Agenda Materials

KCTCS Board of Regents

June 12, 2015
Hopkinsville Community College
Hopkinsville, Kentucky

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

Dr. Jay K. Box
President, KCTCS
KCTCS BOARD OF REGENTS

Mr. Porter G. Peeples, Sr., Chair  
(Term expires 2018)

Ms. Marcia L. Roth, Vice Chair  
(Term expires 2020)

Ms. Betsy E. Flynn, Secretary  
(Term expires 2016)

Ms. Ginger M. Carroll  
(Term expires 2015)

Mr. Robert G. Cooper  
(Term expires 2017)

Dr. Angela Fultz  
(Term expires 2015)

Dr. Gail R. Henson  
(Term expires 2015)

Ms. Mary R. Kinney  
(Term expires 2015)

Mr. Barry K. Martin  
(Term expires 2018)

Ms. Tiffany L. Quinlan  
(Term expires 2015)

Mr. Shawn S. Payne  
(Term expires 2015)

Mr. Donald R. Tarter  
(Term expires 2019)

Ms. Doris C. Thomas  
(Term expires 2015)

Mr. Ebenezer Yankey  
(Term expires 2015)

BOARD OF REGENTS

STANDING COMMITTEES

Executive

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

Academic Affairs and Curriculum*

Dr. Gail R. Henson, Committee Chair  
Mr. Barry K. Martin, Committee Vice Chair  
Ms. Ginger M. Carroll  
Dr. Angela Fultz  
Ms. Mary R. Kinney  
Ms. Tiffany L. Quinlan  
Mr. Donald R. Tarter

Efficiency, Effectiveness, and Accountability*

Mr. Robert G. Cooper, Committee Chair  
Committee of the Whole

Finance, Technology, and Human Resources*

Ms. Doris C. Thomas, Committee Chair  
Mr. Robert G. Cooper, Committee Vice Chair  
Ms. Betsy E. Flynn  
Mr. Shawn S. Payne  
Ms. Marcia L. Roth  
Mr. Ebenezer Yankey

*The KCTCS Board of Regents Chair is an ex officio voting member of all Board of Regents committees.
KCTCS STRATEGIC PLAN 2010-16
JULY 1, 2010 THROUGH JUNE 30, 2016

KCTCS VALUES

KCTCS values:

- Responsiveness to students, employers, and communities.
- Access with innovative and flexible delivery.
- Trust, respect, and open communication.
- Continuous improvement.
- Inclusion, multiculturalism, and engagement.

KCTCS VISION

To be the nation’s premier community and technical college system.

KCTCS MISSION

The mission of KCTCS is to improve the employability and quality of life of Kentucky citizens as the primary provider of:

- College and Workforce Readiness.
- Transfer Education.
- Workforce Education and Training.

KCTCS STRATEGIC GOALS

- Advance excellence and innovation in teaching, learning, and service.
- Increase student access, transfer, and success.
- Cultivate diversity, multiculturalism, and inclusion.
- Enhance the economic and workforce development of the Commonwealth.
- Promote the recognition and value of KCTCS.
## Performance Measures for the KCTCS Strategic Plan 2010-16

<table>
<thead>
<tr>
<th>Strategic Goal</th>
<th>Measure</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance excellence and innovation in teaching, learning, and service</td>
<td>Engagement</td>
<td>Average scores on the Community College Survey of Student Engagement's benchmarks of effective educational practice; results from the Community College Faculty Survey of Student Engagement.</td>
</tr>
<tr>
<td></td>
<td>Licensure/Certification Pass Rate</td>
<td>Annual percent of first-time takers passing licensure and certification exams required by the profession for entry-level positions as reported by state and national examining boards or college licensure exam administrators.</td>
</tr>
<tr>
<td>Increase student access, transfer and success</td>
<td>Developmental Education Success Rate</td>
<td>Percent of students referred to developmental courses by subject who complete a developmental course in that subject or re-test at a college level by the end of the second year.</td>
</tr>
<tr>
<td></td>
<td>Participation Rate</td>
<td>KCTCS fall credit enrollment, divided by adult population (ages 18-64), as reported by the United States Census Bureau.</td>
</tr>
<tr>
<td></td>
<td>Credentials</td>
<td>Annual count of total credentials (associate degrees, certificates, and diplomas) awarded, and annual count of associate degrees awarded.</td>
</tr>
<tr>
<td></td>
<td>Persistence Rate</td>
<td>Percent of fall/summer first-time credential-seeking students who have earned a credential, transferred to a four-year institution, or are still enrolled at the end of three years.</td>
</tr>
<tr>
<td></td>
<td>Transfer</td>
<td>The annual number of students who enter a public, independent or proprietary postsecondary institution in Kentucky as a first-time transfer student, and the number of students other than first-time transfer students who transfer KCTCS credit into any public, independent or proprietary four-year institution.</td>
</tr>
<tr>
<td>Cultivate diversity, multiculturalism and inclusion</td>
<td>Student Diversity Index</td>
<td>Percent of students with known ethnicity in all racial/ethnic categories excluding white and nonresident alien, based on fall unduplicated headcount, compared to percent minority population.</td>
</tr>
<tr>
<td></td>
<td>Employee Diversity</td>
<td>Percent of employees with known ethnicity in all racial/ethnic categories excluding white and nonresident alien, based on fall unduplicated headcount, compared to percent minority population.</td>
</tr>
<tr>
<td></td>
<td>Persistence Rate Diversity</td>
<td>Percent of fall/summer first-time credential-seeking minority students who have earned a credential, transferred to a four-year institution, or are still enrolled at the end of three years.</td>
</tr>
<tr>
<td>Enhance the economic and workforce development of the Commonwealth</td>
<td>High Wage/High Demand Completions</td>
<td>Annual number of credentials awarded in fields with 1) average salaries at or above the 75th percentile and 2) growing at a rate greater than or equal to the state average, or exceeding 100 annual job openings.</td>
</tr>
<tr>
<td></td>
<td>Workforce Matriculation</td>
<td>Percent of non-credential workforce students (excluding fire/rescue students) who enroll as credential-seeking students or earn a credential within three years.</td>
</tr>
<tr>
<td></td>
<td>Wage Index</td>
<td>Median wage of KCTCS completers earning $2500 or more in the second quarter after completion, indexed to the state median occupational wage.</td>
</tr>
<tr>
<td>Promote recognition and value of KCTCS</td>
<td>Financial Contributions</td>
<td>Annual dollar amount of financial contributions from grants, contracts, advancement, and other external sources, and endowment income.</td>
</tr>
<tr>
<td></td>
<td>Media Focus</td>
<td>Number of media citations and positive citations as a percent of total, as reported by the VOCUS media-tracking service and KCTCS Public Relations.</td>
</tr>
</tbody>
</table>
Wednesday, June 10, 2015 (Central Time)

2:30 p.m.  President’s Evaluation Committee Meeting  
Room 203  
Technology Center  
Hopkinsville Community College

3:00 p.m.  *Nominating Committee Meeting  
Room 203  
Technology Center  
Hopkinsville Community College

3:30 p.m.  *Executive Committee Meeting  
Room 210  
Technology Center  
Hopkinsville Community College

Thursday, June 11, 2015 (Central Time)

9:00 a.m.  Efficiency, Effectiveness, and Accountability Committee Meeting  
Room 210  
Technology Center  
Hopkinsville Community College

12:00 p.m.  *Lunch  
Room 113  
Technology Center  
Hopkinsville Community College

12:30 p.m.  *Academic Affairs and Curriculum Committee Meeting  
Room 203  
Technology Center  
Hopkinsville Community College

*Finance, Technology, and Human Resources Committee Meeting  
Room 210  
Technology Center  
Hopkinsville Community College
3:30 p.m.  *Tour of the Fort Campbell Campus

Friday, June 12, 2015 (Central Time)

9:00 a.m.  KCTCS Board of Regents Meeting  
            Room 210  
            Technology Center  
            Hopkinsville Community College

12:00 p.m.  *Lunch  
            Room 203  
            Technology Center  
            Hopkinsville Community College

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

Telephone Number for Reference:
KCTCS System Office: (859) 256-3132
AGENDA
Kentucky Community and Technical College System
Board of Regents Meeting
June 11-12, 2015

9:00 a.m. (CDT)
Room 210
Technology Center
Hopkinsville Community College, Hopkinsville, Kentucky

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A. Call to Order and Press Notification

B. Roll Call

C. Approval of Minutes
   Approval of March 13, 2015, Regular Meeting Minutes ................................................................. 1

D. College Greetings: Hopkinsville Community College ................................................................. 15

E. Chair’s Report

F. KCTCS President’s Report

G. Consent Agenda
   ** 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.

   1. Executive Committee
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   2. Finance, Technology, and Human Resources Committee
      J-1. **Action: Ratification of Personnel Actions ............................................................................... 59
   3. Academic Affairs and Curriculum Committee
      K-1. **Action: Ratification of New Credit Certificate Programs ...................................................... 87
      K-2. **Action: KCTCS Colleges’ Candidates for Credentials ...................................................... 91

H. Executive Committee
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   2. Action: Renewal of Mission Statement for West Kentucky Community and Technical College ... 25
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I. Efficiency, Effectiveness, and Accountability Committee
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J. Finance, Technology, and Human Resources Committee
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2. Action:  2015-16 KCTCS Salary Schedule ................................................................. 63
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5. Update:  KCTCS Quarterly Financial Report ........................................................... 71
6. Update:  Facilities Management and Sustainability Status Report ......................... 75

K. Academic Affairs and Curriculum Committee
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2. **Action:  KCTCS Colleges’ Candidates for Credentials ........................................... 91
3. Action:  KCTCS College Candidate for Credential:  Student Regent Tiffany Quinlan 93
4. Action:  KCTCS College Candidate for Credential:  Student Regent Ebenezer Yankey 95
5. Action:  New Program Proposals
   a. Associate in Fine Arts in Digital Cinematic Arts for Bluegrass Community and Technical College ................................................................. 97
   b. Associate in Applied Science in Electrical Technology for Gateway Community and Technical College ................................................................. 103
   c. Associate in Applied Science in Supply Chain Management for Gateway Community and Technical College ................................................................. 107
6. Update:  Student Services ......................................................................................... 111

L. Nominating Committee
1. Action:  KCTCS Board of Regents Election of 2015-17 Board Officers ..................... 127

M. President’s Evaluation Committee
1. Information:  KCTCS President’s Evaluation Development ..................................... 131

N. Executive Session:  
   KRS 61.810 (1) (c) – Proposed or Pending Litigation
   KRS 61.810 (1) (f) – Individual Personnel Matters

N. Next Meeting – September 17-18, 2015, Southcentral Kentucky Community and Technical College, Bowling Green, Kentucky

O. Adjournment
MINUTES
Kentucky Community and Technical College System
Board of Regents Meeting
March 13, 2015

Board Members Present:
Mr. Porter G. Peeples, Chair
Ms. Marcia L. Roth, Vice Chair
Ms. Betsy E. Flynn, Secretary
Ms. Ginger M. Carroll
Mr. Robert G. Cooper
Dr. Angela Fultz
Dr. Gail R. Henson

Ms. Mary R. Kinney
Mr. Barry K. Martin
Ms. Tiffany L. Quinlan
Mr. Shawn S. Payne
Mr. Donald A. Tarter
Mr. Ebenezer Yankey

Board Members Absent:
Dr. Gail R. Henson
Ms. Doris C. Thomas

CALL TO ORDER
KCTCS Board of Regents Chair P.G. Peeples called to order the meeting of the Kentucky Community and Technical College System Board of Regents at 9:06 a.m. (ET) on March 13, 2015. The meeting was held in the Board Room at the KCTCS System Office in Versailles, Kentucky. The press was notified of the meeting on March 4, 2015. Hon. Campbell Cantrill, KCTCS General Counsel, served as parliamentarian.

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

APPROVAL OF MINUTES
MOTION: Ms. Flynn moved and Dr. Fultz seconded that the December 5, 2014, KCTCS Board of Regents meeting minutes be approved.

VOTE: The minutes were approved by unanimous consent.

MOTION: Mr. Martin moved and Ms. Roth seconded that the January 16, 2015, Special KCTCS Board of Regents meeting minutes be approved.

VOTE: The minutes were approved by unanimous consent.

ADDITIONS OR CHANGES TO THE AGENDA
There were no additions or changes to the agenda.
Chair Peeples welcomed guests to the meeting. He thanked KCTCS President Jay K. Box for hosting the Board for dinner Wednesday and Thursday evening. He also thanked the staff for their hospitality.

KCTCS Board of Regents Chair Peeples reported that on February 24, 2015, a special election was conducted to fill the vacated terms for the faculty and staff regents on the Board. Ms. Mary B. Kinney of Owensboro Community and Technical College was elected to fill the remainder of the staff term expiring October 2015. Ms. Kinney is the Coordinator of Academic Affairs and Retention. She is a resident of Philpot. She has been appointed to the Academic Affairs and Curriculum Committee. Mr. Shawn S. Payne of Owensboro Community and Technical College was elected to fill the remainder of the faculty term expiring October 2015. Mr. Payne is an Associate Professor and Program Coordinator for Mechatronics. He is a resident of Philpot. He has been appointed to the Finance, Technology, and Human Resources Committee.

KCTCS New Regent Orientation and the Oath of Office ceremony were conducted on March 12, 2015. Kentucky State Representative Kelly Flood, administered the Kentucky Oath of Office to Ms. Kinney and Mr. Payne.

Chair Peeples called on Regent Marcia Roth to present the Resolutions Honoring – Lige Buell and John P. Dove. Ms. Roth noted that their resolutions of appreciation were provided in the President’s Report folders for their review. Former faculty regent Buell and former staff regent Dove resigned their positions in January as a result of accepting promotions which made them ineligible to continue to serve as faculty and staff regents.

MOTION: Ms. Quinlan moved and Dr. Fultz seconded that the KCTCS Board of Regents approve the Resolutions Honoring – Lige Buell and John P. Dove (Attachments A and B).

VOTE: The motion was approved unanimously.

Chair Peeples noted that the KCTCS Board of Regents Bylaws 2.1 Election states that every two years the Board shall elect from its membership for a two year term a Chair, a Vice Chair, and a Secretary. The Chair shall not serve for more than two consecutive terms. These elections are scheduled to take place at the June 2015 meeting. The Board Officers serve two year terms beginning July 1, 2015, through June 30, 2017. Chair Peeples announced the appointment of a Nominating Committee to develop the slate of officers to present to the Board at the June 12, 2015, meeting at Hopkinsville Community College. Regent Gail
Henson will serve as chair of the committee and Regent Donald Tarter will also serve on the committee. Chair Peeples will name another member at a later date.

Chair Peeples reminded the Board that pursuant to the *KCTCS Board of Regents Bylaws* and KRS 164.330, the KCTCS Vice President with primary responsibilities for Finance serves ex officio as Treasurer of the Board beginning July 1, 2007, and expiring upon Board action to the contrary.

KCTCS Vice President Ken Walker was serving in this capacity and as the KCTCS Treasurer of the Board until his retirement. Mr. Wendell Followell has been appointed to replace Ken Walker in this position as of January 15, 2015.

Chair Peeples announced that the June 11-12, 2015 meeting of the KCTCS Board of Regents will be held at Hopkinsville Community College, in Hopkinsville, Kentucky, and the September 17-18, 2015 KCTCS Board of Regents Meeting will be held at Southcentral Kentucky Community and Technical College, in Bowling Green, Kentucky.

Chair Peeples announced that the KCTCS Foundation Board of Directors met on December 9, 2014. The Foundation received a report on the National Center for Higher Education Management Systems (NCHEMS) report, *The Kentucky Community and Technical College System: The Rise of a Premier Public Two-Year College System*. This report highlights the achievements of KCTCS over the past 15 years. The Board approved the fiscal year (FY) 2015 financial reports that reflect total assets of $2,488,604. They also received an update on the *KCTCS BuildSmart Investment for Kentucky Competitiveness* Campaign. The next meeting of the Foundation Board is scheduled for April 7, 2015.

Chair Peeples noted that he had the opportunity to attend the Kentucky Chamber Annual Meeting Dinner Event in January. He also had the pleasure of participating with President Box in the Martin Luther King Jr. celebration events in downtown Lexington. Chair Peeples shared with the Board his attendance at a meeting with the Lexington Herald Leader Editorial Board in January.

**PRESIDENT’S REPORT**

KCTCS President Jay K. Box updated the Board on the System’s current activities including KCTCS Super Sunday 2015 and the *KCTCS BuildSmart Investment for Kentucky Competitiveness* plans. He introduced Dr. Stephen Vacik, the newly appointed President of Maysville Community and Technical College effective January 2015. Updates on the *KCTCS Strategic Plan 2010-16 Performance Measures* were also provided.

The written report presented at the meeting is available at [http://publicsearch.kctcs.edu/board/Board%20Meetings/2015/201503/Pres%20Rpt%20to%20Board-MARCH%202015%20%-Final_letterhead.pdf](http://publicsearch.kctcs.edu/board/Board%20Meetings/2015/201503/Pres%20Rpt%20to%20Board-MARCH%202015%20%-Final_letterhead.pdf).
CONSENT AGENDA

RECOMMENDATION: That the following items on the KCTCS Board of Regents Consent Agenda be approved:

Academic Affairs and Curriculum Committee
   H-1. **Action: Ratification of New Credit Certificate Programs

Finance, Technology, and Human Resources Committee
   I-1. **Action: Ratification of Personnel Actions

Chair Peeples noted that the items on the Consent Agenda were discussed separately during committee meetings of the KCTCS Board of Regents. He asked whether any regent would like to discuss or remove an item from the Consent Agenda. By unanimous consent, the Consent Agenda was approved.

RECESS

The KCTCS Board of Regents recessed at 10:20 a.m. (ET) and reconvened at 10:35 a.m. (ET).

EXECUTIVE COMMITTEE

Chair Peeples called upon Executive Committee and Board of Regents Vice Chair Marcia Roth to make the committee’s report.

