

**MINUTES**  
**Kentucky Community and Technical College System**  
**Board of Regents Meeting**  
**June 17, 2011**

**Board Members Present:**

Mr. Thomas O. Zawacki, Chair  
Mr. Porter G. Peeples, Vice Chair  
Ms. Jackie B. Cecil  
Mr. Richard A. Bean  
Mr. Elijah Buell, Jr.  
Ms. Tonya Davidson

Mr. Danita F. Fisher  
Dr. Michael Ginsberg  
Dr. Gail R. Henson  
Ms. Barbara A. Hoskins  
Ms. Johnna N. Reeder  
Ms. Marcia L. Roth  
Ms. Doris C. Thomas

**Board Member Absent:**

Mr. C. Ronald James

**CALL TO ORDER**

KCTCS Board of Regents Chair Zawacki called to order the meeting of the Kentucky Community and Technical College System Board of Regents at 8:30 a.m. (CT) on June 17, 2011. The meeting was held in the Emerging Technology Center Room 109 of West Kentucky Community and Technical College in Paducah, Kentucky. Chair Zawacki announced that the press was notified of the meeting on June 8, 2011, and that Hon. Cam Cantrill, KCTCS General Counsel, would serve as parliamentarian.

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

**APPROVAL OF MINUTES**

MOTION: Ms. Henson moved and Ms. Roth seconded that the March 11, 2011, KCTCS Board of Regents meeting minutes be approved.

VOTE: The minutes were approved by unanimous consent.

**ADDITIONS OR CHANGES TO THE AGENDA**

Chair Zawacki called for additions or changes to the agenda. Hearing none, the Board meeting continued with the next item on the agenda.

**WELCOME AND INTRODUCTION OF MEETING GUESTS**

Chair Zawacki welcomed guests to the meeting. He thanked West Kentucky Community and Technical College President Barbara Veazey for her hospitality and thanked her staff, especially Ms. Barbara Maxey, for coordinating the Board's visit to their college.

**PRESENTATION: COLLEGE PRESENTATIONS**

Chair Zawacki called on President McCall to introduce Dr. Barbara Veazey, West Kentucky Community and Technical College President, to present the college's vision, the college role in the *2010-11 Transformation Initiative*, and the Paducah School of Art capital project.

Dr. Veazey presented a video on West Kentucky Community and Technical College and the campus master plan, which included the plans for expansion of several capital projects. The Commonwealth Middle College, STEM/Engineering, Online Learning, Marine Technology, and the Paducah School of Art were the programs highlighted in the video.

Chair Zawacki called on President McCall to introduce Dr. James Klauber, Owensboro Community and Technical College President, to present the college's master plan and the details of the Advanced Technology Center, Phase II capital project. Dr. Klauber reviewed the schematics of the master plan and highlighted plans for maximizing the use of existing space as new space is provided, opening up opportunities for expansion of high growth programs into the newly available and existing space. Creating flex workspace for workforce training by moving programs around for more efficiency is also envisioned.

Chair Zawacki thanked the presenters for the information. He noted that he appreciated the responsiveness of KCTCS to the needs of students.

**CHAIR'S REPORT**

KCTCS Board of Regents Chair Zawacki reported that the *2011 Governor's Conference on Postsecondary Education Trusteeship* would be held at the Marriott Griffin Gate, Lexington, Kentucky, on September 22-23, 2011.

He also reported that the KCTCS Foundation Board met March 31, 2011. There were two agenda items from that meeting that were shared with the Board of Regents. The first item was the approval of expenses to renovate the Graviss Innovation Center in Room 111 of the System Office building. The Graviss Center needs to be updated to provide a more flexible, open space collaborative environment where KCTCS faculty and staff can research and test new technologies, such as augmented reality, visualization technology, and telepresence. The second item was that the date and location for the 2011 President's Gala and Benefactors Award Dinner will be November 19, 2011, at the Lexington Convention Center. The next meeting of the KCTCS Foundation, Inc. Board will be their Annual Meeting and Board Retreat on August 24-25, 2011. This meeting will be hosted by the Lifepoint Hospital System in their corporate offices in Nashville, Tennessee.

**ACTION:  
RESOLUTIONS OF  
APPRECIATION  
FOR REGENTS  
LEAVING THE  
BOARD**

Chair Zawacki called attention to resolutions distributed at the meeting. The resolutions express appreciation to those members whose terms end before the next Board of Regents meeting.

**ACTION:**  
**RESOLUTION OF**  
**APPRECIATION**  
**TONYA J.**  
**DAVIDSON**

**RECOMMENDATION:** That the KCTCS Board of Regents approve the *Resolution of Appreciation Tonya J. Davidson*. (Attachment A).

**MOTION:** Dr. Ginsberg moved and Mr. Peeples seconded that the KCTCS Board of Regents approve the *Resolution of Appreciation Tonya J. Davidson* (Attachment A).

**VOTE:** The motion was approved unanimously.

**ACTION:**  
**RESOLUTION OF**  
**APPRECIATION**  
**DANITA F. FISHER**

**RECOMMENDATION:** That the KCTCS Board of Regents approve the *Resolution of Appreciation Danita F. Fisher* (Attachment B).

**MOTION:** Ms. Roth moved and Ms. Hoskins seconded that the KCTCS Board of Regents approve the *Resolution of Appreciation Danita F. Fisher* (Attachment B).

**VOTE:** The motion was approved unanimously.

**ACTION:**  
**RESOLUTION OF**  
**APPRECIATION**  
**JOHNNA N. REEDER**

**RECOMMENDATION:** That the KCTCS Board of Regents approve the *Resolution of Appreciation Johnna N. Reeder* (Attachment C).

**MOTION:** Dr. Henson moved and Ms. Davidson seconded that the KCTCS Board of Regents approve the *Resolution of Appreciation Johnna N. Reeder* (Attachment C).

**VOTE:** The motion was approved unanimously.

**PRESIDENT'S**  
**REPORT**

KCTCS President Michael B. McCall provided an update on current KCTCS activities. He introduced Paul Schulte from Horizon Research, who presented the Market Research Findings Presentation: *The 2011 Brand Market Assessment*.

Some other activities and information highlighted in the President's Report included Aspen Institute College Excellence Program's Top 120 with 8 KCTCS colleges selected in the top 120/10 percent in the country; the success of the *2011 KCTCS New Horizons Teaching and Learning Conference* for faculty and staff; the President's Leadership Seminar Class of 2010-11 and the new class for 2011-12; Systemwide Transfer initiatives and Memorandums of Agreement (MOA) signed with Campbellsville University and Morehead State University; the 2011 All-Academic Team and *USA Today's* 2011 All-USA Academic Team recognition of KCTCS students; three KCTCS students participating for the first time in the Kentucky Legislative Internship Program; and Diversity Plan development update. An update on the *KCTCS Strategic Plan 2010-16* Performance Measures was also provided.

The written report presented at the meeting is posted in its entirety at <http://www.kctcs.edu/organization/board/meetings>

**CONSENT  
AGENDA**

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

Executive Committee

H-1. \*\*Action: KCTCS Board of Regents 2012 Regular Meeting Calendar.

Finance, Technology, and Human Resources Committee

I-3. \*\*Action: Ratification of Personnel Actions. The personnel actions presented for ratification followed policy and procedures.

Academic Affairs and Curriculum Committee

J-1. \*\*Action: Ratification of New Credit Certificate Programs. Each of the new programs is applicable toward at least one degree program.

J-2. \*\*Action: KCTCS Colleges' Candidates for Credentials.

Chair Zawacki 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. Hearing none, the Consent Agenda was approved by unanimous consent.

**RECESS**

The KCTCS Board of Regents recessed at 10:25 a.m. (CT) and reconvened at 10:40 a.m. (CT).

