

**KY COUNCIL ON POSTSECONDARY EDUCATION
EXECUTIVE COMMITTEE**



June 4, 2020 – 9:00 AM

ZOOM teleconferencing for Committee members

Livestream video for public: https://youtu.be/ck2vW_xUIT8

- I. Call to Order and Roll Call**
- II. Approval of the Minutes***
- III. Update from the President**
- IV. Action Items**
 - A. 2020-21 Agency Operating Budget*
 - B. Update to the Council Bylaws*
- V. Discussion Items**
 - A. June CPE meetings & agenda
 - B. Role of ASI Committee and Statewide Strategic Agenda
- VI. Adjournment**

Next Committee Meeting: July 2, 2020 @ 9:00 AM ET (if needed)

DRAFT MINUTES
Council on Postsecondary Education

Type: Executive Committee
Date: May 7, 2020
Time: 9:00 a.m. ET
Location: Virtual Meeting - Committee members by ZOOM, Public viewing hosted on CPE YouTube Page.

CALL TO ORDER

The Executive Committee met Thursday, May 7, 2020, at 9:00 a.m., ET. Pursuant to Executive Order 2020-243 and a memorandum issued by the Finance and Administration Cabinet dated March 16, 2020, and in an effort to prevent the spread of Novel Coronavirus (COVID-19), the Committee met utilizing a video teleconference. Members of the public were invited to view the meeting virtually on the CPE YouTube page: <https://youtu.be/gv-q-MqrsBo>. Chair Ben Brandstetter presided.

ATTENDANCE

Members in attendance: Ben Brandstetter, Ron Beal, Kim Halbauer, and Sherrill Zimmerman.

Members not in attendance: Kristi Nelson and Robert Staat.

Heather Faesy, CPE's senior associate for Board Relations, served as recorder of the meeting minutes.

APPROVAL OF THE MINUTES

The committee approved the minutes of the April 16, 2020 Executive Committee meeting.

UPDATE FROM THE PRESIDENT

CPE President Aaron Thompson provided an update of the actions taken by the campuses over the last 2 months of the COVID-19 pandemic. He stated all campuses were currently planning to utilize online-only courses for the summer and that CPE have developed draft guidelines for reopening in the fall.

UPDATE ON THE AGENCY BUDGET

Presenters: Shaun McKiernan, CPE's Director of Finance and Budget
Lee Nimocks, CPE's Chief of Staff and Vice President for Strategy

Mr. McKiernan provided an overview of the expected 2020-21 appropriations as approved during the 2020 regular legislative session. He also discussed a potential mid-year budget reduction for the 2019-20 fiscal year and how that may impact CPE's budget.

Ms. Nimocks discussed priorities of work for 2020 and that while the majority of those are required by statute, work may need to be adjusted depending on enacted budget reductions or unexpected additional expenses due to the COVID-19 pandemic.

2020 BOARD RETREAT

Presenter: Ben Brandstetter, CPE Chair

Chair Brandstetter reminded the committee that the June 18-19 meetings were to be the annual board retreat. Due to several unknown factors regarding social distancing guidelines and state park needs during the month of June, CPE staff proposed the following schedule changes:

- June 18-19, 2020 – Virtual-only work session and business meeting
- September 14-15, 2020 – Business meeting and annual board retreat

Chair Brandstetter also asked that CPE staff consider asking representatives from Moody's Financial Services present a session at the retreat.

MOTION: Mr. Beal approved the proposed change to the meeting schedule. Ms. Halbauer seconded the motion.

VOTE: The motion passed.

ADJOURNMENT

The Executive Committee adjourned at 9:50 p.m., ET.

MINUTES REVIEWED AND APPROVED BY THE COMMITTEE: _____

TITLE: 2020-21 Agency Operating Budget

RECOMMENDATION: Staff recommends that the Executive Committee review and recommend approval of the proposed 2020-21 CPE Agency Operating Budget by the Council at its June 19, 2020 meeting.

