

**Executive Committee
Agenda**

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1. Call to Order/Roll/Declaration of a Quorum (1pm)	
2. Consent Agenda <i>Chair Graham</i>	
2.1 Approve Minutes from the June 8, 2016 Meeting	1
3. Action Items	
3.1 Request to Recommend Approval to Adopt the Presidential Evaluation Process Policy to the Board (1:05pm – 15 min) <i>Chair Graham</i>	3
3.2 Request to Recommend the Board Approve the Sale of the President's Residence (1:20pm – 10 min) <i>Interim VPFA Kenton</i>	7
4. Discussion Items	
4.1 University and Foundation Agreement Update (1:30pm - 10 min) <i>AVP Ricketts</i>	
4.2 Enrollment Projections (1:40pm – 20 min) <i>Interim VPFA Kenton</i>	
4.3 Board Evaluation Process (2pm – 30 min) <i>Chair Graham</i>	
4.4 Trustee Self-Evaluation Process (2:30pm – 30 min) <i>Chair Graham</i>	
4.5 Trustee Orientation Process (3pm - 35 min) <i>Chair Graham</i>	
5. Other Business/New Business (3:35pm – 10 min) <i>Chair Graham</i>	
6. Adjournment (3:45pm)	



**Special Meeting of the
Oregon Tech Board of Trustees
Executive Committee
Telephone Conference**
Public site: Snell 217, Klamath Falls Campus
**June 8, 2016
11am-noon**

Draft Minutes

Trustees Present:

Chair Graham	Dan Peterson
Vice Chair Sliwa	Paul Stewart

Other Trustees Present:

Jill Mason

University Staff and Faculty Present:

Erin Foley, Dean of Students/VP Student Affairs
Tracy Ricketts, AVP of Development and Alumni Relations

Others Present:

Merril Keane, Legal Counsel with Miller Nash Graham and Dunn

1. Call to Order/Roll/Declaration of a Quorum

Chair Graham called the meeting to order at 11:05am. The Secretary called roll and a quorum was declared.

2. Consent Agenda

2.1 Approve Minutes from the May 5, 2016 Meeting

Trustee Peterson moved to approve the consent agenda. **Vice Chair Sliwa** seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

3. Action Items

3.1 Approve Presidential Transition Plan

Chair Graham stated that she worked with the university's legal counsel, President Maples and his legal counsel to create a plan to ensure continuity and stability during the transition to an interim president and balance the needs of the university with those of the president. The document addresses funding, relocation funds, and vacating university property amongst other details. **Chair Graham** stated **Trustee Brown** requested to amend the Transition Plan to read that the Human Resources Department would be the contact for reference calls after Trustee Brown serves his term(s). **Chair Graham** clarified that President Maples requested that reference calls to the board would go to Trustee Brown rather than the Chair of the Board.

Vice-Chair Sliwa moved to approve the **Presidential Transition Plan with the amendment stating the University Human Resources Department would receive reference calls after Trustee Brown served his term(s) on the Board.** **Trustee Peterson** seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

Chair Graham will follow up with legal counsel to finalize the document.

4. Discussion Items

4.1 June 29, 2016 Agenda Items

Chair Graham walked through the proposed agenda items for the June 29 Executive Committee meeting: proposal to adopt the Presidential Evaluation Policy; update on the Agreement between the University and the Foundation; and discussions regarding new trustee orientation, board evaluation process, and trustee self-evaluation process. **Vice Chair Sliwa suggested Dr. Kenton address current and next year's enrollment projections.** Trustee Mason joined the call at 11:20am.

Trustee Peterson would like to have an overview of all personnel categories and the amount of funding attributed to each to increase the awareness of the Trustees; suggestion to have a presentation from Human Resources. **Chair Graham** stated staff and faculty activities (who does what) could be addressed by Dr. Kenton in the University report to the full board.

Discussion regarding Strategic Retreat: **Consensus to wait until the new President is identified to hold a retreat and to hold a Board meeting via teleconference in September during convocation.**

Board Secretary Fox will notify full Board of decision to postpone the retreat and schedule a teleconference in September to meet the quarterly meeting requirement.

5. Other Business/New Business

Board Secretary Fox explained the history of submitting the university's mission to the Higher Education Coordinating Commission for review. The HECC requested a modification of the Mission to change "Oregon's citizens" to "Oregonians." **Vice Chair Sliwa** believes it is a valid correction as there is no citizenship for the state of Oregon.

