



**Middle Tennessee State University
Board of Trustees
Executive and Governance Committee**

Tuesday, March 17, 2020
11:00 a.m.

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



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

March 17, 2020
11:00 a.m.

AGENDA

Call to Order and Opening Remarks

Roll Call

Approval of Minutes (Action) Tab 1

Institutional Mission / Mission Profile (Action) Tab 2

President's Evaluation and Compensation (Action) Tab 3

Board of Trustees Policy - Trustee Emeritus (Action) Tab 4

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

Action Item

DATE: March 17, 2020

SUBJECT: **Approval of Minutes**

PRESENTER: Stephen B. Smith
Chairman, Board of Trustees

BACKGROUND INFORMATION:

The Executive and Governance Committee met on September 18, 2019.
Minutes from those meetings 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 Wednesday, September 18, 2019, in the Miller Education Center Meeting Room at Middle Tennessee State University.

Call to Order and Opening Remarks

Committee Chair Steve Smith welcomed those present and called the meeting to order at 11:00 a.m.

Roll Call

The following Committee members were in attendance: Steve Smith and Darrell Freeman. Christine Karbowski was not able to attend the meeting. A quorum was declared.

Also present were Trustees J.B. Baker, Tom Boyd, Pete DeLay, Joey Jacobs, Mary Martin, Pam Wright and Samantha Eisenberg. President Sidney A. McPhee; Alan Thomas, Vice President for Business and Finance; Mark Byrnes, University Provost; Joe Bales, Vice President for University Advancement; Andrew Oppmann, Vice President for Marketing and Communications; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Success; Brenda Burkhart, Chief Audit Executive; Heidi Zimmerman, University Counsel and Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff were also in attendance.

Approval of Minutes

The first agenda item was approval of the minutes of the March 18, 2019 meeting of the Executive and Governance Committee. A motion was made by Trustee Freeman to approve the minutes; the motion was seconded by Chairman Smith. The motion to approve the minutes of the March 18, 2019 meeting of the Executive and Governance Committee passed.

Board Self-Evaluation Survey Results

The remaining agenda item concerned results of the Board Self-Evaluation which had been provided to Board members. Chairman Smith asked if there were any questions or comments, and asked that the minutes reflect that the results had been reviewed.

Trustee Martin noted that the survey results indicated to her that everyone was pretty satisfied with what they were doing but they would like more information, specifically as concerns accreditation, and programs and services. Dr. McPhee responded that information will continue to be provided to the trustees. He stated that at each Board meeting, an academic unit will make a presentation. Dr. McPhee recalled that in the past there had been a reception with the Board members and the faculty senate that resulted in very positive feedback. He suggested that perhaps more of these opportunities should be scheduled.

Dr. McPhee then stated that setting goals and strategic planning are areas the Board may want to discuss. He proposed discussing what items of information trustees need to prepare themselves for their roles on the Board. He also mentioned that the Strategic Plan/Academic Master Plan, provided several months prior, contained three (3) broad goals: quality, student-centered learning and partnership. He suggested the trustees may have observations to discuss about areas on which they want more emphasis placed.

Trustee Martin stated that she would appreciate any information that would help her understand the role of the university in the larger community, how external factors impact the university, and that this would help her in making decisions for the direction of the institution. She mentioned as an example that there was good objective information provided in The Princeton Review article as concerns MTSU. Trustee Freeman suggested a dashboard with vital statistics and comparative data about how MTSU lines up with other institutions would be helpful. Dr. McPhee reminded the trustees that last year he sent them a very comprehensive overview of institutional metrics and a dashboard that breaks out graduation rates, along with information about enrollment, funding, degrees conferred, graduation rates and several other areas. Further, there is a specific webpage with a dashboard available to them. He had also asked the trustees to submit any suggestions for

items to add to the dashboard. Trustee Freeman suggested as part of the Board meeting materials that data about student performance be included. Chairman Smith suggested each committee review their available data and determine if there are items to add or delete. Dr. McPhee stated that he would have the information that was sent last year updated and provided to the trustees. He reiterated that they should respond with any suggestions for other metrics they would like to see. He would also see that the existing dashboard has current information.