PRESENTERS: Bill Payne, CPE's Vice President for Finance and Administration
Shaun McKiernan, CPE's Director of Finance and Budget

SUPPORTING INFORMATION

Each year, staff asks the Council to review and approve the agency's revenue and expenditure budget for the upcoming fiscal year. Below is a description of CPE's budget as proposed for 2020-21. The enacted state budget for 2020-21 (HB 352), along with CPE's 2020-22 biennial budget request, submitted to the state budget office and Legislative Research Commission in November 2019, provide the framework for next fiscal year's Agency Operating Budget. Budgeted figures for the current year (2019-20) are included for comparison.

CPE General Fund Budget

Because of uncertainty regarding state revenues due to the COVID-19 pandemic, the enacted budget, HB 352, only included appropriations for fiscal year 2020-21. A one-year budget for the state is unprecedented, and despite the legislature using a more conservative revenue estimate for the upcoming year, all indications point to a mid-year budget reduction in 2020-21. Staff's proposed revenue and expenditure budget has anticipated potential General Fund budget reductions for the coming year.

House Bill 352 provides for flat funding of most CPE allotments (i.e., subdivisions of appropriations), though it does require the use of agency Restricted Funds to maintain spending levels. In lieu of transferring accumulated agency restricted funds to the state General Fund, the Office of State Budget Director (OSBD), in the Governor's Executive Budget, proposed that \$1,500,000 of CPE's Licensure Funds be used in place of state General Fund to support Agency Operations for 2020-21 only. Likewise, OSBD proposed that \$2,000,000 of Technology Trust Fund program funds be used in place of state

General Fund for the Kentucky Virtual Library and Postsecondary Education Network in fiscal year 2020-21 only. In the Executive Budget, state General Fund for these programs increased to their original levels in fiscal year 2021-22. These “fund swaps” were included in every version of the budget, including the enacted budget. Unfortunately, the final enacted budget did not include any funding for 2021-22, so the funding level for 2021-22 is not yet known and the restoration of General Fund dollars for those programs will need to be pursued.

Other notable changes for fiscal year 2020-21 include an additional \$50,000 for the Southern Regional Education Board (SREB) Doctoral Scholars program, which will provide scholarships and other programming to help under-represented minority doctoral candidates at the University of Kentucky and University of Louisville succeed and encourage them to pursue careers in academia after graduation.

Funding to assist students pursuing degrees in veterinary medicine and optometry through the Contract Spaces program was moved to the Kentucky Higher Education Assistance Authority in fiscal year 2020-21. Additional funding was provided in the enacted budget to cover increases in that program’s costs. Funds for Kentucky’s dues to SREB are traditionally paid from this allotment and remain in the CPE budget for 2020-21.

In the coming days, staff anticipates that the Governor will issue an Executive Order to implement a General Fund budget reduction in the current year (2019-20). While the Office of State Budget Director has requested plans from each state agency for a 1% budget reduction, the memorandum noted that all discretionary spending was to be curtailed in light of the current revenue situation, and indicated that the budget reduction order could exceed 1%. CPE’s plan identified savings through vacant positions, lower rent for office space, and unused veterinary spaces in the Contract Spaces program that totaled \$316,900, or about 2.8% of total General Fund (less Contract Spaces funding).

