

Minutes
Kentucky Community and Technical College System
Board of Regents Meeting
June 12, 2020

Board Members Present:

- Ms. Lisa V. Desmarais
- Ms. Karen Finan
- Dr. Wendy Fletcher
- Dr. Angela Fultz
- Mr. Chris J. Girdler
- Dr. Gail R. Henson
- Mr. Jonathan McDermott
- Ms. Rhonda Rose
- Ms. Marcia L. Roth
- Mr. James Lee Stevens
- Ms. Jacqi Teehan
- Ms. Tammy C. Thompson
- Mr. Mark A. Wells

Board Members Absent:

- Mr. Damon Allen - *joined the meeting at 10:57 a.m.

Call to Order:

KCTCS Board of Regents Chair Gail Henson called to order the meeting of the Kentucky Community and Technical College System Board of Regents at 9:00 a.m. (ET) on June 12, 2020. The meeting was held virtually via Microsoft TEAMS. The press was notified of the meeting on June 3, 2020. Hon. Michael Murray, KCTCS General Counsel, served as parliamentarian. Before the meeting began, Mr. Murray reviewed with the Board some helpful reminders as the meeting was held virtually.

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 March 13, 2020, 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 additions or changes to the agenda.

Consent Agenda:

Chair Henson asked if there were any changes to the consent agenda. There being none, the agenda was approved as presented.

Chair's Report

Chair Henson thanked everyone for participating virtually in the Committee meetings and Board meeting. She also thanked the Board for their patience. She extended appreciation to the staff for the tremendous amount of work that went into shifting the meetings to the new virtual format. Chair Henson noted that there would not be an Executive Session to review the litigation report and deal with any confidential items. She shared that the online

format made it difficult to conduct a closed session. The Executive Session will be postponed until the September Board meeting.

Chair Henson shared that the first item of her report would be to recognize three important Regents during their last meeting. In the agenda materials there were Resolutions of Appreciation for the Board's review. She noted if the meeting were in person, she would read the resolutions aloud, but due to the virtual nature, she would not, but wanted to recognize each Regent individually:

- Regent Marcia Roth
- Regent Jonathan McDermott
- Regent Jacqi Teehan

Chair Henson thanked Regent Roth for all her work on the Board, which was extensive and progressive. She noted that Regent Roth had been on the Board since 2008 and her leadership and expertise would be missed. She then allowed Regent Roth to speak.

Chair Henson then thanked Regent McDermott and Regent Teehan, the student representatives on the Board. She noted that the students bring to the Board a unique perspective. She shared that they had served on a distinguished student panel for the Higher Education User Group (HEUG), whose attendees are from institutions across the globe who specialized in higher ed technologies, admission, student records, student finance and financial aid. She then allowed Regent McDermott and Regent Teehan to speak.

Chair Henson shared that the framed Resolutions and appreciation gifts honoring each of their service to the Board of Regents will be sent to after the meeting.

Chair Henson noted that in March, a revised Presidential Search timeline was sent to the Board and the Presidential Search Committee. Work will resume on the presidential profile in August by publishing an electronic survey and seeking input from various stakeholders, including the Board of Regents, college Presidents, and others. Once that input is received, the committee will continue its work with the search committee consultant Preston Pulliams to develop the presidential profile with the goal of publishing the profile and advertising the position by late August. She shared that revised timeline can be found in the Board OnBoard portal under the Presidential Search Resources folder.

Chair Henson noted that at the March 13, 2020 Board of Regents meeting, the Board voted for Dr. Paul Czarapata, Vice President of Technology Solutions, to serve as interim president of KCTCS beginning July 1. With the pandemic and subsequent pushback of President Box's retirement date to September 30, 2020, that new start date for Dr. Czarapata will be October 1, 2020. A contract has not yet been finalized, but will be in soon, that will outline all the necessary and usual contract provisions for Dr. Czarapata's interim period.

Chair Henson shared that she has been working with Jackie Cecil, KCTCS Human Resources Director, and Mike Murray, KCTCS General Counsel, to put into place a contract which will tentatively last until December 31, 2020 (subject to the new president's start date). Should a new president not be ready to assume the role as of January 1, 2021, Dr. Czarapata's contract may be extended on a month-to-month basis until the earlier of 1) the date KCTCS Board of Regents Chair informs the Interim President that his position is no longer needed, or 2) the new KCTCS President takes office.