**EXECUTIVE  
COMMITTEE**

Chair Zawacki called upon Committee Vice Chair Reeder to make the committee's report.

**UPDATE:  
TRANSFORMATION  
INITIATIVE - KCTCS  
BUSINESS PLAN**

Ms. Reeder reported the highlights of President McCall's *Transformation Initiative* update. She noted that the nine *Transformation* strategies developed through a systemwide, inclusive process led by President's Leadership Team (PLT) were reviewed and discussed with all of the college leadership teams and over 700 faculty and staff in attendance at the *2011 KCTCS New Horizons Teaching and Learning Conference*. Based on this input, the PLT further reviewed the *Transformation* strategies during their two-day retreat from the perspective of the necessary change and project management that will be required to successfully implement these key strategies.

President McCall plans to present the *KCTCS Business Plan* to the Board at the September meeting.

**ACTION: KCTCS  
PRESIDENT'S  
2011-12 ANNUAL  
LEADERSHIP**

Ms. Reeder called on President McCall to present his annual initiative to the board.

RECOMMENDATION: That the KCTCS Board of Regents approve the KCTCS President's annual Leadership Initiative as presented in the revised materials that were distributed via email, June 13, 2011 (Attachment D).

President McCall presented the Annual Leadership Initiative proposal. It included a review of the status of the *Transformation Initiative's* key strategies,

the status of the *KCTCS Business Plan* development, and the need for a new organizational approach and structure to implement the *Transformation* strategies and the *KCTCS Business Plan*.

Feedback from the college leadership teams gathered at the *2011 KCTCS New Horizons Teaching and Learning Conference* combined with the input collected from the President's Leadership Team at the May 2011 Retreat helped determine that the successful implementation of the *Transformation Initiatives* is dependent upon successful project management and change management in order to fully build awareness of the need for the *Transformation Initiatives*, recognizing that the people involved in the implementation (e.g., faculty and staff) are the key to successful achievement.

Working with Prosci, an independent research company in the field of change management and their ADKAR Model (Awareness, Desire, Knowledge, Ability, and Reinforcement); will be important for conducting project management and change management across the System. The ADKAR model emphasizes the importance of Sponsorship and Leadership in the project management and change management process. Additionally, building a coalition of sponsorship and managing the resistance to the changes involved in the *Transformation Initiatives* is critical to successful implementation. Direct communication to the employees is the single most important indicator of successful change.

Therefore, President McCall proposed *CHANGE 2011-12* as his annual Leadership Initiative for 2011-12 with the goal being the design and implementation of a formal change management process to successfully implement the *Transformation Strategies* in each of the following areas:

- Curriculum Review
- Developmental Education
- Dual Credit
- Financial Aid
- Job Placement and Career Development
- Student Services
- Transfer

To accomplish this, President McCall will create a new KCTCS leadership model and related team structures based on change management research and best practices; communicate directly with employees about the changes necessary by visiting each college; design and implement a comprehensive change management training program; and establish a KCTCS Office of Change Management that will provide ongoing leadership, service, and support to the System Office and colleges.

**MOTION:** On behalf of the Executive Committee, Ms. Reeder moved that the KCTCS Board of Regents approve the KCTCS President's annual Leadership Initiative as presented in the revised materials that were distributed via email, June 13, 2011(Attachment D).

**VOTE:** The motion was approved unanimously.

**FINANCE,  
TECHNOLOGY, AND  
HUMAN  
RESOURCES  
COMMITTEE**

Finance, Technology, and Human Resources Committee Chair Bean presented the committee’s report to the KCTCS Board of Regents.

**ACTION: 2011-12  
KCTCS TUITION**

RECOMMENDATION: That the KCTCS Board of Regents approve and report to the Council on Postsecondary Education (CPE) the following per credit hour tuition rates for 2011-12 for KCTCS colleges:

	<u>Returning Students*</u>	<u>New Students</u>
In-State Students	\$130	\$135
Out-of-State Students:		
From Contiguous Counties	260	270
Other Out-of-State Students	445	465

*\*Returning students are those students who were enrolled in a KCTCS college in either the fall 2010 or spring 2011 semester (or both) as provided in the KCTCS Guaranteed Tuition Program approved by the KCTCS Board of Regents June 17, 2010.*

- That students enrolled at a KCTCS college in fall 2011 or spring 2012 that also enroll at a KCTCS college in 2012-13 will be assessed the 2011-12 new students tuition rates in 2012-13 according to the provisions of the KCTCS Guaranteed Tuition Program.
- That the KCTCS Board of Regents adopt the provisions of House Bill 425 passed during the 2011 Regular Session of the General Assembly. House Bill 425 amends KRS 164 and provides that “the governing board of a Kentucky public university may adopt a tuition policy whereby any veteran of the Armed Forces of the United States or National Guard who is eligible for Post-9/11 GI Bill benefits who enrolls as a student in the university as a non-Kentucky resident is charged no more than the maximum tuition reimbursement provided under the Post-9/11 GI Bill to public universities for eligible Kentucky residents.” In this context, the reference to “Kentucky public university” includes KCTCS. Adoption of the provisions of House Bill 425 by the KCTCS Board of Regents means that eligible veterans enrolled as out-of-state students will be assessed relevant KCTCS in-state tuition rates.

Mr. Bean noted that KRS 164.020 gives the Council on Postsecondary Education (CPE) the authority to determine tuition rates for Kentucky’s state-supported universities and KCTCS. At CPE’s April 28, 2011, meeting, CPE established parameters for KCTCS 2011-12 tuition rates. These parameters provide that the KCTCS 2011-12 out-of-state tuition rates shall be at least two times the in-state rate. The recommendation includes a provision that students enrolled at a KCTCS college in fall

2011 or spring 2012 who also enroll at a KCTCS college in 2012-13 will be assessed the 2011-12 tuition rates in 2012-13 according to the KCTCS Guaranteed Tuition Program. This program will be one of the initiatives to increase student retention, improve transfer, and improve credential-completion rates at KCTCS colleges.

The recommendation also includes a provision for veterans of the Armed Forces of the United States or National Guard as enacted by House Bill 425, which states that veterans eligible for Post-9/11 GI Bill benefits are defined as either 1 or 2 of the following:

1. An individual who served at least 90 aggregate days on active duty after September 10, 2001, and is still on active duty or was honorably discharged from active duty, or released from active duty and placed on the retired list or temporary disability retired list, or released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve, or released from active duty for further service in a reserve component of the Armed Forces.
2. An individual who served 30 continuous days on active duty after September 10, 2001, and was honorably discharged from active duty for a service-connected disability.

It was further noted that the additional tuition revenue for 2011-12 generated by tuition rate growth will be available to the KCTCS Board of Regents in developing the 2011-12 KCTCS operating budget as presented in Agenda Item I-3, "Action: 2011-12 KCTCS Annual Budget."

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Bean moved that the KCTCS Board of Regents approve and report to the Council on Postsecondary Education (CPE) the following per credit hour tuition rates for 2011-12 for KCTCS colleges:

	<u>Returning Students*</u>	<u>New Students</u>
In-State Students	\$130	\$135
Out-of-State Students:		
From Contiguous Counties	260	270
Other Out-of-State Students	445	465

*\*Returning students are those students who were enrolled in a KCTCS college in either the fall 2010 or spring 2011 semester (or both) as provided in the KCTCS Guaranteed Tuition Program approved by the KCTCS Board of Regents June 17, 2010.*

- That students enrolled at a KCTCS college in fall 2011 or spring 2012 that also enroll at a KCTCS college in 2012-13 will be assessed the 2011-12 new students tuition rates in 2012-13 according to the provisions of the KCTCS Guaranteed Tuition Program.
- That the KCTCS Board of Regents adopt the provisions of House Bill 425 passed during the 2011 Regular Session of the General Assembly. House Bill 425 amends KRS 164 and provides that “the governing board of a Kentucky public university may adopt a tuition policy whereby any veteran of the Armed Forces of the United States or National Guard who is eligible for Post-9/11 GI Bill benefits who enrolls as a student in the university as a non-Kentucky resident is charged no more than the maximum tuition reimbursement provided under the Post-9/11 GI Bill to public universities for eligible Kentucky residents.” In this context, the reference to “Kentucky public university” includes KCTCS. Adoption of the provisions of House Bill 425 by the KCTCS Board of Regents means that eligible veterans enrolled as out-of-state students will be assessed relevant KCTCS in-state tuition rates.

