



## **Executive Committee**

**March 11, 2021**

**Roaden University Center, Room 282**

**8:30 a.m.**

**This meeting will be conducted permitting Trustees' participation by electronic or other means of communication. If, due to the COVID-19 pandemic, an in-person meeting is not advisable, the meeting will be conducted via electronic means only and will be streamed live via link found on the Board of Trustees' web page at <https://www.tntech.edu/board/>. Please check <https://www.tntech.edu/board/> for updates.**

### **AGENDA**

- I.** Call to Order
- II.** Approval of Minutes
- III.** Approval of Robert Owens for Chief Diversity Officer Position
- IV.** Approval of Committee Meetings' Format
- V.** Update from University Advancement
- VI.** Update from Board Self-Evaluation
- VII.** Other Business
- VIII.** Adjournment



## **Executive Committee**

**December 1, 2020**

**Roaden University Center, Room 282**

**8:00 a.m.**

### **MINUTES**

#### **AGENDA ITEM 1—CALL TO ORDER AND ROLL CALL**

The Tennessee Tech Executive Committee met on December 1, 2020, in the Roaden University Center, Room 282. Chair Harper called the meeting to order at 8:06 a.m.

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

- Tom Jones
- Teresa Vanhooser
- Trudy Harper

#### **AGENDA ITEM 2—APPROVAL OF MINUTES**

Mr. Jones moved to approve the October 20, 2020 minutes. Ms. Vanhooser seconded the motion. With an opportunity for further discussion and there being none, Mr. Wray called a roll call vote. The motion carried unanimously.

#### **AGENDA ITEM 3 – DISCUSSION OF BOARD SELF-EVALUATION**

Chair Harper stated that the Board Self-Evaluation was completed in late October 2020 and produced a lot of data. Chair Harper indicated she focused on the areas where more work was needed and that she had spent time with President Oldham and Mr. Wray discussing. Chair Harper directed the Board to the presentation she prepared on these items:

1. Board had matured; should now be ready to provide more visionary (long-term) leadership.
  - a. President strongly agreed with this message.
  - b. Mr. Wray will survey other LGI and peer institution Boards to determine how they achieve.
  - c. Conduct a retreat-style meeting/workshop with no deliberation but to brainstorm ideas.
2. Board should consider “best practices” of the other LGI’s and peer institutions with respect to committee structure.
  - a. Mr. Wray has already started a review of this topic.

Ms. Vanhooser suggested that we also review how new incoming Board members are provided information such as bylaws and other operating material. Chair Harper noted that Ms. Vanhooser had recently helped to develop a primer for new Tech Foundation committee members that might be useful to the Board.

3. Board would like clearer understanding of specific goals and plans for the University, and to understand how we are measuring success against those goals.
  - a. Mr. Wray had already started a review of this topic for other LGI’s and will expand review to include peers.
  - b. The President and each major unit should report to Board on how success is being measured.
  - c. The President should report on the measurement of success of each major unit at least annually (and more often for the major units of Finance and Academics).

Chair Harper noted that the Risk Management document might be useful in reporting measurements. Also, the dashboard that the President reported on was a good starting point for these metrics. Mr. Stites suggested that we look outside of education for pertinent ways we could improve. Chair Harper agreed this might be helpful but first wanted to focus on how we were currently measuring ourselves. President Oldham indicated that the University is looking elsewhere, for example in Student Recruiting, for best practices that could be implemented from other sectors and he will report on items when further along in the process.

Dr. Pardue asked what format the sharing of information on how the University currently measures success would be and Chair Harper thought it would be focused in dialogue in a state of the union type report in an ongoing manner.

Mr. Jones commented that he admired metrics on quantitative areas but other important areas were not as easily measured such as culture, ability to achieve a good quality of life, the intangibles. Chair Harper agreed and suggested that it was the Board's duty to challenge the data to ask at what cost to achieve.

4. Board would like brief but frequent reminders about the roll of the Board with focus on governance vs. management.

a. Mr. Wray will provide a report at least once per year.

Ms. Vanhooser suggested that the items we plan to cover on a regular basis should be captured on an integrated grid list on a quarterly, bi-annual or annual basis. Chair Harper agreed and noted this would fall into the next item to be discussed regarding meetings.

5. Set Board meeting calendar relative to campus calendar and/or state budget calendar.

a. Mr. Wray had been working with others to consider adjustments to the Board meeting schedule.

Chair Harper noted that this item was not received from the self-evaluation survey but was something she had observed specifically in relation to the fall meeting occurring before enrollment data was analyzed for the fall semester.

Chair Harper commented that there were a number of very good ideas received in the survey that she did not discuss in the presentation. One was the suggestion to meet more with students on a regular basis which we did this morning at breakfast. As a result, the Board met some amazing students who represent Tennessee Tech proudly. Chair Harper thanked whomever made that suggestion. Chair Harper also noted that an idea was received about addressing faculty salaries and that was going to be discussed later today. Chair Harper pointed out that there were several other tactical ideas and promised they were not lost and would be shared at a later time. Chair Harper thanked those who participated in the self-evaluation.