Because the fiscal year 2019-20 budget reduction is not yet known, and is likely to be considered non-recurring, it is not included in the table below. Since 2011, CPE has sustained seven reductions to its budget. Cumulatively, the impact of the cuts since 2010 is -28.2%.

| Agency Operating Budget Change from Prior Year in Agency General Fund Appropriation Fiscal Years 2011-2019 | | | | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------------|
| <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> |
| -5.00% | -3.00% | -8.40% | 0.00% | -5.00% | -4.50% | 0.00% | -5.10% * | -6.25% |
| | | | | | | | | <i>*non-recurring</i> |

**Council on Postsecondary Education
 Agency General Fund Budget
 Fiscal Years 2019-20 and 2020-21 (Proposed)**

| <u>Expenditure Authority Category</u> | <u>FY 2019-20 Enacted</u> | <u>FY 2020-21 Proposed</u> | <u>Dollar Difference</u> |
|---------------------------------------|-------------------------------|--------------------------------|------------------------------|
| Agency Operations | \$5,830,700 | \$4,341,200 (a) | -\$1,489,500 |
| Special Initiatives | 1,355,300 | 1,355,300 | 0 |
| SREB Doctoral Scholars | 0 | 50,000 | 50,000 |
| Technology Trust Fund | 3,628,300 | 1,628,300 (b) | -2,000,000 |
| Contract Spaces | 5,982,000 | 211,600 (c) | -5,770,400 |
| Ovarian Cancer Screening | 500,000 | 500,000 | 0 |
| Total | \$17,296,300 | \$8,086,400 | -\$9,209,900 |

- (a) One-year reduction in Agency Operations General Fund appropriation. CPE can use \$1,500,000 in accumulated Licensure and Federal Indirect Funds to maintain fiscal year 2019-20 expenditure levels.
- (b) One-year reduction in Technology Trust Fund General Fund appropriation. The agency can use \$2,000,000 in accumulated Virtual Library and other Technology Trust Fund balances to maintain fiscal year 2019-20 expenditure levels for the Virtual Library and Postsecondary Education Network.
- (c) General Fund appropriations supporting Contract Spaces Program veterinary medicine and optometry slots will be transferred to the Kentucky Higher Education Assistance Authority in fiscal year 2020-21. The \$211,600 residual represents funding to pay for annual SREB dues.

Personnel expenses make up 84 percent of the Agency Operations budget. General Fund appropriations support 42 employees, down from 97 staff in 2007-08.

The category Technology Trust Fund includes funding for the Kentucky Virtual Library (KYVL) and Kentucky Postsecondary Education Network (KPEN).

CPE Tobacco Fund, Federal Funds, and Restricted Funds Budgets

In addition to state General Fund appropriations, the Council’s budget contains other sources of revenue, including tobacco settlement funds, cigarette tax revenue, federal grant funds, and agency receipts.

The next table provides a summary of the Council's 2019-20 authorized expenditure levels for these funds and the 2020-21 proposed expenditure budgets. The enacted budget (HB 352) specifies the expenditure limits for each fund.

| Council on Postsecondary Education | | | |
|--|-----------------------------|----------------------------|-----------------------------|
| Tobacco, Federal, and Restricted Fund Expenditure Authority | | | |
| Fiscal Years 2019-20 and 2020-21 (Proposed) | | | |
| | <u>Original 2019-20</u> | <u>Revised 2019-20</u> | <u>Proposed 2020-21</u> |
| Tobacco Fund Budget | | | |
| Cancer Research (UK/UofL) | 6,686,500 | 6,268,173 | 6,876,100 |
| Spinal Cord Research (UK/UofL) | - | - | 650,000 |
| Tobacco Fund Total | <u><u>6,686,500</u></u> | <u><u>6,268,173</u></u> | <u><u>7,526,100</u></u> |
| Federal Funds Budget | | | |
| GEAR UP | <u><u>4,000,000</u></u> | <u><u>4,000,000</u></u> | <u><u>3,997,000</u></u> |
| Restricted Funds Budget | | | |
| Cancer Research Match | 4,110,000 | 4,083,300 | 4,080,000 |
| Licensure | 313,300 | 340,000 | 355,200 |
| Licensure for Operations | - | - | 1,400,000 |
| Federal Indirect | 550,000 | 550,000 | 600,000 |
| Restricted Fund Total | <u><u>4,973,300</u></u> | <u><u>4,973,300</u></u> | <u><u>6,435,200</u></u> |

For the current biennium (2018-19 and 2019-20) and next fiscal year (2020-21), the state budget specifies that Tobacco Fund appropriations in CPE's budget fund cancer research at UK and UofL (divided equally), rather than funding the Lung Cancer Research Program. This change allows these institutions greater flexibility. For 2020-21, additional Tobacco Funds are provided for spinal cord research at UK and UofL.

