

# KY COUNCIL ON POSTSECONDARY EDUCATION EXECUTIVE COMMITTEE



## MEETING AGENDA

Friday, June 28, 2019 - 8:00 AM  
Midway University, LRC 014

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1. **Call to Order & Roll Call**
2. **Approval of Minutes** 2
  - November 15, 2018
  - January 23, 2019
  - January 31, 2019
3. **Committee Oversight Discussion** 9
4. **Other Business**
5. **Adjourn**

## **MINUTES**

### **Council on Postsecondary Education**

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Type: Executive Committee Meeting  
Date: November 15, 2018  
Time: 10:00 a.m.  
Location: Southcentral Kentucky Community & Technical College, Bowling Green

#### **CALL TO ORDER**

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The Executive Committee of the Council on Postsecondary Education met Thursday, November 15, 2018, at 10:00 a.m., CT, at Southcentral Kentucky Community and Technical College in Bowling Green, Kentucky. Chair Sherrill Zimmerman presided.

#### **ATTENDENCE**

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Members in attendance (in person): Ben Brandstetter, Donna Moore, Kristi Nelson, and Sherrill Zimmerman.

Members in attendance (by teleconference): Lucas Mentzer

Council staff in attendance: Leslie Brown, Heather Faesy, Shaun McKiernan, Travis Powell, and Aaron Thompson.

#### **APPROVAL OF MINUTES**

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The minutes of the June 22, 2018 Executive Committee meeting was approved as distributed.

#### **FY 2017-18 AGENCY AUDIT REPORT**

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The purpose of the meeting was to review the financial audit of the Council's programs for fiscal year 2017-18. The documents reviewed by the committee were drafts; the auditors stated a final review for procedural purposes was still in process, but the final documents should not have any changes.

Due to the complexity and amount of funds flowing through the agency's budget, the Council annually contracts with an independent auditor to compile financial

statements and perform the agency's financial audit. Blue and Company LLP, a certified public accounting agency in Lexington, conducted the audit this year.

The auditors issued an unmodified opinion, stating that the Council's financial statements present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Council as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. In addition, the expenditures of federal awards and supplementary information are fairly stated in all material respects in relation to the basic financial statements as a whole.

The firm also noted that it did not identify any deficiencies in internal control that they consider to be material weaknesses.

Mr. Norvell thanked the Council for the opportunity to serve as auditor and thanked the Council staff for their assistance during the audit. Dr. Aaron Thompson, CPE's president, thanked Mr. Norvell and Council staff.

MOTION: Mr. Brandstetter moved the executive committee approve the audit results assuming no substantive changes were made in the final document. Ms. Moore seconded the motion.

VOTE: The motion passed.

## **OTHER BUSINESS**

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On October 25, 2018, the Council unanimously approved Dr. Aaron Thompson for the fourth president of the Council on Postsecondary Education. The terms of his two-year contract were negotiated and the Committee discussed the details of the final terms. Under the terms, Dr. Thompson would receive a fixed salary with the opportunity to earn bonuses, both of which would not exceed the statutory maximum pay.

MOTION: Mr. Brandstetter moved the Executive Committee recommend the full Council approve Dr. Thompson's CPE presidential contract with the following provisions:

- Two-year contract, with option to renew
- Annual base salary of \$275,000
- Standard state benefits

- Allowance to cover all expenses related to a vehicle
- Opportunity to earn incentives for meeting specified goals in an amount up to thirty (30) percent of base salary, the total of which would not exceed the maximum salary limitations set forth by KRS 164.013.
- Authorize the chair and vice chair, on behalf of the Council, to negotiate the specified goals of the incentive plan and finalize the contract with Dr. Thompson.

Mr. Mentzer seconded the motion.

VOTE: The motion passed.

**ADJOURNMENT**

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The meeting adjourned at 11:35 a.m., CT.

**MINUTES REVIEWED AND APPROVED BY THE EXECUTIVE COMMITTEE:** \_\_\_\_\_

## **MINUTES**

### **Council on Postsecondary Education**

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Type: Executive Committee Meeting  
Date: January 23, 2019  
Time: 2:30 p.m.  
Location: Council on Postsecondary Education, Conference Room B9

#### **CALL TO ORDER**

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The Executive Committee of the Council on Postsecondary Education met Wednesday, January 23, 2019, at 2:30 p.m., ET, at the Council on Postsecondary Education in Frankfort, Kentucky. Chair Sherrill Zimmerman presided.

#### **ATTENDANCE**

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Members in attendance (in person): Lucas Mentzer.

Members in attendance (by teleconference): Ben Brandstetter, Donna Moore, Kristi Nelson, and Sherrill Zimmerman.

Council staff in attendance: Heather Faesy and Travis Powell.

#### **EXECUTIVE SESSION**

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MOTION: Mr. Brandstetter moved that the Council go into executive discussion to discuss a matter involving potential litigation pursuant to KRS 61.810(1)(c). Ms. Nelson seconded the motion.

