

**Tennessee State University Board of Trustees
Executive Committee Meeting. August 15, 2018
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, and Pam Martin.

Other Board Members Present: Trustees Bill Freeman (phone) and Edith Peterson Mitchell (phone).

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

I. CALL TO ORDER

Chair Walker called the meeting to order at 9:10 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 and Martin.

Secretary Pendleton announced the presence of a quorum.

III. DISCUSSION OF EXECUTIVE COMMITTEE’S PROCEDURES GOVERNING THE PRESIDENT’S ANNUAL PERFORMANCE REVIEW

Chair Walker introduced the first order of business — the discussion of the Executive Committee procedures governing the President’s annual performance review. Chair Walker noted that at the last Executive Committee meeting, the Executive Committee discussed the annual performance review procedures and a broad outline as to how the Executive Committee may want to proceed in moving forward under the procedures.

Chair Walker commented that in accordance with the annual performance review procedures, the Executive Committee asked President Glover to submit her confidential written self-assessment statement to the Executive Committee by July 31, 2018. Chair Walker noted that President Glover submitted her statement to the Executive Committee on July 31, 2018.

Chair Walker further commented that in accordance with the Annual Performance Review procedures, the next step is for the Executive Committee to confidentially share the President’s confidential statement with the Board and solicit confidential feedback from the Board on the President’s confidential statement.

Chair Walker asked Secretary Pendleton to provide additional pertinent information related to the tasks and decision-making matters under the performance review procedures.

Secretary Pendleton walked the Executive Committee through the steps in the annual performance review procedures. He commented that the Executive Committee will need to determine how it wishes to carry out its responsibilities under the procedures, with the first step developing the mechanism for soliciting feedback from the Board on the President's confidential written assessment, deciding whether to solicit information from anyone other than the board, and developing an overall timeline to complete the process.

Chair Walker thanked Secretary Pendleton for his presentation.

IV. APPROVAL OF ACTION ITEMS TO IMPLEMENT EXECUTIVE COMMITTEE PROCEDURES GOVERNING THE PRESIDENT'S ANNUAL PERFORMANCE REVIEW

Chair Walker introduced the second order of business—the approval of action items to implement the Executive Committee procedures governing the President's Annual Performance Review.

Chair Walker announced that pursuant to the authority granted to him under the annual performance review procedures, he was designating Dr. Deborah Cole, Vice Chair, to administer the annual performance review procedures on behalf of the Executive Committee.

Chair Walker indicated that Dr. Cole will be responsible for administering the procedures moving forward, including, but not limited to, submitting the President's Statement to the Board and other invitees to solicit feedback, summarizing the feedback and sharing the summary with the Executive Committee, meeting with the President to go over the President's statement and the feedback received, and preparing a confidential written assessment of the President's performance.

Chair Walker then moved for the Executive Committee, through its designated member, to submit the President's confidential written self-assessment to the Board by August 17, 2018, and for the Board members to submit written individual feedback on the President's written confidential self-assessment statement by August 27, 2018. Trustee Martin seconded the motion.

Chair Walker then reiterated the confidentiality of the annual performance review process. The Executive Committee will be soliciting the Trustees individual feedback. Pursuant to state law, annual performance evaluations, including performance evaluation related materials, are deemed to be confidential. Therefore, I am asking each Board member not to share the President's written confidential self-assessment statement or their feedback with anyone other than the Executive Committee member designated to receive the feedback, and to not solicit feedback from anyone else.

With there being no further discussion, Chair Walker called for a vote. The motion carried unanimously.

Chair Walker then moved to the solicitation of feedback from other individuals. Chair Walker commented that the Executive Committee needs to decide if there are other individuals from whom the Committee wants to solicit feedback, and if so, the specific persons to be solicited.

Chair Walker also emphasized the Executive Committee and the Trustees should keep in mind this performance review will be the first annual performance review for the President, so how the Executive Committee chooses to proceed with this first evaluation may differ from annual evaluations in the future once the Board has the opportunity to review and evaluate the President's performance under her first written self-assessment statement.

Chair Walker moved that the Executive Committee solicit feedback from the current Faculty Senate Executive Committee members, Deans Corrine Jackson, Michael Harris, and Millicent Lownes-Jackson, and the members of the President's Cabinet as part of the feedback solicitation under the Annual Performance Review procedures. Trustee Cole seconded the motion.

Chair Walker reiterated the confidentiality of the performance review process. He indicated that the Executive Committee will be soliciting feedback individually from the selected invitees with appropriate instructions to ensure the confidentiality of the process and compliance with state law.

With there being no further discussion, Chair Walker called for a vote. The motion carried unanimously.

Chair Walker next moved to a timeline for soliciting feedback from the selected invitees. Chair Walker moved for the Executive Committee, through its designated member, to submit the President's confidential written self-assessment to the selected invitees by August 17, 2018, and for the selected invitees to submit written individual feedback on the President's written confidential self-assessment statement by August 27, 2018. Trustee Cole seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

Chair Walker turned to setting a timeframe for Dr. Cole to complete the other tasks set forth in the annual performance review procedures. He noted that the Executive Committee went over these tasks earlier in the meeting and the tasks are included in the Executive Committee's annual performance review procedures, with the final task comprised of Dr. Cole providing a copy of the final confidential written assessment to the Board and the President.

Chair Walker moved that the Executive Committee set September 30, 2018, as the timeframe for Dr. Cole to complete the procedural tasks reflected in the Executive Committee procedures, with Dr. Cole possessing the authority to request an extension of the timeframe, and the Chair authorized to grant an extension. Trustee Martin seconded the motion.

With there being no discussion, Chair Walker called for a vote. The motion carried unanimously.

V. ADJOURNMENT

Chair Walker opened the floor for any additional business. After seeing none, 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 9:50 a.m.