Call to Order

Roll Call

Approval Minutes
Approval of March 12, 2015, Meeting Minutes ........................................................................................19

1. **Action:  KCTCS Board of Regents 2016 Regular Meeting Calendar .............................................. 23
2. Action:  Renewal of Mission Statement for West Kentucky Community and Technical College ....... 25
3. Information:  KCTCS President’s Evaluation Process............................................................................. 29
4. Executive Session:          KRS 61.810 (1) (c) – Proposed or Pending Litigation
KRS 61.810 (1) (f) – Individual Personnel Matters

Next Meeting – September 17, 2015

Adjournment

**Start time will be upon conclusion of the preceding event.

** All items listed with two asterisks (**) are considered to be routine by the Board and will be approved by one motion. An item may be removed from the consent agenda at the request of a regent. Agenda items removed from the consent agenda will be discussed in their normal sequence at the full Board of Regents meeting. Consent agenda items will be discussed separately during committee meetings of the Board of Regents.
MINUTES
KCTCS Board of Regents
Executive Committee Meeting
March 12, 2015

Committee Members Present:
Mr. Porter G. Peeples, Sr., Committee Chair  Ms. Betsy E. Flynn
Ms. Marcia L. Roth, Committee Vice Chair  Dr. Gail R. Henson
Mr. Robert G. Cooper  Ms. Doris C. Thomas

CALL TO ORDER
Chair Peeples called to order the meeting of the Kentucky Community and Technical College System Board of Regents Executive Committee at 1:14 p.m. (ET) on March 12, 2015. The meeting was held in Regency Ball Room 2 of the Hyatt Regency Hotel in Lexington, Kentucky. The press was notified of the meeting on March 5, 2015. Hon. J. Campbell Cantrill, KCTCS General Counsel, served as parliamentarian.

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

APPROVAL OF MINUTES
MOTION: Mr. Cooper moved and Dr. Henson seconded that the minutes of the December 4, 2014, KCTCS Board of Regents Executive Committee meeting be approved.

VOTE: The motion was approved by unanimous consent.

ADDITIONS OR CHANGES TO THE AGENDA
There were no changes or additions to the agenda.

INFORMATION:
KCTCS BOARD OF REGENTS
2016 REGULAR MEETING CALENDAR
According to KRS 164.340, the KCTCS Board of Regents is mandated to meet quarterly. Board compliance with the quarterly meeting mandate has evolved into a two-day meeting format on Thursdays and Fridays with the meetings scheduled to avoid holidays in March, June, September, and December. The Board has held special meetings as necessary under the conditions set forth in Section 4 of the KCTCS Board of Regents Bylaws.

Chair Peeples asked regents to review their calendars and let staff know by April 24, 2015, whether they are available to attend meetings on March 10-11, 2016; June 9-10, 2016; September 15-16, 2016; and December 1-2, 2016. The proposed dates do not conflict with federal holidays.

Chair Peeples noted that the Board’s 2015 regular meeting calendar would be adopted at the June 12, 2015, Board of Regents meeting.

UPDATE: 2015 KCTCS LEGISLATIVE AGENDA
Chair Peeples called on President Box to present the agenda item. KCTCS Vice President Tim Burcham assisted with the presentation.

President Box distributed the KCTCS Summary of Legislation 2015 General Assembly Session document to the committee. He noted that the legislature is currently in a veto recess until March 20, 2015.
President Box noted that only a few bills introduced during the 2015 session had any impact on KCTCS and other Postsecondary Education Institutions. HB (House Bill) 205 sponsored by Representative Mary Lou Marzian if enacted would have allowed each college within the KCTCS system to determine, by majority vote, the size of their board of directors within the statutory parameter of ten and sixteen members. KCTCS opposed this bill and it did not advance from the House Education Committee.

House Bill 435 and 478, which were identical bills sponsored by Representative Rick Nelson, would have required KCTCS to publish a listing of the 100 highest-paid System employees and contractors on the KCTCS website, with the information to be updated quarterly. KCTCS opposed HB 435 and it did not advance from the House Education Committee. However, it did advance from the House Labor & Industry Committee when reintroduced as HB 478. HB 478 passed the House, but did not receive a reading in the Senate Education Committee.

House Bill 47 sponsored by Representatives Brent Yonts, Larry Clark, Jerry Miller, Ruth Ann Palumbo and Arnold Simpson was monitored by KCTCS. This bill added the Kentucky Teachers’ Retirement System, along with the Legislative and Judicial Retirement Systems, to the Public Pension Oversight Board’s review responsibilities. The bill passed both the House and the Senate with no opposition and was delivered to the Governor for signature.

