



EXECUTIVE COMMITTEE

October 6, 2022

Roaden University Center, Room 282

8:00 A.M.

AGENDA

- I. Call to Order
- II. Approval of Minutes of June 23, 2022
- III. President's Performance Evaluation
- IV. President's Compensation
- V. Other Business
- VI. Adjournment



EXECUTIVE COMMITTEE
June 23, 2022
Roaden University Center, Room 282
MINUTES

Meeting streamed live via link found on this web page:
<https://www.tntech.edu/board/meetings/2022-06-23-board-meeting.php>

AGENDA ITEM 1 – CALL TO ORDER

The Tennessee Tech Board of Trustees Executive Committee met on June 23, 2022, in Roaden University Center, Room 282. Chair Trudy Harper called the meeting to order at 8:03 a.m.

Chair Harper asked Mr. Lee Wray, Secretary, to call the roll. The following members were present:

- Teresa Vanhooser
- Trudy Harper
- Tom Jones participated remotely and confirmed that he could simultaneously hear and speak to the Board members, he was the only person present in the location from which he was calling, and he received the board materials in advance of the meeting.

Other board members also in attendance were Thomas Lynn, Rhedona Rose, Johnny Stites, Hannah Willis, and Barry Wilmore. Dan Allcott participated remotely after joining during Agenda Item #3. Fred Lowery was unavailable to join the meeting.

A quorum was physically present. Tennessee Tech faculty, staff and members of the public were also in attendance.

AGENDA ITEM 2 – APPROVAL OF MINUTES

Chair Harper asked for approval of the minutes of the December 2, 2021, Executive Committee meeting. Chair Harper asked if there were questions or comments regarding the minutes. There

being none, Ms. Vanhooser moved to recommend approval of the December 2, 2021, Executive Committee minutes. Mr. Jones seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM 3 – REVIEW & APPROVAL OF PRESIDENT’S NEW CONTRACT

Chair Harper asked for approval of the president’s new contract. With an opportunity for further discussion and there being none, Ms. Vanhooser moved to approve the president’s contract as presented and to submit the contract to the full Board for their approval. Mr. Jones seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM 4 – PRESIDENT’S PERFORMANCE REVIEW FOR YEAR-END JUNE 30, 2022

A. Appointment of Executive Committee Representative

Chair Harper appointed Ms. Vanhooser as Executive Committee Representative and Ms. Vanhooser confirmed that she was willing to accept the responsibility.

B. Schedule for Completion of Performance Review Process

Chair Harper stated that a motion was needed to approve the schedule as presented in the Diligent Executive Committee Book, Tab 4.2, which would allow the process to be completed in time for the October 6, 2022, Board meeting. Ms. Vanhooser and President Oldham both indicated that the schedule, as presented, was acceptable to them.

With an opportunity for further discussion and there being none, Ms. Vanhooser moved to accept the schedule for completion of the president’s performance review as presented. Mr. Jones seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

C. Approval of Questionnaire for Board’s Assessment of President

D. Approval of Questionnaire for Cabinet’s Assessment of President

Chair Harper asked if Questionnaires for both the Board’s and Cabinet’s assessments of President could be voted on together. Secretary Wray replied that was the Chair’s prerogative.

Chair Harper requested a motion to approve the board and cabinet assessment questionnaires as presented or revised. With an opportunity for further discussion and there being none, Ms. Vanhooser moved to approve the Board and Cabinet assessment questionnaires as presented. Mr. Jones seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM 5 – OTHER BUSINESS

There was no other business.

AGENDA ITEM 6 – ADJOURNMENT

There being no further business, the Executive Affairs Committee adjourned at 8:33 a.m.

Approved,

Lee Wray, Secretary

DRAFT



Agenda Item Summary

Date: October 6, 2022

Agenda Item: President's Performance Review for FY2022

Review

Action

No action required

PRESENTERS: Chair Harper

PURPOSE & KEY POINTS: The Executive Committee is responsible for organizing and conducting an annual performance review of the President. Vice-chair Vanhooser will report on the status of the President's performance review.



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.

2022 TIMELINE FOR PRESIDENT'S EVALUATION

PLEASE NOTE THAT ALL DOCUMENTS RELATED TO EVALUATIONS ARE CONFIDENTIAL PURSUANT TO TENNESSEE CODE ANNOTATED SECTION 10-7-504(a)(26)

June 23	Quarterly Board meeting.
June 27	President's confidential self-assessment due to EC. President's Office will provide faculty evaluations to EC.
June 27	EC sends President's confidential self-assessment to Board members and requests their confidential assessments. EC also sends assessment survey to Cabinet members.
July 11	Board and Cabinet members' confidential assessments of President due to EC.
By August 1	Executive Committee Representative ("ECR") completes a confidential summary of the assessments and confidentially shares with EC.
By August 15	ECR meets with President to discuss combined assessments.
By August 29	ECR drafts confidential evaluation based on combined assessments and meeting with President and sends confidential draft evaluation to President and Board.
By September 12	Board members may provide additional confidential written comments, which the ECR may incorporate into the final confidential written evaluation.
By September 26	ECR gives the final confidential written evaluation to President and Board.
October 6	Quarterly Board meeting



Agenda Item Summary

Date: October 6, 2022

Agenda Item: President's Compensation

Review

Action

No action required

PRESENTERS: Chair Harper

PURPOSE & KEY POINTS: At the conclusion of the President's evaluation, the Executive Committee is responsible for making a recommendation to the Board on the President's compensation.