Chair Henson noted that during the time as interim, Dr. Czarapata will not be serving dual roles, he will be serving only as KCTCS Interim President. Dr. Czarapata will be compensated at the same annual rate as President Box. He will be compensated for his role as interim president only – not his role as interim president plus his normal salary of Vice President. His benefits will remain the same as they are in his Vice President role. After his interim period ends, Dr. Czarapata will resume his current Vice President position.

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

KCTCS President's Report

Chair Henson called upon KCTCS President Jay K. Box to make the report. She noted that she had asked the Board what questions they had surrounding COVID-19 and how it was affecting the System. She expressed appreciation to President Box for changing the quarterly President's Report into a special report that only focused on the pandemic and its effects on KCTCS.

KCTCS President Box shared with the Board the processes followed by each of our colleges and the KCTCS System Office, including naming a designated Healthy at Work Officer at all 16 Colleges and at the System Office.

President Box noted that an update about Performance Measures for the *KCTCS Strategic Plan 2016-22* will be provided at the September meeting.

Chair Henson called for discussion after complimenting President Box and his entire team on the handling of the COVID-19 KCTCS response.

During discussion, Regent Desmarais expressed gratitude to President Box and his entire staff for the detailed report.

Chair Henson called for further discussion there being none, she moved to take a recess.

RECESS: The Board recessed at 10:19 a.m. (ET) and reconvened at 10:28 a.m. (ET).

Consent Agenda:

Chair Henson asked if there were any changes to the consent agenda. There being none, the agenda was approved as presented.

Chair Henson moved to the Executive Committee report.

Executive Committee:

Chair Henson called upon Vice Chair Lisa Desmarais to make the committee's report.

Information: Policy Revision KCTCS Board of Regents Policy 7.4 – Recognition of Independent Foundations

Ms. Desmarais noted that KCTCS President Box and Vice President Mohler provided a presentation on the process followed to make changes to the policy.

Ms. Desmarais shared that currently, all recognized foundations are out of compliance with Policy 7.4 as it is currently written. The policy had not been revised since 2005. The proposed policy revisions align the policy with industry best practice and KCTCS prevailing current practice. These revisions simplify the policy to the most critical elements to protect the interests of KCTCS and designate official recognition of an independent foundation.

The policy recommendation with the related administrative policy and procedures have been vetted and recommended by the Presidents of each KCTCS College, their Chief Advancement Officer, who also serves as Executive Director of their respective related foundation, and the KCTCS General Counsel.

The revised policy with its implementing administrative policy and procedure help facilitate a consistent standard of professionalism, ethics, confidentiality, accountability, and donor expectations across the charitable organizations designated with recognized foundation status.

Chair Henson called for discussion.

During discussion, Regent Desmarais noted that an audit of all KCTCS Board Policies needs to be made soon.

Action: KCTCS President's Annual Performance Review

RECOMMENDATION: That the KCTCS Board of Regents approve the 2019-20 annual evaluation of President Box.

Ms. Desmarais noted that on May 15, 2020, President Box distributed his final accomplishments report for his fourth annual performance review to the Board so they could conduct the performance review prior to this meeting. On May 15, 2020, Chair Henson distributed the evaluation instrument form (Attachment A) 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).

Ms. Desmarais noted that Chair Henson met virtually with President Box on June 9, 2020, to review the Board's responses and share a written report containing the Board's feedback. Chair Henson prepared the evaluation report from the responses she received. It was noted that 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. Ms. Desmarais noted that President Box shared highlights from each Goal and Objective in his report.

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

MOTION: On behalf of the Executive Committee, Ms. Desmarais moved that the KCTCS Board of Regents approve the 2019-20 annual evaluation of President Box.

Chair Henson called for the vote. Chair Henson asked Mr. Murray as parliamentarian to conduct the roll call vote.

Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, yes; Regent McDermott, yes; Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, yes.

VOTE: The motion was approved unanimously.

Chair Henson moved to the Finance, Technology, and Human Resources Committee report.

Finance, Technology, and Human Resources Committee:

Chair Henson called upon Finance, Technology, and Human Resources Committee Chair Mark Wells to make the committee's report.

Action: 2020-2021 KCTCS Tuition.

