



Middle Tennessee State University Board of Trustees

Executive and Governance Committee

Tuesday, August 15, 2023

Miller Education Center
2nd Floor Meeting Room
503 E. Bell Street
Murfreesboro, Tennessee 37130



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

August 15, 2023

AGENDA

Call to Order and Opening Remarks

Roll Call

Approval of Minutes (Action) Tab 1

Discussion of 2021 Self-Evaluation Instrument, Summary Results,
and Action for Improvement (Information) Tab 2

Review and Approval of 2023 Self-Evaluation Instrument (Action) Tab 3

Authorization to Administer the Board’s Biennial Self-Evaluation Prior
to the November 2023 E&G Committee Meeting (Action) Tab 4

Report on Strategic Planning Process (Information) Tab 5

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

Action Item

DATE: August 15, 2023

SUBJECT: **Approval of Minutes**

PRESENTER: Stephen B. Smith
Chairman, Board of Trustees

BACKGROUND INFORMATION:

The Executive and Governance Committee met on March 14, 2023. Minutes from that meeting are provided for review and approval.

**MIDDLE TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES**

**EXECUTIVE AND GOVERNANCE COMMITTEE
MINUTES**

The Executive and Governance Committee met on Tuesday, March 14, 2023.

Call to Order and Opening Remarks

Committee Chair Steve Smith welcomed those participating and called the meeting to order at 12:10 p.m.

Roll Call

Chairman Smith asked Board Secretary James Floyd to call the roll.

The following Committee members were in attendance: Tom Boyd and Steve Smith. Trustee Chris Karbowskiak participated in the meeting electronically. Per T.C.A. 8-44-108(c)(3), Trustee Karbowskiak was asked and responded in the affirmative that she could hear clearly and confirmed there was no one else in the room with her. A quorum was declared. Also present were Trustees J.B. Baker, Rick Cottle, Pete Delay, Pam Wright, and Drew Carpenter.

Dr. Sidney A. McPhee, President; 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, Interim Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Success; Diane Snodgrass, Interim Chief Audit Executive; Chris Massaro, Director of Athletics; 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 November 15, 2022, meeting of the Executive and Governance Committee. A motion to approve the minutes was made by Trustee Boyd

and seconded by Trustee Karbowski. A roll call vote was taken and the motion to approve the minutes of the November 15, 2022, meeting of the Executive and Governance Committee passed unanimously.

Institutional Mission and Mission Profile - Action

T.C.A. §49-8-101(d) requires the institution to annually submit its institutional mission statement to THEC for review and approval. On February 17, 2023, the University Planning Committee approved proposed revisions to the University's mission statement and mission profile. Textual changes were proposed for accuracy and clarity.

Trustee Boyd inquired about whether the mission statement reflects our ability to have effective "ready to work" programs. Associate Provost Mary Hoffschwelle commented on how the mission statement addresses outcomes and President McPhee advised that future strategic plan development conversations will include graduate readiness analysis.

Trustee Karbowski requested clarification on how the university defines a transfer student and offered an editorial change by inserting the phrase "in addition" to the Mission Profile.

A motion to approve the Institutional Mission Statement and Mission Profile as revised was made by Trustee Boyd and seconded by Trustee Karbowski. A roll call vote was taken, and the motion passed unanimously.

President's Evaluation - Information

The Board of Trustees Policy – Selection, Evaluation and Retention of the President provides that the Board will annually evaluate the president. Chairman Smith stated that after receiving President McPhee's self-assessment statement, he shared it with his fellow trustees soliciting comments.

Subsequently, Chairman Smith met with President McPhee to discuss the self-assessment, Board comments, and future goals. Chairman Smith summarized that President McPhee has done a great job and provided some examples. He concluded by noting that he presented an evaluation report.

Sorority / Fraternity Life – Information

Chairman Smith shared that he asked Drew Carpenter to speak on Greek life best practices at the next Academic Affairs, Student Life & Athletics committee meeting.

The meeting adjourned at 12:24 p.m.