It was noted that House Bill 62 sponsored by Representative Brent Yonts and Arnold Simpson spelled out a clear pathway for non-stock, nonprofit corporation agencies to voluntarily leave the state pension system or be forced out if they do not meet qualifications determined by the KERS (Kentucky Employees Retirement System) board of trustees. To protect employees of agencies that leave KERS, HB 62 would require agencies that leave KERS to set up another pension system in its place. It would also give those agencies as much as 20 years to buy their way out. The bill passed both the House and the Senate with no opposition and was delivered to the Governor for signature.

House Bill 67 sponsored by Representative Kelly Flood was also followed by KCTCS. This bill would have amended the Kentucky Revised Statutes (KRS) 164.7874 to define the minimum number of cumulative credit hours needed to be considered “on track to graduate” at the end of each award period for Kentucky Educational Excellence Scholarship (KEES) renewal requirements. Currently, each postsecondary institutions establishes its own “on track to graduate” requirements. A Senate Committee substitute to the bill would have delayed the bill’s implementation date to July 1, 2017. The bill passed the House but was defeated in the Senate.

President Box discussed House Bill 235 sponsored by Representatives Derrick Graham, Gerald Brown, Jr., and Ruth Ann Palumbo. This bill would have required the Council on Postsecondary Education (CPE) to work with postsecondary institutions to develop orientation and education programs for new governing board members including our Board of Regents. The bill required six hours of instruction time to be delivered within
one year of a new member’s appointment and completed for the appointee to be eligible for a second term. The bill passed the House but was not heard in the Senate Education Committee.

Chair Peeples called for discussion.

During the discussion, an inquiry was made regarding Senate Bill 71 sponsored by Senators Albert Robinson, Ralph Alvarado, Danny Carroll, C.B. Embry Jr., Chris Girdler, and Mike Wilson. This bill would have required postsecondary education institutions governing boards to ensure that students are permitted to voluntarily express religious or political viewpoints. At the time of the committee meeting, this bill had passed the Senate and was assigned to the House Judiciary Committee where it was not heard. A discharge petition has been filed, in order to bring the bill out of the committee to the floor for consideration without a report from the committee.

**NEXT MEETING**

The next regular meeting of the KCTCS Board of Regents Executive Committee is scheduled for June 11, 2015, at Hopkinsville Community College, Hopkinsville, Kentucky.

**ADJOURNMENT**

Ms. Roth moved and Ms. Flynn seconded that the Executive Committee adjourn.

VOTE: The motion was approved unanimously, and the Executive Committee adjourned at 1:29 p.m. (ET).

06/11/15

Date Approved by the Executive Committee

Porter G. Peeples, Sr., Chair
KCTCS Board of Regents

Betsy E. Flynn, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President
Recommendation

That the KCTCS Board of Regents adopt the following meeting calendar for 2016:

- March 10-11, 2016
- June 9-10, 2016
- September 15-16, 2016
- December 1-2, 2016

Rationale

- The *Kentucky Revised Statutes* and the *KCTCS Board of Regents Bylaws* specify that the governing board meet at least quarterly.

- A proposed 2016 regular meeting calendar was presented for review as an Information Item at the March 13, 2015, KCTCS Board of Regents meeting.

- The proposed meeting dates avoid federal holidays.

Background

The proposed 2016 regular meeting calendar includes four meetings occurring on Thursdays and Fridays and complies with KRS 164.340, which stipulates that the KCTCS Board of Regents shall meet quarterly. Under Section 4 of the *KCTCS Board of Regents Bylaws*, the Board also has the option of holding special meetings if needed.

Regents were asked to review their calendars and let staff know by April 24, 2015, whether their schedules permitted attendance on the recommended meeting dates. To date, no scheduling difficulties related to the proposed calendar have been identified.
RENEWAL OF MISSION STATEMENT
FOR WEST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE

Recommendation

That the KCTCS Board of Regents approve the renewal of the mission statement for West Kentucky Community and Technical College (WKCTC) as presented in the agenda materials.

Rationale

- It is the policy of the KCTCS Board of Regents that each Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)-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 SACSCOC-accredited college.
- It is the policy of KCTCS that the college mission statement is reviewed annually and that the mission statement shall be submitted to the KCTCS Board of Regents for approval at least once every three years.
- The WKCTC Mission Statement Task Force was charged with conducting a review of the current mission statement. The review process included the following:
  - The Mission Statement Task Force discussed WKCTC’s current and future vision of service for the college and community constituents.
  - Academic, workforce training, and external community programming were discussed to ensure the mission reflected the needs of the WKCTC service area.
  - The Mission Statement Task Force recommended no changes to the mission statement as it reflected the current and future institutional mission; also considered was the fact that the current mission is in the middle of a current strategic planning cycle.
  - The Mission Statement Task Force voted unanimously to endorse the renewal of the current mission statement on January 22, 2015.
- The mission statement was presented to the WKCTC faculty and staff in open forums held on February 10, 11, and 13, 2015; participants were invited to make comments and suggestions.
- The WKCTC faculty and staff unanimously voted to endorse a renewal of the current mission statement at their February 27, 2015 meeting.
- The West Kentucky Community and Technical College Board of Directors endorsed a renewal of the current mission statement on March 3, 2015.
Background

*The Principles of Accreditation: Foundations for Quality Enhancement* of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) states that an institution must have “a clearly defined and published mission statement specific to the institution and appropriate to an institution of higher education, addressing teaching and learning and, where applicable, research and public service” and that “it must be approved by the governing board.”
West Kentucky Community and Technical College
Mission Statement

The mission of West Kentucky Community and Technical College is to provide excellence in teaching and learning, promote student success, and support economic development.