RECOMMENDATION: The KCTCS Board of Regents approve and report to the Council on Postsecondary Education (CPE) a \$5 per student credit hour (SCH) tuition increase recommended by CPE staff to the CPE Board for 2020-21 for in-state students. This action aligns with the CPE's tuition rate structure at Kentucky's public postsecondary education institutions for 2020-21. The result will be the following 2020-21 per credit hour tuition rates for KCTCS colleges:

In-State Students	\$179
Out-of-State Students	
From Contiguous Counties	\$358
Other Out-of-State Students	\$627

Mr. Wells noted that KRS 164.020 gives the Council on Postsecondary Education (CPE) the authority to determine tuition rates for Kentucky's state-supported universities and KCTCS. CPE staff recommended to its CPE Board a \$5 per student credit hour (SCH) tuition increase for 2020-21 for in-state students for KCTCS.

In recognition of the uncertainty created by the COVID-19 pandemic, and the resulting financial impact to students, workforces, and to Kentucky's public postsecondary education institutions, at its April 24, 2020, meeting, CPE adopted a no ceiling rate structure for tuition for 2020-2021. This no ceiling rate structure gives the governing boards of KCTCS and the universities the flexibility they need to set tuition for 2020-21, taking into consideration the unique circumstances surrounding COVID-19.

Despite the CPE Board's action to allow for a tuition increase outside of any ceiling parameters, it is KCTCS's recommendation that the Board of Regents follow CPE's staff recommendation of the \$5 per SCH tuition increase. CPE also established the same parameters for out-of-state tuition rates requiring that these shall be at least 3.5 times the in-state rate. KCTCS's recommended 2020-21 out-of-state tuition rates are consistent with the CPE structure for out-of-state tuition and continue the out-of-state rate structure that KCTCS has used for the past several years.'

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

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Wells 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 recommended by CPE staff to the CPE Board for 2020-21 for in-state students. This action aligns with the CPE's tuition rate structure at Kentucky's public postsecondary education institutions for 2020-21. The result will be the following 2020-21 per credit hour tuition rates for KCTCS colleges:

In-State Students	\$179
Out-of-State Students	
From Contiguous Counties	\$358
Other Out-of-State Students	\$627

Chair Henson called for the vote. Chair Henson asked Mr. Murray as parliamentarian to conduct the roll call vote.

Regent Desmarais, no; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, no; Regent Henson, yes; Regent McDermott, yes; Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, yes.

VOTE: The motion was approved by majority vote.

Chair Henson moved to the next agenda item.

Action: 2020-2021 KCTCS Salary Schedule.

RECOMMENDATION: The KCTCS Board of Regents approve the 2020-21 KCTCS Salary Schedule (Attachment C) which includes salary ranges for regular full-time faculty and staff. The KCTCS Board of Regents must approve funding for the salary schedule within the KCTCS annual budget.

Mr. Wells noted that the proposed 2020-21 KCTCS Salary Schedule has been designed with consideration of available resources, best practices, and market conditions. The 2020-21 KCTCS Salary Schedule reflects monthly salaries to accommodate the period of assignment in months for regular full-time faculty and staff. Faculty assignments range from 10 to 12 months. Staff assignments range from 9 to 12 months. Regular, full-time positions are slotted into the salary bands of the schedule with consideration of benchmark pricing, internal equity, and academic rank.

The KCTCS Board of Regents last revised the salary schedule at the June 9, 2017, meeting. In 2019-20, no changes were made to the salary schedule and no changes are being requested for the 2020-21 schedule.

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

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Wells moved that the KCTCS Board of Regents approve the 2020-21 KCTCS Salary Schedule (Attachment C) which includes salary ranges for regular full-time faculty and staff. The KCTCS Board of Regents must approve funding for the salary schedule within the KCTCS annual budget.

Chair Henson called for the vote. Chair Henson asked Mr. Murray as parliamentarian to conduct the roll call vote.

Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, yes; Regent McDermott, yes; Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, yes.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Regent Allen joined the meeting at 10:57 a.m.

Action: 2020-2021 KCTCS Annual Budget.

RECOMMENDATION: The KCTCS Board of Regents adopt the 2020-21 budget resolution (Attachment D) regarding the 2020-21 Annual Budget for the Kentucky Community and Technical College System. This budget and its provisions will be effective July 1, 2020, through June 30, 2021.

