



## **Executive Committee**

**March 9, 2023**

**8:00 a.m.**

**Roaden University Center, Room 282**

### **AGENDA**

- I. Call to Order and Roll Call
- II. Approval of Minutes  
December 1, 2022
- III. President's Performance Review for Year-End June 30, 2023
  - A. Appointment of Executive Committee Representative
  - B. Schedule for Completion of Performance Review Process
  - C. Approval of Questionnaire for Board's Assessment of President
  - D. Approval of Questionnaire for Cabinet's Assessment of President
- IV. Other Business
- V. Adjournment



**EXECUTIVE COMMITTEE**  
**December 1, 2022**  
**Roaden University Center, Room 282**  
**MINUTES**

Meeting streamed live via link found on this web page:  
<https://www.tntech.edu/board/board-and-board-committee-meetings.php>

**AGENDA ITEM 1 – CALL TO ORDER**

The Tennessee Tech Board of Trustees Executive Committee met on December 1, 2022, in Roaden University Center Room 282. Chair Trudy Harper called the meeting to order at 8:01 a.m. Executive Committee members present included:

- Tom Jones
- Trudy Harper

Other board members also in attendance were Savannah Griffin, Fred Lowery, Thomas Lynn, Rhedona Rose, Johnny Stites, and Barry Wilmore. Professor Allcott joined electronically. A quorum was physically present. Tennessee Tech faculty, staff and members of the public were also in attendance.

Chair Harper stated that Teresa Vanhooser, one of the original Trustees who had served as vice chair for the past three years and served as chair of the Audit and Business Committee for the previous two years, had resigned her position on the Board. Her position will remain vacant until a replacement is appointed by Governor Lee.

**AGENDA ITEM 2 – APPROVAL OF MINUTES**

Chair Harper asked for approval of the minutes of the October 6, 2022, Executive Committee meeting. She requested that agenda item four of the draft be revised to state that the Executive Committee “recommended to the full Board for approval” that the President receive a six percent salary increase retroactive to July 1. Tom Jones stated that he agreed with the recommended revision and moved to recommend approval of the October 6, 2022, Executive Committee minutes. Chair Harper seconded the motion and asked if there were other

questions or comments regarding the minutes. There being none, Chair Harper asked Mr. Wray to take a voice vote. Mr. Wray stated that roll call had been skipped so a roll call would simultaneously be done to serve both purposes. Chair Harper and Mr. Jones both responded "Here and Aye." The motion carried unanimously.

### **AGENDA ITEM 3 – APPROVAL OF KAREN LYKINS FOR VICE PRESIDENT FOR ENROLLMENT & COMMUNICATION**

Chair Harper asked President Phil Oldham to introduce the agenda item. President Oldham stated that because Board approval is needed to appoint an individual to an executive position directly reporting to the president, he was requesting approval to appoint Karen Lykins as the new Vice President for Enrollment and Communication, a restructuring of campus units. He stated that Ms. Lykins had been serving over Enrollment Management and the Office of Communication and Marketing since Dr. Brandon Johnson's departure earlier this year. Based on activities in recent years that have drawn those units into closer alignment regarding recruiting of students, he stated that it was his judgement that the university would be best served by merging these units and placing Ms. Lykins as Vice President over the new division, Enrollment and Communication. Doing so eliminated one senior level position from the cabinet, at least for the present.

Mr. Jones moved to approve Karen Lykins as Vice President for Enrollment and Communication at a starting salary of \$200,000 annually. Chair Harper seconded the motion. Secretary Wray called a roll call vote. The motion carried unanimously.

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

There was no other business.

### **AGENDA ITEM 5 – ADJOURNMENT**

There being no further business, the Executive Committee adjourned at 8:19 a.m.

Approved,

---

Lee Wray, Secretary



## **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 upon<sup>1</sup> by the President and the Board,
  - 2. Assessment of Tennessee Tech's strategic directions pertaining to its mission and vision statements,

---

<sup>1</sup> 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.

