Nominating Committee recommends a slate of officers to the full Board and the vote is taken. However, this year (unlike previous years), there were multiple Regents interested in the same position, and some Regents interested in more than one position. When the Nominating Committee met on June 13, 2019, it became clear that there was some contention about the election process.

After the Nominating Committee meeting, Assistant Secretary to the Board Hannah Rivera, and Parliamentarian Mike Murray, drafted a set of procedures that are being proposed to accompany the current bylaw. Chair Henson noted that the bylaw will remain the same, but the procedures will support that provision, and aid in ensuring that future elections are carried out in a fair and transparent manner.

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Chair Henson shared that Ms. Rivera and Mr. Murray consulted many resources, including Robert’s Rules of Order, best practices regarding elections, and other procedures from governing boards to draft the procedures in the agenda item (See Attachment D).

Chair Henson called for discussion.

During discussion, there was a call for the Nominating Committee to be disbanded and for nominations to come before the full Board at the meeting. Board members could nominate themselves or be nominated by another Board member. It was noted that the it should not matter if the Board member was an appointed member or an elected member and that any Board member (regardless of time on Board or experience) could serve in any leadership role.

Chair Henson announced that this feedback would be taken into consideration and revisions made to the proposed procedures. The revised version will be brought to the December meeting for approval.

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

NEXT MEETING

The next regular meeting of the KCTCS Board of Regents Executive Committee is scheduled for December 5, 2019, at the KCTCS System Office, Versailles, Kentucky.

ADJOURNMENT

Mr. Stevens moved, and Ms. Roth seconded, that the Executive Committee adjourn.

VOTE: The motion was approved unanimously, and the Executive Committee adjourned at 1:12 p.m. (ET).

12/05/19

Date Approved by the
Executive Committee

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

Mary Bosley-Kinney, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President

2019-20 Goals and Objectives

KCTCS President Jay K. Box

PERFORMANCE REVIEW TIMELINE

August 2019: Dr. Box submits to Chair Henson a draft of his Goals and Objectives for this evaluation period.

September 2019: Board Executive Committee receives Dr. Box's 2019-20 Goals and Objectives. The Executive Committee votes to recommend to the full Board the approval of Dr. Box's Goals and Objectives. Full Board takes action on the Executive Committee's recommendations.

Mid-May 2020: Dr. Box presents to Board his accomplishments.

Mid-May 2020: Chair Henson distributes to the full Board the presidential evaluation form and sets a deadline for the return of the evaluation form to her.

Before June 2020 Board Meeting: Chair Henson will meet with Dr. Box to discuss the evaluation results.

June 2020 Board Meeting: The Board will take action on the evaluation of Dr. Box. Chair Henson appoints Ad-hoc committee to review Dr. Box's contract and compensation. Any revisions to Dr. Box's contract will be discussed and approved at that meeting.

July 2020: Ad-hoc committee meets to review Dr. Box's contract and compensation and sends recommendation for revisions to Chair Henson

September 2020: Board takes action on any changes to Dr. Box's contract and compensation. Dr. Box will present his 2020-21 Goals and Objectives to the Board for approval.

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OVERARCHING VISION DRIVERS FOR 2019-20

In 2016, the KCTCS Board of Regents approved a revised vision statement for KCTCS as part of the development of *The Future in Focus: KCTCS Strategic Plan 2016-22*. Our new vision is “to be a world-class system of colleges educating Kentucky’s globally competitive workforce.” Vision statements help lead us into the future, but the question we often face is “how do we know that we are getting closer to validating our vision?” Or, to put it differently, “**what does ‘winning’ look like?**”

At our May 2019 retreat of the KCTCS President’s Leadership Team (PLT), our guest speaker Mr. Bill Samuels, Jr., the retired president of Maker’s Mark, posed the “winning” question to the PLT. It’s a question that he asked himself before turning his father’s small bourbon-producing company into an international, billion-dollar empire, and it’s one that I have contemplated many times since our May retreat. It’s easy to get bogged down in strategic plans, statewide initiatives, performance funding elements, and goals of our partners...so much so that sometimes we forget the big picture. Thus, I’ve taken a step back this year to consider this simple question, “what does ‘winning’ look like for KCTCS” and to use that question to drive us toward our end goal—being a world-class statewide community and technical college system that produces a globally competitive workforce.

Following the retreat, I again posed the question to the college presidents—pressing them to give me a clear vision of what winning, as a college and a System, would look like. Although their answers varied, some common elements became clear. Based on the feedback of the presidents, below are the three goals and related objectives that I believe will make KCTCS and our colleges winners in 2019-20.