#### **AGENDA ITEM 4 – OTHER BUSINESS**

President Oldham updated the Board on the Sunset Audit hearing in Nashville where Chair Harper joined him. President Oldham indicated that the hearing went really well and was very

quick and uneventful; Tech received a four-year extension on our sunset so we are clear for another four years barring any unforeseen occurrence. President Oldham thanked everyone for their contribution on the review. Chair Harper added that the auditors were very receptive to our comments and appreciated that we leaned into the review. Mr. Wray added that the full audit report was provided in Diligent.

**AGENDA ITEM 5 – ADJOURNMENT**

With there being no other business, Chair Harper adjourned the meeting at 8:53 a.m.

Approved,

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Board Secretary

DRAFT



## Agenda Item Summary

**Date:** March 11, 2021

**Agenda Item:** Approval of Robert Owens to the Chief Diversity Officer Position

Review

Action

No action required

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**PRESENTER(S):** Phil Oldham

**PURPOSE & KEY POINTS:**


The President is requesting the Executive Committee to approve the appointment of Robert Owens to the Chief Diversity Officer position.



## Office of the President

TENNESSEE TECH

### MEMORANDUM

**To:** Executive Committee – Board of Trustees  
**From:** Dr. Philip Oldham, President   
**Date:** March 1, 2021  
**Subject:** Appointment of a Direct Presidential Report

I am requesting to change the title, pay grade, and reporting structure of Dr. Robert L. Owens to that of Chief Diversity Officer with the responsibility for directing campus diversity initiatives and reporting directly to me. Dr. Owens will be a Senior Administrator on my Cabinet.

The appointment of a Chief Diversity Officer meets goals and priority actions of the Strategic Plan, TECH TOMORROW, as follows:

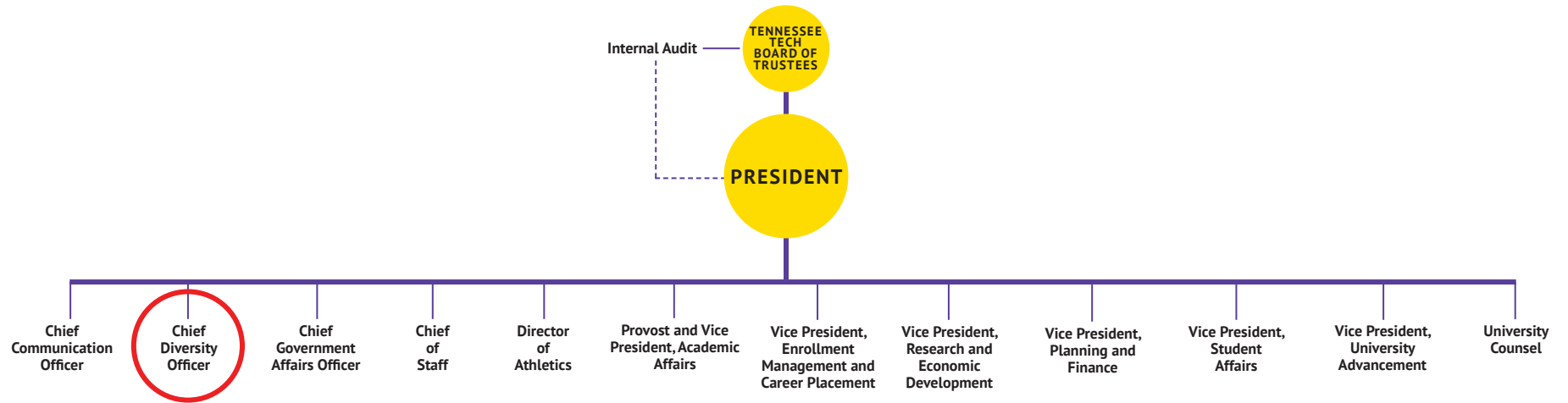
- Goal 1, Education for Life
  - Priority Actions C & D
- Goal 2, Innovation in All We Do
  - Priority Action D

Dr. Owens has over 15 years in progressive senior administrative roles at Tennessee Tech. Dr. Owens is currently the Interim Vice President for Student Affairs and Director of Minority Affairs. He has completed the Tennessee Leadership Institute and the Vanderbilt Peabody Professional Institutes – Higher Education Management as well as the Ohio State University Diversity Training.

I am recommending that the Executive Committee approve his appointment at an annual salary of \$125,000.