Mr. Wells noted that the annual budget directs the use of financial resources available to KCTCS to help achieve the mission and vision of KCTCS. This budget places the highest priority on students and the effective and efficient use of available resources.

The 2020-21 KCTCS budget funds fixed cost increases in current employee benefits programs and funds the cost of faculty promotions. It funds fixed cost increases in utilities and facility insurance and, the systemwide operations and support programs, the Fire Commission, and the Kentucky Board of Emergency Medical Services. The KCTCS President's Leadership Team supports the recommended budget.

The proposed resolution (Attachment D) provides for adequate fiscal control and oversight by the KCTCS Board of Regents consistent with common practice within postsecondary education institutions. At the same time, the resolution provides a reasonable amount of discretion to the KCTCS President and establishes limits and thresholds that the President cannot exceed without the expressed consent of the Board.

The proposed budget and its provisions will be effective for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

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

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Wells moved that the KCTCS Board of Regents adopt the 2020-21 budget resolution (Attachment D) regarding the 2020-21 Annual Budget for the Kentucky Community and Technical College System. This budget and its provisions will be effective July 1, 2020, through June 30, 2021.

Chair Henson called for the vote. Chair Henson asked Mr. Murray as parliamentarian to conduct the roll call vote.

Regent Allen, yes; Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, yes; Regent McDermott, yes; Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, yes.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Update: Administrative Services Report

Mr. Wells noted that the Statement of Current Funds Revenues and Expenses as presented in the agenda materials, reflects actual program and operational expenditures compared to the 2019-20 budget approved by the KCTCS Board of Regents, June 14, 2019. The report reflects total revenues and appropriated fund balances of \$741,578,000 (88 percent of the budgeted revenue and appropriated funds).

It was shared that the Statement of Current Funds Revenues and Expenses also reflects current fund expenses and budget reserve of \$602,372,000 (71 percent of the expenses budgeted for the year). The Statement of Net Position as presented in the agenda materials, 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 \$139,206,000 as of March 31, 2020.

Mr. Wells shared information from the Facilities Management and Sustainability Report. The report provided online details KCTCS capital construction projects, facilities support services, sustainability initiatives, and facilities utilization.

Chair Henson called for discussion there being none, she moved to take a recess.

RECESS: The Board recessed at 11:14 a.m. (ET) and reconvened at 11:20 a.m. (ET).

Chair Henson moved to the Academic Affairs and Curriculum Committee report.

Academic Affairs and Curriculum Committee:

Chair Henson called upon Academic Affairs and Curriculum Committee Chair James Lee Stevens to make the committee's report.

Action: KCTCS College Candidate for Credential: Student Regent Jonathan McDermott

RECOMMENDATION: The KCTCS Board of Regents approve the awarding of the following certificates Computer Technician, CIT Fundamentals, Security + Prep, A + Prep, and Computer Technology Basic to Mr. Jonathan McDermott, Southcentral Kentucky Community and Technical College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Mr. McDermott upon certification that the respective requirements have been satisfactorily completed. Mr. McDermott will also be completing the requirements for an Associate in Applied Science degree during the 2020 Summer Term.

Mr. Stevens noted that it is the KCTCS Board of Regents practice to honor student regents who request a credential during their term on the Board. Regent McDermott has requested the following credential awards –certificates Computer Technician, CIT Fundamentals, Security + Prep, A + Prep, and Computer Technology Basic to be

awarded spring 2020. Regent McDermott will also be completing the requirements for an Associate in Applied Science degree during the 2020 Summer Term.

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

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Mr. Stevens moved that the KCTCS Board of Regents approve the awarding of the following certificates Computer Technician, CIT Fundamentals, Security + Prep, A + Prep, and Computer Technology Basic to Mr. Jonathan McDermott, Southcentral Kentucky Community and Technical College, as presented in the supplemental booklet, *KCTCS Candidates for Credentials*, with the credentials to be awarded to Mr. McDermott upon certification that the respective requirements have been satisfactorily completed. Mr. McDermott will also be completing the requirements for an Associate in Applied Science degree during the 2020 Summer Term.

Chair Henson called for the vote. Chair Henson asked Mr. Murray as parliamentarian to conduct the roll call vote.