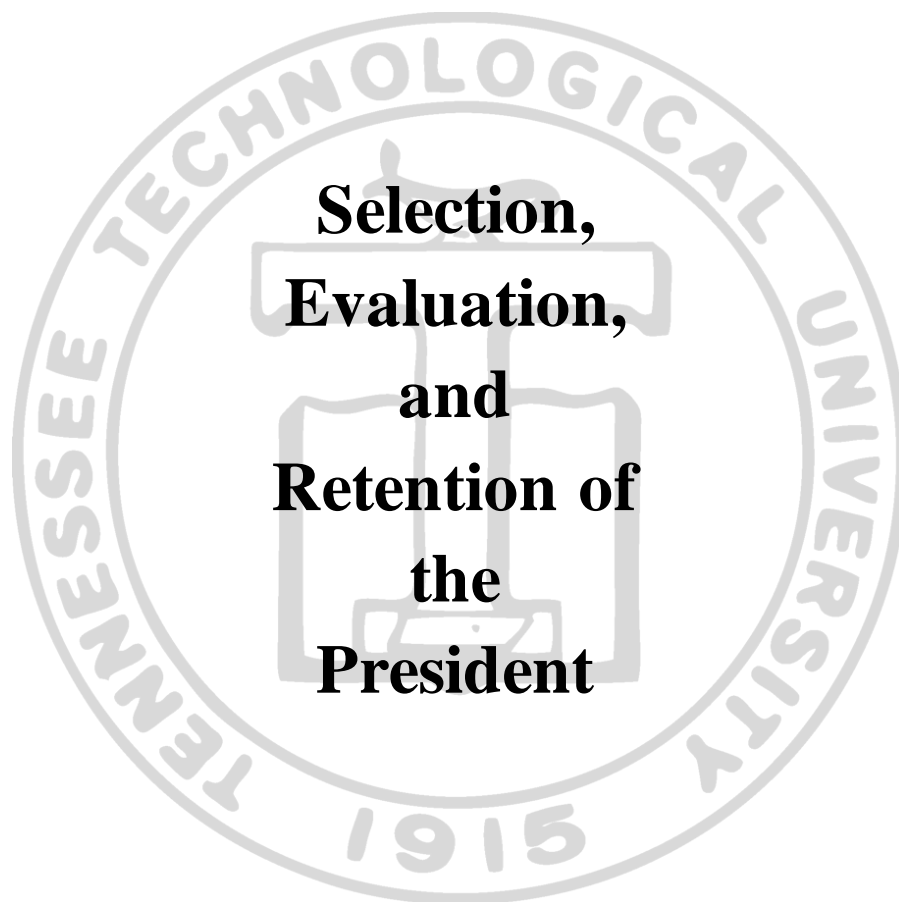
3. Assessment of the overall academic quality of Tennessee Tech, including its achievements and accomplishments,
  4. Assessment of Tennessee Tech's financial status,
  5. Identification of significant institutional challenges faced over the prior year, and a prospective statement of challenges and opportunities 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.

**Tennessee Technological University  
Policy No. 002**



Effective Date: March 23, 2017

**Policy No.:** 002

**Policy Name:** Selection, Evaluation, and Retention of the President

**I. Purpose**

The purpose of this policy is to set the general parameters for the Board's selection, evaluation, and retention of the President, including interim appointments.

**II. Review**

The Board will review this policy every four years or whenever circumstances require review, whichever is earlier.

**III. Policy**

**A. Method of Selecting a President**

1. The Board shall choose a selection process it deems appropriate in the circumstances. Any such selection process should reflect the Board's commitment to consultation with the campus and community and to the principles of diversity.
  2. Prior to beginning a search for candidates for the office, the Board shall establish the qualification criteria for the position and announce the process it will follow for selecting a president.
- B.** The Board may, to the extent allowed by law, set the terms and conditions of the president's appointment in any manner it deems appropriate, including but not limited to compensation and conditions related to retention and removal from office.
- C.** The Board shall evaluate the president's job performance on an annual basis, following procedures approved by the Board.
- D.** In the case of a vacancy in the office of the president, the Board delegates to the chair the authority to appoint an interim president. The chair shall consult with the vice chair and executive director of the Tennessee Higher Education Commission prior to making an interim appointment.

**IV. Interpretation**

The Board chair or his/her designee has the final authority to interpret the terms of this policy.

**V. Citation of Authority for Policy**

T.C.A. § 49-8-203(a)(1)(A)

**Approved by:**

Board of Trustees: March 23, 2017

Revised by Board of Trustees: August 17, 2017





## Agenda Item Summary

**Date:** March 9, 2023

**Agenda Item:** President's Performance Review for Year-End June 30, 2023

Appointment of Executive Committee Representative

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. The Chair appoints the Executive Committee Representative who will conduct the review.



## Agenda Item Summary

**Date:** March 9, 2023

**Agenda Item:** President's Performance Review for Year-End June 30, 2023

Schedule for Completion of Performance Review Process

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. The Executive Committee approves a schedule for completion of the process.



## Agenda Item Summary

**Date:** March 9, 2023

**Agenda Item:** President's Performance Review for Year-End June 30, 2023

Board Assessment Questionnaire

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. The Executive Committee approves the Board Assessment Questionnaire.



## Agenda Item Summary

**Date:** March 9, 2023

**Agenda Item:** President's Performance Review for Year-End June 30, 2023

Cabinet Assessment Questionnaire

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. The Executive Committee approves the Cabinet Assessment Questionnaire.