VOTE: The motion was approved unanimously.

**ACTION: 2011-12  
KCTCS SALARY  
INCREASE**

RECOMMENDATION: That the KCTCS Board of Regents approve a 3.0 percent recurring salary increase in 2011-12 for each full-time regular KCTCS faculty and staff who earns at least the “Fully Met Job Requirements (M)” rating in the 2010-11 KCTCS performance evaluation system (or at least the “Achieves (A)” rating in the 2010-11 evaluation process piloted in 2010-11).

Mr. Bean noted that the proposed recurring salary increase will be funded using existing funding bases. The salary increase is supported by the KCTCS President’s Leadership Team. The budgeted total public funds base has been established using very conservative budgeting assumptions including using an average credit hour enrollment of the past three years (2008, 2009, and 2010) rather than the most recent year only to determine the budgeted recurring tuition revenue.

Enrollment continues to grow at a moderate pace, increasing by 7.4 percent between fall 2009 and fall 2010. Enrollment is expected to continue growing at a moderate pace based on initiatives to improve enrollment retention rates.

The last time that the KCTCS Board of Regents approved a recurring salary increase for KCTCS faculty and staff was in the 2007-08 budget. KCTCS and the University of Kentucky are the only two institutions who have not given their faculty and staff recurring salary increases over the past three years. The *KCTCS Transformation Initiatives* need faculty and staff to be fully committed to them and 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.

Chair Zawacki called for discussion.

During the discussion, President McCall responded to an inquiry regarding the origin of the 3 percent amount. He noted that an analysis of enrollment, revenue projections, and what KCTCS can afford on a recurring basis as well as limits of the Council on Postsecondary (CPE) parameters were all taken into consideration.

**MOTION:** On behalf of the Finance, Technology, and Human Resources Committee, Mr. Bean moved that the KCTCS Board of Regents approve a 3.0 percent recurring salary increase in 2011-12 for each full-time regular KCTCS faculty and staff who earns at least the “Fully Met Job Requirements (M)” rating in the 2010-11 KCTCS performance evaluation system (or at least the “Achieves (A)” rating in the 2010-11 evaluation process piloted in 2010-11).

**VOTE:** The motion was approved. Regent Bean voted against the motion.

**ACTION: 2011-12  
KCTCS ANNUAL  
BUDGET**

**RECOMMENDATION:** That the KCTCS Board of Regents adopt the 2011-12 budget resolution (Attachment E) regarding the 2011-12 Annual Budget for the Kentucky Community and Technical College System. This budget and its provisions will be effective July 1, 2011, through June 30, 2012.

Mr. Bean provided the following highlights of the 2011-12 Annual Budget:

- 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 2011-12 KCTCS budget will:
  - Fund compensation in 2011-12 for faculty and staff.
  - Fund fixed cost increases in current employee benefits programs.
  - Fund the cost of faculty promotions.
  - Fund nonrecurring merit bonuses for regular full-time faculty and staff based on the 2011-12 KCTCS Merit Bonus Program. Eligible employees are those regular full-time faculty and staff who earn a rating higher than the “Fully Met Job Requirements (M)” rating in the 2011-12 KCTCS performance evaluation system or the “Achieves (A)” rating in the 2011-12 evaluation process being piloted in 2011-12. To receive the merit bonus the eligible employee must also complete additional significant accomplishments as described in the KCTCS Merit Bonus Program developed and implemented by the KCTCS President.
  - 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).
- Establish and fund a recurring budget reserve for each college, the systemwide operations and support programs, the Fire Commission, and KBEMS.
- The recurring budget reserve for each college, the systemwide operations and support programs, the Fire Commission, and KBEMS will be established by reallocating 1 percent of the 2011-12 total public funds for each college, the systemwide operations and support programs, the Fire Commission, and KBEMS into the recurring budget reserve.
- In 2011-12, this recurring reserve amounts to approximately \$ 4.4 million. These funds will be available in the event that there are mid-year budget reductions in the 2011-12. If there are no additional budget reductions in 2011-12 below the funding levels as appropriated in the 2010-12 biennial appropriations bill as amended by HB 1 in the 2011 Special Session of the General Assembly, the funds in this recurring reserve will be available for expenditure in 2012-13 budget.
- The proposed resolution (Attachment E) 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, 2011, and ending June 30, 2012.

Mr. Bean introduced the *Kentucky Community and Technical College System Board of Regents 2011-12 Annual Budget Adoption Resolution* by reading it in its entirety (Attachment E).

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Bean moved that the KCTCS Board of Regents adopt the 2011-12 budget resolution (Attachment E) regarding the 2011-12 Annual Budget for the Kentucky Community and Technical College System. This budget and its provisions will be effective July 1, 2011, through June 30, 2012.

VOTE: The motion was approved unanimously.

**UPDATE: KCTCS  
QUARTERLY  
FINANCIAL  
REPORT**

Mr. Bean reported that the information for the third quarter of fiscal year 2010-11, which ended March 31, 2011, 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 2010-11 budget approved by the KCTCS Board of Regents June 17, 2010.

He also noted that total revenues of \$748 million were 90 percent of the budgeted revenue and appropriated funds. Current fund expenditures and budget reserve through the third quarter of the fiscal year were \$639 million, 77 percent of the expenditures budgeted for the year. By the end of the third quarter, 80 percent of the total budgeted state appropriation had been received. All (100 percent) of the budgeted Federal State Fiscal Stabilization Funds had been received. Also, 113 percent of the total budgeted tuition revenue had been received; and 114 percent of the total budgeted financial aid had been received and expended. Additionally, 100 percent of the nonrecurring budget reserve (from prior year funds) was in place; 100 percent of the recurring budget reserve was in place; and 100 percent of the budgeted salary supplement was in place and expended.

The Statement of Net Assets reflects the overall financial position of the System as of March 31, 2011 and 2010; and it includes assets, liabilities, and net assets.

**UPDATE:  
FACILITIES  
MANAGEMENT  
STATUS REPORT**

Mr. Bean presented this update to the Board. He noted that the report includes three main sections: Capital Projects, Sustainability Initiatives, and Property Management. The Capital Projects section contains specific project information on the two current capital projects underway. The first new facility is a classroom and lab building at the Newtown Campus of Bluegrass Community and Technical College. The other project is an approved expansion of the facility at the Licking Valley Center of Maysville Community and Technical College. The section that relates to the Sustainability Initiatives reports the activities related to sustainability at the colleges and the System Office and gives an update of the guaranteed energy savings program. The last section addresses property management in relation to property acquisitions and leases, insurance, and asset management.

**UPDATE: 2010-11  
EXTERNAL AUDIT**

Mr. Bean reported that the independent audit firm of Dean Dorton Allen Ford, PLLC (DDAF) has been engaged to audit KCTCS 2010-11 financials and internal controls. KCTCS Board Chair Zawacki, KCTCS Finance Chair Bean, KCTCS President McCall, and KCTCS Vice President Mr. Walker met with Crissy Fiscuss, DDAF's Director of Assurance Services, to discuss the planned scope of audit services, approach, schedule, and planned communications. The KCTCS Internal Auditors were asked if they needed to report any information, and there was nothing to report.