Dr. McPhee asked Mr. Petryshak to address the Committee as the ITD office manages the dashboard. Mr. Petryshak reiterated that there is a link on the Board webpage to an interactive dashboard that contains metrics, based on the funding formula, broken down both university-wide and by college. Information on development and fundraising is also there. Mr. Petryshak explained that much of the comparative information is based on IPEDS data which is always a year or two behind. He further stated that although the page already contains a large volume of information, it would be very easy to include additional information the trustees might request. Trustee Baker requested that along with all the analytical data, they also be provided information about what the other LGIs are doing. Trustee Martin made the point that the metrics should be used to set a trajectory for institutional goals. Trustee Freeman stated that decisions about resource allocation could also be made based on review of this data.

Mr. Oppmann reminded the Board that information is provided to them in a variety of ways to keep them informed. He mentioned the e-Record that comes out on Wednesdays, executive news summaries, mtsunews.com which is updated at least three (3) times each day, and social media accounts on Twitter, Facebook, and Instagram. Trustee Freeman praised Mr. Oppmann for his diligence in issuing news releases.

Trustee Boyd stated that in his business experience, SWOT (strengths, weaknesses, opportunities, threats) analyses are issued. He asked if similar analyses have been done regarding the institution. Dr. McPhee responded that this is part of the Strategic Plan and Academic Master Plan work required by THEC. A university committee is put together and this committee does a SWOP analysis in connection with either drafting or updating the Master Plan. He offered to provide this information. He further stated that it was on the

basis of this analysis that the method used to recruit students had been modified. Trustee DeLay stated that the goal should be, not just to graduate students, but to graduate students with jobs so that they can make a living. He said that people are not willing to invest in a degree if they cannot see a result for the investment.

Trustee Martin suggested that the Board sponsor events to reach out to companies in the community so that they are aware of what MTSU has to offer. Dr. McPhee responded that he will direct Mr. Bales to prepare a report about engagement and involvement with corporations in the middle Tennessee area. He also said that a position was created several years ago, as a result of strategic planning, that has the responsibility for making these kinds of connections with the business community. Chairman Smith suggested that trustees with connections to specific businesses could be helpful in forming relationships. Trustee Freeman stated that Dr. McPhee is doing a good job of ensuring that MTSU produces what companies need and gave the recent Amazon move to middle Tennessee as an example of where MTSU was promoted as a resource for producing a trained workforce.

Dr. McPhee then asked Gen. Huber to share how he engages the corporate community. Gen. Huber stated that he frequently speaks to corporations and offers assistance to their employee veteran support groups. In addition to offering this assistance, he raises the issue of their employees' degree completion and highlights the Charlie and Hazel Daniel Veteran and Military Families Center. Dr. McPhee then stated that there will be a trip to Delta Worldwide in Atlanta to discuss partnering with them to develop an online certificate program for their employees. Dr. McPhee asked Mr. Bales to prepare a presentation and a one-page report concerning initiatives like Bridgestone in order to inform the Board about this outreach. He also requested a list of companies with which MTSU does not have a relationship to see if any Board member could help them connect.

The meeting adjourned at 11:42 a.m.

Respectfully submitted,

Executive and Governance Committee



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

Action Item

DATE: March 17, 2020

SUBJECT: **Institutional Mission Statement/
Mission Profile**

PRESENTER: Mary Hoffschwelle,
Associate Provost

BACKGROUND INFORMATION:

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 21, 2020, the University Planning Committee reviewed the mission statement and mission profile. It approved corrections to the description of the University's programs to keep the mission profile current and a revised vision statement. These items were then reviewed and approved by the President. Once approved by the Board at its April meeting, the mission statement and mission profile will be provided to THEC to fulfill this statutory requirement.

Statement of Mission

Middle Tennessee State University, a comprehensive, innovative institution, attracts students to distinctive bachelor's, master's, specialist, and doctoral programs that prepare graduates to thrive in their chosen professions and a changing global society. Students and faculty generate, preserve, and disseminate knowledge and collaboratively promote excellence through teaching and learning, research, creative activity, and public engagement.

Approved [April 3, 2019](#)[date], by the MTSU Board of Trustees.

Vision

~~Middle Tennessee State University is a vibrant hub for educating students who are accomplished, civically engaged and globally responsible; an engine for research, innovation, and entrepreneurship; and a nexus of cultural, social, and artistic expression.~~

Faculty, staff, and students of Middle Tennessee State University will work together as a community of scholars to create and share knowledge. Our efforts will result in the highest quality education and student experience in the state, preparing citizens who thrive as professionals and engage with and contribute to their communities. THEC Institutional Mission Profile.

