

**Minutes**  
**Kentucky Community and Technical College System**  
**Board of Regents**  
**Finance, Technology, and Human Resources Committee Meeting**  
**September 17, 2020**

**Committee Members Present:**

- Mr. Damon V. Allen, Committee Chair
- Ms. Karen A. Finan, Committee Vice Chair
- Mr. Joseph L. Heerdink
- Dr. Gail Henson
- Ms. Kara N. McFadyen
- Mr. James Lee Stevens
- Mr. Mark A. Wells

**Call to Order:**

Committee Chair Damon Allen called to order the meeting of the Kentucky Community and Technical College System Board of Regents Finance, Technology, and Human Resources Committee at 2:30 p.m. (ET) on September 17, 2020. The meeting was held virtually via Microsoft TEAMS. The press was notified of the meeting on September 9, 2020.

Hon. Pamela Duncan, Interim General Counsel, served as parliamentarian. Before the meeting began, Ms. Duncan reviewed with the Committee some helpful reminders as the meeting was held virtually.

There being a quorum present, the meeting began.

**Welcome of New Committee Members:**

Chair Allen extended a welcome on behalf of the Finance, Technology, and Human Resources Committee to Mr. Joseph Heerdink, Ms. Kara McFadyen, and Mr. James Lee Stevens, as newly assigned committee members. Chair Allen also welcomed Ms. Karen Finan, as a newly assigned Vice Chair of the committee. Chair Allen noted that this was his first Committee meeting as Chair and appreciated the opportunity to serve in the role.

**Approval of Minutes:**

Chair Allen asked if there were any corrections to the June 11, 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 changes or additions to the agenda.

**Action: Ratification of Personnel Actions**

**RECOMMENDATION:** That the KCTCS Board of Regents ratify the personnel actions listed in the agenda materials.

Chair Allen called on KCTCS President Box to present the item. KCTCS Vice President Wendell Followell assisted with the presentation. It was noted that the personnel actions

presented were in accordance with reporting guidelines and policies adopted by the KCTCS Board of Regents.

Chair Allen called for discussion.

During discussion, Regent Finan asked if renewal meant the same as reappointment? Mr. Followell noted that they mean the same.

Chair Allen called for additional discussion. There being none, he called for the motion.

**MOTION:** Ms. Finan moved, and Mr. Wells seconded, that the Finance, Technology, and Human Resources Committee recommend that the KCTCS Board of Regents ratify the personnel actions listed in the agenda materials.

Chair Allen called for the vote. Due to the meeting being held virtually, voting had to be conducted by roll call vote. Chair Allen asked Ms. Duncan as parliamentarian to conduct the roll call vote. The motion was approved unanimously.

Chair Allen moved to the next agenda item.

#### **Update: Administrative Services Report**

Chair Allen called on President Box to present the item. Vice President Followell assisted with the presentation.

Vice President Followell 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 \$849,720,000 (100 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 \$763,478,000 (90 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 \$664,020,000 as of June 30, 2020.

Vice President Followell detailed fiscal year 2020 data for supplier diversity. The percentage spent with diverse suppliers in fiscal year 2020 as compared with fiscal year 2019 was higher by 9.6 percent. A supplier diversity event was held at the SO in Versailles in fall 2019; events were scheduled for spring 2020 at the Colleges but cancelled due to the pandemic.

Vice President Followell shared that on September 3, 2020, KCTCS received a notice from the State Budget Director asking all state agencies to draft a preliminary budget

plan for a fiscal year 2020-21 state apportion reduction of eight percent. The plan must be submitted by September 18, 2020. He noted that this is only preliminary.

Chair Allen called for discussion. There being none, he moved to the next agenda item.

#### Update: Institutional Advancement Report

Chair Allen called on President Box to present the agenda item. President Box introduced KCTCS Vice President Ben Mohler, who assisted with the presentation.

Mr. Mohler reviewed with the Committee the Institutional Advancement Report that was distributed prior to the meeting.

Mr. Mohler noted that the Institutional Advancement Report covers private giving and sponsored projects, grants, and contracts. Private gift income by donor purpose and source for the System and the donor source by college for the KCTCS colleges is included. The largest private gifts during the reporting period are featured.

Sponsored Projects, Grants, and Contracts funds are stated by source and purpose for the System Office in total, and total awards to individual colleges are presented. The top grants and contracts received during the reporting period are highlighted. This report covered gifts from July 1, 2019, through June 30, 2020.

Chair Allen called for discussion. There being none, he moved to the next agenda item.

#### Update: Office of Audit Services Report

Chair Allen called on Ms. Pam Duncan, Interim General Counsel, to present the item. Mr. Ralph Kimbrough, Office of Audit Services (OAS), assisted in the presentation.

It was noted that the last audit report was provided to the Board on March 12, 2020. This report showed a detailed summary of audit results since that report. The report also contained an altered audit plan due to the Covid-19 pandemic and the new OAS initiatives. OAS has found several opportunities for continued operational improvement including untimely bank deposits; insufficient travel documentation; and improper segregation of work. However, there were no significant issues or adverse indicators regarding financial integrity, threats to institutional reputation or other areas of major concern found.

Chair Allen called for discussion. There being none, he moved to announcing the next meeting.

**Next Meeting:**

The next meeting of the KCTCS Board of Regents Finance, Technology, and Human Resources Committee will be held on December 3, 2020, at the KCTCS System Office in Versailles.

Chair Allen called for a motion to adjourn.

**Adjournment:**

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

Chair Allen called for the vote. Chair Allen asked Ms. Duncan as parliamentarian to conduct the roll call vote.

**VOTE:** The motion was approved unanimously, and the meeting adjourned at 3:52 p.m. (ET).

**December 3, 2020**

Date Approved by the  
KCTCS Board of Regents  
Finance, Technology, and Human Resources Committee

**SIGNATURE ON FILE**

Damon Allen, Committee Chair  
KCTCS Board of Regents  
Finance, Technology, and Human Resources Committee