Regent Allen, yes; Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, yes; Regent McDermott, yes; Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, yes.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Action: New Program Proposals

AAS Medical Laboratory Technology for Elizabethtown Community and Technical College

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Medical Laboratory Technology for Elizabethtown Community and Technical College (ECTC) to be implemented in Spring 2021.

Mr. Stevens noted The Medical Laboratory Technician (MLT) program provides students with the opportunity to acquire the necessary skills to work under the supervision of a registered clinical scientist or pathologist in a clinical laboratory, hospital, or other health agency.

ECTC will use KCTCS-TRAINS funds and work with partners such as Hardin Memorial Health (HMH) to provide the necessary funding and equipment to launch the program. Program costs will be built into the general operating budget.

Chair Henson called for discussion. There being none, she called for a motion.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Mr. Stevens moved that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Medical Laboratory Technology for Elizabethtown Community and Technical College (ECTC) to be implemented in Spring 2021.

Chair Henson called for the vote. Chair Henson asked Mr. Murray as parliamentarian to conduct the roll call vote.

Regent Allen, yes; Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, yes; Regent McDermott, yes; Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, yes.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

AAS in Fermentation Science for Madisonville Community College

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Fermentation Science for Madisonville Community College (MCC) to be implemented in Fall 2020.

Mr. Stevens noted that the AAS in Fermentation Science program will provide viable employment options for an increased number of students graduating with the necessary skill set relative to the craft brewing industry. MCC will offer a newly established and carefully crafted curriculum which will be the first within KCTCS. Program accreditation will be sought through the Master Brewers Association of the Americas.

The program will target adult students preparing for entrepreneurship opportunities or others seeking to work in established breweries. This curriculum was developed in collaboration with three area brewery owners who were instrumental in the development of individual courses and overall curriculum that would meet regional employer needs.

Chair Henson called for discussion. There being none, she called for a motion.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Mr. Stevens moved that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Fermentation Science for Madisonville Community College (MCC) to be implemented in Fall 2020.

Chair Henson called for the vote. Chair Henson asked Mr. Murray as parliamentarian to conduct the roll call vote.

Regent Allen, yes; Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, yes; Regent McDermott, yes; Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, yes.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

ACTION: Exception Request for Total Program Credit Hour Limit – Associate in Applied Science in Dental Hygiene for Bluegrass Community and Technical College

RECOMMENDATION: That the Board of Regents approve an exception request for total credit hour limit of 68 to 72 credit hours for the Associate in Applied Science (AAS) in Dental Hygiene for Bluegrass Community and Technical College to be implemented in Fall 2020.

Mr. Stevens noted that the AAS in Dental Hygiene program at Bluegrass Community and Technical College has a history of revising program credit hours to comply with KCTCS and CPE (Kentucky Council on Postsecondary Education) requirements.

In prior years, Digital Literacy was listed as a prerequisite to enrollment in the Dental Hygiene program. However, as a result of recent PeopleSoft automation to review eligible coursework for the awarding of federal financial aid funds, a digital literacy requirement must be required for completion of the degree program. In addition, a change to accreditation with CODA now requires completion of Microbiology.

The Bluegrass Community and Technical College Dental Hygiene faculty, alumni and Advisory Committee are in full support of this credit hour exception request in order to maintain all accreditation standards necessary for CODA and allow students to access any federal financial aid for which they are eligible.

Chair Henson called for discussion. There being none, she called for a motion.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Mr. Stevens moved that the KCTCS Board of Regents approve an exception request for total credit hour limit of 68 to 72 credit hours for the Associate in Applied Science (AAS) in Dental Hygiene for Bluegrass Community and Technical College to be implemented in Fall 2020.

Chair Henson called for the vote. Chair Henson asked Mr. Murray as parliamentarian to conduct the roll call vote.

Regent Allen, yes; Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, yes; Regent McDermott, yes;

Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, yes.

VOTE: The motion was approved unanimously.

Chair Henson moved to the next agenda item.

Update: Student Services Report

Mr. Stevens noted that KCTCS Vice President McCall presented a PowerPoint presentation to the Committee. Mr. Stevens shared a few highlights from her report.

