

## Executive Committee Agenda

- |   | <u>Page</u> |
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| 1. <b>Call to Order/Roll/Declaration of a Quorum</b> (10:00 am) <i>Chair Gomez</i>                          |             |
| 2. <b>Consent Agenda</b> - Minutes of the April 7, 2022 meeting to be submitted at the June 2, 2022 meeting |             |
| 3. <b>Action Items - None</b>   |             |
| 4. <b>Discussion Items</b>  |             |
| 4.1 Comprehensive Presidential Evaluation Interviews & Surveys (10:00 am)<br>(20 min) <i>Chair Gomez</i>    | 1           |
| 5. <b>Other Business/New Business - None</b>  |             |
| 6. <b>Adjournment</b> (10:20 am)  |             |

# **DISCUSSION**

## **Agenda Item 4.1**

### **Comprehensive Presidential Evaluation: Recommendations for Interviews and Surveys**

#### **Background**

As discussed at the last Board meeting, the Board is initiating a comprehensive evaluation of President, as part of its fiduciary and strategic responsibility. To help with that process, we have engaged the services of Casagrande Consulting LLC and their Director of Board Effectiveness (Dr. Robert Myers) to assist Oregon Tech in the assessment and in identifying our leadership preparedness going forward. As part of Oregon Tech's commitment to shared governance and transparency, this comprehensive assessment process will include key stakeholders both within and outside of OIT to provide a rich and nuanced set of perspectives.

Per University and Board Policy, Board Chair Jessica Gomez designated the Executive Committee to act as the Board oversight committee for the purposes of the comprehensive evaluation. Policy provides:

“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.”

#### **Recommendation**

Provide consensus recommendations to Dr. Myers regarding 20 stakeholders to be interviewed, and offer preliminary thoughts on stakeholders to be surveyed.

#### **Attachments**

- A. Draft Lists of Stakeholders to be Interviewed and Surveyed
- B. Board Policy on Presidential Evaluation Process

## Agenda Item 4.1, Attachment A

The consulting scope of work provides for up to 20 interviews, and a larger number of surveys.

### INTERVIEWS:

Consultant requests the Committee identify individuals to be interviewed consistent with policy, which may include 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.

#### Board Leadership:

1. Jessica Gomez, Chair of the Board of Trustees
2. Vince Jones, Vice Chair of the Board of Trustees, Chair of F&F Committee
3. Dr. Jeremy Brown, Chair of Academic Excellence & Student Success Committee

#### Direct Reports:

4. Dr. Joanna Mott, VP Academic Affairs and Provost
5. Dr. John Harman, VPFA
6. Dr. Erin Foley, VP & Dean of Students
7. Dr. Ken Fincher, VP Institutional Advancement
8. Adria Paschal, Executive Assistant to the President
9. Dr. Jennifer Wilson, Diversity, Inclusion & Cultural Engagement Director

#### Faculty:

10. Terri Torres, Faculty Senate President

#### Unclassified Administrators:

11. Becky Burkeen, Chair of the Administrative Council

#### Classified Staff:

12. Janelle Knaggs, ITS

#### Student Representatives:

13. Brie Landis, ASOIT President, Klamath Falls
14. Jack Zoucha, ASOIT President, Portland-Metro

#### Community & Government Leaders:

15. Betsy Johnson, former State Senator, Oregon Legislature
16. Ben Cannon, Executive Director of HECC
17. Dr. Roberto Gutierrez, President of Klamath Community College

#### Alumni:

18. Ken Vandehey, President of Alumni Advisory Board

#### Donors:

19. Bob Kingzett, Foundation Board, retired Executive Director of the Wendt Family Foundation
20. John Stilwell, donor

## **SURVEYS:**

Consultant requests *preliminary thoughts* on who might be included in the survey instrument (consultant recommend all Board members, cabinet, faculty and staff leadership, alumni leadership, local business leadership e.g. mayor and/or head of chamber of commerce, any major donors we would care to include)

### Trustees Not Already Interviewed:

1. Lisa Graham, PhD, PE – Trustee
2. Timothy ‘Tim’ Hasty – Trustee, Oregon Tech Student
3. Kathleen Hill – Trustee, Consultant
4. Rose McClure – Trustee, Oregon Tech Faculty
5. Jill Mason – Trustee, OHSU Dental Hygienist/Educator
6. Kelley Minty Morris – Trustee, Klamath County Commissioner
7. Mike Starr – Trustee, Retired, Boeing
8. Paul Stewart – Trustee, Sky Lakes Medical Center CEO (recently retired)
9. Michele Vitali – Trustee, Oregon Tech Staff (OMIC R&D)
10. Fred Ziari – Trustee, IRZ CEO

### Public University Presidents (two recent appointees not included):

11. President, UO
12. President, OSU
13. President, PSU
14. President, EOU

### Executive Staff Not Already Interviewed:

15. Abdy Afjeh, Vice Provost Research & Academic Affairs
16. Connie Atchley, Associate Vice President CIO
17. Tom Keyser, Dean College of ETM
18. Dan Peterson, Dean College of HAS
19. Sandi Hannan, Associate Director Human Resources
20. John Van Dyke, Athletic Director
21. Dina Battaglia, Associate Vice Provost for Academic Excellence
22. Beverly McCreary, Assistant Vice Provost of Faculty Relations
23. Kelsey McCauley, Assistant Director Government Relations
24. Doug Tripp, Director Emergency Management
25. Craig Campbell, Director OMIC R & D

Other Faculty TBD:

Other Students TBD:

Other community leaders TBD:

Of course, this is just a starting point for discussion.

**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.

Adopted: 06/30/16

Page 1 of 3

- 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

Adopted: 06/30/16

Page 2 of 3

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.