INFORMATION: KCTCS BOARD OF REGENTS 2016 REGULAR MEETING CALENDAR

Ms. Roth noted that according to KRS 164.340, the KCTCS Board of Regents is mandated to meet quarterly. The Board has held special meetings as necessary under the conditions set forth in Section 4 of the KCTCS Board of Regents Bylaws. 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.

Regents were asked 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. It was noted that the Board’s 2016 regular meeting calendar would be adopted at the June 12, 2015, Board of Regents meeting.

UPDATE: 2015 KCTCS LEGISLATIVE AGENDA

Ms. Roth asked the Board to review the KCTCS Summary of Legislation 2015 General Assembly Session document presented to the Executive Committee. She noted that the legislature is currently in a veto recess until March 20, 2015.

Ms. Roth provided a brief summary of the committee’s discussion. She noted there were very few bills actually enacted; none of which have any direct impact on KCTCS.

ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE

Chair Peeples called on Academic Affairs and Curriculum Committee Vice Chair Barry Martin to make the committee’s report.
RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to Mr. Harold “Shorty” Tomlinson, as requested by Jefferson Community and Technical College (JCTC) President Tony Newberry on behalf of the college. He has contributed significantly to the college and the community.

Mr. Martin noted that Mr. Tomlinson recently retired as the Carroll County Judge Executive and has been instrumental in promoting the development of a JCTC campus in Carroll County. Judge Tomlinson’s support for the campus in Carrolton has been strong and unwavering since the beginning of the campus in 1990. Judge Tomlinson has served as the co-chairman of the BuildSmart fund-rais ing committee which has successfully reached the $4 million match in cash and pledges necessary to receive state bonds for the new Carrollton Campus facility. Most recently, Judge Tomlinson allocated two $1 million grants from the Carroll County Fiscal Court in support of the $4 million BuildSmart campaign and was instrumental in securing the land for the new campus. Additionally, his efforts to build a better community through improved infrastructure, safety, healthcare, and higher education makes him a deserving candidate for an honorary associate degree from JCTC.

Mr. Martin also noted that the JCTC Nominating Committee, and the JCTC Board of Directors Chair support awarding Judge Tomlinson an honorary associate degree in humane letters.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Mr. Martin moved that the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to Mr. Harold “Shorty” Tomlinson, as requested by Jefferson Community and Technical College (JCTC) President Tony Newberry on behalf of the college. He has contributed significantly to the college and the community.

Chair Peeples called for discussion. There being none, he called for the vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to Mr. Richard Frymire, as requested by Madisonville Community College (MCC) President Judith Rhoads. He has contributed significantly to the college and the community.

Mr. Martin noted that Mr. Frymire, a military veteran, has received many awards. He served in both the Kentucky House of Representatives and Senate, serving as the Majority Leader of the Senate in 1968. It was during that time that he personally introduced Senate Bill 161 which authorized the creation of Madisonville Community College. Mr. Frymire has served as a member of the MCC Foundation for the over 30 years. He and his wife are generous supporters of the college. Their annual gifts support the Glema Mahr Center for the Arts, the
Technology and Quality Endowment, and the BuildSmart Madisonville campaign. In December 2011, the professional development opportunities program of the Technology and Quality Endowment was renamed the “Richard and Phyllis Frymire Awards of Faculty Excellence” program. Mr. Frymire is a dedicated servant of the county and supporter of the college.

Mr. Martin also noted that MCC faculty and staff and the MCC Board of Directors Chair support awarding Mr. Richard Frymire an honorary associate degree in humane letters.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Mr. Martin moved that the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to Mr. Richard Frymire, as requested by Madisonville Community College (MCC) President Judith Rhoads. He has contributed significantly to the college and the community.

Chair Peeples called for discussion. There being none, he called for the vote.

VOTE: The motion was approved unanimously.

UPDATE: BACCALAUREATE STUDENT TRANSFER

Mr. Martin provided an update on the KCTCS Transfer Peer Team. The team met in September to expand on the momentum established during the KCTCS 2014 Statewide Transfer Summit. He announced that Owensboro and Hazard are planning Regional Transfer Summits for the upcoming year and, other regional events are in the works. Mr. Martin noted that the third Annual Transfer Madness event with the Council on Postsecondary Education is scheduled for March 26, 2015. KCTCS, 22 of Kentucky's four-year institutions, CPE, and the Kentucky Higher Education Assistance Authority, will collaborate for the 12-hour, online transfer fair. In 2014, more than 1,500 people attended the event with 68 percent from Kentucky, and 50 percent were current college students. The on-line event also drew more than 400 high school students.

Mr. Martin shared that in August 2014, KCTCS and Eastern Kentucky University (EKU) signed a memorandum of agreement to offer comprehensive transfer, data exchange, and advising services for KCTCS students from the point of enrollment through EKU’s Colonel Connection program. The Colonel Connection facilitates the seamless transfer of KCTCS students to EKU by providing a structure through which transfer-related student information reports will be exchanged between EKU and KCTCS. It will also help to identify students who are considering transferring from KCTCS to EKU.

Mr. Martin shared that in the fall of 2014, KCTCS colleges partnered with Western Kentucky University and Murray State University to host transfer events. He also noted that Murray State is working on reverse transfer agreements for associate degree completion with several area KCTCS colleges.
Chair Peeples called upon Finance, Technology, and Human Resources Committee Vice Chair Robert Cooper to make the committee’s report.

**UPDATE: TECHNOLOGY SOLUTIONS REPORT**

Mr. Cooper shared that the committee was informed that the *KCTCS Technology Solutions 2014 Accomplishments Report* is a web-based format and can be seen at [http://publicsearch.kctcs.edu/publications/ts/Pages/2014AccomplishmentsReport.aspx](http://publicsearch.kctcs.edu/publications/ts/Pages/2014AccomplishmentsReport.aspx).

He noted that highlights from the *Accomplishments Report* include the RFP for the Next Generation Kentucky Information Highway. The Technology Solutions staff has been working with state Finance Cabinet, K-12, emergency services, higher education, private sector, and investors on the planning of a 3,000 mile state-wide fiber optic network through all 120 counties in Kentucky. All KCTCS colleges are considered community anchor institutions and will be connected to this network by late fall 2016 if construction follows the current plan.

Mr. Cooper reported that information security has been receiving constant media attention and is a high priority at KCTCS. Technology Solutions initiatives related to information security include a phishing awareness campaign. Technology Solutions staff conducted a simulated phishing email campaign in the system office to increase user awareness and promote secure email management.

Mr. Cooper noted that colleges are now using a visual schedule builder. This tool provides an interactive, visual representation of potential class schedules for our students as the student identifies the courses in which he/she hopes to enroll. The student can narrow the number of schedule combinations by blocking out days and times the student may be unavailable.

**ACTION: 2015-16 TUITION RATES**

RECOMMENDATION: That the KCTCS Board of Regents revise the tuition rates approved for 2015-16 during its meeting of June 13, 2014, and establish tuition rates for 2015-16 equal to the current 2014-15 tuition rates as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Students</td>
<td>$147</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td></td>
</tr>
<tr>
<td>From Contiguous Counties</td>
<td>$294</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>$515</td>
</tr>
</tbody>
</table>

Mr. Cooper noted that at the June 14, 2014, meeting, the KCTCS Board of Regent approved a 2.08 percent tuition rate ($3 per credit hour) increase in 2014-15 and a 2.04 percent tuition rate ($3 per credit hour) increase in 2015-
16 for in-state students. This action combined with the Council On Postsecondary Education (CPE) parameter for tuition rates for out-of-state students resulted in the following approved 2014-15 and 2015-16 per credit hour tuition rates for KCTCS colleges:

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Students</td>
<td>$147</td>
<td>$150</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Contiguous Counties</td>
<td>294</td>
<td>300</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>515</td>
<td>525</td>
</tr>
</tbody>
</table>

He noted that KCTCS is known as the affordable, accessible entry point into postsecondary education. Keeping the tuition rates for 2015-16 the same as 2014-15 will allow greater affordability and access for our students.

Mr. Cooper reported that the recommended revised 2015-16 in-state and out-of-state tuition rates are still within the CPE parameter established for KCTCS. There will be no change to the student fees previously approved for the BuildSmart projects. The committee was reminded that at the March 14, 2014, meeting, the Board passed a resolution endorsing the KCTCS BuildSmart Investment for Kentucky Competitiveness and the mandatory student fee to be initiated in the 2015-16 to fund the debt service for the BuildSmart capital projects as enacted by the 2014 General Assembly.

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Cooper moved that the KCTCS Board of Regents revise the tuition rates approved for 2015-16 during its meeting of June 13, 2014, and establish tuition rates for 2015-16 equal to the current 2014-15 tuition rates as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Students</td>
<td>$147</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td></td>
</tr>
<tr>
<td>From Contiguous Counties</td>
<td>$294</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>$515</td>
</tr>
</tbody>
</table>

Chair Peeples called for discussion.

During the discussion, questions were raised regarding the challenge of balancing the budget without increasing tuition rates. President Box noted that balancing the budget will require budget management at the system and colleges.

VOTE: The motion was approved unanimously.
Mr. Cooper reported that the Finance, Technology, and Human Resources Committee discussed the 2015-16 budget development scenarios in order to give President Box and his staff a sense of the Board of Regents funding priorities for 2015-16.

The KCTCS Board of Regents discussion of the following factors was needed in order to provide guidance in the development of a proposed budget for consideration at the June 12, 2015, Board meeting.

An overview was presented of the 2014-15 and 2015-16 state appropriations to KCTCS as proposed by Governor Beshear during the 2014 Regular Session of the Kentucky General Assembly:

<table>
<thead>
<tr>
<th>Budget Year</th>
<th>Enacted</th>
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</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>$191,455,700</td>
</tr>
<tr>
<td>2014-15</td>
<td>$190,162,300*</td>
</tr>
<tr>
<td>2015-16</td>
<td>$190,162.300</td>
</tr>
</tbody>
</table>

*Includes appropriation of $1,602,500 to fund the Kentucky Employee Retirement System (KERS) pension.

The second primary source of funds to support the KCTCS operating budget is tuition revenue. If the KCTCS Board of Regents choose to maintain tuition at the 2014-15 rates, a conservative forecast is that tuition revenue would remain unchanged in 2015-16. However, maintaining tuition rates at 2014-15 levels could promote retention, increase enrollments, as well as result in students taking additional credit hours.

A third funding source used to support Board priorities for expenditure is the reallocation of the existing funding base.

The Board was reminded that the Board must determine compensation increases for KCTCS faculty and staff for 2015-16. Systemwide, each 1.0 percent salary increase for full-time faculty and staff would cost approximately $2.2 million in 2015-16, with $0.5 million in additional retirement benefits for a total of $2.7 million per 1.0 percent increase.

When President Box was asked to present another option for compensation increases, he shared that awarding a flat $500 salary increase per full-time faculty and staff is another option that the Board could consider. Systemwide, the $500 option for full-time faculty and staff would cost $2.2 million in 2015-16 and $0.5 million in additional retirement benefits for a total of $2.7 million. It was noted that the $500 option has the greatest impact for lower paid employees to gain equity relative to the market.
It was also noted that additionally, each year since 1998-99 the Board of Regents has funded the cost of faculty promotion in rank. In fiscal year 2015-16, the cost of faculty promotions will be approximately $0.8 million.

President Box noted to assess salary and wage competitiveness of KCTCS relative to the market, a compensation and classification study is planned with results and recommendations to be shared with the Board upon completion in 2015-16. He also shared that the KCTCS benefits package is one of the more competitive in the nation.

Mr. Cooper reported that information for the second quarter of fiscal year 2014-15, which ended December 31, 2014, was derived from the KCTCS Administrative Financial System. The Statement of Revenues and Expenditures reflects the actual program and operational expenditures compared to the fiscal year 2014-15 budget approved by the KCTCS Board of Regents on June 13, 2014. An additional column has been added to the report at the committee’s request to depict the prior year realized program and operational expenditures for additional comparison.

He also noted that total revenues of $520 million reflect 56 percent of the budgeted revenue and appropriated funds. Current fund expenditures and budget reserve through the fiscal year total $427 million, 46 percent of the expenditures budgeted for the year. As of the end of the second quarter, KCTCS has received 85 percent of budgeted tuition revenue; and 47 percent of the total budgeted financial aid has been received and expended. A total of 100 percent of the nonrecurring budget reserve from prior year funds is in place.

The Statement of Net Position presented reflects the overall financial position of the System and includes assets, liabilities, and net assets as of December 31, 2014.

Mr. Cooper noted KCTCS defines diverse suppliers as those businesses owned by ethnic minorities, women, Veterans, or the physically challenged. Fiscal Year (FY) 2015 data (July through December) were reported in the agenda materials. The data indicated for FY 2015 that KCTCS spent over $2 million (7.2 percent) of a total $28.1 million in impactable discretionary spend with diverse suppliers. In terms of the number of suppliers, FY 2015 compared to FY 2014, the percentage of diverse vendors increased from 12 percent to 13 percent. In terms of dollars spent with diverse suppliers, FY 2015 impactable spend decreased by 2.8 percent and a parallel decline in diverse spend of 2.7 percent. The decline is reflective of continued tight budgetary constraints from flat state support and less tuition revenue. KCTCS staff continues to work on supplier matching, analyzing data to ensure the integrity and consistency of the data.

He also shared that KCTCS held its second Supplier Diversity Fair at the Lexington Convention Center on October 22, 2014. The University of Kentucky hosted the event with KCTCS. More than 300 guests and over 100 exhibitors
attended this event.

**UPDATE:**

**OFFICE OF AUDIT SERVICES REPORT**

Mr. Cooper reported that the Finance committee was provided a summary of audits conducted during the 2014-15 fiscal year along with a plan of scheduled audits for the 2015-16 fiscal year.

Mr. Cooper noted that Mr. Paige shared with the committee that the Audit Services office was working with colleges to help better manage the issues surrounding the administration of their Financial Aid programs. The Audit Services office is also working with System Office Units and Colleges on the following areas: Blackboard Student Services, information technology reviews, follow-up on compliance of environmental health and safety reviews, special reviews and investigations as well as explore expanded roles beyond financial audits.

**NEXT MEETING**

Chair Peeples announced that the next regular meeting of the KCTCS Board of Regents was scheduled for June 11-12, 2015, at Hopkinsville Community College in Hopkinsville, Kentucky.

**ADJOURNMENT**

Ms. Flynn moved that the meeting adjourn. Ms. Thomas seconded the motion.

VOTE: The motion was approved unanimously, and the meeting adjourned at 11:21 a.m. (ET).

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Date Approved by the KCTCS Board of Regents

Porter G. Peeples, Chair
KCTCS Board of Regents

Betsy E. Flynn, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President
Resolution of Appreciation

ELIJAH BUELL, JR.

WHEREAS, the Kentucky Postsecondary Education Improvement Act of 1997 (The Act) created the Kentucky Community and Technical College System as Kentucky’s ninth institution of postsecondary education; established the KCTCS Board of Regents as the System’s governing board; and determined that the KCTCS Board membership be composed of appointed and elected members, including one elected member representing the Occupational/Technical faculty; and

WHEREAS, Elijah “Lige” Buell, Jr., was elected KCTCS Faculty Regent in 2009 and re-elected in 2012 by his colleagues to serve the KCTCS Board for two three-year terms and faithfully carried out responsibilities as evidenced by his meeting attendance and participation; and

WHEREAS, Mr. Buell provided guidance to the KCTCS Board and its endeavors to achieve the KCTCS Vision of becoming the nation’s premier comprehensive community and technical college system; and

WHEREAS, Mr. Buell demonstrated dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System, especially its students and faculty, by serving on various KCTCS Board of Regents committees, including the Academic Affairs and Curriculum Committee; Finance, Technology, and Human Resources Committee; and the Efficiency, Effectiveness, and Accountability Committee; and

WHEREAS, Mr. Buell was appointed to serve and represent KCTCS faculty on the 2014 KCTCS Presidential Search Committee charged with screening and recommending candidates to the KCTCS Board of Regents to replace the inaugural KCTCS president upon his retirement; and

WHEREAS, Mr. Buell represented and served students and college faculty by faithfully executing his responsibilities as Faculty Regent, including providing the KCTCS Board with information he received and contributing his voice in KCTCS Board decisions; and

WHEREAS, Mr. Buell strove to create and maintain the highest level of quality public accountability, and institutional effectiveness by providing input on policies pertaining to finance, facilities, construction, human resources, strategic plan measurement, educational and training programs; student services; online course offerings; and the development of new degree, diploma, and certificate programs; and

WHEREAS, Mr. Buell demonstrated commitment to excellence through his advocacy and service to the KCTCS Board of Regents, the Kentucky Community and Technical College System, and the entire postsecondary education community; and

WHEREAS, the Kentucky Community and Technical College System Board of Regents wishes to express its heartfelt appreciation to Mr. Buell for his service as he leaves the KCTCS Board of Regents;

NOW, THEREFORE, BE IT RESOLVED that the Kentucky Community and Technical College System Board of Regents hereby commends Elijah “Lige” Buell, Jr., for his enthusiasm, talents, dedication, leadership, and time spent supporting and developing the Kentucky Community and Technical College System, extends its best wishes for continued success to Mr. Buell, and looks forward to his continued friendship and support of KCTCS.

SO RESOLVED this thirteenth day of March 2015.