Looking Ahead: Fall 2020 Enrollments

Vice President McCall led the efforts of a special assigned ad hoc team to research and develop recommendations to meet the needs associated with a potential influx of students along with strategies to address the Commonwealth's workforce and industries. The Playbook includes researched data, planning scenarios, system thinking questions, and a planning template to assist the colleges in creating short and long strategic goals and tactics to increase student enrollment. College presidents used the Playbook to guide and support their annual performance evaluation with Dr. Box.

Signal Vine

KCTCS implemented a two-way text messaging software system to engage and support students toward behaviors that promote success. The initial implementation focuses on the following areas: Financial Aid, Advising, and Admissions. In March, KCTCS implemented a phased-in launch timeline to ensure high levels of college adoption. The following table provides data that reflects the current status of colleges' involvement as of June 2020: All colleges are actively using the financial aid module and 6 are using the advising module, and five colleges are on track to begin messaging applicants for the Fall this month.

2018-19 Diversity Assessment Update

As you are aware, all colleges and universities must meet their equal opportunity goals according to KRS 164.020(20). This regulation also grants CPE the authority to postpone college eligibility to offer new degree programs for institutions that fail to meet their goals. Since 2016, all KCTCS colleges have met their equal opportunity goals and been eligible to offer new degree programs.

There is a two-year data lag for the assessment reporting process. For the 2018-19, assessment period, 14 of 16 colleges were automatically eligible to offer new academic programs for 2020-21, while two colleges requested an appeal. At the CPE Council meeting later this month the final scores that determine institutional eligibility to offer new degree programs for academic year 2020-21 will be announced to two colleges that submitted an appeal. (E' Town and Hopkinsville).

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

KCTCS Board of Regents Officer Election

Chair Henson noted that it was time for the annual officer elections. She called for a motion in order to proceed.

MOTION: Mr. McDermott moved, and Ms. Finan seconded that the KCTCS Board of Regents elect members for the positions of Chair, Vice Chair, and Secretary of the Board for a one-year term beginning July 1, 2020 ending June 30, 2021.

Chair Henson called for the vote. Chair Henson asked Mr. Murray as parliamentarian to conduct the roll call vote.

Regent Allen, yes; Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, yes; Regent McDermott, yes; Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, yes.

VOTE: The motion was approved unanimously.

Chair Henson noted that the terms of the Board's present officers expire June 30, 2020. In Section 2.1 of the *KCTCS Board of Regents Bylaws* specifies that the Board elect a Chair, Vice Chair, and Secretary from its membership for a one-year term. Based on statute, Bylaws, and our current election procedures, elections must occur annually. 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.

Chair Henson stated that they will start with nominations for Chair, followed by Vice Chair, and then Secretary. You may nominate someone or self-nominate. If nominated by someone, you will need to accept or decline the nomination. Once nominations for the given position have been made and there are no more, the floor will be closed, and the process will proceed with floor speeches.

Chair Henson noted that each candidate has two minutes to explain why they would like to be chosen for the position. No supporting documents, rebuttals, or reservations of time will be allowed during floor speeches. The winning candidate shall be determined by simple majority vote, to be announced by the Parliamentarian. In the event a tie is announced by the Parliamentarian, the Chair will ask the voting Regents to again vote by the same method used in the initial vote.

Chair Henson stated that all Regents, appointed and elected, are eligible for any position. Relevant experience and time on the Board should be given due consideration, but there are no qualifications necessary to be considered. The Vice Chair is not a Chair-Elect. If a Regent is nominated for a position, but not elected for

that position, he or she may be nominated for the next position until all positions have been elected.

Chair Henson called for discussion. There being none, she called floor nominations for the Chair of the KCTCS Board of Regents.

Regent Finan nominated Regent Desmarais. Regent Desmarais accepted the nomination. Regent Roth nominated Regent Henson. Regent Henson accepted the nomination. Both Regents gave floor speeches for their nominations.

Mr. Murray as parliamentarian to conduct the roll call vote for Regent Desmarais.

Regent Allen, no; Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, no; Regent McDermott, no; Regent Rose, no; Regent Roth, no; Regent Stevens, no; Regent Teehan, no; Regent Thompson, no; and Regent Wells, yes.

Due to the faculty, staff, and students only have half votes the total for Regent Desmarais was 5 total votes.

Mr. Murray as parliamentarian to conduct the roll call vote for Regent Henson.