The only program supported with Federal Funds in CPE's 2020-21 budget is GEAR UP.

Restricted Funds support several areas of CPE's budget including the Cancer Research Match program, the Licensure program, and Agency Operations:

- Cigarette tax proceeds (one cent from each pack of cigarettes sold in Kentucky) fund the Cancer Research Match program, which goes to UK and UofL equally, provided that the institutions are able to match the disbursements with institutional funds spent on cancer research.
- The Council licenses all Kentucky non-profit and for-profit baccalaureate degree granting and above-institutions, and out-of-state public institutions operating or soliciting in the Commonwealth. The Licensure unit also has duties related to the State Authorization Reciprocity Agreement (SARA), which allows Kentucky public and licensed institutions to do business in other SARA states. Licensure revenue of about \$350,000 per year support the equivalent of two and a half full-time staff members who ensure the Council's licensure duties are performed.
- Finally, the Council receives funds related to the administration of federal grants and is authorized to spend those funds. With CPE's award of the GEAR UP grant, these receipts can be expected for the next several biennia.

CPE Other Funds

The Council manages several other state funds, including the Equine University Program Trust Fund, the Revolving Loan Fund, and funds housed in the Technology Trust Fund (namely, KYVL receipts and smaller grants). The Equine Program receives funds collected by the state related to pari-mutuel betting. The funding, which has traditionally been about \$600,000 per year, is distributed equally to the five institutions with Equine programs (UK, UofL, MoSU, MuSU, and WKU) to help fund capital investments in their programs.

The Revolving Loan Fund was created to provide start-up funds for expensive information technology programs at Kentucky public colleges and universities. Four years ago, \$600,000 was spent from this fund for Kentucky Postsecondary Education Network upgrades. Staff recommends Council approval to use up to \$800,000 of the Revolving Loan Fund to maintain funding levels for the Virtual Library and Postsecondary Education Network (KPEN). This action will still leave \$425,000 in the Revolving Loan Fund.

The Technology Trust Fund receives state General Fund appropriations and Kentucky Virtual Library (KYVL) and KPEN receipts. The fund also receives interest earnings, smaller private grant funds, and funds from state government agencies on occasion. These funds will be spent in 2020-21 as allowed by terms of the funding. For 2020-21, the state budget requires the use of \$2,000,000 within the Technology Trust Fund to make up for a one-time reduction of General Fund appropriations for this allotment. Staff proposes that \$800,000 comes from the Revolving Loan Fund, about \$600,000 should come from

KYVL resources, and the remaining \$600,000 will be comprised of smaller technology trust fund line items. Unfortunately, this action will significantly reduce one-time discretionary resources available in that fund.

TITLE: Update to the Council Bylaws

RECOMMENDATION: Staff recommends the Committee accept the proposed updates to the Council Bylaws and recommend approval to the full Council at its June 19, 2020 meeting.

PRESENTER: Travis Powell, CPE's Vice President and General Counsel

Background Information

The Council's bylaws provide a framework for deliberations and actions of the CPE so that it may effectively carry out its duties and responsibilities. Among a variety of other items, the bylaws establish rules for notification and conduct of meetings, the selection of officers, and appointments to CPE committees.

At the April 26, 2019 meeting, the Council approved a standing committee structure on a pilot basis through June of 2020. Due to the successful pilot implementation, the Council will need to formally adopt the committee structure by adding it to the Council Bylaws.

Mr. Powell will present the updated bylaws document for Council approval. Upon approval, the bylaws would become effective immediately.