**UPDATE:  
FULFILLING THE  
PROMISE  
CAMPAIGN**

Mr. Bean reported that a copy of the presentation was distributed at the meeting. It was noted that the campaign goal of \$100 million has been exceeded by \$484,000 as of June 2011. The closure of the campaign will be celebrated at the November 19, 2011, President's Gala. Four commitments over \$100,000 were celebrated, including three different commitments at Jefferson Community and Technical College and one at Southeast Kentucky Community and Technical College. The gift to Southeast Kentucky was the biggest commitment ever to the college, and it qualifies for the KCTCS Endowment Matching Program.

**ACADEMIC  
AFFAIRS AND  
CURRICULUM  
COMMITTEE**

Academic Affairs and Curriculum Committee Chair Roth presented the committee's report to the Board of Regents.

**NEW PROGRAM  
PROPOSALS**

**ASSOCIATE IN  
APPLIED  
SCIENCE (AAS)  
IN CULINARY  
ARTS FOR  
MAYSVILLE  
COMMUNITY AND  
TECHNICAL  
COLLEGE**

RECOMMENDATION: That the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Culinary Arts with options in Culinary Arts, Food and Beverage Management, and Catering and Personal Chef; diplomas in Culinary Arts, Food and Beverage Management, and Catering and Personal Chef; and certificates in Advanced Catering, Advanced Culinary Arts, Food and Beverage Management, and Advanced Food and Beverage Management for Maysville Community and Technical College (MCTC) to be implemented in fall 2011.

Ms. Roth noted that this program is designed to prepare students for careers in Culinary Arts, Food and Beverage Management, Restaurant Management, Catering, Institutional Food Service, and as Professional Chefs. Through this course of study students are able to work in commercial kitchens, laboratory, and dining room settings.

The city of Maysville supports this program and is providing a historic building in downtown Maysville, which is currently being renovated to house the Culinary Arts program. The area surrounding the Maysville Campus of Maysville Community and Technical College is projected to show a growth of over 150 new hires in the food service industry over the next five years. This projected growth has caused local food service owners and managers to call for more highly trained and knowledgeable food workers.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Culinary Arts with options in Culinary Arts, Food and Beverage Management, and Catering and Personal Chef; diplomas in Culinary Arts, Food and Beverage Management, and Catering and Personal Chef; and certificates in Advanced Catering, Advanced Culinary Arts, Food and Beverage Management, and Advanced Food and Beverage Management for Maysville Community and Technical College (MCTC) to be implemented in fall 2011.

VOTE: The motion was approved unanimously.

**ACTION: NEW PROGRAM PROPOSAL – ASSOCIATE IN APPLIED SCIENCE (AAS) IN HEALTH INFORMATION TECHNOLOGY FOR THREE COLLEGES**

RECOMMENDATION: That the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Health Information Technology and certificates in Medical Records Coding Specialist and Release of Information Data Specialist for the following colleges to be implemented in fall 2011:

- Bluegrass Community and Technical College
- Gateway Community and Technical College
- Hazard Community and Technical College

Ms. Roth reported that health information technicians are employed in hospitals, medical clinics, nursing homes, other health care facilities, and industry. The proposed Health Information Technology program will be accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Employment of health information technicians is expected to increase by 20 percent, much faster than the average for all occupations through 2018.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the KCTCS Board of Regents approve an Associate in Applied Science (AAS) in Health Information Technology and certificates in Medical Records Coding Specialist and Release of Information Data Specialist for the following colleges to be implemented in fall 2011:

- Bluegrass Community and Technical College
- Gateway Community and Technical College
- Hazard Community and Technical College

VOTE: The motion was approved unanimously.

**ACTION: NEW PROGRAM PROPOSAL – ASSOCIATE IN APPLIED SCIENCE (AAS) IN BIOTECHNOLOGY LABORATORY TECHNICIAN FOR BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Biotechnology Laboratory Technician and certificates in Basic Biotechnician and Advanced Biotechnician for Bluegrass Community and Technical College to be implemented in fall 2011.

Ms. Roth noted that this is the first AAS in Biotechnology Laboratory Technician for the System. The 60-66 credit hour Associate in Applied Science in Biotechnology Laboratory Technician program provides the basic knowledge and laboratory skills needed to prepare for entry-level jobs in university, government, pharmaceutical, or industrial biotechnology laboratories. The program has been designed to develop skills in basic analysis of biological molecules (DNA and proteins), use of bioreactors, recombinant DNA technology, generation of cell cultures, immunological method applications, regulatory compliance (GMPs and GLPs), accurate documentation, and laboratory safety skills.

Biotechnology has been identified as a high growth industry by the U.S. Department of Labor, with the need for biological technicians expected to grow 9 percent to 17 percent by the year 2016. Bluegrass Community and Technical

College was awarded a small grant in October 2008 (\$15,000; 2-year duration) in the American Association of Community College's *MentorLinks: Advancing Technological Education* (ATE) program and has been paired with a mentor from Madison Area Technical College, Madison, Wisconsin. Leveraging on the previous ATE grant, BCTC was awarded a larger ATE grant in July 2010 (\$445,000; 3-year duration). The majority of the monies are earmarked for equipment.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the Board of Regents approve an Associate in Applied Science (AAS) in Biotechnology Laboratory Technician and certificates in Basic Biotechnician and Advanced Biotechnician for Bluegrass Community and Technical College to be implemented in fall 2011.

VOTE: The motion was approved unanimously.

**ACTION: NEW  
PROGRAM  
PROPOSAL –  
ASSOCIATE IN  
APPLIED  
SCIENCE (AAS)  
IN CRIMINAL  
JUSTICE FOR  
HAZARD  
COMMUNITY AND  
TECHNICAL  
COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Criminal Justice with options in Criminal Justice, Law Enforcement, Corrections, and Security and Loss Prevention and a certificate in Computer Forensics for Hazard Community and Technical College (HCTC) to be implemented in fall 2011.

Ms. Roth noted that 12 colleges have this degree - Ashland Community and Technical College, Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Owensboro Community and Technical College, Southeast Kentucky Community and Technical College, Somerset Community College, and West Kentucky Community and Technical College.

There are numerous municipal, local, state, and federal Criminal Justice agencies represented in the HCTC service area. These include county sheriff departments, county jails, several police departments, a Kentucky State Police post, officers of the Kentucky Fish and Wildlife Department, multi-county drug enforcement taskforce officers, and officers of the U.S. Forestry Service. According to the results of a HCTC program needs assessment survey, 90 percent of potential employers of Criminal Justice graduates indicate either a "very strong" or "strong" need for this program. The needs assessment survey, contact with Center for Rural Law Enforcement personnel, and information provided by practitioners project 15-20 job openings each year for the next four years.

KCTCS currently has articulation agreement with the University of Louisville for students to obtain a Bachelor of Science (BS) in Administration of Justice.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the Board of Regents approve an Associate in Applied Science (AAS) in Criminal Justice with options in Criminal Justice, Law Enforcement, Corrections, and Security and Loss Prevention and a certificate in Computer Forensics for Hazard Community and Technical College (HCTC) to be implemented in fall 2011.

VOTE: The motion was approved unanimously.

**ACTION: NEW  
PROGRAM  
PROPOSAL –  
ASSOCIATE IN  
APPLIED  
SCIENCE (AAS)  
IN OFFICE  
SYSTEMS  
TECHNOLOGY  
BOWLING  
GREEN  
TECHNICAL  
COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Office Systems Technology with an option in Administrative for Bowling Green Technical College (BGTC) to be implemented in fall 2011.

