

**Tennessee State University
Board of Trustees**



**TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MEETING AGENDA**

9:30 a.m. CST
Thursday, March 12, 2020

Tennessee State University – Main Campus
McWhorter Administration Building,
President’s Conference Room
3500 John A. Merritt Blvd. Nashville, TN 37209

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 21, 2020, Executive Committee Meeting Minutes
- IV. Report on President’s Annual Performance Review
- V. Approval of Board Self-assessment Tool
- VI. Secretary’s Report
- VII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
November 21, 2019
Executive Committee
Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 12, 2020

ITEM: Approval of the November 21, 2019, Executive Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of the Executive Committee,
Board Chair Joseph Walker, III

The document reflecting the minutes from the November 21, 2019, Executive Committee meeting is included in the March 12, 2020, Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 21, 2019, Executive Committee meeting, as contained in the Board materials for the Board's March 12, 2020, meeting.

**Tennessee State University Board of Trustees
Executive Committee Meeting – November 21, 2019
Tennessee State University – Main Campus – McWherter Administration Building,
President’s Conference Room – 3500 John A. Merritt Blvd., Nashville, Tennessee**

MINUTES

Executive Board Members Present: Trustees Joseph Walker, III, Deborah Cole, Pam Martin, and Steve Corbeil.

Other Board Members Present: Trustees Mitchell, Sekmen, Simpson, Lewis, and Freeman.

University Staff Present: President Glenda Glover, and Mr. Laurence Pendleton, General Counsel and Board Secretary.

Guests Present: Lauren Collier, Tennessee Higher Education Commission.

I. CALL TO ORDER

Chair Walker called the meeting to order at 9:40 a.m. He then proceeded to the second item on the agenda.

II. ROLL CALL/DECLARATION OF A QUORUM

Chair Walker asked the Board Secretary, Mr. Laurence Pendleton, to call the roll. The following Executive Committee Trustees were noted as present: Trustees Walker, Cole, Martin, and Corbeil.

Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE SEPTEMBER 26, 2019, EXECUTIVE COMMITTEE MEETING MINUTES

Chair Walker introduced the first order of business — the approval of the September 26, 2019, Executive Committee meeting minutes. Chair Walker informed the Committee that the minutes for the Executive Committee’s September 26, 2019, meeting were included in the Board materials for the November 21, 2019, Board meeting.

Chair Walker moved to recommend to the full Board the approval of the September 26, 2019, Executive Committee meeting minutes, as contained in the Board materials for the November 21, 2019, Board meeting. Trustee Cole seconded the motion. With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

IV. UPDATE ON PRESIDENT'S ANNUAL PERFORMANCE REVIEW PROCESS

Chair Walker asked Vice Chair Cole to provide a report on the President's annual performance review process.

Vice Chair Cole provided information to the Committee on the performance evaluation procedures. She indicated that President Glover had developed her confidential written self-assessment statement, that the statement had been submitted to the board and others for the solicitation of input, and the comments would be due to her by November 28, 2019.

V. UPDATE ON BOARD SELF-ASSESSMENT PROCESS

Chair Walker asked Secretary Pendleton to provide an update on the Board self-assessment process.

Secretary Pendleton commented that under Board policy 005, the Board must conduct a self-assessment during this fiscal year. Secretary Pendleton indicated that he was working with Trustees Mitchell and Martin in developing a self-assessment tool for the board to utilize as part of the board self-assessment process.

VI. SECRETARY'S REPORT

Chair Walker asked Secretary Pendleton to provide a report to the Board. Secretary Pendleton addressed Board member terms. He indicated that Governor Lee has yet to make any announcements on board appointments or reappointments.

Secretary Pendleton noted he had met with Faculty Senate Chair Burks to follow up on the Faculty Senate Resolution calling upon the board and the institution to address the ongoing challenges presented by the tuition waiver and financing programs at TSU. Secretary Pendleton indicated that Chair Burks emphasized that the Faculty Senate only wanted to ensure that Board was aware of the faculty's interest and concern regarding students' ability to attend TSU if appropriate resources are not available to TSU students.

Secretary Pendleton also noted the Board Chair's receipt of a complaint from a parent regarding conditions on campus associated with the power outage and customer service issues. He indicated that University personnel were working to address the parent's concerns. Secretary Pendleton also indicated that President Glover attended budget hearings conducted the Governor's office.