Council Bylaws

Drafted amendment – for review and approval by:

- *Executive Committee: June 4, 2020*
- *Council on Postsecondary Education: June 19, 2020*
- *Effective Date: June 19, 2020*

I. Statement of Purpose

The bylaws provide a framework for the deliberations and actions of the Council on Postsecondary Education (CPE) in carrying out statutory duties and responsibilities. The bylaws establish rules for notification and conduct of meetings and the selection of officers.

II. Statutory Authority

Authority for Council actions comes from KRS Chapter 164 encompassing public, private nonprofit, and proprietary degree-granting postsecondary institutions. The Council bylaws also conform to the requirements of KRS Chapter 61, the Kentucky Open Meetings Law.

III. General Rules

A. Amendment of Bylaws

1. The Council may amend, revoke, or adopt additional bylaws by action of eight of the voting members.
2. Notice shall be given to the members of any proposed changes or additions to the bylaws in the agenda of a regularly scheduled or special meeting of the Council. All changes shall be consistent with state law and administrative regulations.

B. Conduct of Meetings

1. The Council and all Council appointed committees shall follow Robert's Rules of Order concerning motions, recognition of speakers, and order of business.
2. The chair may recognize a non-Council speaker.
3. The Council shall designate a parliamentarian from the membership of the Council or Council staff to assist the chair in interpreting the rules of order.

C. Policy Statements and Administrative Regulations

1. Actions taken by the Council shall constitute the policy of the Council until changed or superseded.
2. The Council may act by adoption of policy or by administrative regulation when permitted by law.
3. The Council shall promulgate administrative regulations when required by state law.
4. The policy statements of the Council including all administrative regulations shall be available to the public on the Council Website.

D. Attendance at Council Meetings

1. Council members shall make a best effort to attend and participate at all regularly scheduled meetings.
2. If a Council member is unable to attend and participate at a regularly scheduled or special meeting of the Council, the member shall notify the chair and president of the Council at least 7 days in advance of the meeting, or as soon as possible after learning of his or her unavailability.
3. If a Council member fails to attend three regularly scheduled Council meetings during a calendar year, the chair: shall consult with the member about the reason for the absences; and may discuss the matter with the executive committee.

IV. Selection and Terms of Officers

A. Nominating Committee

1. A nominating committee shall be appointed annually by the chair at the last scheduled meeting of the calendar year for the purpose of nominating a new chair and vice chair for the next calendar year.
2. A Council member seeking Council office shall not be a member of the nominating committee.
3. The recommendations of the nominating committee shall be presented to the Council at the first scheduled meeting of the calendar year.

B. Selection of Officers

1. A chair and vice chair shall be elected annually at a regularly scheduled or special meeting and shall each serve a one-year term.
2. In the absence of the chair, or in the event the chair is unable to perform, the vice chair shall perform the duties of the chair. In the absence of both the chair and vice chair or in the event the vice chair is unable to perform the duties of the chair, the Council shall appoint a temporary chair.
3. In the event the chair resigns and the vice chair assumes the duties of the chair, the Council may select a vice chair to complete the unexpired term of the vice chair.
4. The president shall serve as the secretary to the Council and shall cause the minutes of the meetings of the Council to be recorded and presented to the Council.
5. The chair and vice chair are limited to three consecutive one-year terms.