Ms. Roth noted that, according to the United States Government, Bureau of Labor Statistics, *Occupational Outlook Handbook, 2010-11 Edition*, employment of administrative assistants is expected to increase by 11 percent, which is about as fast as the average for all occupations, between 2008 and 2018. Administrative assistants and secretaries held about 4.3 million jobs in 2008, ranking it among the largest occupations in the U.S. economy.

Bowling Green Technical College has facility space, equipment, and resources to implement the program. No additional funding is required to implement the program. General education faculty are presently employed to teach the required courses.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the Board of Regents approve an Associate in Applied Science (AAS) in Office Systems Technology with an option in Administrative for Bowling Green Technical College (BCTC) to be implemented in fall 2011.

VOTE: The motion was approved unanimously.

**ACTION: NEW  
PROGRAM  
PROPOSAL –  
ASSOCIATE IN  
APPLIED  
SCIENCE (AAS)  
IN ENERGY  
TECHNOLOGIES  
FOR GATEWAY  
COMMUNITY AND  
TECHNICAL  
COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Energy Technologies and certificates in Energy Efficiency Electrical Controls Technician, Outside Plant Technician, Energy Utility Technician, Wind Systems Technologies, Solar/Photovoltaic Technologies, and Energy Efficiency and Analysis for Gateway Community and Technical College (GCTC) to be implemented in spring 2012.

Ms. Roth noted that this will be the first AAS program in Energy Technologies for KCTCS. The 60-64 credit hour Energy Technologies degree offers an option for students to build a career in the energy field. The degree provides a broad foundation across many facets of utility and communications technologies, resulting in a multi-skilled technician valued by the workforce.

Hands-on instruction is used to teach students aspects of smart grid technology, fiber optics installation, utility operation, line maintenance, underground operations, substation operations, transmission distribution, solar/photovoltaic systems installation, design and placement of wind energy systems, energy efficiency analysis, electrical energy efficiency control technologies, and job safety.

The development of this program was the result of energy workforce needs data collected by the Center for Energy Workforce Development (CEWD) at the national level, the Commonwealth Energy Policy Task Force at the state level, and regional energy employers, including Duke Energy, the Bowling Group, and Owen Electric. All data sources indicate projected shortfalls in the electric and natural gas utility industries over the next five years.

This program is a critical component of the “Gateway to Energy Careers” grant from the U.S. Department of Labor. This “High Growth Jobs Training Initiative” grant is directed at developing new certificates and a new associate degree designed to meet workforce needs of the energy workforce.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the Board of Regents approve an Associate in Applied Science (AAS) in Energy Technologies and certificates in Energy Efficiency Electrical Controls Technician, Outside Plant Technician, Energy Utility Technician, Wind Systems Technologies, Solar/Photovoltaic Technologies, and Energy Efficiency and Analysis for Gateway Community and Technical College (GCTC) to be implemented in spring 2012.

VOTE: The motion was approved unanimously.

**ACTION: NEW  
PROGRAM  
PROPOSAL –  
ASSOCIATE IN  
APPLIED  
SCIENCE (AAS)  
IN LOGISTICS  
AND  
OPERATIONS  
FOR WEST  
KENTUCKY  
COMMUNITY AND  
TECHNICAL  
COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Logistics and Operations Management and a certificate in Logistics Management for West Kentucky Community and Technical College (WKCTC) to be implemented in fall 2011.

Ms. Roth reported that this will be the first AAS in Logistics and Operations Management program in KCTCS. The Logistics and Operations Management program is designed to teach students about the sourcing, procurement, conversion, and logistics concepts associated with the production and delivery of goods and services.

The Logistics and Operations Management program is a new program that was developed in response to industry growth and expected retirements in the logistics industry. The goal of the program is to enhance economic development in western Kentucky.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the Board of Regents approve an Associate in Applied Science (AAS) in Logistics and Operations Management and a certificate in Logistics Management for West Kentucky Community and Technical College (WKCTC) to be implemented in fall 2011.

VOTE: The motion was approved unanimously.

**ACTION: NEW PROGRAM PROPOSAL – ASSOCIATE IN APPLIED SCIENCE (AAS) IN APPRENTICESHIP STUDIES FOR WEST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Apprenticeship Studies for West Kentucky Community and Technical College (WKCTC) to be implemented in fall 2011.

Ms. Roth noted that KCTCS has three other AAS in Apprenticeship Studies programs - Elizabethtown Community and Technical College, Gateway Community and Technical College, and Jefferson Community and Technical College.

This program was requested by the Plumbers and Steamfitters Local Union 184. This Local is a multi-state training facility for the Apprenticeship program. In addition, West Kentucky Community and Technical College will be able to serve a greater market in the workforce, making graduates more marketable to employers and increasing their competitiveness in the job market and in their careers.

General education courses may transfer to any public Kentucky four-year institution according to the general education transfer agreement. In addition, Murray State University has a Bachelor of Independent Studies degree designed for students with college credit. This degree is designed for graduates of community and technical college programs.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the Board of Regents approve an Associate in Applied Science (AAS) in Apprenticeship Studies for West Kentucky Community and Technical College (WKCTC) to be implemented in fall 2011.

VOTE: The motion was approved unanimously.

**ACTION: NEW PROGRAM PROPOSAL – ASSOCIATE IN APPLIED SCIENCE (AAS) IN INDUSTRIAL CHEMICAL TECHNOLOGY FOR WEST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Applied Science (AAS) in Industrial Chemical Technology for West Kentucky Community and Technical College (WKCTC) to be implemented in fall 2011.

Ms. Roth reported that KCTCS has one other AAS in Industrial Chemical Technology program at Jefferson Community and Technical College. Basic knowledge will be taught in the areas of chemical unit operations, organic, analytical and inorganic chemistry, mathematics, policies and practices in areas of environmental, health and safety, process systems and control, and statistics for quality to help the graduate understand the operation of modern chemical industries.

This program has been developed in response to the current and future needs for replacement of a skilled workforce. Current data from western Kentucky indicates that in the entire workforce 17.7 percent are currently 55 or older. In southern Illinois, the Illinois Department of Economic Security shows that over 30 percent of the population in the target counties will be 55 or older in 2010. Some partner companies indicated that more than 30 percent of their current workforce would reach eligibility for retirement within the next five years; and there are serious concerns about the availability of a skilled, qualified worker pool from which to draw replacements. They specifically noted chemical operators as a group that would need training.

The Paducah area is home to two nuclear energy fuel supply facilities, a large paper mill, two power plants, and more than ten chemical manufacturers. Many additional opportunities will impact the development of the AAS degree program as other companies look to locate to the area.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the Board of Regents approve an Associate in Applied Science (AAS) in Industrial Chemical Technology for West Kentucky Community and Technical College (WKCTC) to be implemented in fall 2011.

VOTE: The motion was approved unanimously.

**ACTION:  
EXCEPTION  
REQUEST FOR  
TOTAL  
PROGRAM  
CREDIT HOUR  
LIMIT:  
ASSOCIATE IN  
APPLIED  
SCIENCE IN  
AVIATION  
MAINTENANCE  
TECHNOLOGY  
FOR TWO  
COLLEGES**

RECOMMENDATION: That the Board of Regents approve an exception request for total credit hour limit of 69-76 for the Associate in Applied Science (AAS) in Aviation Maintenance Technology for Jefferson Community and Technical College and Somerset Community College and an exception request for total credit hour limit of 60-67 credit hours for the Diploma in Airframe and Power Plant Maintenance Technician for Somerset Community College to be implemented in fall 2011.