Respectfully submitted,

Executive and Governance Committee

DRAFT



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

Information Item

DATE: August 15, 2023

SUBJECT: **Discussion of 2021 Self-Evaluation Instrument,
Summary Results, and Action for Improvement**

PRESENTER: James Floyd, Board Secretary

BACKGROUND INFORMATION:

The Middle Tennessee State University accreditation body, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires a governing board to define and regularly evaluate its responsibilities and expectations. Standard 4.2.g. The Executive and Governance Committee is responsible for overseeing the performance of the Board of Trustees and, as such, is charged with initiating and reviewing the self-evaluation process, which includes review of the previous results and assessment of the actions items taken for improvement.



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

Action Item

DATE: August 15, 2023

SUBJECT: **Review and Approval of
2023 Self-Evaluation Instrument**

PRESENTER: James Floyd, Board Secretary

BACKGROUND INFORMATION:

The Middle Tennessee State University accreditation body, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires a governing board 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 instrument.

Middle Tennessee State University Board of Trustees Self-Assessment

Part I.

Please indicate your response to the following questions by marking the appropriate box. Space is provided at the end of the survey for comments.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Prior to their first Board meeting, Board members received adequate information to understand MTSU’s mission and structure.					
Board members understand their roles and responsibilities as members of a governing board.					
The Board understands its role in setting policy and by its actions demonstrates that it appropriately defers to the administration the responsibility to administer and implement policy.					
The Board Bylaws and Board policies make clear the duties of the Board.					
Board members understand and adhere to a code of ethics and avoid any perception of potential conflicts of interest.					
Board committees have clear and appropriate responsibilities.					
The committee structure is working well.					
Meeting agendas and materials are sent in sufficient time prior to meetings.					
Board members adequately study issues, agendas and materials prior to Board meetings					
The Board conducts its meeting in compliance with Tennessee Open Meetings Act.					
Board meetings are conducted in an orderly, efficient manner.					

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Board members engage in open communication and productive engagement during meetings.					
Decisions are made on the basis of study of all available background data and consideration of the recommendations of the administration.					
The Board demonstrates a concern for the success of all students.					
The Board is knowledgeable about the educational programs and services offered at MTSU.					
The Board understands the fiscal condition of the institution and the budget process.					
The Board is appropriately involved in, and understands, the budget process.					
The Board actively supports the institution's foundation and fundraising efforts.					
The Board helps promote the image of MTSU in the community.					
The Board understands the importance of regional and program accreditation					
The Board has open and effective communications with the president.					
The Board and the president have a positive, cooperative relationship.					



Middle Tennessee State University

Board of Trustees

Executive and Governance Committee

Action Item

DATE: August 15, 2023

SUBJECT: **Authorization to Administer the Board's Biennial
Self-Evaluation Prior to the November 2023
Executive and Governance Committee Meeting**

PRESENTER: James Floyd, Board Secretary

BACKGROUND INFORMATION:

The Executive and Governance Committee is charged with implementation of the regular cycle of Board self-evaluation. The Committee will direct the Board Secretary to administer the self-evaluation survey over a specified period, compile responses received, and report results to the Board Chair.

In August 2021, the Executive and Governance Committee established a recurring schedule for the administration of an evaluation of the Board's responsibilities and expectations in compliance with SACSCOC Standard 4.2.g Board Self-evaluation.



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

Information Item

DATE: August 15, 2023

SUBJECT: [Report on Strategic Planning Process](#)

PRESENTER: Jeff Gibson, Associate Dean,
College of Liberal Arts
Strategic Planning Committee Chair

BACKGROUND INFORMATION:

The Bylaws of the Board of Trustees provide that the Board is responsible for providing insight and guidance to the University's strategic direction and to approve the strategic plan. The University's accreditation body, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires it to engage in ongoing, comprehensive, and integrated research-based planning and evaluation. Standard 7.1.

This is an overview of the process to develop the University's strategic plan for 2025-2035. It includes a discussion of purpose and timeline with a summary of the role of Trustees in plan development.