V. Meetings of the Council on Postsecondary Education

A. Regular Meeting Schedule

1. The Council shall approve the regular meeting schedule for the next year prior to the last regularly scheduled meeting of the calendar year.
2. The regular meeting schedule shall provide that the Council meet no less than quarterly but may provide for more than quarterly meetings. KRS 164.011(9)
3. The schedule of regular meetings shall be made available to the public through release to the press by written or electronic means. KRS 61.820
4. The Council shall meet with the Advisory Conference of Presidents and the Board of Student Body Presidents at least once each year. KRS 164.0211

B. Special Meetings and Emergency Special Meetings

1. A special meeting or emergency special meeting is a meeting that is not part of the regular schedule of meetings established by the Council pursuant to Section V.A.1. above.
2. The chair may call a special meeting of the Council when, in the view of the chair, such a meeting is necessary. KRS 164.011(9) and KRS 61.823
3. The chair shall call a special meeting upon receipt of a written request from a majority of the Council stating the reason for the meeting. KRS 164.011(9) and KRS 61.823
4. The following items are required in calling a special meeting and in the conduct of the special meeting:
 - a. The agenda of a special meeting shall be stated in the notification of the meeting.
 - b. Discussions and action at a special meeting shall be limited to items listed on the agenda in the notice. KRS 61.823(3)
 - c. Notice shall be provided to every member of the Council and to each media organization filing a written request to be notified. The notice shall be provided as soon as possible but shall be calculated to be received at least twenty-four hours before the special meeting. KRS 61.823(4)
5. Emergency special meetings may be called by the chair subject to the following requirements:
 - a. The agency makes reasonable efforts to inform members of the Council, the public, and the media of the date, time, and place of the meeting. KRS 61.823(5)
 - b. The chair shall, at the commencement of the meeting, state the reason for the emergency: the statement shall subsequently appear in the minutes of the special meeting. KRS 61.823(5)

- c. Discussion and action by the Council is limited to the emergency for which the meeting was called. KRS 61.823(5)

C. Place of the Meeting

1. The Council shall fix the place of meetings at the time they are scheduled. KRS 164.070
2. The Council may hold meetings, regularly scheduled or special, by video teleconference. Meetings held by video teleconference shall conform to the notice requirements of the Open Meetings Law and Section V.A. and B. of these bylaws. Meetings held by video teleconference also shall conform to the following:
 - a. The notice of the meeting shall clearly state that the meeting is a video teleconference. KRS 61.826(2)(a)
 - b. All members must be able to both see and hear each other. KRS 61.805(5).
 - c. The primary location of the meeting shall be identified in the notice where all members can be seen and heard and the public may attend in accordance with KRS 61.840. KRS 61.826(2)(b)
 - d. Rules concerning participation, distribution of materials, and other matters that apply at the primary location shall apply to all video teleconference locations. KRS 61.826(3)
 - e. If the video or audio broadcast is interrupted, the meeting shall be suspended until the broadcast is restored. KRS 61.826(3)

D. Notice of and Agenda for Meetings

1. Notice of all meetings, regularly scheduled and special, shall be given to members at least ten (10) days prior to the time of the meeting unless all members of the Council waive notice. Waiver may be given orally or in writing. KRS 164.080
2. The agenda and supporting materials for a regularly scheduled meeting shall, to the extent possible, be available to the members at least seven (7) days prior to the meeting
3. Notice to members shall be by mail or e-mail.
4. Notice of and the agenda for all meetings shall be given to the Advisory Conference of Presidents. KRS 164.021
5. Special information to be presented to the Council by interested parties shall be provided to the president or chair of the Council seven (7) days in advance of the scheduled meeting. The chair may waive this requirement.

E. Minutes of Meetings

1. The minutes of all meetings, regular and special, shall accurately record the deliberations of the Council and all actions taken.
2. All business meetings shall be recorded in audio or video format. The recording may be destroyed thirty (30) days after the minutes have been transcribed and approved, unless challenged. If the minutes are challenged, recordings shall be retained until final resolution. (State Agency Records Retention Schedule – Series M0049).
3. The minutes shall be open to public inspection immediately following the next regularly scheduled meeting of the Council. KRS 61.835