Regent Allen, yes; Regent Desmarais, no; Regent Finan, no; Regent Fletcher, no; Regent Fultz, no; Regent Girdler, no; Regent Henson, yes; Regent McDermott, yes; Regent Rose, yes; Regent Roth, yes; Regent Stevens, yes; Regent Teehan, yes; Regent Thompson, yes; and Regent Wells, no.

Due to the faculty, staff, and students only have half votes the total for Regent Henson was 6 total votes.

Mr. Murray announced that Regent Henson will remain Chair for the 2020-2021 term.

Chair Henson called for discussion. There being none, she called floor nominations for the Vice Chair of the KCTCS Board of Regents.

Regent Finan nominated Regent Desmarais. Regent Desmarais accepted the nomination for Vice Chair. Regent Henson nominated Regent Allen. Regent Allen accepted the nomination. Regent Wells nominated Regent Stevens. Regent Stevens declined the nomination. Regent Desmarais and Regent Allen gave floor speeches for their nominations.

Mr. Murray as parliamentarian to conduct the roll call vote for Regent Desmarais.

Regent Allen, no; Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, no; Regent McDermott, no; Regent Rose, yes; Regent Roth, no; Regent Stevens, yes; Regent Teehan, no; Regent Thompson, yes; and Regent Wells, yes.

Due to the faculty, staff, and students only have half votes the total for Regent Desmarais was 7 total votes.

Mr. Murray as parliamentarian to conduct the roll call vote for Regent Allen.

Regent Allen, yes; Regent Desmarais, no; Regent Finan, no; Regent Fletcher, no; Regent Fultz, no; Regent Girdler, no; Regent Henson, yes; Regent McDermott, yes; Regent Rose, no; Regent Roth, yes; Regent Stevens, no; Regent Teehan, yes; Regent Thompson, no; and Regent Wells, no.

Due to the faculty, staff, and students only have half votes the total for Regent Allen was 4 total votes.

Mr. Murray announced that Regent Desmarais will remain Vice Chair for the 2020-2021 term.

Chair Henson called for discussion. There being none, she called floor nominations for the Secretary of the KCTCS Board of Regents.

Regent Desmarais nominated Regent Fletcher. Regent Fletcher accepted the nomination. Regent Roth nominated Regent Allen. Regent Allen accepted the nomination. Both Regents gave floor speeches for their nominations.

Mr. Murray as parliamentarian to conduct the roll call vote for Regent Fletcher.

Regent Allen, no; Regent Desmarais, yes; Regent Finan, yes; Regent Fletcher, yes; Regent Fultz, yes; Regent Girdler, yes; Regent Henson, no; Regent McDermott, no; Regent Rose, yes; Regent Roth, no; Regent Stevens, yes; Regent Teehan, no; Regent Thompson, yes; and Regent Wells, yes.

Due to the faculty, staff, and students only have half votes the total for Regent Fletcher was 7 total votes.

Mr. Murray as parliamentarian to conduct the roll call vote for Regent Allen.

Regent Allen, yes; Regent Desmarais, no; Regent Finan, no; Regent Fletcher, no; Regent Fultz, no; Regent Girdler, no; Regent Henson, yes; Regent McDermott, yes; Regent Rose, no; Regent Roth, yes; Regent Stevens, no; Regent Teehan, yes; Regent Thompson, no; and Regent Wells, no.

Due to the faculty, staff, and students only have half votes the total for Regent Allen was 4 total votes.

Mr. Murray announced that Regent Fletcher will remain Secretary for the 2020-2021 term.

Next Meeting:

Chair Henson announced that the next regular meeting of the KCTCS Board of Regents is scheduled for December 3-4, 2020 at the KCTCS System Office, Versailles, Kentucky.

Adjournment:

Mr. Stevens moved that the meeting adjourn. Ms. Teehan seconded the motion.

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

September 18, 2020

Date Approved by the
KCTCS Board of Regents

SIGNATURE ON FILE

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

SIGNATURE ON FILE

Wendy Fletcher, DNP, APRN, FNP-BC, FAANP
Secretary
KCTCS Board of Regents

SIGNATURE ON FILE

Jay K. Box, Ed.D.
KCTCS President

**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
ANNUAL EVALUATION OF THE PRESIDENT'S PERFORMANCE AND EFFECTIVENESS
2019-20**

Instructions:

Please rate the President on the following aspects of performance by filling in the circles completely.