Ms. Roth reported that the *KCTCS Board of Regents Policy 4.12 Policy on Collaborative Program Development* was revised on June 12, 2009, which set lower total credit hour maximums for the AA, AS, AAS, and diploma (with an AAS exception request process). The credit hour limit for an AAS was set as 60-68 credit hours.

An exception to the total credit hour limit may be made by the Board if a program has external degree requirements which must be met, necessitating an exception request.

The KCTCS AAS Aviation Maintenance Technology degree includes both the Airframe and Powerplant options. KCTCS requires a minimum of 15 credit hours in general education to attain an AAS degree in addition to the prescribed courses set by the Federal Aviation Administration. Due to the number of credits required in the general education category (15 credit hours) as well as the technical component (61 credit hours), the KCTCS Aviation Maintenance Technology Curriculum Committee is requesting this exception for 69-76 credit hour limit.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Ms. Roth moved that the Board of Regents approve an exception request for total credit hour limit of 69-76 for the Associate in Applied Science (AAS) in Aviation Maintenance Technology for Jefferson Community and Technical College and Somerset Community College and exception request for total credit hour limit of 60-67 credit hours for the Diploma in Airframe and Power Plant Maintenance technician for Somerset Community College to be implemented in fall 2011.

VOTE: The motion was approved unanimously.

**UPDATE:  
PROGRAM  
TOTAL CREDIT  
HOUR  
REDUCTION  
STATUS**

Ms. Roth provided the update on this item. According to the policy, existing programs had two years to come into compliance with the revised credit hour requirements or seek an exception from the KCTCS Board of Regents. The two-year period expires June 30, 2011.

The summary data show:

- Total number of programs (June 12, 2009) – AA-1, AS-1, AAS-76, Diploma-78
- Total number of programs out of compliance (June 12, 2009) – AAS 47, Diploma-20.
- Total number of programs in compliance (June 17, 2011) – 100%
- Number of exceptions (June 17, 2011) – 6 approved, 1 pending.

**UPDATE:  
BACCALAUREATE  
STUDENT  
TRANSFER**

Ms. Roth provided the highlights of this update.

**KCTCS and Campbellsville University Transfer Agreement/Signing Ceremony**

- President McCall and Campbellsville University President Michael Carter met in Campbellsville on April 5, 2011, to sign the transfer agreement. Others in attendance included Senator Ken Winters (former President of Campbellsville and Chair of the Senate Education Committee), CPE President Bob King, KCTCS Chancellor and staff, and KCTCS college presidents from Jefferson and Elizabethtown.
- The agreement creates four transfer pathways for KCTCS students. AAS in Business Administration, Business Administration Management Option, Criminal Justice, or Early Childhood/Interdisciplinary Early Childhood Education graduates can transfer to a bachelor's program.

**KCTCS and Morehead State University Transfer Agreement Signing Ceremony**

- The agreement provides for KCTCS students with AAS degrees to complete bachelor's degrees online. The transfer pathway for the AAS degree to the MSU Bachelor in University Studies, Professional Studies Option supports students who have obtained education at the associate's level in a specific discipline and who are interested in continuing their education in a more generalized area that will allow them to gain additional knowledge and leadership skills to advance their professional role.

**UPDATE:  
KY WINS**

Ms. Roth noted that 25 career pathway and 1,054 business and industry training projects were funded as of April 21, 2011. Of the 1,054 business and industry training projects, 925 are complete; and 129 are active. To date, the average wage for trainees is \$23.41. It is projected that 158,257 participants will be served through training and assessment. From July 1, 2009, through April 21, 2011, 12,136 hours of academic credits were awarded to 13,978 individuals; and 19,003 non-credit clock hours' worth of training was provided to 1,574 individuals.

**NOMINATING  
COMMITTEE**

Nominating Committee Chair Zawacki presented the committee's report to the Board of Regents.

**ACTION: KCTCS  
BOARD OF  
REGENTS  
ELECTION OF  
2011-13 BOARD  
OFFICERS**

RECOMMENDATION: That the KCTCS 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, 2011, and ending June 30, 2013.

Chair Zawacki reported that Section 2.1 of the *KCTCS Board of Regents Bylaws* specifies that the Board elect a Chair, Vice Chair, and Secretary from its membership for a two-year term.

Chair Zawacki appointed a Nominating Committee at the March 2011 Board of Regents meeting and charged them to identify a slate for the positions of Chair, Vice Chair, and Secretary of the Board for a two-year term beginning July 1, 2011, and ending June 30, 2013. Chaired by Chair Zawacki, the Nominating Committee's other membership includes Regents Bean, Ginsberg, Reeder, and Thomas.

MOTION: On behalf of the Nominating Committee, Mr. Zawacki moved that the KCTCS Board of Regents approve the slate presented by the Nominating Committee for the positions of Chair, PG Peoples, Vice Chair, Marcia Roth, and Secretary of the Board, Jackie Cecil for a two-year term beginning July 1, 2011, and ending June 30, 2013.

VOTE: The motion was approved unanimously.

**RECOGNITION  
OF OUTGOING  
CHAIR**

RECOMMENDATION: That KCTCS Board of Regents approve the *Resolution Honoring Thomas O. Zawacki* (Attachment F).

Mr. Peoples presented a resolution honoring Chair Zawacki for his leadership of KCTCS as Board Chair.

MOTION: Mr. Peoples moved that the KCTCS Board of Regents approve the *KCTCS Board of Regents Resolution Honoring Thomas O. Zawacki* (Attachment F). The motion received a unanimous second.

VOTE: The motion was approved unanimously.

**NEXT MEETING** Chair Zawacki announced that the next regular meeting of the KCTCS Board of Regents would be September 16, 2011, at Jefferson Community and Technical College, Louisville, Kentucky.

**ADJOURNMENT** Ms. Davidson moved that the meeting adjourn. Ms. Fisher seconded the motion.

VOTE: The motion was approved unanimously, and the meeting adjourned at 12:15 p.m. (CT).

9/16/11

Date Approved by the  
KCTCS Board of  
Regents

**SIGNED COPY ON FILE**

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Porter G. Peeples, Chair  
KCTCS Board of Regents

**SIGNED COPY ON FILE**

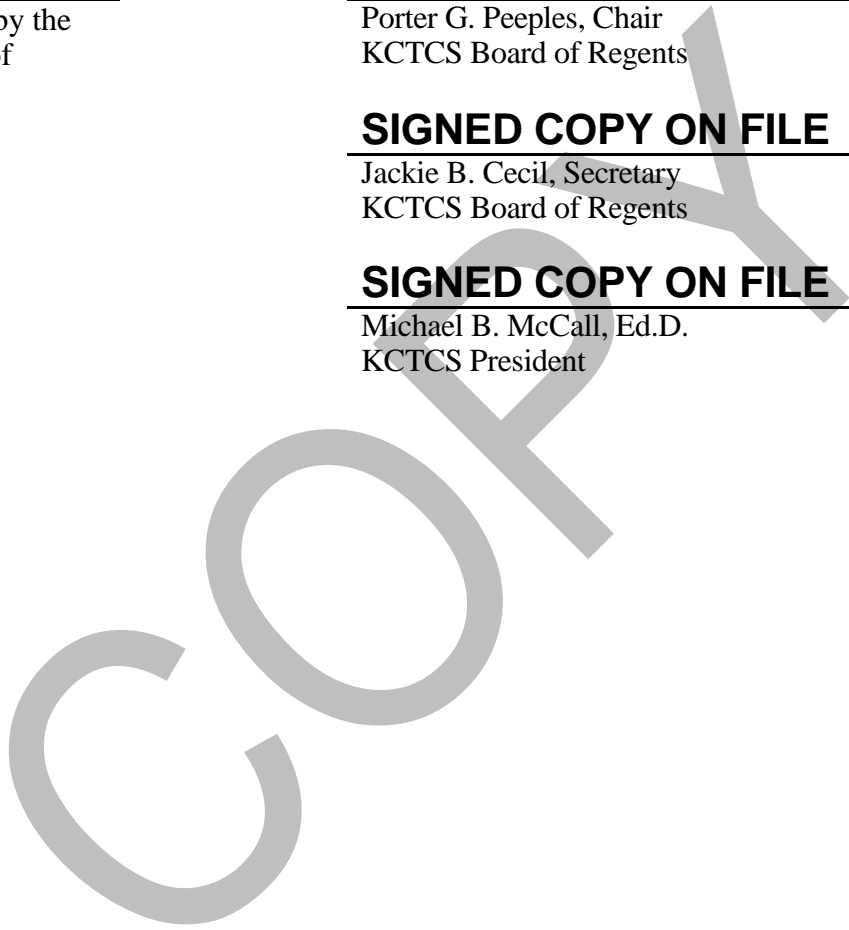
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Jackie B. Cecil, Secretary  
KCTCS Board of Regents