GOALS AND OBJECTIVES

Goal I: Prominence:

Increase the prominence and visibility of KCTCS within the Commonwealth and across the nation, illustrating that the System and colleges are relevant, responsive, and transformative to our stakeholders.

Objective 1: Tell Our Story within the Commonwealth—Our presidents see this as the number one priority for this year. At a time when the state and national conversations among policy makers debate whether or not a college education has value, we know our data shows that our graduates are being employed and making good salaries. This objective will expand on our “Better Lives, Better Kentucky” marketing campaign from last year to include more success stories from our graduates and testimonials from stakeholders with a focus on how KCTCS is relevant, responsive, and transformative.

Objective 2: Maintain and Expand National Recognition—In the last couple of years, KCTCS has gained national recognition that placed our System in Top 10 rankings in various categories. In addition, I have continued to serve on national boards, working

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groups, and organizations in order to influence federal policy and to help reinforce KCTCS' status as a national leader in community college education. This objective will focus on maintaining and expanding the national recognition of not only the System but also of our individual colleges.

Objective 3: Meet Employers' Expectations—Companies are major stakeholders for KCTCS as they hire our graduates. This objective will focus on meeting the expectations of employers while acquiring their support to advocate for the System with Kentucky's policy makers.

Goal II: Growth:

Focus on enrollment growth, student persistence, and student success by affirming affordability, shortening time-to-degree, and scaling innovation.

Objective 1: Affirm Affordability—The media and policy makers tend to frame higher education as “unaffordable” because of rising tuition rates across all sectors of postsecondary education. And, although KCTCS' tuition is still less than half of all of Kentucky's four-year public universities, we do have some students who struggle with paying for a college education. This objective will focus on educating students on the availability of financial resources—including federal and state financial aid, scholarships, and student loans. In addition, this objective will promote to the general public our affordability and our return-on-investment (ROI).

Objective 2: Shorten Time-to-Degree—Time is our enemy in higher education as employers want us to turn out graduates faster to meet their workforce shortages and as most adult students struggle to commit to two years or more to complete a credential. I have been promoting recently that KCTCS puts students on the “career freeway” with five distinct on-ramps (dual credit students, high school graduates, adults returning to college for a new career, GED-seeking students who co-enroll with us, and working adults who “upskill” through our customized workforce training opportunities) that get students started on their career journey. But more importantly, the freeway provides multiple exit ramps that allow students to leave us after earning short-term certificates and going directly to work or to move quickly through degree programs that include an apprenticeship or work-and-learn experience that gives them a leg up in their future employment. This objective will initiate new or expand on known best practices that will shorten the time it takes for students to obtain a college credential.

Objective 3: Scale Innovation—Although promoting our affordability and shortening our time-to-degree should attract more students to our colleges, the ability to sustain enrollment growth, increase student persistence, and obtain a higher level of student success is dependent on scaling innovation throughout our System. For the last two years, I have dedicated three-quarters of a million dollars in innovation grants to our colleges. Seven different colleges have received those funds. This objective will focus on scaling these

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proven initiatives and rewarding even more innovative proposals that will help grow our enrollment, especially among our adult population.

Goal III: Sustainability:

Improve the fiscal health of the System and colleges through advocating for the Commonwealth to reinvest in higher education and by seeking alternative revenue sources.

Objective 1: Advocate for Reinvestment—This spring the General Assembly will be considering the 2020-22 biennial budget. After a disinvestment in higher education funding for 11 straight years, there is hope that the legislature will find additional funding for KCTCS as well as our eight public universities. Specifically, KCTCS will be requesting: 1) to fund the Performance Funding pool at the requested level of the Council on Postsecondary Education, 2) to increase the dual credit tuition rate from one-third the KCTCS tuition rate to one-half our rate, 3) to award a special multi-million dollar allocation to KCTCS to expand our registered nursing programs at each of our 16 colleges, and 4) to fund an Asset Preservation pool that will allow KCTCS colleges access to millions of dollars for upgrading current facilities. However, there will be many competing requests for the General Assembly to consider. This objective will focus on the role KCTCS employees, students, and stakeholders will play in advocating for this reinvestment.

Objective 2: Grow Alternative Revenue Sources—Kentucky is one of the few states in the nation which is overwhelmingly funded by state appropriations and tuition dollars. The reductions in state funding and the limited tuition-rate increases have meant that our colleges' operations have suffered and that we have not been able to give meaningful salary increases to our faculty and staff. This objective is focused on developing new and expanding existing alternative revenue sources. In addition to securing more local, state, federal and private grants, this objective will call for more solicitation of private investment in our colleges and for additional philanthropic endeavors. If achieved, the additional resources will help us shore up operational necessities and better position us to consider increasing employee compensation in 2020-21.

