



EXECUTIVE COMMITTEE

September 28, 2023

Roaden University Center, Room 282

8:00 A.M.

AGENDA

- I. Call to Order
- II. Approval of Minutes of June 22, 2023
Approval of Minutes of September 18, 2023
- III. President's Performance Evaluation
- IV. President's Compensation
- V. Board Self-Evaluation
- VI. Other Business
- VII. Adjournment



EXECUTIVE COMMITTEE
June 22, 2023
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 Thursday, June 22, 2023, in Roaden University Center, Room 282. Chair Trudy Harper called the meeting to order at 8:07 a.m.

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

- Tom Jones
- Rhedona Rose
- Trudy Harper

Other board members also in attendance were Savannah Griffin, Thomas Lynn, Johnny Stites, and Barry Wilmore. A quorum was physically present. Dan Allcott joined virtually.

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 March 9, 2023, Executive Committee meeting. Chair Harper asked if there were questions or comments regarding the minutes. There being none, Mr. Jones moved to recommend approval of the March 9, 2023, Executive Committee minutes. Ms. Rose seconded the motion. The motion carried unanimously.

AGENDA ITEM 3 – NOMINATION OF CHAIR

Mr. Jones moved to send forward to the full Board, Trudy Harper as the nominee for the Board

Chair for the term of July 1, 2023 – June 30, 2025. Ms. Rose seconded the motion. Mr. Wray called a roll call vote. The motion passed unanimously.

AGENDA ITEM 4 – NOMINATION OF VICE CHAIR

Mr. Jones moved to send forward to the full Board, Rhedona Rose as the nominee for the Board Vice Chair for the term of July 1, 2023 – June 30, 2025. Chair Harper seconded the motion. Mr. Wray called a roll call vote. The motion passed 2-0, with Ms. Rose passing.

AGENDA ITEM 5 – NOMINATION OF EXECUTIVE COMMITTEE MEMBER

Mr. Jones moved to send forward to the full Board, Fred Lowery as the nominee for the additional member of the Executive Committee for the term of July 1, 2023 – June 30, 2025. Mr. Wray called a roll call vote. The motion passed unanimously.

AGENDA ITEM 6 – NOMINATION OF AUDIT COMMITTEE MEMBERS AND CHAIR

Ms. Rose moved to send forward to the full Board, Johnny Stites, Thomas Lynn and Tom Jones as nominees to be members of the Audit Committee and Johnny Stites as the nominee to Chair the Audit Committee for the term of July 1, 2023 – June 30, 2025. Ms. Harper seconded the motion. Mr. Wray called a roll call vote. The motion passed unanimously.

AGENDA ITEM 7 – ANNOUNCEMENT OF ACADEMIC & STUDENT AFFAIRS COMMITTEE MEMBERS AND CHAIR

Chair Harper stated that she was appointing Rhedona Rose, Jeannette Luna, and Barry Wilmore as members of the Academic and Student Affairs Committee for the term of July 1, 2023 – June 30, 2025. Chair Harper also stated that Ms. Rose will serve as chair for the committee.

AGENDA ITEM 8 – ADJOURNMENT

There being no further business, the Executive Committee adjourned at 8:17 a.m.

Approved,

Lee Wray, Secretary



EXECUTIVE COMMITTEE
September 18, 2023
Roaden University Center, Room 282
MINUTES

Virtual meeting via Microsoft Teams and 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 virtually on Monday, September 18, 2023, via a Microsoft Teams video call. Chair Trudy Harper called the meeting to order at 11:44 a.m.

Chair Harper asked Mr. Lee Wray, Secretary, to call the roll. The following Executive Committee members participated virtually in the video meeting:

- Fred Lowery
- Rhedona Rose
- Trudy Harper (via phone)

Each committee member confirmed that they could simultaneously hear and speak to the other committee members, that they received the meeting materials in advance and that no one else was present with them.

Other board members also participating in the video meeting were Addison Dorris, Jeannette Luna and Johnny Stites. Barry Wilmore participated via phone. Dr. John Liu, candidate for the position of Vice President for Research, President Phil Oldham, Board Secretary Lee Wray and Diane Smith also participated in the video meeting.

AGENDA ITEM 2 – APPROVAL OF APPOINTMENT OF VICE PRESIDENT FOR RESEARCH

Chair Harper stated that the President was requesting the Executive Committee approve the appointment of Dr. John Liu to the position of Vice President for Research. Chair Harper asked President Oldham to introduce the candidate. President Oldham stated that per Board policy, all direct reports to the President must be approved by the Executive Committee and approval to hire Dr. John Liu was being requested. President Oldham congratulated Dr. Carl Pinkert, interim Vice President of Research, on a job really well done. President Oldham stated that Dr. Liu has extensive experience conducting research at multiple institutions - primarily at Auburn University and more recently at Syracuse University – with over thirty years of experience.