ATTEST:

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

Betsy E. Flynn, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President
Resolution of Appreciation

JOHN P. DOVE

WHEREAS, the Kentucky Postsecondary Education Improvement Act of 1997 (The Act) created the Kentucky Community and Technical College System as Kentucky’s ninth institution of postsecondary education; established the KCTCS Board of Regents as the System’s governing board; and determined that the KCTCS Board membership be composed of appointed and elected membership, including non-teaching personnel; and

WHEREAS, John P. Dove was elected KCTCS Staff Regent in 2012 by his colleagues to serve the KCTCS Board for a three-year term and faithfully carried out responsibilities as evidenced by his meeting attendance and participation; and

WHEREAS, Mr. Dove provided guidance to the KCTCS Board and its endeavors to achieve the KCTCS Vision of becoming the nation’s premier comprehensive community and technical college system; and

WHEREAS, Mr. Dove demonstrated dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System, especially its students and staff, by serving on various KCTCS Board of Regents committees, including the Finance, Technology, and Human Resources Committee; and the Efficiency, Effectiveness, and Accountability Committee; and was appointed to serve as the Vice Chair of the EEA Committee in 2013; and

WHEREAS, Mr. Dove executed his responsibilities as Staff Regent with a positive attitude, promoting unity across the System, making decisions for the long-term good of the System and its constituents, and communicating feedback received from non-teaching personnel; and

WHEREAS, Mr. Dove was appointed to serve and represent KCTCS staff on the 2014 KCTCS Presidential Search Committee charged with screening and recommending candidates to the KCTCS Board of Regents to replace the inaugural KCTCS president upon his retirement; and

WHEREAS, Mr. Dove strived to create and maintain the highest level of quality public accountability, and institutional effectiveness by providing input on policies pertaining to finance, facilities, construction, human resources, strategic plan measurement, and academic and technical program offerings; and

WHEREAS, Mr. Dove demonstrated commitment to excellence through his advocacy and service to the KCTCS Board of Regents, the Kentucky Community and Technical College System, and the entire postsecondary education community; and

WHEREAS, the Kentucky Community and Technical College System Board of Regents wishes to express its heartfelt appreciation to Mr. Dove for his service as he leaves the KCTCS Board of Regents;

NOW, THEREFORE, BE IT RESOLVED, that the Kentucky Community and Technical College System Board of Regents hereby commends John P. Dove for his dedication, leadership, talents, and time spent serving the Kentucky Community and Technical College System, extends its best wishes for continued success to Mr. Dove, and looks forward to his continued friendship and support of KCTCS.

SO RESOLVED this thirteenth day of March, 2015.

ATTEST: 

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

Betsy E. Flynn, Secretary 
KCTCS Board of Regents

Jay K. Box, Ed.D. 
KCTCS President
At the meeting, KCTCS President Jay K. Box will introduce Dr. Jay Allen, President of Hopkinsville Community College, who will bring college greetings.
H. Executive Committee
*3:30 p.m. (CT), June 10, 2015
Room 210 Technology Center
Hopkinsville Community College, Hopkinsville, Kentucky

Call to Order

Roll Call

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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. Marcia L. Roth, Committee Vice Chair
Mr. Robert G. Cooper
Ms. Betsy E. Flynn
Dr. Gail R. Henson
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 Derrik 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).

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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.
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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Chair, Board of Regents

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President, KCTCS

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I. Efficiency, Effectiveness, and Accountability Committee
9:00 a.m. (CT), June 11, 2015
Room 210 Technology Center
Hopkinsville Community College, Hopkinsville, Kentucky

Page

Call to Order

Roll Call

Approval Minutes
Approval of March 13, 2014, Meeting Minutes ................................................................. 35

1. Update: KCTCS Strategic Plan 2010-16 Performance Measures ................................. 39

Adjournment
Committee Members Present:
Mr. Elijah Buell, Jr.                                Dr. Gail R. Henson
Ms. Ginger A. Carroll                               Mr. Barry K. Martin
Ms. Berniece A. Combs                               Mr. Porter G. Peeples, Sr.
Mr. Robert G. Cooper                                 Ms. Marcia L. Roth
Mr. John P. Dove                                     Mr. Donald R. Tarter
Ms. Betsy E. Flynn                                   Ms. Suzanne Tasayco
Dr. Michael Ginsberg                                 Ms. Doris C. Thomas

CALL TO ORDER
Committee Chair Cooper called to order the meeting of the Kentucky Community and Technical College System Board of Regents Efficiency, Effectiveness, and Accountability (EEA) Committee at 1:55 p.m. (ET) on March 13, 2014. 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, 2014. Hon. J. Campbell Cantrill, KCTCS General Counsel, served as parliamentarian.

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

APPROVAL OF MINUTES
MOTION: Dr. Henson moved and Ms. Roth seconded that the minutes of the March 14, 2013, KCTCS Board of Regents Efficiency, Effectiveness, and Accountability Committee be approved.

VOTE: The motion was approved by unanimous consent.

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

ACTION: KCTCS STRATEGIC PLAN 2010-16 PERFORMANCE MEASURES - REVISIONS
RECOMMENDATION: That the KCTCS Board of Regents approve the revised targets for the KCTCS Strategic Plan 2010-16 Performance Measures as discussed at the March 2014 meeting.

Chair Cooper noted that the KCTCS Board of Regents Effectiveness, Efficiency, and Accountability (EEA) Committee is a committee of the whole Board that is responsible for advising KCTCS and recommending action on policies related to accountability. Routine items considered by the EEA Committee relate to strategic planning and performance measures.

Chair Cooper called on KCTCS President Michael B. McCall to present the item. KCTCS System Director of the Office for Research and Policy Analysis Christina Whitfield assisted with presenting an annual update on the status of the KCTCS Strategic Plan 2010-16, the performance measures results, and the progress made toward System level targets.
The achievement or progress toward the strategic plan goals is currently measured based upon the performance measures and targets that build upon the KCTCS Mission and other mandates found in the Kentucky Postsecondary Education Improvement Act of 1997 (as amended). “Measures” are specific, quantifiable, and provide a framework for monitoring progress toward a strategic plan goal and analysis of KCTCS performance and effectiveness. “Targets” are performance objectives. Results for measures assigned targets are reported regularly to the Board. Priority assigned to measures selected for performance targets and the targets themselves may change over the course of the strategic planning period.

The committee discussed the need to consider revising some of the targets for the performance measures since there are only two years remaining in the strategic plan, and trend and data analysis indicate such revisions are warranted at this time.

Chair Cooper called for a motion.

MOTION: Ms. Thomas moved and Mr. Martin seconded that the Efficiency, Effectiveness, and Accountability Committee recommend that the KCTCS Board of Regents approve the revised targets for the KCTCS Strategic Plan 2010-16 Performance Measures as follows:

- Transfer – from 9,580 to 12,330
- Student Diversity – from 106.7 to 111.9 percent
- Media Focus (Citations) – from 7,392 to 13,000
- Participation Rate – from 3.5 to 3.3 percent
- Persistence Rate – from 54.3 to 43.9 percent
- Diversity Persistence – from 54.3 to 36 percent
- Wage Index – from 100 to 83.3 percent
- Workforce Matriculation – from 10.2 to 6.8 percent
- Developmental Education Success Rate –
  - English – from 77.7 to 59 percent
  - Math – from 69.2 to 50.5 percent
  - Reading – from 78.9 to 65.6 percent

VOTE: The motion was approved unanimously.

INFORMATION: KCTCS STRATEGIC PLAN 2016-22

Chair Cooper called on KCTCS President Michael B. McCall to present the item. KCTCS Vice President Tim Burcham assisted with the presentation on the next iteration of strategic planning for 2016-22.

The role of the KCTCS Board of Regents in strategic planning is clearly defined in the Kentucky Revised Statutes, Southern Association of Colleges and Schools (SACS) accreditation requirements for KCTCS colleges, and KCTCS Board of Regents Policies.

The EEA Committee discussed the need to continue an inclusive approach as the next plan is developed, similar to the approaches taken in the development of past strategic plans. It was noted that special circumstances will influence the development of the strategic plan for 2016-22, including the hiring of a new KCTCS President (2014-15),
the election of a new Governor (2015), the adoption of the 2016-18 Biennial Budget (2016), the election of a new U.S. President (2016), and the assessment of the achievement of the 2020 Goals of House Bill 1.

The tentative timeline for the KCTCS Strategic Plan 2016-22 planning process, beginning January 2015, will include the formation of Strategic Planning Teams, the conducting of environmental scans, and research and data analysis. In June 2015, surveys will be sent to internal and external KCTCS stakeholders. During January–June 2016, draft vision, values, and goals will be reviewed by the Board; performance measures and targets will be identified. The KCTCS Strategic Plan 2016-22 will be presented to the Board for final approval by June 2016.

NEXT MEETING

Chair Cooper announced that the next meeting would be in March 2015.

ADJOURNMENT

MOTION: Ms. Carroll moved and Ms. Roth seconded that the committee adjourn.

VOTE: The motion passed unanimously, and the meeting adjourned at 3:06 p.m. (ET).

6/11/15

Date Approved by the Efficiency, Effectiveness, and Accountability Committee

Robert G. Cooper

Committee Chair
At the June 11, 2015, Efficiency, Effectiveness, and Accountability (EEA) Committee meeting, President Jay K. Box will provide an update on the *KCTCS Strategic Plan 2010-16 Performance Measures*.

**Background**

The KCTCS Board of Regents EEA Committee is responsible for advising the KCTCS Board of Regents and recommending action on policies related to accountability. The *KCTCS Board of Regents Bylaw 10.2.4* states:

> The purpose of the Efficiency, Effectiveness, and Accountability Committee is to recommend policies related to creating and maintaining the highest level of quality, public accountability, and institutional effectiveness at KCTCS colleges. Specifically, the Committee’s responsibility shall be to advise KCTCS and recommend action on policies related to accountability. The Committee shall operate as a committee of the whole and will meet at least annually to review the System’s accountability reports and recommend accountability goals for the upcoming year.

Routine items considered by the EEA Committee relate to strategic planning and performance measures.

The Board of Regents approved the comprehensive *KCTCS Strategic Plan 2010-16*, including *KCTCS Values, Vision, Mission, Strategic Goals*, and the Performance Measures for 2010-16 (Attachment A), at the March 2010 Board of Regents meeting. The 2010-16 Strategic Plan went into effect July 1, 2010.

The Board began identifying the performance measures for the *KCTCS Strategic Plan 2010-16* during the September 2009 EEA Workshop. Feedback from the Board’s September 2009 EEA Committee meeting and subsequent input from the KCTCS President’s Leadership Team was used to identify the proposed performance measures presented for consideration in the comprehensive strategic plan at the March 2010 Board meeting. Performance measures provide a framework for monitoring progress toward a strategic plan goal. One or more measures have been assigned to each strategic plan goal. The KCTCS Office for Research and Policy Analysis staff maintains data on each of these measures as part of the continuous improvement and institutional effectiveness process.

At the March 15, 2012, Board of Regents meeting, the Board of Regents approved the revision of definitions for the *KCTCS Strategic Plan 2010-16 Performance Measures for Transfer* and *Workforce Matriculation*. The revision to the Transfer definition allows for annual monitoring of progress and aligns with the Council on Postsecondary Education’s (CPE) *2011-15 Strategic Agenda: Stronger by Degrees* performance measure for Transfer. The revision for Workforce
Matriculation redefines the cohort to include all workforce students and exclude students who earn a credential without becoming credential-seeking as matriculated students.

At the March 14, 2013, meeting, the Board of Regents approved revisions to the Credentials performance measure definition and target for 2015-16. The revised definition now includes the total number of credentials (certificates, diplomas, and associate degrees) awarded and the number of associate degrees awarded. The previous definition included total credentials awarded and associate degrees as a proportion of the total. Additionally, the target established for the previous Credentials performance measure for the total credentials awarded had been exceeded, and the continued growth in the number of certificates awarded masked the increase in the associates degrees in the previous definition. The revised definition acknowledges the increase in certificates awarded and aligns with the CPE’s Stronger by Degrees performance measure for credentials.

At the March 13, 2014, meeting, the Board of Regents approved revised targets for the KCTCS Strategic Plan 2010-16 Performance Measures as follows:

- Transfer – from 9,580 to 12,330
- Student Diversity – from 106.7 to 111.9 percent
- Media Focus (Citations) – from 7,392 to 13,000
- Participation Rate – from 3.5 to 3.3 percent
- Persistence Rate – from 54.3 to 43.9 percent
- Diversity Persistence – from 54.3 to 36 percent
- Wage Index – from 100 to 83.3 percent
- Workforce Matriculation – from 10.2 to 6.8 percent
- Developmental Education Success Rate –
  - English – from 77.7 to 59 percent
  - Math – from 69.2 to 50.5 percent
  - Reading – from 78.9 to 65.6 percent

A complete list of the current KCTCS Strategic Plan 2010-16 Performance Measures and their definitions are included in Attachment B.

Updated information for all of the performance measures and their targets will be provided during the EEA meeting.
KCTCS Values, Vision, Mission, and Strategic Goals for the KCTCS Strategic Plan 2010-16 (as Approved March 2010)

KCTCS Values

KCTCS values:

• Responsiveness to students, employers, and communities.
• Access with innovative and flexible delivery.
• Trust, respect, and open communication.
• Continuous improvement.
• Inclusion, multiculturalism, and engagement.

KCTCS Vision

To be the nation’s premier community and technical college system.

KCTCS Mission

The mission of KCTCS is to improve the employability and quality of life of Kentucky citizens as the primary provider of:

• College and Workforce Readiness.
• Transfer Education.
• Workforce Education and Training.

KCTCS Strategic Goals

• Advance excellence and innovation in teaching, learning, and service.
• Increase student access, transfer, and success.
• Cultivate diversity, multiculturalism, and inclusion.
• Enhance the economic and workforce development of the Commonwealth.
• Promote the recognition and value of KCTCS.
Performance Measures for the
**KCTCS Strategic Plan 2010-16**
(as Approved March 2010; Revised March 2012 and March 2013)

### Strategic Goal: Advance excellence and innovation in teaching, learning, and service

<table>
<thead>
<tr>
<th><strong>Measure</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement</td>
<td>Average scores on the Community College Survey of Student Engagement's benchmarks of effective educational practice; results from the Community College Faculty Survey of Student Engagement.</td>
</tr>
<tr>
<td>Licensure/Certification Pass Rate</td>
<td>Annual percent of first-time takers passing licensure and certification exams required by the profession for entry-level positions as reported by state and national examining boards or college licensure exam administrators.</td>
</tr>
</tbody>
</table>

### Strategic Goal: Increase student access, transfer, and success

<table>
<thead>
<tr>
<th><strong>Measure</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental Education Success Rate</td>
<td>Percent of students referred to developmental courses by subject who complete a developmental course in that subject or re-test at a college level by the end of the second year.</td>
</tr>
<tr>
<td>Participation Rate</td>
<td>KCTCS fall credit enrollment, divided by adult population (ages 18-64), as reported by the United States Census Bureau.</td>
</tr>
<tr>
<td>Credentials</td>
<td>Annual count of total credentials (associate degrees, certificates, and diplomas) awarded, and annual count of associate degrees awarded.</td>
</tr>
<tr>
<td>Persistence Rate</td>
<td>Percent of fall/summer first-time credential-seeking students who have earned a credential, transferred to a four-year institution, or are still enrolled at the end of three years.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Annual number of students who enter a public, independent, or proprietary postsecondary institution in Kentucky as a first-time transfer student, and the number of students other than first-time transfer students who transfer KCTCS credit into any public, independent, or proprietary four-year institution.</td>
</tr>
</tbody>
</table>
Strategic Goal: Cultivate diversity, multiculturalism, and inclusion

<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Diversity Index</td>
<td>Percent of students with known ethnicity in all racial/ethnic categories excluding white and nonresident alien, based on fall unduplicated headcount, compared to percent minority population.</td>
</tr>
<tr>
<td>Employee Diversity</td>
<td>Percent of employees with known ethnicity in all racial/ethnic categories excluding white and nonresident alien, based on fall unduplicated headcount, compared to percent minority population.</td>
</tr>
<tr>
<td>Persistence Rate Diversity</td>
<td>Percent of fall/summer first-time credential-seeking minority students who have earned a credential, transferred to a four-year institution, or are still enrolled at the end of three years.</td>
</tr>
</tbody>
</table>

Strategic Goal: Enhance the economic and workforce development of the Commonwealth

<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Wage/High Demand Completions</td>
<td>Annual number of credentials awarded in fields with (1) average salaries at or above the 75th percentile and (2) growing at a rate greater than or equal to the state average, or exceeding 100 annual job openings.</td>
</tr>
<tr>
<td>Workforce Matriculation</td>
<td>Percent of non-credential workforce students (excluding fire/rescue students) who enroll as credential-seeking students or earn a credential within three years.</td>
</tr>
<tr>
<td>Wage Index</td>
<td>Median wage of KCTCS completers earning $2,500 or more in the second quarter after completion, indexed to the state median occupational wage.</td>
</tr>
</tbody>
</table>

Strategic Goal: Promote recognition and value of KCTCS

<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Contributions</td>
<td>Annual dollar amount of financial contributions from grants, contracts, advancement, and other external sources, and endowment income.</td>
</tr>
<tr>
<td>Media Focus</td>
<td>Number of media citations and positive citations as a percent of total, as reported by the VOCUS media-tracking service and KCTCS Public Relations.</td>
</tr>
</tbody>
</table>
Recommendation

That the KCTCS Board of Regents adopt the proposed Vision, Values and Goals for KCTCS Strategic Plan 2016-22 process as presented at the June 2015 meetings.

Rationale

• President Box has begun the 2016-22 Strategic Planning process by collecting input from stakeholders throughout Kentucky.

• The President has conducted listening sessions at all 16 KCTCS colleges and the System Office, meeting with nearly 2,000 community members, students, KCTCS employees, and business leaders to help envision a future state for KCTCS.

• A statewide survey was conducted that garnered over 3,200 responses and solicited input from nearly 20 System-wide functional Peer Teams, representing virtually every organizational area of operations.

• This statewide input represents the outcome of a whole-system engagement process intended to share the design of KCTCS’s future with those who will be most impacted in that future.

• On May 19, 2015, the President’s Leadership Team (the 16 college presidents and the President’s Cabinet) considered all input, research, and data collected thus far to recommend the proposed Vision, Values and Goals for 2016-22.

• The data collected through this comprehensive process has been used to shape the recommended Vision, Values, and Goals to be presented to the KCTCS Board of Regents to consider as the basis for the 2016-22 KCTCS strategic plan.