To accomplish this mission, West Kentucky Community and Technical College will provide the following:

- Academic, general education, and technical courses leading to certificates, diplomas, and associate degrees.
- A general academic curriculum of university-parallel courses meeting transfer requirements of the first two years of a baccalaureate degree.
- Technical and occupational curricula designed to meet current and future workforce needs.
- Community partnerships as an integral component in assessing and providing programs for cultural, educational, economic, and civic development.
- A comprehensive program of transitional education.
- Customized training to meet the changing needs of business and industry.
- Adult and continuing education.
- Associate services including, but not limited to, library services, cultural and enrichment opportunities, information technology resources, and student support services.

West Kentucky Community and Technical College, a member of the Kentucky Community and Technical College System, is a public, two-year degree granting institution serving western Kentucky with a tradition of accessible, affordable, and quality education and a commitment to meet the academic, workforce training, and lifelong learning needs of the community.

6-12-15       6-12-15
Date Approved by KCTCS Board of Regents

6-12-15
Date of Last Review

4-30-99; 5-16-03; 12-08-06; 6-18-10; 6-12-15
Date of Last Revision or Renewal
(Include all dates in chronological order)

6-12-15
Chair, Board of Regents

6-12-15
President, KCTCS
At the KCTCS Board of Regents June meeting, KCTCS President’s Evaluation Committee, chaired by Marcia Roth, will present information to the Board’s Executive Committee regarding the development of the KCTCS President’s Evaluation philosophy, process, and criteria for President Jay K. Box, appointed by the Board as president in January 2015.

Background

As required by the *KCTCS Board of Regents Bylaws*, the KCTCS President is evaluated annually:

13.3 Evaluation. The Board shall perform an evaluation of the President and shall fix the compensation and terms of contract.

Additionally, the KCTCS Board of Regents established *KCTCS Board of Regents Policy 2.5 KCTCS President’s Performance Review* to guide the evaluation process (see Attachment A).
2.5 KCTCS President’s Performance Review

The KCTCS Board of Regents has established a process of annual performance, planning, and evaluation for the KCTCS President. The purpose of the annual performance review is to assess individual performance of the President, assess the status of the System under the President’s leadership, and provide for growth and improvement of the System under the President’s leadership.

The KCTCS President’s annual Leadership Initiative with goals and target measurements, evaluation survey results which may be used in conjunction with the Leadership Initiative, and the KCTCS President’s end-of-the-year report are the basis for the evaluation. To serve this purpose, input from the Board, System administrators and college presidents, as well as the community, may be used.

The annual performance review cycle will be initiated at the beginning of each evaluation period with the KCTCS President completing the Planning Stage by meeting with the Board to establish goals and target measurements for the upcoming academic/fiscal year. At the conclusion of the academic/fiscal year, the annual evaluation will be conducted by the KCTCS Board of Regents.

2.5.1 Planning

A Leadership Initiative is to be determined by the KCTCS President at the beginning of each evaluation cycle in consultation with the President’s Leadership Team. The Leadership Initiative is to be aligned with the KCTCS Strategic Plan in order to establish annual goals and report accomplishments.

The KCTCS President will meet with the KCTCS Board of Regents at the beginning of each performance review period to reach agreement on and establish the goals and target measurements of the Leadership Initiative for the performance review period.

2.5.2 Implementation

The KCTCS President is responsible for providing the direction to accomplish the goals in the Leadership Initiative.

The KCTCS President shall present status reports to the KCTCS Board of Regents at each regular Board meeting of KCTCS activities in relation to the Leadership Initiative.

2.5.3 Evaluation

An end-of-the-year report is to be prepared by the KCTCS President at the conclusion of the evaluation period which addresses each goal and target measurement of the annual Leadership Initiative.
Evaluation surveys to solicit input on the status of the goals of the Leadership Initiative may be sent by the KCTCS Board Chair to the following at the conclusion of the evaluation period:

- Members of the KCTCS Board of Regents.
- Members of the President’s Leadership Team.
- Representatives of the KCTCS community.

Evaluation survey results shall be compiled for review by the KCTCS Board Chair.

The KCTCS Board of Regents Executive Committee shall review the materials compiled and presented and forward a recommendation to the full Board at the appropriate Board of Regents meeting to conclude the annual evaluation of the KCTCS President.

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6-10-05

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