



EXECUTIVE COMMITTEE

September 26, 2024

Roaden University Center, Room 282

8:00 A.M.

AGENDA

- I. Call to Order
- II. Approval of Minutes of March 7, 2024
- III. President's Performance Evaluation
- IV. President's Compensation
- V. Other Business
- VI. Adjournment



EXECUTIVE COMMITTEE
March 7, 2024
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 I – CALL TO ORDER

The Tennessee Tech Board of Trustees Executive Committee met on Thursday, March 7, 2024 in Roaden University Center, Room 282. Chair Trudy Harper called the meeting to order at 8:01 a.m.

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

- Rhedona Rose
- Trudy Harper
- Fred Lowery – joined electronically

A quorum was physically present. Mr. Lowery confirmed that he could simultaneously hear and speak to the Board members, that he was by himself, and that he received the Board materials in advance of the meeting.

Other board members also in attendance were Addison Dorris, Jeannette Luna, Thomas Lynn, Camron Rudd, Johnny Stites and Barry Wilmore. Tennessee Tech faculty, staff and members of the public were also in attendance.

AGENDA ITEM II – APPROVAL OF MINUTES

Chair Harper asked for approval of the minutes of the November 30, 2023 Executive Committee meeting. Chair Harper asked if there were questions or comments regarding the minutes. There being none, Ms. Rose moved to recommend approval of the November 30, 2023 Executive

Committee minutes. Mr. Lowery seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM III – INTRODUCTION OF NEW BOARD OF TRUSTEES MEMBER

Chair Harper stated that Camron Rudd was appointed by Governor Lee and confirmed by the Tennessee General Assembly to serve on Tennessee Tech’s Board of Trustees. Mr. Rudd serves as Chief Operating Officer of Hörmann North America, a family-owned entry systems manufacturer headquartered in nearby Sparta, Tennessee. He has held progressively responsible positions with the company since his start as engineering department manager in 2005.

Chair Harper stated that Mr. Rudd was a 2005 graduate of Tennessee Tech, holding degrees in both mechanical engineering and foreign languages with a concentration in German. He serves on the Board of Directors for the Cookeville-Putnam County Chamber of Commerce and was the 2021 recipient of Tech’s Outstanding Young Alumnus Award.

Chair Harper stated that she appointed him to serve on the Academic & Student Affairs Committee, along with Committee Chair Rhedona Rose, Addison Dorris, Jeannette Luna, and Barry Wilmore.

AGENDA ITEM IV – ANNOUNCEMENT OF ACADEMIC & STUDENT AFFAIRS COMMITTEE MEMBERSHIP

Chair Harper stated she previously covered the makeup of the Academic & Student Affairs Committee membership in Agenda Item III when introducing new Trustee, Camron Rudd, and would not repeat the information.

AGENDA ITEM V.A. – PRESIDENT’S PERFORMANCE REVIEW FOR YEAR-END JUNE 30, 2024 – APPOINTMENT OF EXECUTIVE COMMITTEE REPRESENTATIVE

Chair Harper state that the Executive Committee was responsible for organizing and conducting an annual performance review of the President. As part of that responsibility, the Committee needed 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 the President’s Performance Review” adopted by the Board.

Chair Harper stated that per Board bylaws, the chair can appoint an Executive Committee representative to handle this review. Historically, the Vice Chair has been appointed to serve in this role and Chair Harper appointed Vice Chair Rose to organize this year’s annual review of the President.

AGENDA ITEM V.B. – PRESIDENT’S PERFORMANCE REVIEW FOR YEAR-END JUNE 30, 2024 – SCHEDULE FOR COMPLETION OF PERFORMANCE REVIEW PROCESS

Chair Harper asked if there were questions or comments regarding the schedule. There being none, Ms. Rose moved to recommend approval of the schedule as presented for completion of the President’s performance review process. Mr. Lowery seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEMS V.C. & D. – PRESIDENT’S PERFORMANCE REVIEW FOR YEAR-END JUNE 30, 2024 – APPROVAL OF BOARD AND CABINET ASSESSMENT QUESTIONNAIRES

Chair Harper stated that the Board and Cabinet assessment questions were derived from the President’s FY24 Goals and included general questions related to leadership, alumni relations, etc. She asked if Agenda Items V.C. and V.D. could be combined for a vote and Secretary Wray confirmed that was acceptable.

Vice-Chair Rose moved to send the Board and Cabinet assessment questionnaires as presented to the Board and Cabinet, respectively, for their assessment. Mr. Lowery seconded the motion. Mr. Wray called a roll call vote. The motion carried unanimously.

AGENDA ITEM VI – OTHER BUSINESS

There was no other business.

AGENDA ITEM VII – ADJOURNMENT

There being no further business, the Executive Committee adjourned at 8:12 a.m.

Approved,

Lee Wray, Secretary



Agenda Item Summary

Date: September 26, 2024

Agenda Item: President's Performance Review for FY2024

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.



Agenda Item Summary

Date: September 26, 2024

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.