Background

The KCTCS Board of Regents adopted its first strategic plan in October 1999 and set 10 goals that were to be accomplished by 2005, focusing on two-year priorities. Along with the plan, the Board also adopted a Vision statement for the Commonwealth’s newly created ninth institution of postsecondary education: “To create, by the year 2020, a comprehensive community and technical college system recognized as the nation’s best.”

Since adoption of that initial strategic plan and vision in 1999, KCTCS has reached numerous milestones well in advance of anticipated timeframes. When the Board of Regents adopted the
2002 edition of the strategic plan, it also aligned the KCTCS strategic planning process with the budget cycle, including the annual fiscal year and the biennial budget development.

Building on and refining the process used in 1999, work toward developing a strategic plan for 2006-10 began with the formation of a Strategic Plan Workgroup (SPW) in spring 2003 and culminated with the June 2006 Board approval of a comprehensive KCTCS Strategic Plan 2006-10.

At the March 12, 2010, Board of Regents meeting, the Board adopted the comprehensive KCTCS Strategic Plan 2010-16 consisting of values, vision, mission, strategic goals, and performance measures. The 16 KCTCS colleges’ strategic planning timelines align with the KCTCS Strategic Plan 2010-16, and the colleges’ strategic plan goals include the KCTCS Strategic Plan Goals for 2010-16. The Board of Regents accepted the KCTCS Business Plan 2010-2016 at the September 2011 Board meeting.

The Strategic Agenda for Postsecondary Education

The Kentucky Postsecondary Education Improvement Act of 1997, The Act charged the Council on Postsecondary Education (CPE) with setting the strategic agenda for postsecondary education. In response, CPE developed the 2020 Vision, An Agenda for Kentucky’s System of Postsecondary Education and an Action Agenda for implementing the goals of The Act. CPE has since adopted a new strategic agenda for Kentucky postsecondary education, Five Questions, One Mission: A Public Agenda for Postsecondary and Adult Education, 2005-2010 followed by the 2011-15 Strategic Agenda "Stronger By Degrees"; and each of Kentucky’s nine postsecondary education institutions must respond to the current plan in keeping with their respective statutory mission. As required by statute, the KCTCS Strategic Plan 2010-16 maintains alignment with the statewide postsecondary education strategic agenda set by the Council on Postsecondary Education and responds to the mandates in the Kentucky Postsecondary Education Improvement Act of 1997 (as amended).

During the new strategic planning cycle, KCTCS is working closely with CPE and other state partners including the Kentucky Department of Education, the Cabinet for Economic Development, and the Kentucky Chamber of Commerce in an unprecedented effort to collaborate on a shared vision and set of strategic goals for the Commonwealth.

Strategic Plan Measurement

Achievement or progress toward strategic plan goals currently is measured based upon performance measures and targets that build upon the KCTCS Mission and other mandates found in the Kentucky Postsecondary Education Improvement Act of 1997 (as amended). “Measures” are specific, quantifiable, and provide a framework for monitoring progress toward a strategic plan goal and analysis of KCTCS performance and effectiveness. “Targets” are performance objectives. Results for measures assigned targets are reported regularly to the Board. Priority assigned to measures selected for performance targets and the targets themselves may change over the course of the strategic planning period.

Attachment A is KCTCS Board of Regents 4.9 Policy Kentucky Community and Technical College System Policy on Strategic Planning and Institutional Effectiveness.
4.9 Kentucky Community and Technical College System Policy on Strategic Planning and Institutional Effectiveness

To be the nation’s premier community and technical college system, KCTCS shall develop, implement, and maintain a broad-based process that measures institutional effectiveness. The process shall assess functions, services, and programs in order to provide data to demonstrate the following:

- How well KCTCS is fulfilling its mission “to improve the employability and quality of life of Kentucky citizens....”
- The progress KCTCS is making toward the accomplishment of its strategic plan articulated in goals and stated vision and guided by its values;
- The responsiveness of KCTCS to the statewide planning and accountability efforts expressed in documents such as The Public Agenda for Postsecondary Education in Kentucky of the Council on Postsecondary Education; and
- The responsiveness of KCTCS to stakeholders, including students, employers, faculty, staff, K-12 schools, four-year colleges and universities, accrediting agencies, government agencies, elected officials, and others.

The KCTCS strategic goals shall be used to determine the measurement of institutional effectiveness while considering internal and external factors and including comprehensive, systematic planning and evaluation in all major components, including educational programs, educational support services, financial and physical resources, and administrative procedures.

The institutional effectiveness process shall include performance measures as determined for the strategic plan and may include others as determined at KCTCS colleges.

The process shall provide KCTCS with quantitative and qualitative data that can be used for systematic decision making; for the continuous improvement of functions, services, and programs; and for the realization of systemwide strategic goals.

As the chief executive officer of KCTCS, the President is authorized to promulgate administrative procedures and to ensure that the System infrastructure is adequate for policy implementation.

<table>
<thead>
<tr>
<th>2-25-00</th>
<th>9-17-10</th>
<th>3-10-06; 9-1710</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved by KCTCS Board of Regents</td>
<td>Date of Last Review</td>
<td>Date of Last Revision (Include all dates in chronological order)</td>
</tr>
<tr>
<td>(SIGNED)</td>
<td>9-17-10</td>
<td>(SIGNED) 9-17-10</td>
</tr>
<tr>
<td>Chair, Board of Regents</td>
<td>Date</td>
<td>President, KCTCS</td>
</tr>
</tbody>
</table>
J. Finance, Technology, and Human Resources Committee
*12:30 p.m. (CT), June 11, 2015
Room 210 Technology Center
Hopkinsville Community College, Hopkinsville, Kentucky

Call to Order

Roll Call

Approval Minutes
Approval of March 12, 2015, Meeting Minutes ................................................................. 51

1. **Action: Ratification of Personnel Actions ............................................................................. 59
2. Action: 2015-16 KCTCS Salary Schedule .................................................................................. 63
3. Action: 2015-16 KCTCS Salary Increase ..................................................................................... 65
4. Action: 2015-16 KCTCS Annual Budget ..................................................................................... 67
5. Update: KCTCS Quarterly Financial Report ............................................................................. 71
6. Update: Facilities Management and Sustainability Status Report ............................................. 75

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.
Committee Members Present:
Ms. Doris C. Thomas, Committee Chair
Mr. Robert G. Cooper, Committee Vice-Chair
Ms. Betsy E. Flynn
Mr. Shawn S. Payne

NOTE: Mr. Yankey arrived at 2:00 p.m.

CALL TO ORDER
Committee Chair Thomas called to order the meeting of the Kentucky Community and Technical College System Board of Regents Finance, Technology, and Human Resources Committee at 1:37 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 4, 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
Chair Thomas called for a motion to approve the minutes of the December 4, 2014, meeting of the Finance, Technology, and Human Resources Committee.

MOTION: Mr. Cooper moved and Ms. Flynn seconded that the minutes of the December 4, 2014, KCTCS Board of Regents Finance, Technology, and Human Resources Committee be approved.

VOTE: The motion was approved unanimously.

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

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

Chair Thomas called on KCTCS President Jay K. 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 Thomas called for a motion.

MOTION: Ms. Roth moved and Mr. Cooper 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.

VOTE: The motion was approved unanimously.

**UPDATE: TECHNOLOGY SOLUTIONS REPORT**

Chair Thomas called on President Box to present the Technology Solutions Report with the assistance of KCTCS Vice President Paul Czarapata.

The committee was informed that the *KCTCS Technology Solutions 2014 Accomplishments Report* is a web-based format and can be seen at [http://publicsearch.kctcs.edu/publications/ts/Pages/2014AccomplishmentsReport.aspx](http://publicsearch.kctcs.edu/publications/ts/Pages/2014AccomplishmentsReport.aspx).

Highlights from the *Accomplishments Report* include the RFP for the Next Generation Kentucky Information Highway. The Technology Solutions staff has been working with state finance cabinet, K-12, emergency services, higher education, private sector, and investors on the planning of a 3,000 mile state wide fiber optic network through all 120 counties in Kentucky. All KCTCS colleges are considered community anchor institutions and will be connected to this network by late fall 2016 if construction follows the current plan.

It was reported that information security has been receiving constant media attention and is a high priority at KCTCS. Technology Solutions initiatives related to information security include a phishing awareness campaign. Technology Solutions staff conducted a simulated phishing email campaign in the system office to increase user awareness and promote secure email management.

Dr. Czarapata noted that colleges are now using a visual schedule builder. This tool provides an interactive, visual representation of potential class schedules for our students as the student identifies the courses in which he/she hopes to enroll. The student can narrow the number of schedule combinations by blocking out days and times the student may be unavailable.

**ACTION: 2015-16 TUITION RATES**

RECOMMENDATION: That the KCTCS Board of Regents revise the tuition rates approved for 2015-16 during its meeting of June 13, 2014, and establish tuition rates for 2015-16 equal to the current 2014-15 tuition rates as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Students</td>
<td>$147</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td></td>
</tr>
<tr>
<td>From Contiguous Counties</td>
<td>$294</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>$515</td>
</tr>
</tbody>
</table>

Chair Thomas called on KCTCS President Jay K. Box to present the item. KCTCS Vice President Wendell Followell assisted with the presentation.
President Box noted that at the June 14, 2014, meeting, the KCTCS Board of Regent approved a 2.08 percent tuition rate ($3 per credit hour) increase in 2014-15 and a 2.04 percent tuition rate ($3 per credit hour) increase in 2015-16 for in-state students. This action combined with the Council On Postsecondary Education (CPE) parameter for tuition rates for out-of-state students resulted in the following approved 2014-15 and 2015-16 per credit hour tuition rates for KCTCS colleges:

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Students</td>
<td>$147</td>
<td>$150</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Contiguous Counties</td>
<td>294</td>
<td>300</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>515</td>
<td>525</td>
</tr>
</tbody>
</table>

Mr. Followell noted that KCTCS is known as the affordable, accessible entry point into postsecondary education. By keeping, the tuition rates for 2015-16 the same, as 2014-15 will be maintained. It will allow greater affordability and access for our students.

It was noted that the recommended revised 2015-16 in-state and out-of-state tuition rates are still within the CPE parameter established for KCTCS. There will be no change to the student fees for the BuildSmart projects. The committee was reminded that at the March 14, 2014 meeting, the Board passed a resolution endorsing the KCTCS BuildSmart Investment for Kentucky Competitiveness and the mandatory student fee to be initiated in the 2015-16 to fund the debt service for the BuildSmart capital projects as enacted by the 2014 General Assembly.

Chair Thomas called for a motion.

MOTION: Ms. Flynn moved and Ms. Roth seconded that the Finance, Technology, and Human Resources Committee recommend that the KCTCS Board of Regents revise the tuition rates approved for 2015-16 during its meeting of June 13, 2014, and establish tuition rates for 2015-16 equal to the current 2014-15 tuition rates as follows:

<table>
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<tr>
<td>From Contiguous Counties</td>
<td>$294</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>$515</td>
</tr>
</tbody>
</table>

Chair Thomas called for discussion.

During the discussion, questions were raised regarding salary increases and maintaining current funding levels if enrollment continues to decline. Mr. Followell noted that keeping tuition flat might help increase enrollment and thereby increase revenues.

It was noted that this action communicates the need for increased appropriations to help keep tuition affordable for students.
Chair Thomas called for a vote.

VOTE: The motion was approved unanimously.

Chair Thomas called on President Box to present the item. KCTCS Vice President Wendell Fowell assisted with the presentation. It was noted that the fiscal year 2015-16 budget would direct the use of financial resources available to KCTCS to help achieve its mission and vision.

The KCTCS Board of Regents discussion of the following factors was needed in order to provide guidance in the development of a proposed budget for consideration at the June 12, 2015, Board meeting.

President Box provided an overview of the 2014-15 and 2015-16 state appropriations to KCTCS as proposed by Governor Beshear during the 2014 Regular Session of the Kentucky General Assembly:

<table>
<thead>
<tr>
<th>Budget Year</th>
<th>Enacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>$191,455,700</td>
</tr>
<tr>
<td>2014-15</td>
<td>$190,162,300*</td>
</tr>
<tr>
<td>2015-16</td>
<td>$190,162,300</td>
</tr>
</tbody>
</table>

*Includes appropriation of $1,602,500 to fund the Kentucky Employee Retirement System (KERS) pension.

The second primary source of funds to support the KCTCS operating budget is tuition revenue. If the KCTCS Board of Regents choose to maintain tuition at the 2014-15 rates, a conservative forecast is that tuition revenue would remain unchanged in 2015-16. Maintaining tuition rates at 2014-15 levels could promote retention, increase enrollments, as well as result in students taking additional credit hours.

A third funding source used to support Board priorities for expenditure is the reallocation of the existing funding base.

Fixed costs in certain employee benefits are estimated to increase in 2015-16. Current estimates indicate that utilities and property insurance costs will increase by approximately $1.2 million in 2015-16, a 5.5 percent increase. Employee benefits include the increased cost of health insurance coverage for continued participation in the state and University of Kentucky health insurance plans, workers’ compensation, long-term disability, and unemployment insurance and could increase by approximately $3 million in 2015-16, a 6.7 percent increase. The unfunded fixed costs in employee benefits, utilities, and property insurance, is estimated at $4.2 million in 2015-16.
As in the past, the Board must determine compensation increases for KCTCS faculty and staff for 2015-16. Systemwide, each 1.0 percent salary increase for full-time faculty and staff would cost approximately $2.2 million in 2015-16, with $0.5 million in additional retirement benefits for a total of $2.7 million per 1.0 percent increase.

President Box noted another option for compensation increases would be awarding a flat $500 per full-time faculty and staff. Systemwide, the $500 option for full-time faculty and staff would cost $2.2 million in 2015-16 and $0.5 million in additional retirement benefits for a total of $2.7 million. The $500 option has the greatest impact for lower paid employees to gain equity relative to the market.

Additionally, each year since 1998-99 the Board of Regents has funded the cost of faculty promotion in rank. In fiscal year 2015-16, the cost of faculty promotions will be approximately $0.8 million.

It was noted to assess salary and wage competitiveness of KCTCS relative to the market, a compensation and classification study is planned with results and recommendations to be shared with the Board upon completion in 2015-16.

The KCTCS BuildSmart Investment for Kentucky Competitiveness is a public-private partnership and investment initiative included in Governor Beshear’s 2014-16 budget that will provide a total of $194 million in funding for the top capital project at each of the 16 KCTCS colleges. Agency bonds will be issued to pay for 75 percent of the total project scope. The remaining 25 percent will be matched from private and other funds raised or provided by the KCTCS colleges.

Chair Thomas called for discussion.

During the discussion of the budget scenarios, the committee indicated that a raise for full-time faculty and staff would be important to include in the 2015-16 budget.

**UPDATE:**
**KCTCS QUARTERLY FINANCIAL REPORT**

Chair Thomas called on President Box to present the KCTCS Quarterly Financial Report. KCTCS Vice President Wendell Followell assisted him with the presentation.

It was reported that information for the second quarter of fiscal year 2014-15, which ended December 31, 2014, was derived from the KCTCS Administrative Financial System. The Statement of Revenues and Expenditures reflects the actual program and operational expenditures compared to the fiscal year 2014-15 budget approved by the KCTCS Board of Regents on June 13, 2014.

An additional column has been added to the report at the committee’s request to depict the prior year realized program and operational expenditures for additional comparison.
Total revenues of $520 million reflect 56 percent of the budgeted revenue and appropriated funds. Current fund expenditures and budget reserve through the fiscal year total $427 million, 46 percent of the expenditures budgeted for the year. As of the end of the second quarter, KCTCS has received 85 percent of budgeted tuition revenue; and 47 percent of the total budgeted financial aid has been received and expended. A total of 100 percent of the nonrecurring budget reserve from prior year funds is in place.

The Statement of Net Position presented reflects the overall financial position of the System and includes assets, liabilities, and net assets as of December 31, 2014.

**UPDATE: SUPPLIER DIVERSITY REPORT**
Chair Thomas called on President Box to present the Supplier Diversity Report. KCTCS Vice President Wendell Followell assisted with the presentation.

KCTCS defines diverse suppliers as those businesses owned by ethnic minorities, women, veterans, or the physically challenged. Fiscal Year (FY) 2015 data (July through December) were reported in the agenda materials. The data indicated for FY 2015 that KCTCS spent over $2 million (7.2 percent) of a total $28.1 million in impactable discretionary spend with diverse suppliers. In terms of the number of suppliers, FY 2015 compared to FY 2014, the percentage of diverse vendors increased from 12 percent to 13 percent. In terms of dollars spent with diverse suppliers, FY 2015 impactable spend decreased by 2.8 percent and a parallel decline in diverse spend of 2.7 percent. The decline is reflective of continued tight budgetary constraints from flat state support and less tuition revenue. KCTCS staff continues to work on supplier matching, analyzing data to ensure the integrity and consistency of the data.

KCTCS held its second Supplier Diversity Fair at the Lexington Convention Center on October 22, 2014. The University of Kentucky hosted the event with KCTCS. More than 300 guests and over 100 exhibitors attended this event. Buyers and officials from other organizations such as the University of Kentucky, Commerce-Lexington, Kentucky Finance and Administration Cabinet, Lexington-Fayette Urban County Government, and the U.S. Small Business Administration (SBA), and more attended to discuss business opportunities. The event included not only the opportunity for diverse businesses to display their businesses, but also breakout sessions to assist diverse suppliers to grow their businesses.

**UPDATE: OFFICE OF AUDIT SERVICES REPORT**
Chair Thomas called on Mr. Glenn Paige, Office of Audit Services Director, to provide a semi-annual report on the activities of the Office of Audit Services.
The committee was provided a summary of audits conducted during the 2014-15 fiscal year along with a plan of scheduled audits for the 2015-16 fiscal year.

Audits that were completed in 2014-15 included the following System Office Units: Student Financial Aid, Human Resources, Facilities Management, Veterans Affairs, and External Audit Assistance-Dean Dorton Allen Ford (DDAF). Accounts Payable/Procure to Pay, Management Assistance-Student Financial Aid Continuous Monitoring/College Exception Reporting, and Management Assistance –KCTCS TRAINS System Office Units have audits that are in progress and will conclude in the 2014-15 fiscal year.

