

**Kentucky Community and Technical College System
Board of Regents Meeting Minutes
September 19, 2024, 12:00 p.m. CST
Henderson Community College
Preston Arts Center**

I. CALL TO ORDER

Chair Martin called the regularly scheduled meeting to order on September 19, 2024 at 12:00 p.m. CST.

Attendance

Chair Barry Martin (*Present*)
Vice Chair Keith Hamilton (*Present*)
Secretary Brianna Whitten (*Present*)
Mr. Russell Cox (*Present*)
Mr. Christopher Girdler (*Present*)
Ms. Lauren Guerra Gomez (*Present*)
Ms. Kimberly Greene (*Present*)
Ms. Tiffany Kelly-Jenkins (*Absent*)
Ms. Candace McGraw (*Present*)
Ms. Kelly Rabinowitz (*Absent*)
Ms. Shana Savard-Hogge (*Present*)
Ms. Audra Shouse (*Present*)
Mr. James Lee Stevens (*Present*)
Mr. Marty Sutherland (*Present*)

II. APPROVAL OF MINUTES

Regent Whitten made a motion to approve the minutes of the August 29, 2024, Board of Regents special meeting. Regent Hamilton seconded the motion. The motion passed unanimously.

III. HENDERSON COMMUNITY COLLEGE PRESENTATION

Henderson President Dr. Jason Warren discussed the mission, vision, and values of HCC. Henderson offers 16 degrees and over 75 certificates. Dr. Warren noted the retention of students at Henderson. HCC welcomed the largest cohort of FAME students this year since its inception in 2017. Dr. Warren spoke about the growth of Western Kentucky and the opening of I-69 and the construction of a new paper mill in Henderson. Dr. Warren shared a video about HCC with the Board.

IV. CHAIR'S REPORT

Chair Martin stated that one of the most important aspects of today's meeting is the discussion of SJR 179. Dr. Quarles and his team have been working feverishly to make recommendations and meet the deadlines. Chair Martin stated that Dr. Quarles is putting together a good team and he has support from PLT.

V. PRESIDENT'S REPORT

Dr. Quarles noted the history of Henderson, Kentucky. Dr. Quarles welcomed the new regents and the new members of the leadership team. Dr. Quarles noted that enrollment is at a ten year high at KCTCS. Dr. Quarles stated that a third of all students are dual-credit enrollees and the number of adult learners has increased. Dr. Quarles shared that there is likely to be another delay in the FAFSA this year and KCTCS will continue to its enrollment work group to address these concerns.

KCTCS awarded 54% of all GED's in Kentucky. Half of all KCTCS Colleges are teaching in their local jails and prisons. Dr. Quarles spoke of a need to offer wrap around services for students and to remove barriers to access. KCTCS is going to announce a fundraiser for food pantries. Dr. Quarles thanked our partners in Congress for recent events and funding to provide assistance with childcare for students.

KCTCS is in the partnership business for student and employee success and named several organizations that KCTCS partners with. KCTCS has the ability to address the needs of the workforce has made significant investments in the TRAINS program. KCTCS is the #1 workforce trainer in the state of Kentucky. Access, affordability, and workforce are the three pillars.

KCTCS continues to meet with counterparts across the state to align the workforce strategy across the state. The SWAT initiative is developing a one Kentucky approach. Dr. Quarles has spoken to several counties chamber of commerce and KCTCS had a booth at the Kentucky State Fair.

For the state audit of 2023, all findings have been cured except the forensic audit which concludes next month. KCTCS has a commitment to transparency. SJR 179 offers us the opportunity to chart a path forward. Dr. Quarles noted the hiring of a compliance officer position to assist with updating KCTCS policies, 80% of which are outdated.

KCTCS headed a school safety conference headed by CFO Todd Kilburn due to a recent incident in eastern Kentucky. KCTCS will undergo a reorganization in either December or January. Dr. Quarles thanked the staff of KCTCS, his leadership team, and PLT.

