



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Board Training Policy

VOLUME, SECTION & NUMBER:

5.1.7

ENTITIES AFFECTED:

Kentucky State University Board of Regents

ADMINISTRATIVE AUTHORITY:

The Kentucky State University Board of Regents

APPROVED BY:

The Kentucky State University Board of Regents

EFFECTIVE DATE:

February 16, 2024

POLICY STATEMENT:

The Kentucky State University Board of Regents ("Board") is committed to fulfilling its fiduciary duties and adhering to all legal and ethical requirements. To ensure that these duties and requirements are satisfied by all Regents, the Board has promulgated this Training Policy. This Policy establishes the training requirements for new Regents and existing Regents, a process for reimbursing Regents for training-related expenses, and an annual development session for the entire Board.

TRAINING BUDGET:

On or before April 15 of each year, the Board or the Board's Executive Committee shall estimate the total cost of trainings for the upcoming fiscal year. The Board shall then set a budget for Board training on or before May 1 of each year.

NEW MEMBER TRAINING REQUIREMENT:

Pursuant to KRS 164.020(25), the Board must develop, in cooperation with the Council on Postsecondary Education ("Council"), a comprehensive orientation and education program for new members of the Board. Such program must comprise at least six (6) hours of instruction time and include, among other things, information concerning the roles of Regents, the fiduciary responsibility of Regents, and the mission, finances, and policies and procedures of Kentucky State University.

In accordance with subsection 25(a)(2) of KRS 164.020, a new Regent must complete the program within one (1) year of his or her appointment (if a Governor-appointed Regent) or election (if a Staff, Faculty, or Student Regent). If a Regent fails to complete the program within the required time period, he or she will be ineligible for reappointment or re-election to the Board.

The training program must be sent to the Council for review by June 30 of each year.

ANNUAL PROFESSIONAL DEVELOPMENT SESSION:

The Board's Executive Committee shall be responsible for developing an annual professional development session for the entire Board. The session is expected to take place during the University's Homecoming Week, and all Regents are expected to attend the session in person.

The Executive Committee will determine what subjects are to be discussed during each year's session, and the Committee must strive to have the development session curriculum and date finalized by June 30 of each year.

INDIVIDUAL TRAINING OPPORTUNITIES:

Regents are encouraged to seek additional training opportunities that relate to the charges of the Board Committees on which they serve. If a Regent wishes to attend a training session covering a topic not included within the annual professional development session, he or she may request to attend the session and, if the session is approved by the Chair, the University shall cover any related expenses in accordance with University policy. If the training topic is relevant to a Regent's duties and the budget allows, the Chair's approval cannot be unreasonably withheld or delayed. If approval is granted, the Regent must submit his or her reimbursement request in a timely manner and in accordance with University policies. Additionally, during the next regular meeting held after the training is complete, the Regent shall report to the Board any lessons learned from the experience.

TRUSTEESHIP CONFERENCE:

On January 24, 2023, the Board approved an action setting forth the expectation that all Regents attend the Council's annual Trusteeship Conference. Pursuant to that action and this Policy, Regents must make every effort to attend the annual conference and must provide advance notice if they are unable to attend.