Audits of colleges with leadership changes are completed for Hopkinsville Community College and Owensboro Community and Technical College. A normal recurring audit for Gateway Community and Technical College was also completed in the 2014-15 fiscal year.

The following colleges audits are in progress and will conclude in the 2014-15 fiscal year: Big Sandy Community and Technical College and Maysville Community and Technical College due to a presidential leadership change. Jefferson Community and Technical College for Human Resources follow-up and a normal recurring audit for Madisonville Community College. Additional projects will be added if circumstances dictate.

The following colleges are in the audit plan for 2015-16: Hazard Community and Technical College, Jefferson Community and Technical College and Somerset Community College.

Mr. Paige noted that the Audit Services office was working with colleges to help better manage the issues surrounding the administration of their Financial Aid programs. The Audit Services office is also working with System Office Units and Colleges on the following areas: Blackboard Student Services, information technology reviews, follow-up on compliance of environmental health and safety reviews, special reviews and investigations as well as explore expanded roles beyond financial audits.

Chair Thomas called for discussion.

During the discussion, the committee asked for more information to be presented on risk ratings assigned to functional areas. There was also discussion related to the Financial Aid Cohort Default Rates for each college.

The next regularly scheduled Finance, Technology, and Human Resources Committee meeting is June 11, 2015, at Hopkinsville Community College, Hopkinsville, Kentucky.
Mr. Cooper moved and Ms. Flynn seconded that the Finance, Technology, and Human Resources Committee adjourn.

VOTE: The motion was approved unanimously. The Finance, Technology, and Human Resources Committee meeting adjourned at 2:55 p.m. (ET).

06/11/15
Date Approved by the
Finance, Technology, and Human
Resources Committee

Doris C. Thomas
Committee Chair
RATIFICATION OF PERSONNEL ACTIONS

RATIFICATION OF Agenda Item J-1
PERSONNEL ACTIONS
June 12, 2015

Recommendation

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

Rationale

• On March 19, 1998, the Board of Regents delegated to the KCTCS President the authority to administer personnel actions, with such actions to be presented to the Board for review and ratification at each regularly scheduled Board meeting.

• Since personnel actions occur regularly throughout the year, those personnel actions are allowed to take place, subject to Board of Regents ratification at the next Board meeting.

• The format of this agenda item has been used for the past few years to provide the Board basic information for its action, without providing unnecessary detailed data.
  o Individual personnel actions (certain administrative appointments and retirements, faculty promotions with tenure, and deaths).
  o Summary personnel actions (academic appointments, administrative appointments, reappointments, leaves of absence, retirements, resignations, non-renewal of appointments, and faculty promotions without tenure).

Background

*Kentucky Revised Statute 164.365* gives governing boards’ exclusive control of employment, tenure, and official relations of employees.
Personnel Actions
Presented to the KCTCS Board of Regents
June 12, 2015

I. Individual Personnel Actions

A. Administrative Appointments
   System Office
   Tracy, Rhonda, Chancellor, 04/16/2015

   Big Sandy Community and Technical College
   Stephenson, G. Devin, President/CEO, 06/01/2015

   Owensboro Community and Technical College
   Williams, Scott, President/CEO, 07/01/2015

B. Promotions
   Promotions with Tenure
   Bluegrass Community and Technical College
   Healander, Beth, Professor, 07/01/2015
   Hinkle, Robert, Professor, 07/01/2015
   Rickert, Gregory, Professor, 07/01/2015
   Williamson, Melanie, Professor, 07/01/2015

   Elizabethtown Community and Technical College
   Bratcher, Tracy, Professor, 07/01/2015
   Kellie, Shawn, Professor, 07/01/2015
   Yates, Rita, Professor, 07/01/2015

   Hazard Community and Technical College
   Currie, Paul, Professor, 07/01/2015

   Jefferson Community and Technical College
   Bartley, Brandon, Professor, 07/01/2015
   Gummer, Rhonda, Professor, 07/01/2015
   Matheny, Meg, Professor, 07/01/2015
   Sellars, Telly, Professor, 07/01/2015

   Madisonville Community College
   Adams, Sara, Professor, 07/01/2015
   Adkins, Christy, Professor, 07/01/2015
   Elder, Loretta, Professor, 07/01/2015
   Fugate, Sharon, Professor, 07/01/2015
   Lear, Elyssa, Professor, 07/01/2015
   Woodal, Marsha, Professor, 07/01/2015

   Maysville Community and Technical College
   Fultz, Angela, Professor, 07/01/2015
   Hunt, Darla, Professor, 07/01/2015
Owensboro Community and Technical College
Helm, Monty, Professor, 07/01/2015

Southeast Kentucky Community and Technical College
Conover, Wheeler, Professor, 07/01/2015

Promotions without Tenure
Instructor to Assistant Professor, 66
Assistant Professor to Associate Professor, 66
Associate Professor to Professor, 44

C. Deaths
West Kentucky Community and Technical College
Bigham, Larry, Professor, 03/22/2015

II. Summary Personnel Actions

A. Academic Appointments
   Adult Education, 1
   Allied Health, 1
   Library, 1
   Technology and Industry, 1

B. Administrative Appointments
   Business Services Assistant II, 1
   Chancellor, 1
   Library Specialist, 1

C. Reappointments
   Accounting, 4
   Adult Education, 7
   Air Conditioning Technology, 3
   Anatomy & Physiology, 6
   Art, 5
   Art History, 1
   Automotive, 3
   Automotive Technology, 8
   Biological Sciences, 4
   Biology, 7
   Business, 3
   Business Administration, 4
   Business Administration/Accounting, 1
   Carpentry, 1
   Chemistry, 1
   Collision Repair, 1
   Collision Repair Technology, 1
   Communication, 4
   Computer Aided Drafting, 3
   Computer and Information Technology, 1
   Computer Literacy, 1
   Computer Science, 2
   Computerized Manufacturing & Machining, 2
   Construction Technology, 1
   Cosmetology, 5
   Criminal Justice, 3
   Criminal Justice and Homeland, 1
   Culinary Arts, 6
   Dental, 1
   Developmental, 2
   Development Education/English 1
   Developmental English, 1
   Developmental Math, 5
   Developmental Writing, 2
   Diagnostic Medical Sonography, 1
   Diesel Technology, 2
   Digital Computer Science, 1
   Digital Photography, 1
   Disability Services, 1
   Early Childhood Education, 3
   Electrical, 3
   Electrical Technology, 5
   Electricity, 3
   Engineering Technology, 1
   English, 16
   ESL Instructor, 1
   Faculty Nurse Administrator, 1
   First Year Experience, 2
   General Education, English, 1
General Education, Foundation Studies, 2
General Education, Physics & Math, 1
General Education, Psychology, 2
General Education, Writing, 1
Geology, 1
Health Information Technology, 2
Heating, Ventilating, and Air Conditioning, 3
History, 4
Human Anatomy & Physiology, 1
Human Services, 2
Industrial Chemical Tech, 1
Industrial Core, 1
Industrial Maintenance, 2
Industrial Maintenance Technology, 2
Industrial Technology, 1
Information Technology, 7
Instructional Design and Learning, 1
Interdisciplinary Early Childhood Education, 2
Library, 5
Library Services, 1
Logistics & Operations Management, 1
Machine Tool, 2
Machine Tool Technology, 3
Manufacturing Engineering, 2
Marine Technology, 1
Massage Therapy, 1
Math Center Instructional Specialist, 1
Mathematics, 18
Medicaid Nurse Aid, 1
Medical Assisting, 1
Medical Information Technology, 1
Medical Laboratory Technology, 1
Medical Office Technology, 1
Medical/Surgical, 1
MIT/OST, 1
Music, 1
Nurse Aide, 1
Nurse Aide/KNAT, 1
Nursing, 13
Nursing – OB Medical Surgical, 1
Nursing Assistant, 2
Nursing Instructor, 2
Nursing/Clinical, 1
Nursing, A.D.N., 8
Office Systems, 2
Oral Communications, 4
Paramedic/EMS, 1
Pharmacy Technology, 1
Physical Therapist Assistant, 1
Physics, 5
Political Science, 1
Practical Nursing, 9
Psychology, 4
Radiography, 2
Reading, 3
Registered Nurse, 3
Religion, 1
Respiratory Care, 1
Respiratory, 1
Social Interaction, 1
Sociology, 1
Spanish, 2
Surgical Technology, 2
Transition – Math, 2
Visual Communication – Advertising & Design, 2
Welding, 7
Welding Technology, 2

D. Retirements
Faculty, 38
Staff, 14

E. Resignations
Faculty, 23

F. Non-Renewal of Appointment
Faculty, 9
Recommendation

That the KCTCS Board of Regents approve the 2015-16 KCTCS Salary Schedule (Attachment A), which includes salary ranges for regular full-time faculty and staff. Funding for the salary schedule must be approved by the KCTCS Board of Regents within the KCTCS annual budget.

Rationale

- The proposed 2015-16 KCTCS Salary Schedule has been designed with consideration of best practices, market conditions, and available resources.
- The 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 proposed 2015-16 KCTCS Salary Schedule (Attachment A) is the same as the 2014-15 Salary Schedule.
- The salary schedule was last revised by the KCTCS Board of Regents in June 2012.
- KCTCS is currently in the process of conducting a systemwide compensation and classification study. The results and recommendations of the study will be shared with the Board upon completion in FY 2015-16.

Background

The Kentucky Postsecondary Education Improvement Act of 1997 as amended authorizes the KCTCS Board of Regents to “…adopt bylaws, rules, and regulations for the government of its members, officers, agents, and employees, and enforce obedience to such rules…” The KCTCS Board of Regents Resolution Endorsing the Development of a KCTCS Compensation and Classification Program, adopted December 6, 2002, states that KCTCS seeks to compensate employees according to their effort and contribution; establish competitive wages and benefits; treat employees with respect, consideration, and courtesy; and develop sound and equitable pay systems that reflect best market practices. Additionally, KCTCS seeks to maintain a compensation program that creates a harmonious working relationship among all employees by providing an exciting, challenging, and rewarding workplace and experience.
**PROPOSED 2015-16 KCTCS Salary Schedule**

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

**Faculty (Monthly**)**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Minimum***</th>
<th>Market</th>
<th>Maximum</th>
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</thead>
<tbody>
<tr>
<td>Instructor</td>
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<tr>
<td>Assistant Professor</td>
<td>$3,960</td>
<td>$5,015</td>
<td>$6,071</td>
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<td>Associate Professor</td>
<td>$4,572</td>
<td>$5,867</td>
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<td>Professor</td>
<td>$5,416</td>
<td>$7,041</td>
<td>$8,665</td>
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</table>

**Staff (Monthly**)**

<table>
<thead>
<tr>
<th>Band</th>
<th>Minimum***</th>
<th>Market</th>
<th>Maximum</th>
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<tbody>
<tr>
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<td>$1,703</td>
<td>$2,016</td>
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<td>2</td>
<td>$1,523</td>
<td>$1,874</td>
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<td>3</td>
<td>$1,675</td>
<td>$2,066</td>
<td>$2,459</td>
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<tr>
<td>4</td>
<td>$1,846</td>
<td>$2,286</td>
<td>$2,725</td>
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<td>$2,042</td>
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<td>$3,031</td>
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<td>6</td>
<td>$2,263</td>
<td>$2,821</td>
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<td>7</td>
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<td>8</td>
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<td>18</td>
<td>$9,687</td>
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<td>$15,498</td>
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</table>

*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.**

***For existing employees, a rating of at least the “Fully Met Job Requirements (M)” in the 2014-15 KCTCS performance evaluation system is required to receive a 2015-16 annual salary increase.*
Recommendation

That the KCTCS Board of Regents approve a 1 percent or $1,000 (whichever is greater) recurring salary increase in 2015-16 for each regular full-time KCTCS faculty and staff employed before April 1, 2015, and who earns at least the “Fully Met Job Requirements (M)” rating in the 2014-15 KCTCS performance evaluation system.

Rationale

- This recurring salary increase will be funded using recurring funding available to KCTCS in 2015-16.
- This recurring salary increase is supported by the KCTCS President’s Leadership Team.
- This recurring salary increase will be provided to only those employees who meet the required performance evaluation standard.
- The 2015-16 proposed balanced budget for each KCTCS college, the systemwide operations and support programs, the Fire Commission, and the Kentucky Board of Emergency Medical Services (KBEMS) has been developed anticipating funding this recurring salary increase.
- KCTCS faculty and staff need to be fully committed to the future of KCTCS. This recurring salary increase is an indication of the KCTCS commitment to its faculty and staff and recognition of their commitment to KCTCS.
- For employees at or below $100,000, the $1,000 recurring increase will have greater economic impact and help move them closer to “Market” within their band.

Background

The KCTCS Board of Regents has the statutory responsibility to determine the compensation for employees of KCTCS.
Recommendation

That the KCTCS Board of Regents adopt the 2015-16 budget resolution (Attachment A, pages 69 and 70) regarding the 2015-16 Annual Budget for the Kentucky Community and Technical College System. This budget and its provisions will be effective July 1, 2015, through June 30, 2016.

Rationale

- The annual budget directs the use of financial resources available to KCTCS to help achieve the mission and vision of KCTCS. This budget places emphasis and the highest priority on students and the effective and efficient use of available resources.

- The 2015-16 KCTCS budget will:
  - Fund a salary increase in 2015-16 for faculty and staff.
  - Fund fixed cost increases in current employee benefits programs.
  - Fund the cost of faculty promotions.
  - Fund fixed cost increases in utilities and facility insurance.
  - Maintain a nonrecurring budget reserve for each college, the systemwide operations and support programs, the Fire Commission, and the Kentucky Board of Emergency Medical Services (KBEMS).

- This recommended budget is supported by the KCTCS President’s Leadership Team.

- The 2015-16 proposed balanced budget for each KCTCS college, the systemwide operations and support programs, the Fire Commission, and the Kentucky Board of Emergency Medical Services (KBEMS) has been developed anticipating funding the recurring salary increase.

- The proposed resolution (Attachment A) 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, 2015, and ending June 30, 2016.

Background

KRS 164.350 directs the KCTCS Board of Regents, upon recommendation of the KCTCS President, to adopt an allocation process for distributing funds appropriated to KCTCS by the General Assembly. Also, KRS 164.350 directs the Board of Regents to assure that the budget planning and implementation processes are consistent with the adopted strategic agenda, the biennial budget, and the missions of KCTCS and its colleges.
Kentucky Community and Technical College System

Board of Regents

2015-16 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 $888,114,300 are approved for KCTCS for the fiscal year beginning July 1, 2015, and ending June 30, 2016. Of this amount, $554,528,700 are unrestricted current funds; and $333,585,600 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 $310,524,000 from bond funds and agency funds is approved, contingent upon receipt and availability of those funds for KCTCS for fiscal year beginning July 1, 2015, and ending June 30, 2016.

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 unrestricted 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 $600,000 must have the prior approval of both the KCTCS Board of Regents and the Commonwealth Capital Projects and Bond Oversight Committee, pursuant to KRS 45. 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, 2015, through June 30, 2016.

ADOPTED, this twelfth day of June 2015.

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

__________________________
Betsy E. Flynn, Secretary
KCTCS Board of Regents

__________________________
Jay K. Box, Ed.D.
KCTCS President
The financial statements depict activity through the third quarter of fiscal year 2014-15; the quarter ended March 31, 2015. Information for these statements was derived from the KCTCS Administrative Financial System.

The Statement of Revenues and Expenditures (Attachment A) reflects actual program and operational expenditures compared to the 2014-15 budget approved by the KCTCS Board of Regents June 13, 2014. This report reflects total revenues of $709 million, 77 percent of the budgeted revenue and appropriated funds. The Statement of Revenues and Expenditures also reflects current fund expenditures and budget reserve of $650 million, 70 percent of the expenditures budgeted for the year. The Statement of Net Position (Attachment B) reflects the overall financial position of the System and includes assets, liabilities, and net position.

**Background**

The Annual Budget Adoption Resolution (adopted by the Board of Regents at its June meeting annually) states, “The KCTCS Quarterly Financial Report shall contain sections that reflect the KCTCS July 1 operating budget, amendments to the operating budget, and expenditures to date.” Attachment A, the Statement of Revenues and Expenditures, is designed to fulfill this requirement.