**SIGNED COPY ON FILE**

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Michael B. McCall, Ed.D.  
KCTCS President





## Resolution of Appreciation

### **TONYA J. DAVIDSON**

- W* **HEREAS**, the *Kentucky Postsecondary Education Improvement Act of 1997* (The Act) created the Kentucky Community and Technical College System (KCTCS) 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 fourteen members, including two elected members representing the System's students; and
- W* **HEREAS**, Tonya J. Davidson has served as a Student Member of the Board of Regents of the Kentucky Community and Technical College System for the 2010-11 academic year; and
- W* **HEREAS**, Ms. Davidson has demonstrated leadership abilities through her service as KCTCS Student Body Co-President and Somerset Community College Student Government Association President; and
- W* **HEREAS**, Ms. Davidson has served the Kentucky Community and Technical College System with distinction and has honorably performed her duties to the KCTCS Board of Regents by articulating important issues and concerns affecting all KCTCS students as a member of the Academic Affairs and Curriculum Committee; and
- W* **HEREAS**, Ms. Davidson has discussed issues openly, expressing her long-term vision for Kentucky Community and Technical College System and the welfare of its students and other constituents; and
- W* **HEREAS**, Ms. Davidson has demonstrated her dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System as well as the entire Commonwealth of Kentucky, while balancing various student, leadership, and personal roles; and
- W* **HEREAS**, Ms. Davidson has fulfilled her responsibilities as prescribed by the *Kentucky Revised Statutes*, *KCTCS Board of Regents Bylaws*, and KCTCS policies;
- W* **HEREAS**, the Kentucky Community and Technical College System Board of Regents wishes to express its congratulations to Ms. Davidson on her educational achievements and looks forward to her continued friendship and support of KCTCS;
- W* **OW, THEREFORE, BE IT RESOLVED** that the Kentucky Community and Technical College System Board of Regents hereby commends Ms. Davidson for her energy, talents, and dedication as a Student Member of the Kentucky Community and Technical College System Board of Regents; and the Board extends its best wishes for continued success to Ms. Davidson in her future endeavors.

ADOPTED this seventeenth day of June 2011.

ATTEST:

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Thomas O. Zawacki, Chair  
KCTCS Board of Regents

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Jackie B. Cecil, Secretary  
KCTCS Board of Regents

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Michael B. McCall, Ed.D.  
KCTCS President



## Resolution of Appreciation

### **DANITA F. FISHER**

- W* **HEREAS**, the *Kentucky Postsecondary Education Improvement Act of 1997* (The Act) created the Kentucky Community and Technical College System (KCTCS) 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 fourteen members, including two elected members representing the System's students; and
- W* **HEREAS**, Danita F. Fisher has served as a Student Member of the Board of Regents of the Kentucky Community and Technical College System for the 2010-11 academic year; and
- W* **HEREAS**, Ms. Fisher has demonstrated leadership abilities through her service as KCTCS Student Body Co-President and West Kentucky Community and Technical College Student Government Association President; and
- W* **HEREAS**, Ms. Fisher has served the Kentucky Community and Technical College System with distinction and has honorably performed her duties to the KCTCS Board of Regents by articulating important issues and concerns affecting all KCTCS students as a member of the Finance, Technology, and Human Resources Committee; and
- W* **HEREAS**, Ms. Fisher has supported the Board of Regents by her presence, achieving a 100 percent attendance; and
- W* **HEREAS**, Ms. Fisher has discussed issues openly, expressing her long-term vision for Kentucky Community and Technical College System and the welfare of its students and other constituents; and
- W* **HEREAS**, Ms. Fisher has demonstrated her dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System as well as the entire Commonwealth of Kentucky, while balancing various student, leadership, and personal roles; and
- W* **HEREAS**, Ms. Fisher has fulfilled her responsibilities as prescribed by the *Kentucky Revised Statutes*, *KCTCS Board of Regents Bylaws*, and KCTCS policies; and
- W* **HEREAS**, the Kentucky Community and Technical College System Board of Regents wishes to express its congratulations to Ms. Fisher on her educational achievements and looks forward to her continued friendship and support of KCTCS;
- W* **OW, THEREFORE, BE IT RESOLVED** that the Kentucky Community and Technical College System Board of Regents hereby commends Ms. Fisher for her energy, talents, and dedication as a Student Member of the Kentucky Community and Technical College System Board of Regents; and the Board extends its best wishes for continued success to Ms. Fisher in her future endeavors.

ADOPTED this seventeenth day of June 2011.

ATTEST:

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Jackie B. Cecil, Secretary  
KCTCS Board of Regents

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Thomas O. Zawacki, Chair  
KCTCS Board of Regents

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Michael B. McCall, Ed.D.  
KCTCS President



## Resolution of Appreciation

### JOHNNA N. REEDER

- W* **HEREAS**, the *Kentucky Postsecondary Education Improvement Act of 1997 (The Act)* created the Kentucky Community and Technical College System (KCTCS) 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 fourteen members, including eight gubernatorial appointees; and
- W* **HEREAS**, Johnna N. Reeder was appointed to the KCTCS Board of Regents by Governor Ernie Fletcher for a six-year term beginning August 1, 2005, and ending July 21, 2011; and
- W* **HEREAS**, Ms. Reeder encouraged implementation of an advocacy and marketing approach that clearly communicates the benefits KCTCS provides to the Commonwealth's economic well-being through the education and workforce training solutions KCTCS provides; and
- W* **HEREAS**, Ms. Reeder led the development of KCTCS policies that ensure continuous progress toward achieving the *KCTCS Mission, KCTCS Vision, and KCTCS Strategic Plan*, including identification of performance measures to gauge progress toward strategic plan achievement and to clearly communicate the value KCTCS provides to the Commonwealth and its citizens; and
- W* **HEREAS**, Ms. Reeder championed postsecondary education access during her service on the Academic Affairs and Curriculum Committee as evidenced by her commitment to eliminating barriers encountered by KCTCS students transferring to other postsecondary institutions and by her support of approval of over 997 new credit programs and options along with approval of over 122,000 credential requests by KCTCS students; and
- W* **HEREAS**, Ms. Reeder endeavored to create and maintain the highest level of quality public accountability and contributed to KCTCS Board policy development, including (but not limited to) policies related to student services, academic and technical program offerings, workforce development, KCTCS employee compensation, baccalaureate student transfer, KCTCS credentials awarded, diversity, finance and budgeting, human resources, the KCTCS strategic plan, organizational issues, legislative issues, and institutional effectiveness; and
- W* **HEREAS**, Ms. Reeder displayed dedication, ability, leadership, and willingness to advance the Kentucky Community and Technical College System by having served on all KCTCS Board of Regents committees, including the Executive Committee (having served as Vice Chair); the Academic Affairs and Curriculum Committee (having served as Vice Chair); the Finance, Technology, and Human Resources Committee, the Efficiency, Effectiveness, and Accountability Committee (having served as Chair); and the 2011 Nominating Committee; and
- W* **HEREAS**, Ms. Reeder was held in such esteem by the KCTCS Board of Regents that her fellow regents elected her as a Board Officer, resulting in her service as KCTCS Board of Regents Secretary from July 2006 to June 2009; and
- W* **HEREAS**, Ms. Reeder showed commitment to the long-term future and well-being of the Kentucky Community and Technical College System through her steadfast support and service to the Commonwealth and the KCTCS Board of Regents; and
- W* **HEREAS**, the Kentucky Community and Technical College System Board of Regents wishes to express its heartfelt appreciation to Ms. Reeder for her service;
- W* **OW, THEREFORE, BE IT RESOLVED** that the Kentucky Community and Technical College System Board of Regents hereby commends Johnna N. Reeder for her enthusiasm, guidance, advocacy, vision, diligence, talents, dedication, leadership, and time spent serving, supporting, and developing the Kentucky Community and Technical College System; extends its best wishes for continued success to Ms. Reeder; and looks forward to her continued friendship and support of KCTCS.

