



Executive Committee

February 4, 2020

Derryberry Hall, Room 210

Some members may participate by telephone conference call.

AGENDA

- I.** Call to Order and Roll Call
- II.** Determination of Necessity
- III.** Approval of Minutes
- IV.** Determination of President's Performance-Based Pay Adjustment
- V.** President's Performance Review for FY20
 - A.** Preliminary Procedural Matter
 - B.** Schedule for Completion of Performance Review Process
 - C.** Approval of Board Assessment Questionnaire
 - D.** Approval of Cabinet Assessment Questionnaire
- VI.** Discussion of Periodic Comprehensive Review of the President
- VII.** Other Business
- VIII.** Adjournment



Agenda Item Summary

Date: February 4, 2020

Agenda Item: Determination of Necessity

Review

Action

No action required

PRESENTER: Chair Harper

PURPOSE & KEY POINTS: Pursuant to Tennessee Code Annotated Section 8-44-108(b)(3), "[i]f a physical quorum is not present at the location of a meeting of a governing body, then in order for a quorum of members to participate by electronic or other means of communication, the governing body must make a determination that a necessity exists."



**Executive Committee Meeting
December 5, 2019
Roaden University Center, Room 282**

MINUTES

AGENDA ITEM I—CALL TO ORDER AND ROLL CALL

The Tennessee Tech Board of Trustees Executive Committee met on December 5, 2019, in Roaden University Center, Room 282. Chair Harper called the meeting to order at 7:32 a.m.

Chair Harper asked Kae Carpenter, Secretary, to call the roll. The following Executive Committee members were present:

- Tom Jones
- Teresa Vanhooser
- Trudy Harper

Tennessee Tech faculty, staff, and members of the public were also in attendance.

AGENDA ITEM II—APPROVAL OF MINUTES

Mr. Jones moved to approve the minutes as written. Ms. Vanhooser seconded the motion. With an opportunity for further discussion and there being none, the motion carried unanimously.

AGENDA ITEM III—APPROVAL OF APPOINTMENT OF INTERIM VICE PRESIDENT FOR STUDENT AFFAIRS

President Oldham stated that Mr. Marc Burnett, who served as Vice President for Student Affairs, would be retiring effective December 31. The President requested to appoint Dr. Robert Owens to serve as Interim Vice President for Student Affairs.

Ms. Vanhooser moved to approve the President's request to appoint Dr. Owens as the Interim Vice President for Student Affairs. Mr. Jones seconded the motion. With an opportunity for further discussion, the motion carried unanimously.

With there being no other business, the meeting adjourned at 7:40 a.m.

Approved,

Kae Carpenter, Secretary

DRAFT



Agenda Item Summary

Date: February 4, 2020

Agenda Item: Determination of President's Performance-Based Pay Adjustment

Review

Action

No action required

PRESENTER(S): Chair Harper

PURPOSE & KEY POINTS:

Pursuant to TTU Policy 005 (Board Committees), the Executive Committee is responsible for making a recommendation related to the President's performance-based pay adjustment.



Agenda Item Summary

Date: February 4, 2020

Agenda Item: President's Performance Review for FY20

Review

Action

No action required

PRESENTER(S): Chair Harper

PURPOSE & KEY POINTS:

The Executive Committee is responsible for organizing and conducting an annual performance review of the President. As part of that responsibility, the Committee needs to approve (1) a schedule for completion of the process, (2) a Board assessment questionnaire; (3) a Cabinet assessment questionnaire; and (4) to discuss other matters as required by the "Procedures for President's Performance Review" adopted by the Board.



Procedures for President's Performance Reviews and Comprehensive Reviews

I. Purposes

- A.** The purposes of the annual performance review are:
 - 1. To assist the Board in determining whether the President's performance is effective;
 - 2. To enable the President to enhance his or her performance and leadership;
 - 3. To promote good communications and strong working relationships between the President, the Board, and Tennessee Tech constituencies;
 - 4. To enable the President and the Tennessee Tech Board of Trustees ("Board") to set mutually agreeable goals; and
 - 5. To inform Board decisions on compensation and other terms of employment for the President.
- B.** The purpose of the process is to provide the Board with a full opportunity to provide input to the President's evaluation while according the President the same level of confidentiality enjoyed by all other Tennessee Tech employees.

