

**MIDDLE TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**EXECUTIVE AND GOVERNANCE COMMITTEE
MINUTES**

The Executive and Governance Committee met on Tuesday, August 15, 2023.

Call to Order and Opening Remarks

Committee Chair Steve Smith welcomed those participating and called the meeting to order at 9:41 a.m.

Roll Call

Chairman Smith asked Board Secretary James Floyd to call the roll. The following Committee members were in attendance: Tom Boyd, Chris Karbowski Vanek, and Steve Smith. A quorum was declared.

Dr. Sidney A. McPhee, President; Mark Byrnes, University Provost; Alan Thomas, Vice President for Business and Finance; Joe Bales, Vice President for University Advancement; Andrew Oppmann, Vice President for Marketing and Communications; Yvette Clark, Vice President for Information Technology and Chief Information Officer; Sarah Sudak, Interim Vice President for Student Affairs and Dean of Students; Diane Snodgrass, Interim Chief Audit Executive; James Floyd, University Counsel and Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff were also present.

Approval of Minutes

The first agenda item was approval of the minutes of the March 14, 2023, meeting of the Executive and Governance Committee. A motion to approve the minutes was made by Trustee Boyd and seconded by Trustee Vanek. A voice vote was taken and the motion to approve the minutes of the March 14, 2023, meeting of the Executive and Governance Committee passed unanimously.

Discussion of 2021 Self-Evaluation Instrument, Summary Results, and Action for Improvement - Information

The Board of Trustees' Policy on Committees requires the Executive and Governance Committee to review and discuss the results of previous self-evaluations, including Board strengths, needs, and actions taken for improvement. This discussion permits the Committee to reflect on evaluation findings and assess the results of any actions taken in response to the previous evaluation and informs the Committee's review and approval of the 2023 self-evaluation instrument. Chairman Smith and Board Secretary Floyd presented a summary of the 2021 survey results and subsequent improvements steps.

Review and Approval of 2023 Self-Evaluation Instrument - Action

The Middle Tennessee State University accreditation body, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires the Board of Trustees to define and regularly evaluate its responsibilities and expectations. Standard 4.2.g. As evidence of compliance with that standard, SACSCOC recommends a regular board self-evaluation. The Executive and Governance Committee is responsible for overseeing the performance of the Board of Trustees and, as such, is charged with preparation of the Board's self-evaluation procedures and instrument.

Board Secretary Floyd presented the 2023 survey tool for the Committee's approval. He shared that it is the Committees responsibility to develop the questions and for the individual trustees to respond back via Qualtrics. Each Board member will have a will a unique access link to the survey instrument to allow for anonymous responses. The responses will be reviewed in aggregate and presented in a final report.

The Committee engaged in a discussion on the survey that included whether the goals pursued should reference the University as suggested by Trustee Boyd. This led to conversation on the survey's focus as an evaluation of the Board as opposed to the University as a whole. Vice Chair Vanek expressed that the Board's primary accountability and responsibility is strategic oversight. The discussion also concerned whether any current questions should be deleted or revised, and the addition of new questions.

A motion was made by Vice Chair Vanek and seconded by Chairman Smith to approve the 2023 self-evaluation instrument subject to amendment at the September Board meeting. A voice vote was taken, and the motion was unanimously approved.

Authorization to Administer the Board's Biennial Self-Evaluation Prior to the November 2023

Executive and Governance Committee Meeting - Action

The Executive and Governance Committee is responsible for directing the Board Secretary to administer the self-evaluation survey over a specified period, compile responses received, and report results to the Board Chair. A motion was made by Trustee Boyd to approve the authorization to conduct the Board self-evaluation prior to the November 2023 Committee meeting. The motion was seconded by Vice Chair Vanek. A voice vote was taken, and the motion was unanimously approved.

Report on Strategic Planning Process - Information

- Mary Hoffschwelle, Associate Provost for Strategic Planning and Partnerships and SACSCOC Liaison, introduced Jeff Gibson, Associate Dean for the College of Liberal Arts and Chair of the Strategic Planning Committee. Dr. Gibson acknowledged his Co-Chair, Layne Bryant, Director of Assessment and Accreditation in the University College. He then presented an overview of the process to develop the University's strategic plan for 2025-2035. He stated that SACSCOC accreditation standards require that the University engage in a planning process that includes a review of institutional goals and outcomes to ensure that they are consistent with our mission.

The 2035 integrated strategic planning process will be organized around four pillars, academic quality, student success, engagement, and innovation.

Dr. Gibson then presented a summary of the role Trustees play in strategic plan development. He noted that Trustees are responsible to provide insight and guidance to the University's strategic direction, charging the president with leading the strategic planning process. His presentation concluded with a timeline for the process including updates to the Board.

The meeting adjourned at 10:19 a.m.

Respectfully submitted,
Executive and Governance Committee