VI. INCREASE ORGANIZATION SUCCESS

A. Update: SJR 179 Work Team Progress

Dr. Quarles discussed the work thus far of the work groups and introduced the recommendations regarding single accreditation. Dr. Quarles introduced Dr. Scott Williams who leads the Governance and Organization work group. Dr. Williams reviewed the research and considerations related to governance and accreditation. The recommendation is to preserve college-level accreditation and focus on increasing shared services. Other recommendations from the Governance and Organization work group were reviewed and slides were presented in the materials provided to the Board. The Board engaged in a discussion related to the recommendations and Dr. Williams answered questions from the regents.

Dr. Juston Pate presented the information from the academic programming optimization work group. Dr. Pate stated that this work directly came from the work of Huron and they were asked to look at academic programming and training offerings. This work group reviewed the academic quality and program relevancy. The Board discussed this presentation and Dr. Pate answered questions from the regents.

The Board took a recess at 2:00 p.m. CST and resumed at 2:11 p.m. CST.

Dr. Fernando Figueroa presented the work from the Student Pathways work group. This group research and benchmarked data on the national higher education landscape. Dr. Figueroa discussed the recommendations from the work group and how those recommendations were made. Dr. Figueroa spoke about the dual-credit framework and the need for data to understand and enhance student pathways. Dr. Figueroa reviewed the workforce plan elements and explained how that supports a comprehensive workforce framework. The Board had a discussion related to this work group and Dr. Figueroa answered questions from the regents.

Dr. Phil Neal shared the work from the Affordability work group and he thanked the members of the teams and the Project Management Office staff. Affordability has three items to address including the funding model and its adequacy, the funding of the system office, and tuition rates. The work group had to define adequacy and affordability. The work group looked at a national database and utilized it to set some definitions. Not all 50 states are the same and community college funding sources differ. Dr. Neal explained the current funding model for KCTCS and other options that are current utilized by comparators. The Board discussed the information shared and Dr. Neal answered questions from the regents.

Dr. Cynthia Kelley presented the work of the Administrative work group. The Administrative group is reviewing the statutes, the personnel system, the administrative structure, and the shared services. The group is gathering information about how it can grow and enhance the system. The group has reviewed other systems, case studies, and Huron. This group is reviewing feedback from employees within the system. This group is working through options currently and not yet at recommendations. The Board engaged with Dr. Kelley by asking questions and having a discussion.

Dr. Quarles encouraged the regents and KCTCS staff to submit any comments to the Project Management Office. Dr. Quarles is submitting a final draft to CPE in October and to the Joint Commission in December. Dr. Quarles asked for any feedback regarding whether any of the groups are going in the wrong direction and asked if additional time on this topic is needed. Regent Stevens stated that a workshop may be needed prior to the December meeting and Chair Martin concurred.

B. Update: State Examination

Chief Financial Officer Todd Kilburn shared an update related to the state examination report. KCTCS is waiting for the results of the forensic audit results that will come in at the end of October. Dr. Quarles shared that the forensic audit is expected to be on time and KCTCS is ready to receive the recommendations and cure any findings.

C. Update: KCTCS Board of Regents Audit Committee Meeting

Regent Cox, Chair of the Audit Committee, shared that the committee met on August 29, 2024. Regent Cox stated that there was discussion of the internal audit for 2023-24. Regent Cox stated there was not anything significant to report. The committee went through the report in detail and there were moderate to low level items that are being addressed. The committee discussed the internal audit plan for fiscal year 2025. The committee looked at updating their meeting schedule and the committee will keep its current schedule.

The Board took a recess at 3:43 p.m. CST and resumed at 3:52 p.m. CST.

D. Action: Internal Audit Plan for Fiscal Year 2024-25

CFO Todd Kilburn presented the internal audit plan for fiscal year 2024-25. KCTCS discussed the timing of this audit especially with regards to the FAFSA and financial aid office. The audit plan was included in the board's materials. Regent Stevens and made a motion to approve the Internal Audit Plan for Fiscal Year 2024-25. Regent Sutherland seconded the motion. The motion passes unanimously.