Dr. Liu expressed that he was deeply honored and humbled for the opportunity to serve Tennessee Tech as Vice President for Research. He also stated that Tennessee Tech is poised to move from a regional research university to a national research university. He stated that he is excited to join Tennessee Tech and hoped to arrive around the first of October.

Chair Harper asked if there were any questions or comments regarding the request. Dr. Jeannette Luna stated that she was really excited to hear some of the ideas Dr. Liu had when he interviewed on campus. There being no additional comments or questions, Fred Lowery moved to recommend approval of the President's request to appoint Dr. John Liu to the position of Vice President for Research. Rhedona Rose seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM 3 – OTHER BUSINESS

There was no other business.

AGENDA ITEM 4 – ADJOURNMENT

There being no further business, the Executive Committee adjourned at 11:58 a.m.

Approved,

Lee Wray, Secretary



Agenda Item Summary

Date: September 28, 2023

Agenda Item: President's Performance Review for FY2023

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 Rose 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.

2023 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 22	Quarterly Board meeting.
June 26	President's confidential self-assessment due to EC. President's Office will provide faculty evaluations to EC.
June 26	EC sends President's confidential self-assessment to Board members and requests their confidential assessments. EC also sends assessment survey to Cabinet members.
July 14	Board and Cabinet members' confidential assessments of President due to EC.
By July 31	Executive Committee Representative ("ECR") completes a confidential summary of the assessments and confidentially shares with EC.
By August 18	ECR meets with President to discuss combined assessments.
By September 4	ECR drafts confidential evaluation based on combined assessments and meeting with President and sends confidential draft evaluation to President and Board.
By September 15	Board members may provide additional confidential written comments, which the ECR may incorporate into the final confidential written evaluation.
By September 25	ECR gives the final confidential written evaluation to President and Board.
September 28	Quarterly Board meeting



Agenda Item Summary

Date: September 28, 2023

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.



Agenda Item Summary

Date: September 28, 2023

Agenda Item: Board Self-Evaluation

- Review Action No action required

PRESENTER: Chair Harper

PURPOSE & KEY POINTS: Tennessee Tech’s accreditation body, SACSCOC, requires Tennessee Tech to have a board that “regularly evaluates its responsibilities and expectations.” SACSCOC Principle 4.2.g. As evidence of that requirement, SACSCOC recommends a board self-evaluation.

Because the Executive Committee is responsible for assessing the performance and effectiveness of the Board, the Executive Committee should initiate a board self-evaluation process. The 2019-2020 questionnaire is included for your review and/or revision.

Board Self-Evaluation 2019-2020

DRAFT

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2020

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As part of its obligation to assess the performance and effectiveness of the Board, the Executive Committee is soliciting written feedback from the Board members on the Board's operations and processes.

All responses will be submitted anonymously and are a very important step in ensuring the Board is operating as meaningfully as possible. The Executive Committee thanks you in advance for providing this feedback.

Board Self-Evaluation 2019-2020

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Q: 1

The board understands its responsibilities, including its fiduciary responsibilities.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Comments (optional)

Q: 2

The Board understands its ethical duties, including conflict of interest issues.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 3

The Board receives sufficient training and information related to its responsibilities, including its fiduciary and ethical duties.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 4

The Board's structure aids the Board in completing its work in a timely and efficient manner.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 5

The materials in the committee and board books are relevant to the the agenda and are helpful.

Board Self-Evaluation 2019-2020

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Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 6

The Board ensures the regular review of Tennessee Tech's mission statement and strategic plan.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 7

The Board keeps itself informed of Tennessee Tech's performance against predetermined plans and goals.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 8

The roles and responsibilities of the Board are clearly defined and separate from those of Tennessee Tech's employees.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 9

The Board's role in setting Tennessee Tech's policies is appropriate.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

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Required *

Comments (optional)

Q: 10

The Board delegates to the President authority to lead Tennessee Tech's employees and to carry out its mission.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 11

The Board's method for evaluating the President's performance is satisfactory.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 12

The Board fully discusses Tennessee Tech's annual budget and understands it prior to approving it.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments (optional)

Q: 13

The Board regularly reviews Tennessee Tech's fiscal health and takes any necessary actions.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

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Comments *(optional)*

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Q: 14

The Board provides visionary leadership for Tennessee Tech.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments *(optional)*

Q: 15

Board members demonstrate integrity.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments *(optional)*

Q: 16

The Board is an effective decision-making body.

Not able to assess Strongly disagree Disagree Agree Strongly Agree

Required *

Comments *(optional)*

Q: 17

Is the Board devoting its attention to Tennessee Tech's major issues?

Required *

Q: 18

Are there major issues to which the Board should devote more time?

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*Required **

Q: 19

What advice would you offer to the Board to sustain or improve its relationship with the Tennessee Tech community?

*Required **

Q: 20

What other information would you like to share regarding the Board's performance?

*Required **

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SUBMISSION PAGE

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Thank you for your participation in this questionnaire!

Select the submit option to mark your responses as final and complete your participation in this questionnaire. If you would like to review or change any of your responses, use the previous button to access prior pages.