F. Quorum and Council Actions

1. A quorum shall be a majority of the appointive membership of the Council. KRS 164.011(10)
2. A quorum shall be required to organize and conduct business. KRS 164.011(11)
3. An affirmative vote of eight (8) of the appointive members shall be required to carry all propositions. KRS 164.090 and KRS 164.011(11)
4. The Council may consolidate multiple agenda items of a similar nature for the purpose of voting if there is no objection from a Council member.
 - a. Before a vote is taken, the chair shall ask if any member objects to the consolidation of the items and shall specify the items to be voted upon.
 - b. The objection of a single member of the Council shall be sufficient to require a separate vote on each item.
5. The Council may, at regularly scheduled meetings, act on any subject within the powers of the Council. The Council may, by an affirmative vote of eight members, add items to the agenda of a regularly scheduled meeting.

G. Closed Sessions

1. It is the policy of the Council that all meetings, regularly scheduled or special, be open to the public unless the matter under discussion meets the exceptions contained in KRS 61.810.
2. The following requirements, consistent with KRS 61.815, shall be met as a condition for conducting closed sessions:
 - a. The chair shall give notice in the open meeting of the general nature of the business to be discussed in a closed session.
 - b. The chair shall state the reason for the closed session citing a specific KRS 61.810 provision authorizing a closed session.
 - c. The session may be closed only upon a motion made and approved by a majority of the appointive membership of the Council present at the meeting.

- d. No formal action may be taken at a closed session.
 - e. No matters may be discussed at a closed session other than those publicly announced prior to convening a closed session.
3. The requirements of the Council for the conduct of closed sessions shall at all times meet the requirements of KRS 61.815.

VI. Committees

A. Committees--General

1. The Council may create, modify, or abolish any committee, unless the committee is established by statute, upon action taken by a majority of the appointive membership.
2. The chair of the Council shall appoint the members to all committees unless membership is directed by statute or Council policy.
3. The chair of the Council shall assign specific tasks and subject matter to all committees unless action of the Council directs the assignment of a task or subject.
4. The president shall assign staff, as appropriate, to assist committees.
5. The chair of the Council shall be an ex officio, voting member of all committees.
6. All committees shall conform to the requirements of the Open Meetings Act.
7. Committees may take final action on items as directed by the Council.

B. Executive Committee

1. Membership: The Executive Committee shall consist of the chair, vice chair, and three other Council members appointed by the chair.
2. Purpose: Review all agency budget and personnel matters, provide for an annual audit of the agency, evaluate the president, and recommend annual compensation for the president.
3. Terms: The three appointed members shall serve one-year terms.

C. Finance Committee

1. Membership: The Finance Committee shall consist of at least five members appointed by the chair.
2. Purpose: Review all applicable data and provide recommendations to the full Council in the following areas: biennial budget requests; tuition and mandatory fees; performance funding; and capital projects; college costs; and other college and university finance-related matters.
3. Terms: Each members shall serve two-year terms, and may serve up to three consecutive terms.

D. Academic and Strategic Initiatives Committee

1. Membership: The Academic and Strategic Initiatives Committee shall consist of at least five members appointed by the chair.
2. Purpose: Review and oversee the progress toward the objectives of the statewide Strategic Agenda and efforts to achieve the state's 2030 educational attainment goal. The committee also would be responsible for the review and recommendation to the full Council in the following areas: new academic programs, academic program reviews, and development of statewide academic-related initiatives such as dual credit and transfer.
3. Terms: Each members shall serve two-year terms, and may serve up to three consecutive terms.

VII. Compensation and Expenses of Members

A. General

1. For the purpose of compensation and payment of expenses to members of the Council, meetings shall include all regularly scheduled and special meetings of the Council; meetings of Council committees; hearings; and special events where a member represents the Council at the request of the chair.
2. Members of the Council who reside out of state shall not be reimbursed for out-of-state travel to Council meetings. KRS 164.050

B. Compensation of Members

1. Members of the Council shall receive compensation for each meeting attended in the amount specified by KRS 164.050.

C. Expenses of Members

1. Council members shall receive reimbursement for actual expenses incurred traveling to and attending meetings of the Council as defined in Section VII.A.1.
2. The commissioner of education shall receive reimbursement of expenses in the same manner as other expenses reimbursed through the Department of Education.