Attachment B, the Statement of Net Position (Balance Sheet), although not specifically required in the Board’s Annual Budget Adoption Resolution, has also been included in the Quarterly Financial Report to give the Board a periodic “snapshot” of the KCTCS financial position using the most common accounting-based schedule.
Kentucky Community and Technical College System
Statement of Revenues and Expenditures
(in thousands)

<table>
<thead>
<tr>
<th></th>
<th>2013-14 PRIOR YEAR</th>
<th>2014-15 ORIGINAL</th>
<th>2014-15 REALIZED</th>
<th>%</th>
<th>TO DATE %</th>
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<tbody>
<tr>
<td>REVENUES</td>
<td>REALIZED</td>
<td>BUDGET</td>
<td>REALIZED</td>
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<td></td>
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<td>General Fund</td>
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<td>$190,162 80</td>
<td>$152,179</td>
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<td>Tuition and Charges</td>
<td>224,504 94</td>
<td>233,090</td>
<td>213,959 92</td>
<td>80</td>
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<td>Noncredit Tuition</td>
<td>2,960 63</td>
<td>4,904</td>
<td>3,607 74</td>
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<td>1,303 61</td>
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<td>Governmental Grants and Contracts</td>
<td>31,167 79</td>
<td>41,470 79</td>
<td>31,680 76</td>
<td>80</td>
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<tr>
<td>Sales and Services</td>
<td>17,248 92</td>
<td>17,672</td>
<td>25,601 145</td>
<td>80</td>
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<tr>
<td>Other</td>
<td>0 0</td>
<td>93,804</td>
<td>0 0</td>
<td>80</td>
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<tr>
<td>Budget Reserve (Nonrecurring)</td>
<td>21,151 100</td>
<td>21,151 100</td>
<td>21,151 100</td>
<td>80</td>
<td></td>
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<tr>
<td>Total General Fund</td>
<td>452,022 78</td>
<td>604,403</td>
<td>449,480</td>
<td>74</td>
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<tr>
<td>Restricted Funds</td>
<td>250,465 72</td>
<td>319,715</td>
<td>259,122 81</td>
<td>74</td>
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<td>Total Revenues and Appropriated Fund Balances</td>
<td>$702,487 76</td>
<td>$924,118 77</td>
<td>$708,602 77</td>
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<tr>
<td>EXPENDITURES BY PROGRAM</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Instruction</td>
<td>$167,074 57</td>
<td>$260,333</td>
<td>$159,963 61</td>
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<td>Public Service</td>
<td>29,297 64</td>
<td>47,196</td>
<td>28,676 61</td>
<td>80</td>
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<tr>
<td>Academic Support</td>
<td>28,563 59</td>
<td>48,287</td>
<td>31,084 64</td>
<td>80</td>
<td></td>
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<tr>
<td>Student Services</td>
<td>45,010 68</td>
<td>68,790</td>
<td>43,649 63</td>
<td>80</td>
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<tr>
<td>Institutional Support</td>
<td>65,148 62</td>
<td>112,582</td>
<td>69,905 62</td>
<td>80</td>
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<tr>
<td>Student Financial Aid</td>
<td>226,524 87</td>
<td>260,226</td>
<td>218,952 84</td>
<td>80</td>
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<tr>
<td>Operations &amp; Maintenance</td>
<td>55,986 63</td>
<td>105,553 63</td>
<td>76,418 72</td>
<td>80</td>
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<tr>
<td>Total Expenditures by Program</td>
<td>$617,602 68</td>
<td>$902,967 61</td>
<td>$628,647 70</td>
<td>80</td>
<td></td>
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<tr>
<td>Budget Reserve (Nonrecurring)</td>
<td>21,151 100</td>
<td>21,151 100</td>
<td>21,151 100</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Total Expenditures and Budget Reserve</td>
<td>$638,753 69</td>
<td>$924,118 70</td>
<td>$649,798 70</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Revenues in Excess of Expenditures</td>
<td>$63,734</td>
<td>$58,804</td>
<td>80</td>
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<td></td>
</tr>
</tbody>
</table>

72
# Statement of Net Position

**As of March 31 - Comparative**

(From Kentuck Community and Technical College System)

## Assets

### Current Assets
- Cash and cash equivalents: $256,479 $265,474
- Loans, accounts and gifts receivable, net: 33,099 31,440
- Other current assets: 1,013 681

Total current assets: 290,591 297,595

### Noncurrent Assets
- Restricted cash and cash equivalents: 19,146 18,827
- Loans and other receivables: 5,708 4,510
- Endowment investments: 50,233 46,571
- Prepaid OPEB: 0 10,586
- Other long-term investments: 17,012 16,166
- Capital assets, net: 595,731 598,766

Total noncurrent assets: 687,830 695,426

Total assets: 978,421 993,021

## Liabilities

### Current Liabilities
- Accounts payable and accrued expenses: 3,895 3,010
- Employee withholdings and deposits: 16,583 16,546
- Compensated absences - current: 1,593 1,200
- Unearned revenue: 22,887 22,228
- Leases payable - current portion: 2,468 2,097

Total current liabilities: 47,426 45,081

### Noncurrent Liabilities
- Leases payable - noncurrent portion: 17,819 14,229
- Compensated absences - noncurrent: 14,350 10,800
- Other long-term obligations: 1,301 1,301

Total noncurrent liabilities: 33,470 26,330

Total liabilities: 80,896 71,411

## Net Position

- Net Investment in capital: 575,444 582,440
- Restricted: 108,175 103,651
- Unrestricted: 213,907 235,519

Total net assets: $897,525 $921,610

---

**Attachment B**
KCTCS staff has prepared the semi-annual Facilities Management and Sustainability Status Report. The report is included in the separately bound document titled *Facilities Management and Sustainability Status Report*. An update on KCTCS capital construction projects is included in the report along with updates on KCTCS sustainability; facilities utilization; and other initiatives, such as Environmental Health and Safety (EHS). In regards to the *EHS Site Assessments* summary found on page 25 of the *Facilities Management and Sustainability Status Report*, a second booklet is provided that gives an indepth summary of the assessments. The complementary booklet to the main facilities update booklet is titled *KCTCS 2015 Environmental Health and Safety Assessment Summary Report*.

**Background**

The KCTCS Board of Regents has asked to be periodically updated on status of capital construction projects and other initiatives of the KCTCS Office of Facilities Management. In response to this request, KCTCS staff has provided a semi-annual update (at the June and December Board of Regents meetings). Over the years, the focus of these reports has evolved from primarily providing the status of capital construction projects to include other initiatives, such as sustainability, energy management, facilities utilization, crisis management, and environmental health and safety.
The Resource Development Report will be presented at the June 12, 2015, Board of Regents meeting. The 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 are presented in the report. In addition, 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 will cover gifts from July 1, 2014, through April 30, 2015.

Background

When the Fulfilling the Promise Capital Campaign was completed on October 31, 2011, the reporting format was developed for the Resource Development Report contained in the KCTCS Business Plan. A draft format for the report was presented at the March 2012 meeting for Board review and feedback. The new report format took effect July 2012. The Resource Development Report is presented at the June and December Board meetings.
**KCTCS Board of Regents**

Mr. Porter G. Peeples, Sr., Chair  
(Term expires 2018)

Ms. Marcia L. Roth, Vice Chair  
(Term expires 2020)

Ms. Betsy E. Flynn, Secretary  
(Term expires 2016)

Ms. Ginger M. Carroll  
(Term expires 2015)

Mr. Robert G. Cooper  
(Term expires 2017)

Dr. Angela Fultz  
(Term expires 2015)

Dr. Gail R. Henson  
(Term expires 2015)

Ms. Mary R. Kinney  
(Term expires 2015)

Mr. Barry K. Martin  
(Term expires 2018)

Ms. Tiffany L. Quinlan  
(Term expires 2015)

Mr. Shawn S. Payne  
(Term expires 2015)

Mr. Donald R. Tarter  
(Term expires 2019)

Ms. Doris C. Thomas  
(Term expires 2015)

Mr. Ebenezer Yankey  
(Term expires 2015)

**President’s Cabinet**

Dr. Jay K. Box, President

Mr. Timothy R. Burcham

Dr. Paul B. Czarapata

Mr. Wendell A. Followell

Ms. Beth R. Hilliard

Dr. Gloria S. McCall

Dr. Rhonda R. Tracy

**Board of Regents Standing Committees**

**Executive**

Mr. Porter G. Peeples, Sr., Chair

Ms. Marcia L. Roth, Vice Chair

Mr. Robert G. Cooper

Ms. Betsy E. Flynn

Dr. Gail R. Henson

Ms. Doris C. Thomas

**Academic Affairs and Curriculum**

Dr. Gail R. Henson, Committee Chair

Mr. Barry K. Martin, Committee Vice Chair

Ms. Ginger M. Carroll

Dr. Angela Fultz

Ms. Mary R. Kinney

Ms. Tiffany L. Quinlan

Mr. Donald R. Tarter

**Efficiency, Effectiveness, and Accountability**

Mr. Robert G. Cooper, Committee Chair

Committee of the Whole

**Finance, Technology, and Human Resources**

Ms. Doris C. Thomas, Committee Chair

Mr. Robert G. Cooper, Committee Vice Chair

Ms. Betsy E. Flynn

Mr. Shawn S. Payne

Ms. Marcia L. Roth

Mr. Ebenezer Yankey

*The KCTCS Board of Regents Chair is an ex officio voting member of all Board of Regents committees.*

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**Printed with state funds.**
KCTCS STRATEGIC PLAN 2010-16
JULY 1, 2010 THROUGH JUNE 30, 2016

KCTCS VALUES

KCTCS values:

- Responsiveness to students, employers, and communities.
- Access with innovative and flexible delivery.
- Trust, respect, and open communication.
- Continuous improvement.
- Inclusion, multiculturalism, and engagement.

KCTCS VISION

To be the nation’s premier community and technical college system.

KCTCS MISSION

The mission of KCTCS is to improve the employability and quality of life of Kentucky citizens as the primary provider of:

- College and Workforce Readiness.
- Transfer Education.
- Workforce Education and Training.

KCTCS STRATEGIC GOALS

- Advance excellence and innovation in teaching, learning, and service.
- Increase student access, transfer, and success.
- Cultivate diversity, multiculturalism, and inclusion.
- Enhance the economic and workforce development of the Commonwealth.
- Promote the recognition and value of KCTCS.
**PERFORMANCE MEASURES FOR THE KCTCS STRATEGIC PLAN 2010-16**

<table>
<thead>
<tr>
<th>STRATEGIC GOAL</th>
<th>MEASURE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advance excellence and innovation in teaching,</strong></td>
<td><strong>Engagement</strong></td>
<td>Average scores on the Community College Survey of Student Engagement's benchmarks of effective educational practice; results from the Community College Faculty Survey of Student Engagement.</td>
</tr>
<tr>
<td><strong>learning,</strong></td>
<td><strong>Licensure/Certification Pass Rate</strong></td>
<td>Annual percent of first-time takers passing licensure and certification exams required by the profession for entry-level positions as reported by state and national examining boards or college licensure exam administrators.</td>
</tr>
<tr>
<td><strong>and service</strong></td>
<td><strong>Developmental Education Success Rate</strong></td>
<td>Percent of students referred to developmental courses by subject who complete a developmental course in that subject or re-test at a college level by the end of the second year.</td>
</tr>
<tr>
<td><strong>Increase student access,</strong></td>
<td><strong>Participation Rate</strong></td>
<td>KCTCS fall credit enrollment, divided by adult population (ages 18-64), as reported by the United States Census Bureau.</td>
</tr>
<tr>
<td><strong>transfer and success</strong></td>
<td><strong>Credentials</strong></td>
<td>Annual count of total credentials (associate degrees, certificates, and diplomas) awarded, and annual count of associate degrees awarded.</td>
</tr>
<tr>
<td></td>
<td><strong>Persistence Rate</strong></td>
<td>Percent of fall/summer first-time credential-seeking students who have earned a credential, transferred to a four-year institution, or are still enrolled at the end of three years.</td>
</tr>
<tr>
<td></td>
<td><strong>Transfer</strong></td>
<td>The annual number of students who enter a public, independent or proprietary postsecondary institution in Kentucky as a first-time transfer student, and the number of students other than first-time transfer students who transfer KCTCS credit into any public, independent or proprietary four-year institution.</td>
</tr>
<tr>
<td><strong>Cultivate diversity,</strong></td>
<td><strong>Student Diversity Index</strong></td>
<td>Percent of students with known ethnicity in all racial/ethnic categories excluding white and nonresident alien, based on fall unduplicated headcount, compared to percent minority population.</td>
</tr>
<tr>
<td><strong>multiculturalism and inclusion</strong></td>
<td><strong>Employee Diversity</strong></td>
<td>Percent of employees with known ethnicity in all racial/ethnic categories excluding white and nonresident alien, based on fall unduplicated headcount, compared to percent minority population.</td>
</tr>
<tr>
<td></td>
<td><strong>Persistence Rate</strong></td>
<td>Percent of fall/summer first-time credential-seeking minority students who have earned a credential, transferred to a four-year institution, or are still enrolled at the end of three years.</td>
</tr>
<tr>
<td><strong>Enhance the economic and workforce development</strong></td>
<td><strong>High Wage/High Demand Completions</strong></td>
<td>Annual number of credentials awarded in fields with 1)average salaries at or above the 75th percentile and 2) growing at a rate greater than or equal to the state average, or exceeding 100 annual job openings.</td>
</tr>
<tr>
<td><strong>of the Commonwealth</strong></td>
<td><strong>Workforce Matriculation</strong></td>
<td>Percent of non-credential workforce students (excluding fire/rescue students) who enroll as credential-seeking students or earn a credential within three years.</td>
</tr>
<tr>
<td></td>
<td><strong>Wage Index</strong></td>
<td>Median wage of KCTCS completers earning $2500 or more in the second quarter after completion, indexed to the state median occupational wage.</td>
</tr>
<tr>
<td><strong>Promote recognition and value of KCTCS</strong></td>
<td><strong>Financial Contributions</strong></td>
<td>Annual dollar amount of financial contributions from grants, contracts, advancement, and other external sources, and endowment income.</td>
</tr>
<tr>
<td></td>
<td><strong>Media Focus</strong></td>
<td>Number of media citations and positive citations as a percent of total, as reported by the VOCUS media-tracking service and KCTCS Public Relations.</td>
</tr>
</tbody>
</table>
ITINERARY
Kentucky Community and Technical College System
Board of Regents Meetings
June 10-12, 2015

June 10-12, 2015
Hopkinsville Community College
Hopkinsville, Kentucky

Wednesday, June 10, 2015 (Central Time)

2:30 p.m.  President’s Evaluation Committee Meeting
Room 203
Technology Center
Hopkinsville Community College

3:00 p.m.  *Nominating Committee Meeting
Room 203
Technology Center
Hopkinsville Community College

3:30 p.m.  *Executive Committee Meeting
Room 210
Technology Center
Hopkinsville Community College

Thursday, June 11, 2015 (Central Time)

9:00 a.m.  Efficiency, Effectiveness, and Accountability Committee Meeting
Room 210
Technology Center
Hopkinsville Community College

12:00 p.m.  *Lunch
Room 113
Technology Center
Hopkinsville Community College

12:30 p.m.  *Academic Affairs and Curriculum Committee Meeting
Room 203
Technology Center
Hopkinsville Community College

*Finance, Technology, and Human Resources Committee Meeting
Room 210
Technology Center
Hopkinsville Community College
3:30 p.m.  *Tour of the Fort Campbell Campus

Friday, June 12, 2015 (Central Time)

9:00 a.m.  KCTCS Board of Regents Meeting
            Room 210
            Technology Center
            Hopkinsville Community College

12:00 p.m.  *Lunch
            Room 203
            Technology Center
            Hopkinsville Community College

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

Telephone Number for Reference:
KCTCS System Office: (859) 256-3132
AGENDA
Kentucky Community and Technical College System
Board of Regents Meeting
June 11-12, 2015

9:00 a.m. (CDT)
Room 210
Technology Center
Hopkinsville Community College, Hopkinsville, Kentucky

A. Call to Order and Press Notification

B. Roll Call

C. Approval of Minutes
   Approval of March 13, 2015, Regular Meeting Minutes ............................................................... 1

D. College Greetings: Hopkinsville Community College ................................................................. 15

E. Chair’s Report

F. KCTCS President’s Report

G. Consent Agenda
   ** 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.

1. Executive Committee
   H-1. **Action: KCTCS Board of Regents 2016 Regular Meeting Calendar ........................................ 23

2. Finance, Technology, and Human Resources Committee
   J-1. **Action: Ratification of Personnel Actions ................................................................................. 59

3. Academic Affairs and Curriculum Committee
   K-1. **Action: Ratification of New Credit Certificate Programs ......................................................... 87
   K-2. **Action: KCTCS Colleges’ Candidates for Credentials ......................................................... 91

H. Executive Committee
   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: President’s Evaluation Process .................................................................................. 29

I. Efficiency, Effectiveness, and Accountability Committee
   1. Update: KCTCS Strategic Plan 2010-16 Performance Measures ....................................................... 39
J. Finance, Technology, and Human Resources Committee
1. **Action: Ratification of Personnel Actions ................................................................. 59
2. Action: 2015-16 KCTCS Salary Schedule ......................................................................... 63
3. Action: 2015-16 KCTCS Salary Increase .......................................................................... 65
4. Action: 2015-16 KCTCS Annual Budget ........................................................................... 67
6. Update: Facilities Management and Sustainability Status Report ...................................... 75

K. Academic Affairs and Curriculum Committee
1. **Action: Ratification of New Credit Certificate Programs ........................................... 87
2. **Action: KCTCS Colleges’ Candidates for Credentials ............................................... 91
3. Action: KCTCS College Candidate for Credential: Student Regent Tiffany Quinlan ........... 93
4. Action: KCTCS College Candidate for Credential: Student Regent Ebenezer Yankey ........... 95
5. Action: New Program Proposals
   a. Associate in Fine Arts in Digital Cinematic Arts for Bluegrass Community and Technical College .......................................................................................................................... 97
   b. Associate in Applied Science in Electrical Technology for Gateway Community and Technical College ....................................................................................................................... 103
   c. Associate in Applied Science in Supply Chain Management for Gateway Community and Technical College ................................................................................................................. 107
6. Update: Student Services .................................................................................................. 111

L. Nominating Committee
1. Action: KCTCS Board of Regents Election of 2015-17 Board Officers .......................... 127

M. President’s Evaluation Committee
1. Information: KCTCS President’s Evaluation Development ............................................. 131

N. Executive Session: KRS 61.810 (1) (c) – Proposed or Pending Litigation
KRS 61.810 (1) (f) – Individual Personnel Matters

N. Next Meeting – September 17-18, 2015, Southcentral Kentucky Community and Technical College, Bowling Green, Kentucky

O. Adjournment
MINUTES
Kentucky Community and Technical College System
Board of Regents Meeting
March 13, 2015

Board Members Present:
Mr. Porter G. Peeples, Chair
Ms. Marcia L. Roth, Vice Chair
Ms. Betsy E. Flynn, Secretary
Ms. Ginger M. Carroll
Mr. Robert G. Cooper
Dr. Angela Fultz
Dr. Gail R. Henson

Ms. Mary R. Kinney
Mr. Barry K. Martin
Ms. Tiffany L. Quinlan
Mr. Shawn S. Payne
Mr. Donald A. Tarter
Mr. Ebenezer Yankey

Board Members Absent:
Dr. Gail R. Henson
Ms. Doris C. Thomas

CALL TO ORDER
KCTCS Board of Regents Chair P.G. Peeples called to order the meeting of the Kentucky Community and Technical College System Board of Regents at 9:06 a.m. (ET) on March 13, 2015. The meeting was held in the Board Room at the KCTCS System Office in Versailles, Kentucky. The press was notified of the meeting on March 4, 2015. Hon. Campbell Cantrill, KCTCS General Counsel, served as parliamentarian.