E. Update: Other Post Employment Benefit (OPEB) Trust Report

CFO Todd Kilburn provided an update on the OPEB Trust. The committee met earlier this year and provided numbers related to the current status of the trust and the predicted future funds.

F. Action: Ratification of OPEB Trust Administrative Committee Decisions

Regent Stevens made a motion to ratify the recommendations of the OPEB Trust Administrative Committee decisions including approving the Anthem Medicare Advantage plan for calendar year 2025 and create an RFP for calendar year 2026. Regent Hamilton seconded the motion. The motion passed unanimously.

Due to the robust discussion surrounding the SJR 179 presentations, Chair Martin stated that items G, H, and I would be moved to the next day.

VII. OPEN COMMENT PERIOD

Former KCTCS Chief of Staff, Hannah Rivera, provided comments to the Board. Ms. Rivera asked for 5 minutes and the Chair granted that request.

VIII. EXECUTIVE SESSION

Chair Martin made a motion to go into executive session pursuant to KRS 61.810(1)(c) to discuss proposed or pending litigation and KRS 61.810(1)(f) to discuss individual personnel matters that may lead to the appointment, discipline or termination of an individual employee. Regent Shouse seconded the motion. The motion passed unanimously. The Board went into executive session at 4:09 p.m. CST.

IX. ADJOURNMENT

Regent Whitten made a motion to return to open session. Regent Stevens seconded the motion. The motion passed unanimously. The Board returned to open session at 5:19 p.m. CST.

Regent McGraw made a motion to adjourn. Regent Hamilton seconded the motion. The motion passed by consensus and the meeting adjourned at 5:20 p.m. CST.

**Kentucky Community and Technical College System
Board of Regents Meeting Minutes
September 20, 2024, 9:00 a.m. CST
Henderson Community College
Preston Arts Center**

I. CALL TO ORDER

Chair Martin called the regularly scheduled meeting to order on September 20, 2024, at 9:05 a.m. CST.

II. ROLL CALL

Attendance

Chair Barry Martin (*Present*)
Vice Chair Keith Hamilton (*Present*)
Secretary Brianna Whitten (*Present*)
Mr. Rusell Cox (*Present*)
Mr. Christopher Girdler (*Present*)
Ms. Lauren Guerra Gomez (*Present*)
Ms. Kimberly Greene (*Present*)
Ms. Tiffany Kelly-Jenkins(*Present*)
Ms. Candace McGraw (*Present*)
Ms. Kelly Rabinowitz (*Present*)
Ms. Shana Savard-Hogge (*Present*)
Ms. Audra Shouse (*Present*)
Mr. James Lee Stevens (*Present*)
Mr. Marty Sutherland (*Present*)

III. RECOGNITION OF INDIVIDUALS

Chair Martin recognized former Regent Joe Heerdink who served from 2020 to 2024 as a staff regent. Chair Martin recognized Regent Greene and presented her a gift as appreciation for her service. Chair Martin also recognized Buddy Combs as this is his last meeting as a KCTCS employee. Mr. Combs started with KCTCS in 1994.

IV. INCREASE ORGANIZATION SUCCESS

Items G, H, and I from the September 19th agenda were presented first.

G. Action: Ratification of Personnel Actions

Vice President Bridget Canter presented the personnel actions from May 1, 2024, through July 31, 2024 for ratification. Two colleges had employees who passed away during that time period and the Board observed a moment of silence in their honor.

Regent Whitten made a motion to ratify the personnel actions. Regent Sutherland seconded the motion. The motion passed unanimously.

H. Update: Compression

Vice President Bridget Canter presented an update on salary compression. KCTCS has begun the RFP process to procure a platform that will assist with this process. This will be a long process that requires phased implementation.

I. Action: Revisions to the KCTCS Board of Regents Bylaws

Parliamentarian George presented changes to the Board of Regents bylaws. In order to streamline Board operations, the KCTCS System Policy and Planning Committee has requested to amend the System Policy and Planning Committee meeting schedule to require one meeting prior to each regularly scheduled Board meeting, rather than monthly in between regular Board meetings. The Bylaws also clarify that all Board members are invited to attend System Policy and Planning Committee meetings but will not count toward quorum or have the authority to vote on matters before the Committee. Regent Whitten made a motion to approve the changes and Regent Sutherland seconded the motion. The motion passed unanimously.