VIII. President and Staff

A. President

1. The Council shall set the qualifications for the position of president in accordance with KRS 164.013(1) and (3).
2. The Council may, when selecting a president, employ a search firm and conduct a national search. KRS 164.013(1)
3. The president is the chief executive officer of the Council and as such makes proposals to the Council for consideration, develops and directs the programs and plans established by the Council, ensures compliance with federal and state law, and represents the Council on numerous state, regional, and national education and planning organizations. Specific duties of the president are contained in the statutes. KRS 164.013.
4. The president is responsible for the day-to-day operations of the Council. KRS 164.013(9).
5. The president shall make periodic reports to the Council on the operation of the agency as the Council shall so direct.
6. The Council shall perform an evaluation of the president and shall fix the compensation and terms of the contract annually.
7. The president's annual base salary shall not be in excess of \$360,000. KRS 164.013(6).
8. The president shall have a contract for a term not to exceed five years, renewable at the pleasure of the Council. KRS 164.013(7).
9. The president has a statutory role in the licensing of private colleges and universities and shall exercise those duties consistent with the requirements of the statutes and the direction of the Council. KRS 164.945-947 and KRS 164.992.

B. Staff

1. Staff of the Council shall serve at the pleasure of the president, subject to the provisions, rules, and regulations approved by the Council. The president shall develop and maintain rules and policies regulating the rights, duties, and responsibilities of employees. KRS 164.013(8)
2. The president shall develop and maintain an organization chart for the organization and shall ensure that all positions have written descriptions of duties and responsibilities. KRS 164.013(8)
3. The president shall develop and maintain a performance evaluation system for all employees.

Previous Actions

Original Approval: August 27, 1997

Amended: January 12, 1998

Amended: September 17, 2001

Amended: February 3, 2003

Amended: March 24, 2003

Amended: January 31, 2005

Amended: September 21, 2018

DRAFT

KY Council on Postsecondary Education

June 2020



COUNCIL MEETINGS

| | | |
|-------------------------------|----------------------------------|--|
| June 4, 2020 9:00 a.m. ET | Executive Committee | Virtual meeting: https://youtu.be/ck2vW_xUIT8 |
| June 9, 2020 3:00 p.m. ET | Finance Committee | Virtual meeting: https://youtu.be/thzcz457zZU |
| June 18, 2020 3:00 p.m. ET | CPE Work Session | Virtual meeting: https://youtu.be/ochkwpc0Tu8 |
| June 19, 2020 9:00 a.m. ET | CPE Business Meeting | Virtual meeting: https://youtu.be/Lh5BmKn1WSw |
| June 22, 2020 1:00 p.m. ET | Committee on Equal Opportunities | Virtual meeting: Link TBA |

WEBINARS (As of June 2, 2020)

Topic: Social injustice and inequity
 Speaker: Dr. Aaron Thompson
 Description: Will be forthcoming
 Date/Time: June 10, 2020 – 11:00 a.m. ET
 Registration: <http://cpe.ky.gov/data/webinars.html>

On the Menu Series: To foster cross-campus collaboration, CPE is facilitating several statewide conversations on winning strategies, shared concerns and brainstorming solutions for a variety of issues facing Kentucky's campuses during the COVID-19 pandemic. Registration is available at: <http://cpe.ky.gov/onthemenu/>.

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| Military Student Services | June 2 - 12:00 p.m. ET |
| Mental Health Services/ Care Team | June 4 - 12:00 p.m. ET |
| Admissions/Recruitment | June 9 - 12:00 p.m. ET |
| Residence Life | June 11 - 12:00 p.m. ET |
| Student Activities/Programming | June 16 - 12:00 p.m. ET |