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

APPROVAL OF MINUTES
MOTION: Ms. Flynn moved and Dr. Fultz seconded that the December 5, 2014, KCTCS Board of Regents meeting minutes be approved.

VOTE: The minutes were approved by unanimous consent.

MOTION: Mr. Martin moved and Ms. Roth seconded that the January 16, 2015, Special KCTCS Board of Regents meeting minutes be approved.

VOTE: The minutes were approved by unanimous consent.

ADDITIONS OR CHANGES TO THE AGENDA
There were no additions or changes to the agenda.
Chair Peeples welcomed guests to the meeting. He thanked KCTCS President Jay K. Box for hosting the Board for dinner Wednesday and Thursday evening. He also thanked the staff for their hospitality.

KCTCS Board of Regents Chair Peeples reported that on February 24, 2015, a special election was conducted to fill the vacated terms for the faculty and staff regents on the Board. Ms. Mary B. Kinney of Owensboro Community and Technical College was elected to fill the remainder of the staff term expiring October 2015. Ms. Kinney is the Coordinator of Academic Affairs and Retention. She is a resident of Philpot. She has been appointed to the Academic Affairs and Curriculum Committee. Mr. Shawn S. Payne of Owensboro Community and Technical College was elected to fill the remainder of the faculty term expiring October 2015. Mr. Payne is an Associate Professor and Program Coordinator for Mechatronics. He is a resident of Philpot. He has been appointed to the Finance, Technology, and Human Resources Committee.

KCTCS New Regent Orientation and the Oath of Office ceremony were conducted on March 12, 2015. Kentucky State Representative Kelly Flood, administered the Kentucky Oath of Office to Ms. Kinney and Mr. Payne.

Chair Peeples called on Regent Marcia Roth to present the Resolutions Honoring – Lige Buell and John P. Dove. Ms. Roth noted that their resolutions of appreciation were provided in the President’s Report folders for their review. Former faculty regent Buell and former staff regent Dove resigned their positions in January as a result of accepting promotions which made them ineligible to continue to serve as faculty and staff regents.

MOTION: Ms. Quinlan moved and Dr. Fultz seconded that the KCTCS Board of Regents approve the Resolutions Honoring – Lige Buell and John P. Dove (Attachment A and Attachment B).

VOTE: The motion was approved unanimously.

Chair Peeples noted that the KCTCS Board of Regents Bylaws 2.1 Election states that every two years the Board shall elect from its membership for a two year term a Chair, a Vice Chair, and a Secretary. The Chair shall not serve for more than two consecutive terms. These elections are scheduled to take place at the June 2015 meeting. The Board Officers serve two year terms beginning July 1, 2015, through June 30, 2017. Chair Peeples announced the appointment of a Nominating Committee to develop the slate of officers to present to the Board at the June 12, 2015, meeting at Hopkinsville Community College. Regent Gail
Henson will serve as chair of the committee and Regent Donald Tarter will also serve on the committee. Chair Peeples will name another member at a later date.

Chair Peeples reminded the Board that pursuant to the KCTCS Board of Regents Bylaws and KRS 164.330, the KCTCS Vice President with primary responsibilities for Finance serves ex officio as Treasurer of the Board beginning July 1, 2007, and expiring upon Board action to the contrary.

KCTCS Vice President Ken Walker was serving in this capacity and as the KCTCS Treasurer of the Board until his retirement. Mr. Wendell Followell has been appointed to replace Ken Walker in this position as of January 15, 2015.

Chair Peeples announced that the June 11-12, 2015 meeting of the KCTCS Board of Regents will be held at Hopkinsville Community College, in Hopkinsville, Kentucky, and the September 17-18, 2015 KCTCS Board of Regents Meeting will be held at Southcentral Kentucky Community and Technical College, in Bowling Green, Kentucky.

Chair Peeples announced that the KCTCS Foundation Board of Directors met on December 9, 2014. The Foundation received a report on the National Center for Higher Education Management Systems (NCHEMS) report, The Kentucky Community and Technical College System: The Rise of a Premier Public Two-Year College System. This report highlights the achievements of KCTCS over the past 15 years. The Board approved the fiscal year (FY) 2015 financial reports that reflect total assets of $2,488,604. They also received an update on the KCTCS BuildSmart Investment for Kentucky Competitiveness Campaign. The next meeting of the Foundation Board is scheduled for April 7, 2015.

Chair Peeples noted that he had the opportunity to attend the Kentucky Chamber Annual Meeting Dinner Event in January. He also had the pleasure of participating with President Box in the Martin Luther King Jr. celebration events in downtown Lexington. Chair Peeples shared with the Board his attendance at a meeting with the Lexington Herald Leader Editorial Board in January.

KCTCS President Jay K. Box updated the Board on the System’s current activities including KCTCS Super Sunday 2015 and the KCTCS BuildSmart Investment for Kentucky Competitiveness plans. He introduced Dr. Stephen Vacik, the newly appointed President of Maysville Community and Technical College effective January 2015. Updates on the KCTCS Strategic Plan 2010-16 Performance Measures were also provided.

The written report presented at the meeting is available at http://publicsearch.kctcs.edu/board/Board%20Meetings/2015/201503/Pres%20Rpt%20to%20Board-MARCH%202015%20%20Final_letterhead.pdf.
CONSENT AGENDA

RECOMMENDATION: That the following items on the KCTCS Board of Regents Consent Agenda be approved:

Academic Affairs and Curriculum Committee
   H-1. **Action: Ratification of New Credit Certificate Programs
Finance, Technology, and Human Resources Committee
   I-1. **Action: Ratification of Personnel Actions

Chair Peeples noted that the items on the Consent Agenda were discussed separately during committee meetings of the KCTCS Board of Regents. He asked whether any regent would like to discuss or remove an item from the Consent Agenda. By unanimous consent, the Consent Agenda was approved.

RECESS

The KCTCS Board of Regents recessed at 10:20 a.m. (ET) and reconvened at 10:35 a.m. (ET).

EXECUTIVE COMMITTEE

Chair Peeples called upon Executive Committee and Board of Regents Vice Chair Marcia Roth to make the committee’s report.

INFORMATION: KCTCS BOARD OF REGENTS 2016 REGULAR MEETING CALENDAR

Ms. Roth noted that according to KRS 164.340, the KCTCS Board of Regents is mandated to meet quarterly. The Board has held special meetings as necessary under the conditions set forth in Section 4 of the KCTCS Board of Regents Bylaws. 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.

Regents were asked 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. It was noted that the Board’s 2016 regular meeting calendar would be adopted at the June 12, 2015, Board of Regents meeting.

UPDATE: 2015 KCTCS LEGISLATIVE AGENDA

Ms. Roth asked the Board to review the KCTCS Summary of Legislation 2015 General Assembly Session document presented to the Executive Committee. She noted that the legislature is currently in a veto recess until March 20, 2015.

Ms. Roth provided a brief summary of the committee’s discussion. She noted there were very few bills actually enacted; none of which have any direct impact on KCTCS.

ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE

Chair Peeples called on Academic Affairs and Curriculum Committee Vice Chair Barry Martin to make the committee’s report.
RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to Mr. Harold “Shorty” Tomlinson, as requested by Jefferson Community and Technical College (JCTC) President Tony Newberry on behalf of the college. He has contributed significantly to the college and the community.

Mr. Martin noted that Mr. Tomlinson recently retired as the Carroll County Judge Executive and has been instrumental in promoting the development of a JCTC campus in Carroll County. Judge Tomlinson’s support for the campus in Carrollton has been strong and unwavering since the beginning of the campus in 1990. Judge Tomlinson has served as the co-chairman of the BuildSmart fund-raising committee which has successfully reached the $4 million match in cash and pledges necessary to receive state bonds for the new Carrollton Campus facility. Most recently, Judge Tomlinson allocated two $1 million grants from the Carroll County Fiscal Court in support of the $4 million BuildSmart campaign and was instrumental in securing the land for the new campus. Additionally, his efforts to build a better community through improved infrastructure, safety, healthcare, and higher education makes him a deserving candidate for an honorary associate degree from JCTC.

Mr. Martin also noted that the JCTC Nominating Committee, and the JCTC Board of Directors Chair support awarding Judge Tomlinson an honorary associate degree in humane letters.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Mr. Martin moved that the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to Mr. Harold “Shorty” Tomlinson, as requested by Jefferson Community and Technical College (JCTC) President Tony Newberry on behalf of the college. He has contributed significantly to the college and the community.

Chair Peeples called for discussion. There being none, he called for the vote.

VOTE: The motion was approved unanimously.

RECOMMENDATION: That the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to Mr. Richard Frymire, as requested by Madisonville Community College (MCC) President Judith Rhoads. He has contributed significantly to the college and the community.

Mr. Martin noted that Mr. Frymire, a military veteran, has received many awards. He served in both the Kentucky House of Representatives and Senate, serving as the Majority Leader of the Senate in 1968. It was during that time that he personally introduced Senate Bill 161 which authorized the creation of Madisonville Community College. Mr. Frymire has served as a member of the MCC Foundation for the over 30 years. He and his wife are generous supporters of the college. Their annual gifts support the Glema Mahr Center for the Arts, the
Technology and Quality Endowment, and the BuildSmart Madisonville campaign. In December 2011, the professional development opportunities program of the Technology and Quality Endowment was renamed the “Richard and Phyllis Frymire Awards of Faculty Excellence” program. Mr. Frymire is a dedicated servant of the county and supporter of the college.

Mr. Martin also noted that MCC faculty and staff and the MCC Board of Directors Chair support awarding Mr. Richard Frymire an honorary associate degree in humane letters.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Mr. Martin moved that the KCTCS Board of Regents approve the awarding of an honorary associate degree in humane letters to Mr. Richard Frymire, as requested by Madisonville Community College (MCC) President Judith Rhoads. He has contributed significantly to the college and the community.

Chair Peeples called for discussion. There being none, he called for the vote.

VOTE: The motion was approved unanimously.

UPDATE:

Mr. Martin provided an update on the KCTCS Transfer Peer Team. The team met in September to expand on the momentum established during the KCTCS 2014 Statewide Transfer Summit. He announced that Owensboro and Hazard are planning Regional Transfer Summits for the upcoming year and, other regional events are in the works. Mr. Martin noted that the third Annual Transfer Madness event with the Council on Postsecondary Education is scheduled for March 26, 2015. KCTCS, 22 of Kentucky's four-year institutions, CPE, and the Kentucky Higher Education Assistance Authority, will collaborate for the 12-hour, online transfer fair. In 2014, more than 1,500 people attended the event with 68 percent from Kentucky, and 50 percent were current college students. The on-line event also drew more than 400 high school students.

Mr. Martin shared that in August 2014, KCTCS and Eastern Kentucky University (EKU) signed a memorandum of agreement to offer comprehensive transfer, data exchange, and advising services for KCTCS students from the point of enrollment through EKU’s Colonel Connection program. The Colonel Connection facilitates the seamless transfer of KCTCS students to EKU by providing a structure through which transfer-related student information reports will be exchanged between EKU and KCTCS. It will also help to identify students who are considering transferring from KCTCS to EKU.

Mr. Martin shared that in the fall of 2014, KCTCS colleges partnered with Western Kentucky University and Murray State University to host transfer events. He also noted that Murray State is working on reverse transfer agreements for associate degree completion with several area KCTCS colleges.
Chair Peeples called upon Finance, Technology, and Human Resources Committee Vice Chair Robert Cooper to make the committee’s report.

**UPDATE: TECHNOLOGY SOLUTIONS REPORT**

Mr. Cooper shared that the committee was informed that the *KCTCS Technology Solutions 2014 Accomplishments Report* is a web-based format and can be seen at [http://publicsearch.kctcs.edu/publications/ts/Pages/2014AccomplishmentsReport.aspx](http://publicsearch.kctcs.edu/publications/ts/Pages/2014AccomplishmentsReport.aspx).

He noted that highlights from the *Accomplishments Report* include the RFP for the Next Generation Kentucky Information Highway. The Technology Solutions staff has been working with state Finance Cabinet, K-12, emergency services, higher education, private sector, and investors on the planning of a 3,000 mile state-wide fiber optic network through all 120 counties in Kentucky. All KCTCS colleges are considered community anchor institutions and will be connected to this network by late fall 2016 if construction follows the current plan.

Mr. Cooper reported that information security has been receiving constant media attention and is a high priority at KCTCS. Technology Solutions initiatives related to information security include a phishing awareness campaign. Technology Solutions staff conducted a simulated phishing email campaign in the system office to increase user awareness and promote secure email management.

Mr. Cooper noted that colleges are now using a visual schedule builder. This tool provides an interactive, visual representation of potential class schedules for our students as the student identifies the courses in which he/she hopes to enroll. The student can narrow the number of schedule combinations by blocking out days and times the student may be unavailable.

**ACTION: 2015-16 TUITION RATES**

RECOMMENDATION: That the KCTCS Board of Regents revise the tuition rates approved for 2015-16 during its meeting of June 13, 2014, and establish tuition rates for 2015-16 equal to the current 2014-15 tuition rates as follows:

<table>
<thead>
<tr>
<th>Student Type</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Students</td>
<td>$147</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td></td>
</tr>
<tr>
<td>From Contiguous Counties</td>
<td>$294</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>$515</td>
</tr>
</tbody>
</table>

Mr. Cooper noted that at the June 14, 2014, meeting, the KCTCS Board of Regent approved a 2.08 percent tuition rate ($3 per credit hour) increase in 2014-15 and a 2.04 percent tuition rate ($3 per credit hour) increase in 2015-
16 for in-state students. This action combined with the Council On Postsecondary Education (CPE) parameter for tuition rates for out-of-state students resulted in the following approved 2014-15 and 2015-16 per credit hour tuition rates for KCTCS colleges:

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Students</td>
<td>$147</td>
<td>$150</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Contiguous Counties</td>
<td>294</td>
<td>300</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>515</td>
<td>525</td>
</tr>
</tbody>
</table>

He noted that KCTCS is known as the affordable, accessible entry point into postsecondary education. Keeping the tuition rates for 2015-16 the same as 2014-15 will allow greater affordability and access for our students.

Mr. Cooper reported that the recommended revised 2015-16 in-state and out-of-state tuition rates are still within the CPE parameter established for KCTCS. There will be no change to the student fees previously approved for the BuildSmart projects. The committee was reminded that at the March 14, 2014, meeting, the Board passed a resolution endorsing the KCTCS BuildSmart Investment for Kentucky Competitiveness and the mandatory student fee to be initiated in the 2015-16 to fund the debt service for the BuildSmart capital projects as enacted by the 2014 General Assembly.

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Cooper moved that the KCTCS Board of Regents revise the tuition rates approved for 2015-16 during its meeting of June 13, 2014, and establish tuition rates for 2015-16 equal to the current 2014-15 tuition rates as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
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<tr>
<td>From Contiguous Counties</td>
<td>$294</td>
</tr>
<tr>
<td>Other Out-of-State Students</td>
<td>$515</td>
</tr>
</tbody>
</table>

Chair Peeples called for discussion.

During the discussion, questions were raised regarding the challenge of balancing the budget without increasing tuition rates. President Box noted that balancing the budget will require budget management at the system and colleges.

VOTE: The motion was approved unanimously.
Mr. Cooper reported that the Finance, Technology, and Human Resources Committee discussed the 2015-16 budget development scenarios in order to give President Box and his staff a sense of the Board of Regents funding priorities for 2015-16.

The KCTCS Board of Regents discussion of the following factors was needed in order to provide guidance in the development of a proposed budget for consideration at the June 12, 2015, Board meeting.

An overview was presented of the 2014-15 and 2015-16 state appropriations to KCTCS as proposed by Governor Beshear during the 2014 Regular Session of the Kentucky General Assembly:

<table>
<thead>
<tr>
<th>Budget Year</th>
<th>Enacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>$191,455,700</td>
</tr>
<tr>
<td>2014-15</td>
<td>$190,162,300*</td>
</tr>
<tr>
<td>2015-16</td>
<td>$190,162.300</td>
</tr>
</tbody>
</table>

*Includes appropriation of $1,602,500 to fund the Kentucky Employee Retirement System (KERS) pension.

The second primary source of funds to support the KCTCS operating budget is tuition revenue. If the KCTCS Board of Regents choose to maintain tuition at the 2014-15 rates, a conservative forecast is that tuition revenue would remain unchanged in 2015-16. However, maintaining tuition rates at 2014-15 levels could promote retention, increase enrollments, as well as result in students taking additional credit hours.

A third funding source used to support Board priorities for expenditure is the reallocation of the existing funding base.

The Board was reminded that the Board must determine compensation increases for KCTCS faculty and staff for 2015-16. Systemwide, each 1.0 percent salary increase for full-time faculty and staff would cost approximately $2.2 million in 2015-16, with $0.5 million in additional retirement benefits for a total of $2.7 million per 1.0 percent increase.

When President Box was asked to present another option for compensation increases, he shared that awarding a flat $500 salary increase per full-time faculty and staff is another option that the Board could consider. Systemwide, the $500 option for full-time faculty and staff would cost $2.2 million in 2015-16 and $0.5 million in additional retirement benefits for a total of $2.7 million. It was noted that the $500 option has the greatest impact for lower paid employees to gain equity relative to the market.
It was also noted that additionally, each year since 1998-99 the Board of Regents has funded the cost of faculty promotion in rank. In fiscal year 2015-16, the cost of faculty promotions will be approximately $0.8 million.

President Box noted to assess salary and wage competitiveness of KCTCS relative to the market, a compensation and classification study is planned with results and recommendations to be shared with the Board upon completion in 2015-16. He also shared that the KCTCS benefits package is one of the more competitive in the nation.