A. Update: Forensic Audit Progress Update

Parliamentarian George introduced leadership from KPMG for an update on the forensic audit. Mr. Mike Doyle reviewed the project status for each aspect of the audit. Slides containing additional details were provided to the Board in their materials. Chair Martin thanked Mr. Doyle for the update.

B. Update: Fire Commission

Interim Director Bruce Roberts provided information about the Fire Commission that began in 2000. Mr. Roberts discussed the funding model for the Commission and reviewed several of the programs offered by the Commission. The Commission offers low interest loans to fire departments and has grants for thermal imaging cameras. The Commission offered 28,669.5 training hours in the fiscal year 2024. On April 30th, the Commission dedicated its new training facility. The fire academy is a 13-week residential program that includes physical training, classroom, and hands-on training.

C. Update: Financial Report

Chief Financial Officer Todd Kilburn shared the financial report with the Board as of June 30, 2024. The numbers are unofficial at this time and subject to change based on what KCTCS receives back from the auditors. There were 339 TRAINS projects. Investment revenue has started to grow. KCTCS was in the positive by \$692,000 for this year. Regent Whitten had a question related to leases.

D. Action: Capital Construction Projects

Mr. Kilburn presented information on capital construction projects. Regent Savard-Hogge made a motion approve the extend the Big Sandy Community and Technical College Pikeville Chiller Replacement scope increase to \$1,500,000. Regent Hamilton seconded the motion. The motion passed unanimously.

E. Action: Naming of Building - SKYCTC

Acting Vice President of Advancement Megan Stith presented on the recommendation of naming a building at Southcentral Kentucky Community and Technical College. The Named Building Advisory Committee met on September 4, 2024 to review the proposal for naming the Robert and Mary Tincher Campus Community Center on SKYCTC's campus. The Named Building Advisory Committee determined that the proposal met the requirements of Board of Regents Policy 7.10 and KCTCS Administrative Policy 7.10.2. Regent Guerra Gomez made a motion to ratify the recommendation of the committee to name the building. Regent Sutherland seconded the motion. The motion passed unanimously.

V. INCREASE EMPLOYMENT SUCCESS

A. Update: Workforce and Economic Development Annual Report

Vice President of Workforce and Economic Development Ms. Jesse Shook presented an update. KCTCS has completed the Workforce and Economic Development Annual Report for fiscal year 2024. The publication highlights critical programs such as KCTCS-TRAINS and provides closeout figures for the year. Regents received a copy of the report in their materials. Ms. Shook outlined business and industry partnerships and illustrated documented progress related to a pillar of the KCTCS strategic plan: Increase Employment Success. KCTCS has a robust employer outreach program through the Statewide Workforce and Talent Team (SWATT) collaboration.

B. Update: Philanthropy

Acting Vice President of Advancement Megan Stith gave an update for gift giving for the prior fiscal year. Giving results for 2023-2024 show a \$6.7M increase in donations over the prior year, with over \$20M raised. Priorities for

System Office Advancement in 2024- 2025 include developing new ways of supporting college fundraising efforts, providing direction to the KCTCS Foundation, and identifying shared fundraising needs to engage new donors. Planning for Giving Day 2025 has begun, and an alumni engagement plan is in the process of being developed. Ms. Stith spotlighted donors and supporters and the effects of their gifts.

The Board took a recess at 10:25 a.m. CST and resumed at 10:40 p.m. CST.

VI. INCREASE LEARNER SUCCESS

A. Update: Learner Success Report

Board members were given an update on learner success through a report provided by Acting Executive Vice President and Provost Dr. Phil Neal in their board materials.