VOTE: The motion passed.

The Council remained in executive session for 47 minutes.

MOTION: Mr. Mentzer moved that the Council go back into open session. Mr. Brandstetter seconded the motion.

VOTE: The motion passed.

Chair Zimmerman confirmed that no action was taken in executive session and all discussion pertained to the matter was identified in the motion.

## **PERFORMANCE MEASURES OF CPE PRESIDENT CONTRACT**

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Mr. Brandstetter provided an update on the discussions and development of the potential performance measures to be added to President Thompson's two-year contract. The committee members discussed whether the measures should be qualitative or quantitative or a mixture of both. Due to the complexity of the issue, the committee decided to adjourn and meet again before the end of the month.

## **ADJOURNMENT**

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The meeting adjourned at 4:00 p.m. ET.

**MINUTES REVIEWED AND APPROVED BY THE EXECUTIVE COMMITTEE:** \_\_\_\_\_

## **MINUTES**

### **Council on Postsecondary Education**

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Type: Executive Committee Meeting  
Date: January 31, 2019  
Time: 9:00 a.m.  
Location: Council on Postsecondary Education, Conference Room B

#### **CALL TO ORDER**

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The Executive Committee of the Council on Postsecondary Education met Wednesday, January 31, 2019, at 9:00 a.m., ET, at the Council on Postsecondary Education in Frankfort, Kentucky. Chair Sherrill Zimmerman presided.

#### **ATTENDANCE**

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Members in attendance (by teleconference): Ben Brandstetter, Lucas Mentzer, Kristi Nelson, and Sherrill Zimmerman.

Council staff in attendance: Heather Faesy, Travis Powell, and Aaron Thompson.

#### **EXECUTIVE SESSION**

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MOTION: Ms. Nelson moved that the Council go into closed session as provided in KRS 61.810(1)(f) for specific discussions related to the CPE President contract. Mr. Brandstetter seconded the motion.

VOTE: The motion passed.

The Council remained in executive session for 45 minutes.

MOTION: Mr. Mentzer moved that the Council go back into open session. Ms. Nelson seconded the motion.

VOTE: The motion passed.

Chair Zimmerman confirmed that no action was taken in executive session and all discussion pertained to the matter was identified in the motion.

## PERFORMANCE MEASURES OF CPE PRESIDENT CONTRACT

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MOTION: Mr. Brandstetter moved that the executive committee approve an incentive plan addendum to be added to the president contract for Dr. Aaron Thompson, which contains the following provisions:

- Incentives may be earned with a bonus compensation of up to 30 percent of base pay;
- Incentive amounts shall be awarded annually; and
- Incentive bonus amounts shall be determined by the executive committee, and are based upon their agreed completion level of the goals set for the calendar year.

Further, the motion included the following incentive goals for Dr. Thompson for the 2019 calendar year, in which align with the three sections of the statewide strategic agenda:

- (1) Opportunity - Improve College Affordability: Work with institutions and KCTCS to develop and implement tuition and institutional financial aid models to enhance student recruitment, retention and completion.
- (2) Success - Strengthen Postsecondary-Workforce Alignment: Work with campuses leaders, policy makers, and business and industry leaders to develop and advance strategies to strengthen career pathways for students.
- (3) Impact - Perform a strategic review of undergraduate academic programs.

Mr. Mentzer seconded the motion.

VOTE: The motion passed.

## ADJOURNMENT

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The meeting adjourned at 9:55 a.m. ET.

**MINUTES REVIEWED AND APPROVED BY THE EXECUTIVE COMMITTEE:** \_\_\_\_\_



**TITLE**     Committee Oversight Discussion

**2019 COMMITTEE MEMBERSHIP**

- Sherrill Zimmerman (chair)
- Ben Brandstetter
- Ron Beal
- Kim Halbauer
- Kristi Nelson

**CURRENT AREAS OF RESPONSIBILITY**

The by-laws state the purpose of the Executive Committee is to review the agency budget, provide for an annual audit of the agency, evaluate the president, and recommend annual compensation for the president.

Generally, the Executive Committee meets 2-3 times a year.

**ITEMS FOR CONSIDERATION**

- **Scope of work:** The Committee may want to broaden its role to become a stronger advisory body to the President. In this capacity, the Executive Committee would not only work as a team and with the President to establish clear goals, but would help him/her achieve these goals. Ideally, the executive committee would serve as a liaison between the President and the full board, helping him/her communicate and advance the goals of the organization.
- **Frequency of meetings:** This newly defined role for the Executive Committee would require the Committee to meet more frequently. A short (no more than one hour), monthly meeting in person or via Zoom would provide an opportunity for regular communication and a more fully engaged body. Setting a specific day and time (i.e. the second Tuesday of each month at 3pm) instead of polling the times each month would simplify scheduling.