KCTCS BOARD OF REGENTS POLICIES

2.5 KCTCS President’s Performance Review

In accordance with the statutory authority of the Commonwealth of Kentucky, the Board of Regents of KCTCS shall exercise jurisdiction over KCTCS. This policy establishes the personnel rules for the annual performance review of the KCTCS President by the Board of Regents.

The purpose of the President’s annual performance review is to assess the individual performance of the President, the effectiveness of the President’s leadership of the System, and the President’s commitment to the progress of the System.

The performance review shall include the following elements:

- 1. An established performance review period;
- 2. An established performance review schedule that indicates the manner and timeline for the presentation of performance and assessment data;
- 3. The President’s assessment of his or her accomplishments, progress in established performance objectives, and satisfaction of job duties and responsibilities; and
- 4. The Board’s assessment of the President’s accomplishments, progress in established performance objectives, and satisfaction of job duties and responsibilities.

The Board of Regents shall establish process and procedure for implementing the requirements of this policy.

<u>6-10-05</u>	<u>9-18-15</u>	<u>6-10-05; 9-18-15</u>
Date Approved by KCTCS Board of Regents	Date of Last Review	Date of Last Revision <i>(Include all dates in chronological order)</i>
 SIGNATURE ON FILE	 9-18-15	 SIGNATURE ON FILE
 <u>Chair, Board of Regents</u>	 <u>Date</u>	 <u>President, KCTCS</u>
		<u>9-18-15</u> Date

**Procedures for the Evaluation of the President of the
Kentucky Community & Technical College System (KCTCS)**

Authority for Procedures: These procedures are created and implemented pursuant to the authority of KRS 164.350(1)(b); KRS 164.360(1)(b); KRS 164.365; KRS 164.5807(1); KCTCS Board of Regents Policy 2.5; and the KCTCS Board of Regents Bylaws Section 13 (Rev. June 12, 2009).

Purpose of President's Evaluation: The purpose of these procedures is to ensure the proper evaluation of the President of the KCTCS in accordance with the duties of the President, and the goals and objectives established by agreement between the Board and President and by vote of the Board as delineated herein.

Accountability: Periodic evaluation of the President reinforces the value of accountability for the President's decisions and actions in providing leadership for the KCTCS, one of the nation's premiere community and technical college systems. By setting a timetable and framework for the President's evaluation, the KCTCS Board of Regents provides a tool for assessing leadership and institutional goal achievement.

Procedures: The Board of Regents shall perform a Presidential evaluation on an annual basis and in compliance with all laws, KCTCS policies, and contractual obligations.

1. **Performance Review Period:** At the start of the performance review period, the Board, a special committee of the board appointed pursuant to the KCTCS Board of Regents Bylaws, or the Board's designee shall meet with the President to determine the goals and objectives on which the President shall be evaluated in alignment with the duties of the President as set forth in the Board of Regents Bylaws.
2. **Approval of Goals and Objectives:** The goals and objectives shall be reduced to writing and considered for approval by the Board. If the Board meets as a whole with the President, the Board shall approve the goals and objectives for evaluation at the meeting between the President and the Board. If the Board designates a special committee or a designee, the Board shall act upon the recommendation of the committee or designee at the next regular meeting of the Board.
3. **Evaluation Form:** The Board shall develop an evaluation form based upon the goals and objectives negotiated by and between the President and the Board and approved or ratified by the Board.
4. **Board Participation:** All Board members who are properly authorized to participate shall fulfill their duty to the KCTCS through full participation in the evaluation process for the KCTCS President. Participation shall include completion of the approved form for the Annual Evaluation of the President's Performance and Effectiveness.
5. **Report:** Once all evaluation forms are completed and returned, the Board Chair, the chair of the special committee of the board appointed pursuant to the KCTCS Board of Regents Bylaws, or the Board's designee shall prepare a written report analyzing the data which shall be provided to the Board and the President.

6. Opportunity to Respond and Append: The Board shall provide the President with the opportunity to respond to the analyzed, compiled, and reported data. The President may respond through a written report to the Board based upon the established goals and objectives.

7. Final Evaluation: The Board and the President shall meet to review its written evaluation report along with the written response from the President, if any. After approval by the Board, the Board's written evaluation report along with the written response from the President, if any, shall become the Board's final evaluation of the President. The President's evaluation report shall only be considered final with the appended response, if provided. The final report shall be made available to the public pursuant to the Kentucky Open Records Act.

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.