Trustee Stewart moved to act as the Board of Trustees and approve Amended Resolution 15-5 changing "Oregon's citizens" to "Oregonians." Vice Chair Sliwa seconded the motion. With all Trustees present voting aye, the motion passed unanimously.

Board Secretary Fox will notify the remaining Trustees of the action.

Vice Chair Sliwa suggested adding a section to the Board's agenda outlining all Executive Committee actions; this would allow the board to advise the Executive Committee if the board feels the committee is overstepping its bounds. **Chair Graham will work with Board Secretary to incorporate a section identifying Executive Committee actions into the full board agenda.**

6. Adjournment

Meeting adjourned at 11:34am.

Respectfully submitted,



Sandra Fox
Board Secretary

ACTION
Agenda Item No. 3.1
Recommendation to the Board to Adopt a Presidential
Evaluation Process Policy

Background

The Board of Trustees is charged with the supervision of the President according to Oregon law. The Board has a fundamental responsibility to establish annual goals in collaboration with the President and to evaluate the achievement of goals and the leadership of the President annually.

In February 2016 the Board commissioned an open, inclusive and transparent process to gather stakeholders' perspectives about presidential leadership and the process of presidential evaluation. The Board gained valuable perspectives from the process of gathering stakeholders' perspectives and considered established best practices in higher education for annual and comprehensive presidential performance reviews in developing policy and processes for presidential evaluation.

Recommendation

Staff recommend the Executive Committee discuss the draft Presidential Evaluation Process Policy and recommend the Board adopt the Policy.

Attachment

Draft Policy

DRAFT
Board Policy on Presidential Evaluation Process
Board of Trustees of Oregon Institute of Technology

1.0 Purpose

It is the policy of the Board of Trustees of Oregon Institute of Technology to conduct an annual evaluation of the performance of the President. In addition, the Board will conduct comprehensive performance reviews at intervals to be determined by the Board.

2.0 Background

The Board of Trustees is charged with the supervision of the President according to Oregon law (ORS 352.096). The Board has a fundamental responsibility to establish annual goals in collaboration with the President and to evaluate the achievement of goals and the leadership of the President annually.

In February 2016 the Board commissioned an open, inclusive and transparent process to gather stakeholders' perspectives about presidential leadership and the process of presidential evaluation. The Board gained valuable perspectives from the process of gathering stakeholders' perspectives and considered established best practices in higher education for annual and comprehensive presidential performance reviews in developing policy and processes for presidential evaluation.

3.0 Principles and Values

The Board embraces the following principles and values in fulfilling its responsibilities to support and evaluate the President:

- a. Feedback about performance provides an opportunity to identify strengths and areas for future professional development;
- b. Evaluation of the President is an integral part of continuous dialogue between the Board and the President about the strategic directions of the institution and role of the President;
- c. The Board intends to accomplish its evaluative goals through both Annual and Comprehensive Evaluation processes with the President;
- d. The Annual and Comprehensive Evaluation processes provide an opportunity to gain additional information to monitor the institution's progress in meeting strategic goals and assess the overall health of the institution;
- e. An Annual Evaluation will be conducted every year and a Comprehensive Evaluation will be conducted periodically with the timing being at the sole discretion of the Board (usually every 4-5 years);
- f. The Annual and Comprehensive Evaluation processes should be formal, written processes to assure the Board is meeting its accountability responsibility.

- g. Agreed-upon annual goals form the basis for the Annual Evaluation and the process provides an opportunity to re-set goals and establish new goals for the following year;
- h. Criteria for the Annual and Comprehensive Evaluation, agreed upon by the President and Board leadership upon hiring and at each evaluation, should reflect the dimensions of leadership that the Board and the President believe are most important to advance the mission;
- i. The President's self-assessment is an integral part of the Annual and Comprehensive Evaluation process;
- j. Establishing a policy for presidential performance evaluation does not imply that informal, on-going evaluations cannot or should not occur between the Board and the President; and
- k. The evaluation process will be confidential to the extent provided by Oregon law.

4.0 Evaluation Process and Timeline

4.1 Annual Evaluation

The annual review will be based on the President's Self-Assessment Report and will be conducted by the Board Chair and Vice Chair. The Board Chair and Vice Chair may invite comments from stakeholders. The Board Chair and Vice Chair will meet with the President to discuss the self-assessment and proposed goals for the following year.