II. Responsibility

- A.** Pursuant to TTU Policy 002 (Selection, Evaluation, and Retention of the President), the Board is responsible for assessing the President's performance.
- B.** Pursuant to TTU Policy 005 (Board Committees), the Board has delegated to the Executive Committee the responsibility for organizing and conducting an annual performance review of the President.

III. Process for the President's Annual Performance Review

- A.** The President shall prepare a written self-assessment statement in a format and according to a timetable mutually agreed upon by the President and the Executive Committee. The statement shall include the following:
 - 1. Progress toward meeting goals and expectations previously agreed upon¹ by the President and the Board,
 - 2. Assessment of Tennessee Tech's strategic directions pertaining to its mission and vision statements,

¹ This requirement is not applicable to the President's evaluation in fiscal year 2018 or in the first year of any subsequent President's tenure. In those cases, the President shall identify reasonable goals in writing and submit them to the Executive Committee and Board for approval.

3. Assessment of the overall academic quality of Tennessee Tech, including its achievements and accomplishments,
 4. Assessment of Tennessee Tech's financial status,
 5. Identification of significant institutional challenges faced over the prior year, and a prospective statement of challenges and opportunities facing Tennessee Tech in the upcoming year, and
 6. Goals proposed by the President for the coming year.
- B. After receipt of the President's confidential self-assessment statement, the Executive Committee will confidentially share the President's self-assessment with the Board and solicit confidential written feedback from the Board members on the President's statement.
 - C. The Executive Committee will also review the confidential faculty evaluations of the President submitted pursuant to TTU Policy 209 (Faculty Evaluation of University Administrators) and may, in its sole discretion or at the request of the Board, solicit additional confidential feedback from faculty, administrators, or staff as needed.
 - D. The Chair of the Board or a member of the Executive Committee designated by the Chair (either of whom hereinafter referred to as "the Executive Committee Representative") will summarize the written comments from faculty evaluations, the board, and others received and share the summary with the Executive Committee for its review.
 - E. Based on the summary of the materials received, the Executive Committee Representative will meet with the President concerning the President's self-assessment statement, feedback received, and the President's goals and expectations for the coming year.
 - F. Based on the President's self-assessment statement, feedback received, and the meeting with the President, the Executive Committee Representative will prepare a confidential draft written assessment of the President's performance, and share this assessment with the President and the Board, who may offer confidential written comments concerning this assessment. The Executive Committee Representative will incorporate these comments as appropriate.
 - G. The Executive Committee Representative will provide a copy of the final confidential written assessment to the Board and the President.
 - H. The Executive Committee may, in its sole discretion, vary the requirements of the annual performance review process.

IV. Periodic Comprehensive Review

- A. Two years after the first annual assessment of the President is conducted, the Executive Committee should consider whether or not to perform a comprehensive review of the President's performance in a subsequent year.
- B. If such a comprehensive review is to be performed, the Executive Committee may choose to engage the assistance of one or more external advisors.

Approved by the Board on August 17, 2017.



Agenda Item Summary

Date: February 4, 2020

Agenda Item: Discussion of a Periodic Comprehensive Review of the President

Review

Action

No action required

PRESENTER(S): Chair Harper

PURPOSE & KEY POINTS:

The "Procedures for President's Performance Reviews and Comprehensive Reviews" requires the following: "Two years after the first annual assessment of the President is conducted, the Executive Committee should consider whether or not to perform a comprehensive review of the President's performance in a subsequent year."

The Executive Committee will begin considering whether to perform a comprehensive review of the President's performance for the fiscal year 2021.

Periodic Comprehensive Review

(Excerpted from "Procedures for President's Performance Reviews and Comprehensive Reviews")

1. Two years after the first annual assessment of the President is conducted, the Executive Committee should consider whether or not to perform a comprehensive review of the President's performance in a subsequent year.
2. If such a comprehensive review is to be performed, the Executive Committee may choose to engage the assistance of one or more external advisors.