**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. Appointment of a Nominating Committee:** Before the June Board meeting, the Board Chair shall appoint a Nominating Committee consisting of three to five Regents and designate a committee chair. The Nominating Committee is an ad-hoc committee which shall operate at the discretion of the Board Chair. Membership of the committee, once determined, shall be announced to the Board of Regents. Members of the Nominating Committee are ineligible to run for an officer position, regardless of whether his or her nomination comes via the Nominating Committee or from-the-floor; therefore, if a Regent is seeking election or would accept a floor nomination and is asked to serve on the Nominating Committee, he or she should decline the invitation.
- 2. Role of the Nominating Committee Chair:** The Nominating Committee Chair shall establish a deadline in advance of the June meeting by which any Regent may submit nominations, including self-nominations, for Board officer positions.

Before or at the close of the deadline, the Nominating Chair shall contact each nominated Regent and request the submission of a statement of interest and qualifications (see Appendix A). Regents may attach brief accompanying documents to their statement of interest and qualifications (such as a resumé). To be considered for a position, a Regent must submit a statement of interest and qualifications to the Nominating Chair; those who do not will be disqualified.

If a Regent wishes to withdraw his or her nomination before the election, he or she may do so by expressing this to the Nominating Chair. If a Regent wishes to be considered for other positions other than for what he or she was nominated for, he or she shall express this interest to the Nominating Chair.

The Nominating Committee will only consider Regents for the positions for which they were nominated and for which they have expressed interest. The Vice Chair is not a Chair-Elect and therefore does not automatically “inherit” the Chair position.

The Nominating Committee Chair shall collect and compile the statements of interest and qualifications, along with any attachments, from the Regent candidates in advance of the Nominating Committee meeting. These documents shall be distributed to all members of the Nominating Committee at or before the meeting.

3. **The Nominating Committee:** The Nominating Committee may hold a special meeting to conduct its business or may meet during the June meeting dates in advance of the full Board meeting.

The Nominating Committee is charged with receiving and considering all nominations for officer positions (other than from-the-floor nominations) and making a recommended slate of nominees to the full Board. The Nominating Committee has wide discretion in selecting nominees and should nominate qualified candidates who can and will make decisions that promote the best interests of KCTCS and that facilitate its mission objectives. The committee shall not conduct any independent inquiry or consider in its deliberations any improper or untimely submitted item. Discussions had by the Nominating Committee shall be confidential to the Committee in order to allow for free and open discussion.

The Committee Chair shall call the vote for nominations for each individual position to create the slate of nominees. A simple majority vote shall carry.

In the event of a tie, the Assistant Secretary shall blindly draw one name of the candidates from the tie pool to serve as the nominee.

4. **Board Action:** The Nominating Committee Chair shall make the Committee’s report to the full Board at the appropriate time. For each position, the Committee Chair shall announce the Committee’s nominee. The Committee Chair need not explain the deliberations or opinions about why a nominee was chosen or which other candidates were considered, as the Committee discussion should remain confidential.

Following the announcement of the Committee’s slate, the Board Chair shall open the floor for debate and discussion. Once a reasonable time for debate and discussion has occurred, the Board Chair shall call for a *Motion to Vote the Slate*. If the motion carries, the Board Chair shall call the vote on the entire slate of candidates at once, as recommended by the Nominating Committee. In this instance, no floor nominations will be considered and the election of officers will be completed.

If the *Motion to Vote the Slate* does not carry, the Board Chair shall call the vote on each officer position individually in the order of Chair, Vice Chair, and Secretary. For each position, the Board Chair shall call for nominations from the floor and allow a reasonable period of time for such nominations. Any Regent may make a floor nomination, including self-nominations.

Regents nominated from the floor shall accept or reject the nomination. Candidates who accept a nomination from the floor may make a statement when they accept the nomination to indicate relevant information about themselves and the reason for their acceptance.

After all nominees from the floor have been announced and acceptance or rejection has been indicated, the Board Chair shall call for the vote. At this time, Board members may vote on all nominees, whether recommended by the Nominating Committee or from the floor for the positions for which they were nominated.

It is at the discretion of the Board Chair to determine how to take the vote (voice, secret ballot, show of hands, etc.). The votes for each position shall be tallied and recorded into the minutes. If the vote is by written ballot, all ballots are subject to review by any Board members. Each vote shall be announced before proceeding to the next officer position and allowing for nominations from the floor.

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

Appendix A: Statement of Interest and Qualifications

KCTCS Board of Regents Elections

Statement of Interest and Qualifications for Board Officer Position

Name: _____

For what position would you like to be considered? _____

If you are not chosen for this position, may the Committee consider you for other positions?
If so, please indicate which:

Please indicate whether you are appointed or elected: _____

If elected, please specify whether you are faculty or staff, and indicate your college:

How long have you served on the Board of Regents?

Have you previously held an officer position? If so, when?

Please explain why you wish to serve in the position and your qualifications for such service. You may attach a resumé or other brief documentation for the Nominating Committee to review.