Middle Tennessee State University is a selective, comprehensive institution located in the geographic center of the State. The University embraces its role as the destination of choice for Tennessee undergraduates while its distinctive programs draw students from across the nation and around the world. Through innovative undergraduate and graduate programs, MTSU attracts a diverse, largely full-time student population with a broad range of academic preparedness. The University is committed to using advanced research-based practices to help students recognize their academic promise and achieve success: it confers approximately 5,000 degrees annually. Dedicated faculty prepare students for lifelong learning that adapts to and shapes a rapidly changing world through an understanding of culture and history, scholarship, and creative undertakings. MTSU's signature Honors College, ~~and~~ experiential and integrative learning, and cross-disciplinary programs deliver a value-added ~~undergraduate~~ education rich in research, service learning, and civic engagement. Graduate offerings foster the pursuit of scholarly research, creative endeavors, and professional advancement through programs spanning the arts and humanities, education, business, STEM, the social, behavioral, and health sciences, and media and entertainment. MTSU houses centers of excellence in historic preservation and popular music and notable chairs of excellence. MTSU holds the Doctoral Moderate Research and Community Engagement Carnegie Classifications.

[Approved \[date\] by the MTSU Board of Trustees](#)

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Approved [date] by the MTSU Board of Trustees



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

Action Item

DATE: March 17, 2020

SUBJECT: **President's Evaluation and Compensation**

PRESENTER: Stephen B. Smith
Chairman, Board of Trustees

BACKGROUND INFORMATION:

The Board of Trustees has the responsibility to assess the performance of the chief executive of the University, the president. The Board sets the terms and conditions of the president's appointment to include compensation.

Pursuant to Board of Trustees Policy Selection, Evaluation, and Retention of the President, the Executive and Governance Committee is responsible for coordinating the process of evaluating the president. One purpose of the evaluation is to inform Board decisions on compensation and other terms of employment for the president.

An evaluation of the president has been performed and the Committee will consider a recommendation to the Board concerning his compensation.



**Middle Tennessee State University
Board of Trustees**

Executive and Governance Committee

Action Item

DATE: March 17, 2020

SUBJECT: **Board of Trustees Policy –
Trustee Emeritus**

PRESENTER: Heidi Zimmerman,
University Counsel

BACKGROUND INFORMATION:

A new Board of Trustees policy is presented for review and comment. The Trustee Emeritus policy concerns an honorary status for Board trustees who have provided the University with outstanding service and commitment. The policy specifies requirements and criteria, along with the process of nomination for this status.

Middle Tennessee State University

Board of Trustees Policy

Trustee Emeritus

Section 1. Purpose

This policy is to honor outstanding individuals for their commitment to the University, its mission and its goals, and to express appreciation to them for their long-standing dedication and exemplary service.

Section 2. Designation

Individuals who have previously served the University as Trustee and who have served the University with distinction may be elected as Trustee Emeritus.

Section 3. Criteria and Nomination

Trustee Emeritus is a status that is granted to individuals who have demonstrated significant dedication to the University. All individuals are eligible for nomination provided that they meet the stated distinguished and meritorious service requirements for Trustee Emeritus status as set forth below.

Section 4. Requirements

4.1 Six (6) or more years of service on the Board of Trustees, including consistent attendance, active participation, and sustained financial support or service to the University, the local community, or the global community with distinction.

4.2 Retired from active Board service for at least one (1) year.

4.3 Established record of exemplary commitment to the University through personal leadership, responsibility, and fund-raising and exceptional dedication and commitment to the mission of the University.

4.4 All nominations must be accompanied by a letter of recommendation and submitted to the Executive and Governance Committee of the Board. The Executive and Governance Committee will review each candidate's qualifications and present recommended candidates to the full Board for a vote. Any candidate receiving at least two-thirds (2/3) vote in favor by the trustees present and entitled to vote will be awarded Trustee Emeritus status.

Section 5. Privileges and Responsibilities

Emeriti Trustees will be invited to participate in the life of the University, attend sessions of Board meetings and march at commencement.

Emeriti Trustees may, on occasion, be invited by the President of the University or the Chair of the Board to attend or participate in other activities or special events.

Emeriti Trustees shall not have the privilege of voting or holding office. Emeriti Trustees shall not be counted in determining the number of trustees required to constitute a quorum at the meetings of the Board.