B. Action: Ratification of KCTCS Colleges' Candidates for Credentials

Acting Executive Vice President and Provost Dr. Phil Neal presented the recommendation for the ratification of the KCTCS Colleges' candidates for credentials. Regent Sutherland made a motion that the KCTCS Board of Regents approve the awarding of KCTCS colleges' candidates for degrees and diplomas and ratify certificates as presented in the supplemental booklet, KCTCS Candidates for Credentials April 6, 2024 – July 12, 2024, with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed. Regent Whitten seconded the motion. The motion passed unanimously.

C. Update: Certificate and Program Approvals

Acting Executive Vice President and Provost Dr. Phil Neal provided an update on certificate and program approvals. There are three new degree programs and seventeen new certificates across the system.

D. Update: Credential Suspensions

Acting Executive Vice President and Provost Dr. Phil Neal shared the number of credential suspensions which totals 169 since the last time this information was shared with the Board. Twice annually, the Board of Regents is informed of credentials (certificates, diplomas, focus tracks of Associate of Applied Science degrees, and degrees) that have been suspended from the KCTCS Colleges' program inventories. A suspended program is defined by the Kentucky Council on Postsecondary Education as an academic program that no longer accepts new students as of a specified date but allows current or

previously accepted students to complete the program. The program can be reopened within five years without going through the new academic program approval process. After five years, if the program has not been re-opened, it is considered a closed program.

E. Update: KCTCS Online Learning Assessment (KOLA) Plan

Acting Executive Vice President and Provost Dr. Phil Neal presented an update on the KCTCS Online Learning Assessment (KOLA) plan. Following the KCTCS Online Learning Assessment (KOLA) plan, all adjunct faculty and any newly hired full-time faculty will complete KES training no later than the end of the academic year 2024-2025. 41% of adjunct faculty have completed the KES training. Following the KCTCS Online Learning Assessment (KOLA) plan, all faculty teaching at least one online course must complete a KES self-review of their courses at least once every third year. Colleges are responsible for establishing their internal timeline for KES self-reviews, and most have connected it with their internal three-year assessment strategies for online learning. 45% of adjunct faculty have completed at least one KES course review.

F. Update: Enrollment Report

Acting Executive Vice President and Provost Dr. Phil Neal gave an update to the Board on the Fall 2024 enrollment report as of September 6, 2024. The overall KCTCS headcount is 70,895, marking an increase of 5,278 students or 8.0% compared to the same time last year. FTE enrollment also shows an increase over the prior year, up 3,104 students or 7.9%. Enrollment has increased across all student classifications compared to the same time last year. As of today, the credential-seeking headcount is up 7.0%, the high school headcount is up 11.1%, and the workforce/non-degree headcount is up 3.5%. Comparable gains can be seen when evaluating FTE for credential seeking and high school students. Workforce/non-degree FTE students have decreased by 1.0%, however.

G. Update: KCTCS 2022-26 Strategic Plan – Annual Update

Vice Chancellor of Research and Policy Analysis Ms. Alicia Crouch provided an update on the KCTCS 2022-26 Strategic Plan. This is the first four-year strategic plan. There are three goals with six objectives within the plan. The first goal is increasing organizational success. The second goal is increasing employment success, and the third goal is increasing learner success. KCTCS has met three goals, is on track for one goal, and not on track for one goal. KCTCS fell short of the employee retention goal. Ms. Crouch gave an update on employee retention, alternative revenue, and academic year enrollment.

H. Update: Tracking Graduate Employment

Vice Chancellor of Research and Policy Analysis Ms. Alicia Crouch shared data related to tracking graduate employment. KCTCS provides data every four year to CPE for a program review and the outcomes are tracked. KCTCS tracks the wage growth of students after they leave, which includes a doubling of wages of those students who receive Associates degrees. The federal government is very interested in this data and could have big impacts on some of our programs.

VII. NEXT MEETING – December 5-6, 2024

A. Location – KCTCS System Office – Versailles, KY

VIII. ADJOURNMENT

Regent Stevens made a motion to adjourn, and Regent Sutherland seconded the motion. The motion passed by consensus and the meeting adjourned at 11:33 a.m. CST.