The President is required to submit a Self-Assessment Report to the Board Chair and Vice-Chair by August 1st of each year or a mutually agreed upon date. The Annual Evaluation will be based on a Self-Assessment Report prepared by the President which includes:

- a. Progress on meeting goals established for the year, including relevant data where appropriate;
- b. Assessment of the strategic directions as described in the university's strategic plan;
- c. Assessment of the financial status of the university;
- d. Assessment of the opportunities and challenges facing the university;
- e. Commitment to shared governance (per Resolution 15-2);
- f. Identification of any professional development activities that the President wishes to pursue;
- g. Goals that the President proposes for the next year with descriptions of alignment with overall strategic directions where appropriate; and
- h. Other information requested by the Board Chair and Vice Chair.

The Board Chair and Vice Chair will review the Self-Assessment Report and complete their review by September 1st or within 30 days of the agreed upon date of each year and will present a report for discussion and evaluation to the full Board at the first regularly scheduled meeting of the Board following completion of their review. It is the responsibility of the full Board to draw conclusions about the report, develop feedback for the President, and approve the goals for the following year.

Following the Board meeting, the President will receive a written report documenting the evaluation and the agreed-upon goals for at least the next year.

4.2 Comprehensive Evaluation

The Comprehensive Evaluation will be conducted periodically (usually every 4-5 years), with the specific timing to be determined by the Board Chair in consultation with the full Board. The Comprehensive Evaluation process will be overseen by a small group of Board members appointed by the Board Chair (a Board oversight committee) and a qualified consultant, if desired by the Board Chair.

The Comprehensive Evaluation builds on the process of Annual Evaluation. In a year in which, the Board conducts a Comprehensive Evaluation, it will replace the Annual Evaluation.

The specific details for a Comprehensive Evaluation should be determined by the consultant and the Board oversight committee. The Comprehensive Evaluation process may involve contracting with an independent consultant who reviews prior annual evaluations, reviews key documents and data about the university and its strategic directions and achievements, and interviews key stakeholders. Typical stakeholders interviewed may include all Board members, direct reports to the President, members of the faculty, members of classified and unclassified staff, student representatives, and selected other constituents such as community and government leaders, alumni, and major donors. The process usually begins in February or March but may begin at another mutually agreed upon date, and is completed in May or June or within 3 months of the mutually agreed upon date when the consultant provides a report to the full Board.

The Comprehensive Evaluation process is based on a Self-Assessment Report prepared by the President which includes information similar to the Annual Self-Assessment Report, but encompasses a longer span of years. Specific content should be determined by the President, the Board oversight committee and the consultant. In addition to progress on strategic goals, the process should address multiple dimensions of the President's role such as vision and strategic leadership, communication abilities, management skills, and other aspects of leadership as specified by the Board.

5.0 Confidentiality

The provisions of Oregon law regarding confidentiality of personnel records will be followed for presidential evaluations.

ACTION

Agenda Item No. 3.2

Recommendation to the Board to Approve the Sale of the President's Residence

Background

For years, Oregon Tech has provided a modest house in Klamath Falls for the president's use. The house is located at 909 Loma Linda Drive, Klamath Falls, Oregon. Today, many universities are moving to providing a housing allowance to a new president in lieu of providing a house as this may be more practical and actually save the university money from reduced maintenance and other costs of providing this type of employee perquisite. In addition, it will be beneficial to a president to be able to purchase a house of their choosing thereby taking advantage of both the tax shelter and increased equity such an investment could provide.

Dr. Maples will be moving out of the president's house by July 15, 2016 in accordance with his separation agreement. After he leaves, staff will need to engage a realtor to evaluate the home for repairs or minor improvements that could increase its sales potential and price. The best time to do this would be during the summer when the weather is good and the real estate market is at its peak.

Recommendation

Staff recommend that the Executive Committee recommend the Board approve the sale of the president's house located at 909 Loma Linda Drive in Klamath Falls after Dr. Maples moves out on July 15, 2016. The Board further approves the engagement of a licensed realtor to assist with the sale and authorizes staff to spend up to \$15,000 to make minor repairs and improvements to the house as recommended by the realtor to obtain a quick sale at a maximum price. It is understood that proceeds from the sale of this house along with the funding previously committed to maintaining the president's house would be used to fund the on-going expenses of paying for the new president's housing allowance.