**UPDATE:**

**KCTCS QUARTERLY FINANCIAL REPORT**

Mr. Cooper reported that information for the second quarter of fiscal year 2014-15, which ended December 31, 2014, was derived from the KCTCS Administrative Financial System. The Statement of Revenues and Expenditures reflects the actual program and operational expenditures compared to the fiscal year 2014-15 budget approved by the KCTCS Board of Regents on June 13, 2014. An additional column has been added to the report at the committee’s request to depict the prior year realized program and operational expenditures for additional comparison.

He also noted that total revenues of $520 million reflect 56 percent of the budgeted revenue and appropriated funds. Current fund expenditures and budget reserve through the fiscal year total $427 million, 46 percent of the expenditures budgeted for the year. As of the end of the second quarter, KCTCS has received 85 percent of budgeted tuition revenue; and 47 percent of the total budgeted financial aid has been received and expended. A total of 100 percent of the nonrecurring budget reserve from prior year funds is in place.

The Statement of Net Position presented reflects the overall financial position of the System and includes assets, liabilities, and net assets as of December 31, 2014.

**UPDATE:**

**SUPPLIER DIVERSITY REPORT**

Mr. Cooper noted KCTCS defines diverse suppliers as those businesses owned by ethnic minorities, women, veterans, or the physically challenged. Fiscal Year (FY) 2015 data (July through December) were reported in the agenda materials. The data indicated for FY 2015 that KCTCS spent over $2 million (7.2 percent) of a total $28.1 million in impactable discretionary spend with diverse suppliers. In terms of the number of suppliers, FY 2015 compared to FY 2014, the percentage of diverse vendors increased from 12 percent to 13 percent. In terms of dollars spent with diverse suppliers, FY 2015 impactable spend decreased by 2.8 percent and a parallel decline in diverse spend of 2.7 percent. The decline is reflective of continued tight budgetary constraints from flat state support and less tuition revenue. KCTCS staff continues to work on supplier matching, analyzing data to ensure the integrity and consistency of the data.

He also shared that KCTCS held its second Supplier Diversity Fair at the Lexington Convention Center on October 22, 2014. The University of Kentucky hosted the event with KCTCS. More than 300 guests and over 100 exhibitors
attended this event.

**UPDATE:**

**OFFICE OF AUDIT SERVICES REPORT**

Mr. Cooper reported that the Finance committee was provided a summary of audits conducted during the 2014-15 fiscal year along with a plan of scheduled audits for the 2015-16 fiscal year.

Mr. Cooper noted that Mr. Paige shared with the committee that the Audit Services office was working with colleges to help better manage the issues surrounding the administration of their Financial Aid programs. The Audit Services office is also working with System Office Units and Colleges on the following areas: Blackboard Student Services, information technology reviews, follow-up on compliance of environmental health and safety reviews, special reviews and investigations as well as explore expanded roles beyond financial audits.

**NEXT MEETING**

Chair Peeples announced that the next regular meeting of the KCTCS Board of Regents was scheduled for June 11-12, 2015, at Hopkinsville Community College in Hopkinsville, Kentucky.

**ADJOURNMENT**

Ms. Flynn moved that the meeting adjourn. Ms. Thomas seconded the motion.

VOTE: The motion was approved unanimously, and the meeting adjourned at 11:21 a.m. (ET).

06/12/15

Date Approved by the
KCTCS Board of Regents

Porter G. Peeples, Chair
KCTCS Board of Regents

Betsy E. Flynn, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President
Resolution of Appreciation

ELIJAH BUELL, JR.

WHEREAS, the Kentucky Postsecondary Education Improvement Act of 1997 (The Act) created the Kentucky Community and Technical College System as Kentucky’s ninth institution of postsecondary education; established the KCTCS Board of Regents as the system’s governing board; and determined that the KCTCS Board membership be composed of appointed and elected members, including one elected member representing the Occupational/Technical faculty; and

WHEREAS, Elijah “Lige” Buell, Jr., was elected KCTCS Faculty Regent in 2009 and re-elected in 2012 by his colleagues to serve the KCTCS Board for two three-year terms and faithfully carried out responsibilities as evidenced by his meeting attendance and participation; and

WHEREAS, Mr. Buell provided guidance to the KCTCS Board and its endeavors to achieve the KCTCS Vision of becoming the nation’s premier comprehensive community and technical college system; and

WHEREAS, Mr. Buell demonstrated dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System, especially its students and faculty, by serving on various KCTCS Board of Regents committees, including the Academic Affairs and Curriculum Committee; Finance, Technology, and Human Resources Committee; and the Efficiency, Effectiveness, and Accountability Committee; and

WHEREAS, Mr. Buell was appointed to serve and represent KCTCS faculty on the 2014 KCTCS Presidential Search Committee charged with screening and recommending candidates to the KCTCS Board of Regents to replace the inaugural KCTCS president upon his retirement; and

WHEREAS, Mr. Buell represented and served students and college faculty by faithfully executing his responsibilities as Faculty Regent, including providing the KCTCS Board with information he received and contributing his voice in KCTCS Board decisions; and

WHEREAS, Mr. Buell strived to create and maintain the highest level of quality public accountability, and institutional effectiveness by providing input on policies pertaining to finance, facilities, construction, human resources, strategic plan measurement, educational and training programs; student services; online course offerings; and the development of new degree, diploma, and certificate programs; and

WHEREAS, Mr. Buell demonstrated commitment to excellence through his advocacy and service to the KCTCS Board of Regents, the Kentucky Community and Technical College System, and the entire postsecondary education community; and

WHEREAS, the Kentucky Community and Technical College System Board of Regents wishes to express its heartfelt appreciation to Mr. Buell for his service as he leaves the KCTCS Board of Regents;

NOW, THEREFORE, BE IT RESOLVED that the Kentucky Community and Technical College System Board of Regents hereby commends Elijah “Lige” Buell, Jr., for his enthusiasm, talents, dedication, leadership, and time spent supporting and developing the Kentucky Community and Technical College System, extends its best wishes for continued success to Mr. Buell, and looks forward to his continued friendship and support of KCTCS.

SO RESOLVED this thirteenth day of March 2015.

ATTEST:

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

Betsy E. Flynn, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President
Resolution of Appreciation

JOHN P. DOVE

WHEREAS, the Kentucky Postsecondary Education Improvement Act of 1997 (The Act) created the Kentucky Community and Technical College System as Kentucky’s ninth institution of postsecondary education; established the KCTCS Board of Regents as the System’s governing board; and determined that the KCTCS Board membership be composed of appointed and elected membership, including non-teaching personnel; and

WHEREAS, John P. Dove was elected KCTCS Staff Regent in 2012 by his colleagues to serve the KCTCS Board for a three-year term and faithfully carried out responsibilities as evidenced by his meeting attendance and participation; and

WHEREAS, Mr. Dove provided guidance to the KCTCS Board and its endeavors to achieve the KCTCS Vision of becoming the nation’s premier comprehensive community and technical college system; and

WHEREAS, Mr. Dove demonstrated dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System, especially its students and staff, by serving on various KCTCS Board of Regents committees, including the Finance, Technology, and Human Resources Committee; and the Efficiency, Effectiveness, and Accountability Committee; and was appointed to serve as the Vice Chair of the EEA Committee in 2013; and

WHEREAS, Mr. Dove executed his responsibilities as Staff Regent with a positive attitude, promoting unity across the System, making decisions for the long-term good of the System and its constituents, and communicating feedback received from non-teaching personnel; and

WHEREAS, Mr. Dove was appointed to serve and represent KCTCS staff on the 2014 KCTCS Presidential Search Committee charged with screening and recommending candidates to the KCTCS Board of Regents to replace the inaugural KCTCS president upon his retirement; and

WHEREAS, Mr. Dove strived to create and maintain the highest level of quality public accountability, and institutional effectiveness by providing input on policies pertaining to finance, facilities, construction, human resources, strategic plan measurement, and academic and technical program offerings; and

WHEREAS, Mr. Dove demonstrated commitment to excellence through his advocacy and service to the KCTCS Board of Regents, the Kentucky Community and Technical College System, and the entire postsecondary education community; and

WHEREAS, the Kentucky Community and Technical College System Board of Regents wishes to express its heartfelt appreciation to Mr. Dove for his service as he leaves the KCTCS Board of Regents;

NOW, THEREFORE, BE IT RESOLVED that the Kentucky Community and Technical College System Board of Regents hereby commends John P. Dove for his dedication, leadership, talents, and time spent serving the Kentucky Community and Technical College System, extends its best wishes for continued success to Mr. Dove, and looks forward to his continued friendship and support of KCTCS.

SO RESOLVED this thirteenth day of March, 2015.

ATTEST: 

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

Betsy E. Flynn, Secretary
KCTCS Board of Regents

Jay K. Box, Ed.D.
KCTCS President
At the meeting, KCTCS President Jay K. Box will introduce Dr. Jay Allen, President of Hopkinsville Community College, who will bring college greetings.
Call to Order

Roll Call

Approval Minutes
Approval of June 13, 2013, Meeting Minutes

1. Action: KCTCS Board of Regents Election of 2015-17 Board Officers

Adjournment

*Start time will be upon conclusion of the preceding event.*
COMMITTEE MEMBERS PRESENT:
Ms. Doris Thomas, Committee Chair
Mr. John Dove

CALL TO ORDER
Chair Thomas called the meeting of the Nominating Committee of the Kentucky Community and Technical College System Board of Regents to order at 10:34 a.m. (ET) on June 13, 2013. The meeting was held in Room 213 of the Godbey Appalachian Center of Southeast Kentucky Community and Technical College in Cumberland, Kentucky. Hon. Pamela M. Duncan, KCTCS Staff Attorney, served as parliamentarian.

There being a quorum present, the committee’s business began with the approval of minutes from the last meeting.

APPROVAL OF MINUTES
MOTION: Dr. Henson moved and Mr. Dove seconded that the minutes of the November 27, 2012, Nominating Committee meeting be approved.

VOTE: The minutes were approved by unanimous consent.

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

ACTION: KCTCS BOARD OF REGENTS ELECTION OF 2013-15 BOARD OFFICERS
RECOMMENDATION: That the Board of Regents approve the slate presented by the Nominating Committee for the positions of Chair, Porter G. Peeples, Sr.; Vice Chair, Ms. Marcia L. Roth; and Secretary of the Board, Ms. Betsy E. Flynn for a two-year term beginning July 1, 2013, and ending June 30, 2015.

MOTION: Mr. Dove moved and Dr. Henson seconded that the KCTCS Board of Regents approve the slate presented by the Nominating Committee for the positions of Chair, Porter G. Peeples, Sr.; Vice Chair, Ms. Marcia L. Roth; and Secretary of the Board, Ms. Betsy E. Flynn for a two-year term beginning July 1, 2013, and ending June 30, 2015.

VOTE: The motion was approved unanimously.

ADJOURNMENT
MOTION: Dr. Henson moved and Mr. Dove seconded that the meeting adjourn.
VOTE: The motion was approved unanimously, and the meeting adjourned at 10:36 a.m. (ET).

June 10, 2015

Date Approved by the Nominating Committee

Gail R. Henson
Committee Chair
Recommendation

That the Board of Regents approve the slate presented by the Nominating Committee for the positions of Chair, Vice Chair, and Secretary of the Board for a two-year term beginning July 1, 2015, and ending June 30, 2017.

Rationale

- Section 2.1 of the *KCTCS Board of Regents Bylaws* specifies that the KCTCS Board of Regents elect a Chair, Vice Chair, and Secretary from its membership.

- The terms of the Board’s present officers expire June 30, 2015.

- A Nominating Committee was appointed by KCTCS Board of Regents Chair P.G. Peeples, Sr., and charged with recommending a slate of candidates for election of Board Chair, Vice Chair, and Secretary.

- *Kentucky Revised Statute 164.330* states, “Each board shall appoint a treasurer, and such officers as it deems necessary, but no member of any of the boards shall be appointed treasurer.”

Background

Chair Peeples named the following members of the Nominating Committee: Donald Tarter, Porter G. Peeples, and Gail Henson, Chair.

On June 15, 2007, the KCTCS Board of Regents approved the Nominating Committee’s recommendation that the person serving as KCTCS Vice President with primary responsibilities for Finance be appointed on an ex officio basis as Treasurer of the Board beginning July 1, 2007, and expiring upon Board action to the contrary. KCTCS Vice President Wendell Followell is serving in that capacity and as KCTCS Board Treasurer.
Call to Order

Roll Call

1. Information: KCTCS President’s Evaluation Development......................................................... 131

Adjournment
At the June 10, 2015, KCTCS President’s Evaluation Committee meeting, the committee will discuss the philosophy, process, and potential evaluation criteria to be used in the evaluation of President Jay K. Box who was appointed by the KCTC Board of Regents effective January 16, 2015.

The committee will make a report to the KCTCS Board of Regents Executive Committee at the June 10, 2015, meeting. The Executive Committee will review the committee’s proposed evaluation process and consider any Board of Regents policy changes that may be required in the future.

Background

Pursuant to the *KCTCS Board of Regents Bylaws, Section 10.1 - Committees*, the Board may organize standing committees and refer matters to them. The Chair may establish special committees and prescribe their duties.

Chair Peeples appointed the following members of the President Evaluation Committee: Gail Henson, Barry Martin, and Marcia Roth, Chair.

Additionally, the KCTCS President is to be evaluated annually as required by the *KCTCS Board of Regents Bylaws*, which state:

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

The KCTCS Board of Regents established *KCTCS Board of Regents Policy 2.5 KCTCS President’s Performance Review* to guide the president evaluation process. With the appointment of KCTCS President Jay K. Box in January 2015, the Board of Regents is conducting a review of the existing policy and process.
Legislatively Prescribed Powers

The KCTCS Board of Regents was created and authorized by the Kentucky General Assembly in 1997 as part of the state’s higher education reform efforts. Kentucky Revised Statutes (KRS) 164.288; 164.350; 164.360; 164.365 and 164.580 outline the powers and duties of the KCTCS Board of Regents as follows:

- The governance of KCTCS is vested in the Board of Regents, a corporate body.
- The Board has the power over and control of appointments, qualifications, salaries, and compensation payable out of the State Treasury or otherwise, promotions and official relations of all employees of KCTCS. The Board shall appoint the KCTCS President.
- The Board shall evaluate KCTCS’ progress in implementing its mission, goals, and objectives to conform to the adopted strategic agenda for higher education and its officers and officials shall be held accountable for the status of KCTCS’ progress.
- The Board shall develop guidelines for the preparation of a biennial budget request for KCTCS colleges and adopt the request upon recommendation of the KCTCS President.
- The Board shall adopt an allocation process for distributing funds to the colleges in the System.
- The Board shall consider recommendations from the boards of directors of the colleges to improve the overall budget planning and allocation processes.
- The Board shall designate each college with a name.
- The Board shall encourage and accept donations of land and funds to be used in the acquisition, construction, or operations of the colleges in the System. The Board may commemorate donations from private persons or corporations with suitable memorials and accept federal grants when appropriate for acquisition, construction, or operations of the colleges in the System.
- The Board shall assure that budget planning and implementation processes are consistent with the adopted strategic agenda, biennial budget, and with the missions of the institutions within the System.
- The Board shall expedite, whenever possible, action on requests for any new technical or associate degree program of a vocational/technical or occupational nature.
- The Board may:
  - Receive grants of money and expend funds for the use and benefit of KCTCS.
  - Accept federal aid in the form of services, equipment, supplies, materials, or funds.
  - Adopt bylaws, rules and regulations for the government of its members, officers, agents, employees, and enforce obedience to such rules.
  - Require reports from the KCTCS President as it deems necessary and proper from time to time.
  - Determine the number of divisions, departments, bureaus, offices and agencies needed for the successful conduct of the affairs of KCTCS.
  - Grant diplomas and confer degrees upon the recommendation of the KCTCS President and faculty.
  - Remove the KCTCS President and on the recommendation of the KCTCS President may, appoint or remove faculty members and employees and fix their compensation and tenure of service.

KCTCS Board of Regents Membership Composition

Pursuant to KRS 164.321, the KCTCS Board of Regents is comprised of 14 members with 11 votes.

- Eight members are appointed by the governor to serve 6-year terms and have one vote each.
- Two members of the KCTCS teaching faculty are elected by the teaching faculty to serve 3-year terms and have one-half vote each.
- Two members of the KCTCS non-teaching personnel are elected by the non-teaching personnel to serve 3-year terms and have one-half vote each.
- Two members of the KCTCS student body are elected by the students to serve 1-year terms and have one-half vote each.

KCTCS Board of Regents Meeting Schedule

The Board meets once every quarter, with specially called meetings as needed.

Commission on Colleges of the Southern Association of Colleges and Schools (SACS) Requirements

“The board is an active policy-making body for the institution and is ultimately responsible for ensuring that the financial resources of the institution are adequate to provide a sound education program. The board is not controlled by a minority of board members or by organizations or interests separate from it.”

- The Principles of Accreditation, 2.2, Commission on Colleges of the Southern Association of Colleges and Schools

Individual Responsibilities of Each Regent

An individual regent’s responsibilities differ from, but are complementary to, those of the Board as a whole. Regents have no special authority in their individual capacities. Key individual attributes include:

- Being a team member.
- Faithfully preparing for and attending all meetings.
- Being knowledgeable about the System.
- Speaking as one...the Board speaks through its formal actions and minutes with the Board Chair or its President as the spokesman.
- Serving the System as a whole and not any particular constituency.
- Bringing a unique perspective to discussions and articulating positions on issues.
- Supporting the majority action even if disagreement exists.
- Focusing on policy-making and governing issues versus operations and the micro-management of the System.

Accountability of Elected and Appointed Regents

The KCTCS Board of Regents, like all of Kentucky’s public higher education governing boards, is accountable to students, taxpayers, and in essence, to all Kentuckians. Regardless of how regents are selected to be on the Board, once they become regents, their responsibilities as regents are to the people of Kentucky, not to the governor who appointed them or the constituency that elected them.