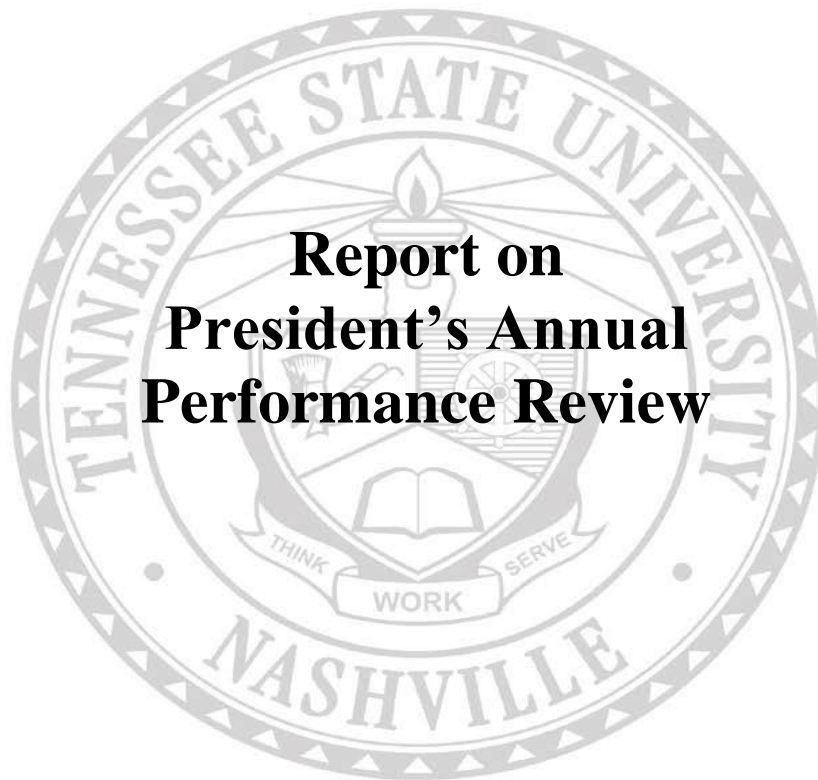
Secretary Pendleton concluded his report. Chair Walker thanked Secretary Pendleton for his report.

VII. ADJOURNMENT

Chair Walker opened the floor for any additional business. With no further business, Chair Walker moved for adjournment. Trustee Martin seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously. Chair Walker adjourned the meeting at 10:20 a.m.

**Tennessee State University
Board of Trustees**



**Report on
President's Annual
Performance Review**

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: March 12, 2020

ITEM: Report on President's Annual Performance Review

RECOMMENDED ACTION: None

PRESENTED BY: Chair of the Executive Committee,
Board Chair Joseph Walker, III

The Board Chair or his designee will provide a report on the President's Annual Performance Review.

**Tennessee State University
Board of Trustees**



**Approval of Board
Self-Assessment Tool**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 12, 2020

ITEM: Approval of Board Self-Assessment Tool

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of the Executive Committee,
Board Chair Joseph Walker, III

MOTION: To approve the Board Self-Assessment Tool, as contained in the Board materials for the Board's March 12, 2020, meeting.

Board Self-assessment Tool Background

Under Board Policy 005, the Board is required to undergo a self-assessment, on a periodic basis, to evaluate its performance, responsibilities and expectations.

Former Board Trustee, Dr. Edith Mitchell, worked with Secretary Pendleton in developing a Board self-assessment tool. The self-assessment tool below provides a questionnaire format for the Board to conduct its first self-assessment.

With the Board's approval of the self-assessment tool, the full Board will be required to fill out the form and submit it to the Board Chair or designee prior to the June 18, 2020, Board meeting. The Board Chair shall share the results of the self-assessment with the Board.

Name: _____

Date: _____

Tennessee State University Board of Trustees Board Self-Assessment Tool

INSTRUCTIONS: For each of the following evaluative statements, please indicate your assessment by using the following five point rating scale.

Board Meetings:

	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
1. I assure appropriate time is spent preparing for each Board and committee meeting, reviewing the agenda, and reading the advance materials.					
2. I actively participate at Board Meetings. When I have a perspective different than one already articulated during the Board meeting, I share the perspective.					
3. Board meetings are conducted in an effective and efficient manner to accomplish the University's needs and purposes.					
4. Board Members have adequate information upon which to base decisions and reasonably takes into consideration the recommendations of the administration.					

Board Performance and Service:

	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
5. I take regular steps to keep informed about important trends in the larger environment that might affect the organization.					
6. I participate in fundraising activities of the University through my own donations and/or identifying, cultivating, and soliciting donors.					
7. I have made monetary contributions to the University at a level consistent with my financial capacity.					
8. I clearly understand my role in setting policy, and through policy, appropriately defer executive management to the administration.					
9. I have a clear sense of my responsibilities as a Trustee.					
10. I participate on at least one standing committee or ad hoc task group.					
11. I contributed time in the past year at an occasion that served to support the school, faculty, staff, or students.					
12. The Board effectively helps promote the image of Tennessee State University.					

Conformity to Board Bylaws or Law

	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
13. I maintain confidentiality of Board deliberations.					
14. I have disclosed all actual or potentially misconstrued conflicts of interest.					
15. I do not become involved in staff or faculty disagreements, or the institution's daily affairs as an individual Trustee.					
16. Once a decision is made at the Board meeting, I actively support the decision, even though I may have voted against the decision.					
17. I understand the application of the Tennessee Open Records Act to Board meetings and Board member communications.					
18. I understand the Board's meeting obligations under the Tennessee Open Meetings Act.					
19. I believe that I am carrying out my fiduciary responsibility as a Trustee.					

**Tennessee State University
Board of Trustees**



Secretary's Report

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: March 12, 2020
ITEM: Secretary's Report
RECOMMENDED ACTION: None
PRESENTED BY: Chair of the Executive Committee,
Board Chair Joseph Walker, III

Secretary Pendleton will provide a report.