Tennessee  
TECH







## Agenda Item Summary

**Date:** March 11, 2021

**Agenda Item:** Committee Meetings' Format

Review

Action

No action required

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**PRESENTER(S):** Trudy Harper

**PURPOSE & KEY POINTS:** Discuss livestreaming Board Committee meetings beginning with the June 24, 2021 meeting.



## Agenda Item Summary

5.1

**Date:** March 11, 2021

**Division:** University Advancement

**Agenda Item:** Update from University Advancement

**Review**

**Action**

**No action required**

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**PRESENTERS:** Dr. Kevin Braswell

**PURPOSE & KEY POINTS:**

Update from University Advancement on growth in giving over the past five years.



## Agenda Item Summary

**Date:** March 11, 2021

**Agenda Item:** Update from Board Self-Evaluation

Review

Action

No action required

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**PRESENTER(S):** Lee Wray

**PURPOSE & KEY POINTS:** Mr. Wray will update the Executive Committee on progress made on items received from the Board Self-Evaluation.

### Quarterly Meeting Schedule

<b>Academic &amp; Student Affairs Committee</b>				
	<b>March</b>	<b>June</b>	<b>September/October</b>	<b>December</b>
	Strategic Plan Updates	Student Success	Faculty Survey of Student Engagement (FSSE)	Quality Assurance Funding
	Faculty Excellence		Academic Program Inventory	
			Athletics Diversity and Equity	
			Athletic Championships and other accomplishments	
			Athletics Academic Success (graduation rates, GPA, etc.)	
			Athletics Compliance	
	Spring Enrollment	Enrollment Projections	Fall Enrollment	EMCP Activities/Processes (highlighting various areas, such as Military and Veterans Affairs, International Education, Career Services, etc.)
			Research Expenditures and Annual Reports	Research Compliance
			Economic Development	
	Student Diversity and Recruitment	Report on Student Affairs Areas (compliance, student life, Greek life, housing, etc.)	National Survey of Student Engagement (NSSE)	Mental Health Services
			Annual Report on Fundraising Success and Future Initiatives	

6.2

### Quarterly Meeting Schedule

<b>Audit &amp; Business Committee</b>	<b>March</b>	<b>June</b>	<b>September/October</b>	<b>December</b>
	Non-Mandatory Fees	Estimated and Proposed Budgets	Grievance Annual Report	Revised Budget/Org Chart
	Contracts Over \$250K	Non-Mandatory Fees	Performance Evaluation Analysis	TAF Proposed/Actual Spending Plan
	Mandatory Fee	Mandatory Fees	Contracts Over \$250K	Composite Financial Index
	Notice of Responsibilities	Capital Budget/Disclosed Projects		Tuition Transparency Act Report
	Update on Governor's Budget	Contracts Over \$250K		Report of Audit Activity
		Faculty Promotions		Audit Plan
		Tenure Recommendations		Contracts Over \$250K
		Emeriti Presidents Contracts		
<b>Executive Committee</b>				
			President's Evaluation	
<b>Board Committee</b>				
		Selection of Student Trustee	Certification of President's Responsibilities Related to Athletics	

6.2

### Quarterly Meeting Schedule

<b>Non-public Executive Committee</b>				
	<b>March</b>	<b>June</b>	<b>September/October</b>	<b>December</b>
	Audits and Investigations	Audits and Investigations	Audits and Investigations	Audits and Investigations
	Litigation Update	Litigation Update	Litigation Update	Litigation Update
	HR/Compliance Log	HR/Compliance Log	Compliance Report	Risk Assessment
	Unauthorized Data Access Log	Unauthorized Data Access Log	Unauthorized Data Access Log	Unauthorized Data Access Log
	Follow-up Log	Follow-up Log	HR/Compliance Log	HR/Compliance Log
	Investigation Log	Investigation Log	Follow-up Log	Follow-up Log
			Investigation Log	Investigation Log

6.2

**Nonrecurring Items/As needed:**

**Executive Committee:**

- Approval Direct Reports to President Hires
- Appointment of Board Officers/Committee Members
- Board Self-Evaluation: Every two years
- President’s Salary

**Academic & Student Affairs:**

- New Academic Programs/Letters of Notifications (LON)
- Policies
- SACSCOC preparations
- Accreditation Updates
- Foundation Board Update
- University Advancement Updates

## Quarterly Meeting Schedule

### Audit & Business:

- Salary Increases
- Policies
- Naming of Facilities/Buildings
- Disclosed Capital Projects
- Rules
- Bonds & Endowments
- Financial Update
- Athletic Director Contract: 5-years (next due: June 2022)
- Land Disposal/Acquisitions
- Campus Master Plan
- Compensation Plans

### Board:

- Policies
- Review/Approval of Bylaws
- Ratification of Appointment of Board Secretary
- Faculty Trustee Appointment (every two years)

### Non-Public Executive Session:

- Special Audits
- State Audit Results

Yellow highlighting denotes written report rather than verbal presentation

March 1, 2021