SO ADOPTED this seventeenth day of June 2011.

ATTEST:

\_\_\_\_\_  
Jackie B. Cecil, Secretary  
KCTCS Board of Regents

\_\_\_\_\_  
Thomas O. Zawacki, Chair  
KCTCS Board of Regents

\_\_\_\_\_  
Michael B. McCall, Ed.D.  
KCTCS President

# KCTCS PRESIDENT'S 2011-12 LEADERSHIP INITIATIVE

## THEME: CHANGE

Change (n.) - A transformation or transition from one state, condition, or phase to another.

### Goal:

The KCTCS President will design and implement a formal change management process to successfully implement the Transformation Strategies in each of the following areas:

- Curriculum Review
- Developmental Education
- Dual Credit
- Financial Aid
- Job Placement and Career Development
- Student Services
- Transfer

The implementation of these Transformation strategies will support the achievement of the goals, performance measures, and targets outlined in the *KCTCS Strategic Plan 2010-16* and the three KCTCS mission areas of:

- Workforce Education
- Transfer Education
- College and Workforce Readiness

### Target Measurement:

President McCall will:

- Create a new KCTCS leadership model and related team structures based on change management research and best practices.
- Communicate directly with employees about the changes necessary by visiting each KCTCS college.
- Design and implement a comprehensive training program in change management.
- Establish a KCTCS Office of Change Management that will provide the ongoing leadership, service, and support to the System Office and colleges.



**Kentucky Community and Technical College System**  
**Board of Regents**  
**2011-12 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 \$903,161,700 are approved for KCTCS for the fiscal year beginning July 1, 2011, and ending June 30, 2012. Of this amount, \$550,890,200 are unrestricted current funds; and \$352,271,500 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 \$150,918,000 from agency funds and state funds is approved, contingent upon receipt and availability of those funds for KCTCS for fiscal year beginning July 1, 2011, and ending June 30, 2012.

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. The KCTCS President may make other adjustments to the budget in the following way:

In the event actual annual revenues exceed estimated revenues, the KCTCS President may authorize an increase in the unrestricted current funds expenditure budget as follows: the first 1.0 percent will be used to establish additional budget reserves at the System level, and thereafter, in amounts not greater than 2.0 percent of the Board's authorized expenditure level. The Board may ratify increases and reauthorize expenditure levels within the 2.0 percent cap during a regular or special Board meeting. Increases greater than 2.0 percent of the authorized expenditure budget must have prior approval of the Board.

# DRAFT

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. The purchase of any item of equipment with a cost greater than \$50,000 not specifically identified in the budget shall be reported as a part of the *KCTCS Quarterly Financial Report*.

A capital construction project with a scope greater than \$600,000 must have the prior approval of the Board of Regents and be contained in the *Biennial Legislative Appropriations Act* in accordance with KRS Chapter 45. A report on capital construction projects with a cost greater than \$100,000 not specifically identified in the budget shall be provided as part of the *KCTCS Quarterly Financial Report*.

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.

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, 2011, through June 30, 2012.

ADOPTED, this seventeenth day of June 2011.

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Thomas O. Zawacki, Chair  
KCTCS Board of Regents

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Jackie B. Cecil, Secretary  
KCTCS Board of Regents

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Michael B. McCall, Ed.D.  
KCTCS President



**BOARD OF REGENTS**  
*Resolution Honoring*

**THOMAS O. ZAWACKI**

- W* **HEREAS**, Thomas O. Zawacki has served with honor and distinction as Chair of the Kentucky Community and Technical College System (KCTCS) Board of Regents since July 1, 2009, to the present, being elected to that office by his peers; and
- W* **HEREAS**, Mr. Zawacki has exhibited a commitment to excellence through his dedication, leadership, and service to the Kentucky Community and Technical College System, its Board of Regents, and the entire postsecondary education community in Kentucky; and
- W* **HEREAS**, Mr. Zawacki has demonstrated devotion and commitment to students through his steadfastness, diligence, and tireless work to keep the interests of students at the forefront of every decision considered by the Board of Regents; and
- W* **HEREAS**, Mr. Zawacki has expressed heartfelt appreciation to all of the System's faculty and staff for their talents and service to students, KCTCS, and the Commonwealth; and
- W* **HEREAS**, Mr. Zawacki has provided leadership and exerted fiduciary responsibility as Chair during state appropriation budget reductions in Fiscal Year 2009-10, and as the KCTCS Board provided oversight of the use of the Federal State Fiscal Stabilization Funds (Federal Stimulus Program) that supplemented state appropriations in Fiscal Years 2009-10 and 2010-11, and through difficult decisions for both the short-term and the long-term good of the System; and
- W* **HEREAS**, Mr. Zawacki has served faithfully as an ex-officio member to the KCTCS Foundation, Inc. Board of Directors, supporting the Foundation with his attendance, leadership, philanthropic giving, and strong advocacy, encouraging others to support the Foundation; and
- W* **HEREAS**, Mr. Zawacki has steadfastly promoted sustainability initiatives, supplier diversity, fiscal responsibility, accountability, strategic planning, and academic affairs; and
- W* **HEREAS**, Mr. Zawacki has advocated for KCTCS through the legislative sessions, resulting in support for KCTCS legislative agendas; and
- W* **HEREAS**, Mr. Zawacki enthusiastically sought to improve KCTCS baccalaureate student transfer by leading the KCTCS Board in the pursuit of the passage of House Bill 160 (The Transfer Bill) by the 2010 General Assembly, through meetings with legislators, Kentucky Council on Postsecondary Education members, university presidents, and business and industry leaders; and
- W* **HEREAS**, Mr. Zawacki has faithfully carried out, with decorum and abiding good humor, the responsibilities of KCTCS Board Chair through his 100 percent attendance record as Board Chair; and with fairness and desire to ensure that every KCTCS Regent had an opportunity to be heard at meetings; and adherence to *Kentucky Revised Statutes, KCTCS Board of Regents Bylaws, and Robert's Rules of Order*; and
- W* **OW, THEREFORE, BE IT RESOLVED** that the Kentucky Community and Technical College System Board of Regents hereby commends Thomas O. Zawacki for his foresight, passion, fairness, devotion, talents, and time spent as KCTCS Board Chair and wishes to express its heartfelt appreciation for his leadership and looks forward to his continued service.

ADOPTED this seventeenth day of June 2011.

ATTEST:

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Jackie B. Cecil, Secretary  
KCTCS Board of Regents

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

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Michael B. McCall, Ed.D.  
KCTCS President