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
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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 ½ 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.

2020-21 KCTCS Salary Schedule*

Funding for the salary schedule must be approved annually by the Board of Regents.

Faculty (Monthly**)

Rank	Minimum	Market	Maximum
Instructor	\$3,634	\$4,542	\$5,449
Assistant Professor	\$4,086	\$5,175	\$6,264
Associate Professor	\$4,715	\$6,050	\$7,385
Professor	\$5,590	\$7,267	\$8,943

Staff (Monthly**)

Band	Minimum	Market	Maximum
1	\$1,467	\$1,833	\$2,200
2	\$1,567	\$1,958	\$2,350
3	\$1,700	\$2,125	\$2,550
4	\$1,867	\$2,333	\$2,800
5	\$2,067	\$2,583	\$3,100
6	\$2,300	\$2,875	\$3,450
7	\$2,544	\$3,183	\$3,823
8	\$2,806	\$3,525	\$4,244
9	\$3,142	\$3,958	\$4,775
10	\$3,557	\$4,500	\$5,443
11	\$4,071	\$5,167	\$6,263
12	\$4,646	\$5,917	\$7,187
13	\$5,315	\$6,792	\$8,268
14	\$6,174	\$7,917	\$9,659
15	\$7,189	\$9,250	\$11,311
16	\$8,390	\$10,833	\$13,277

To meet FLSA minimum salary threshold requirements, the minimum pay for exempt employees will be \$2,964

**Applies to regular, full-time positions only.*

***Faculty and staff annual salaries are based on the period (number of months) of assignment. Faculty assignments range from 10 to 12 months; staff assignments range from 9 to 12 months.*



Kentucky Community and Technical College System
Board of Regents
2020-21 Annual Budget Adoption Resolution

Be it Resolved, that upon due consideration and upon recommendation of the Kentucky Community and Technical College System (KCTCS) President, the following operating budget authorizations totaling \$907,922,900 are approved for KCTCS for the fiscal year beginning July 1, 2020 and ending June 30, 2021. Of this amount, \$599,432,900 are unrestricted current funds; and \$308,490,000 are restricted funds from sources such as federal, state, private gifts, grants, contracts, or appropriations.

Be it Resolved, that upon due consideration and upon recommendation of the KCTCS President, the capital budget authorization totaling \$49,300,000 from agency and other funds is approved, contingent upon receipt and availability of those funds for KCTCS for fiscal year beginning July 1, 2020, and ending June 30, 2021.

In the event current fund revenues now estimated should not be realized, the KCTCS President shall take appropriate action to reduce budget authorizations to amounts sufficient to ensure that expenditures do not exceed available revenues. The KCTCS President shall report to the Board in advance any major deviations from the approved operating budget.

In the event actual annual revenues exceed estimated revenues, the KCTCS President may authorize an increase in the current funds' expenditure budget up to 2.0 percent of the Board's authorized expenditure level. Increases greater than 2.0 percent of the authorized expenditure budget must have prior approval of the Board.

The KCTCS Quarterly Financial Report shall contain sections that reflect the KCTCS July 1 opening budget, amendments to the opening budget, and expenditures to date. This report shall provide the necessary detail for amending the budget as permitted by this resolution.

The purchase of any item of equipment greater than \$200,000 must have prior approval of the Board of Regents and must be contained in the Biennial Legislative

Appropriations Act in accordance with KRS Chapter 45. A capital construction project with a scope greater than \$1,000,000 must have the prior approval of both the KCTCS Board of Regents and the Commonwealth Capital Projects and Bond Oversight Committee. Equipment and capital construction projects with scopes greater than these amounts shall be reported as part of the KCTCS Quarterly Financial Report.

All units and individuals within KCTCS incurring financial obligations of KCTCS funds resulting from this authorization shall observe and adhere to applicable laws, regulations, and policies of the Commonwealth of Kentucky and the KCTCS Board of Regents, which govern the expenditure and disbursement of funds. Heads of the various budget units shall not authorize nor incur financial obligation in excess of the budget authorization for that budgetary unit.

This budget and its provisions will be effective July 1, 2020, through June 30, 2021.

ADOPTED, this twelfth day of June 2020.

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

Wendy Fletcher, DNP, APRN, FNP-BC, FAANP
Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President