

**West Virginia State University Board of Governors
Presidential Review Committee
Erickson Alumni Center, Grand Hall
Thursday, September 14, 2017
8:30 a.m. – 9:00 a.m.
Agenda**

1. Call to Order and Roll Call
2. Verification of Appropriate Notice of Public Meeting 2
3. Review and Approval of Agenda 1
4. Review and Approval of Minutes of Previous Meeting 3
5. Discuss Presidential Review Process per BOG Policy #61 and Establish
Timeline for Campus Interviews
6. Next Meeting - *TBD*
7. Adjournment

West Virginia State University
Presidential Review Committee

Date/Time: 9/14/2017--8:30 AM

Location:

West Virginia State University,
Erickson Alumni Center
Grand Hall
Institute, WV

Purpose: To conduct regular business of the Committee in preparation for the September 14, 2017 Board of Governors meeting.

Notes:

This is a compliant meeting.

Meeting was approved: 9/7/2017 8:22:38 AM

West Virginia State University Board of Governors
Presidential Review Committee
August 24, 2017
Minutes

1. **Call to Order and Roll Call**

The meeting of the West Virginia State University Board of Governors Presidential Review Committee was called to order at 10:10 a.m.

Present: Mr. Konstanty, Mrs. Pitchford, Dr. Smith, Mr. Kelley and Mr. Jones were absent. Board Chair Mr. Williams and members of the administration were also present.

2. **Election of Committee Chair**

Mr. Tom Bennett informed the Committee that this was an organizational meeting for the start of the new year, and since a quorum was present, the first order of business was to elect a chair. Dr. Smith made a motion to nominate Mr. Konstanty as chair, and Mrs. Pitchford seconded the motion. The motion carried by unanimous vote.

3. **Election of Presiding Officer in Absence of Committee Chair**

Mr. Konstanty stated the next order of business was to elect a Presiding Officer in the Absence of the Committee Chair. Mr. Konstanty made a motion to nominate Mrs. Pitchford, and Dr. Smith seconded the motion. The motion carried.

4. **Verification of Appropriate Notice of Public Meeting**

Mr. Konstanty called for a motion to accept the Verification of Appropriate Notice of Public Meeting. Mrs. Pitchford so moved, and Dr. Smith seconded the motion. The motion carried.

5. **Review and Approval of Agenda**

On a motion duly made and seconded, the agenda was approved as presented.

6. **Discussion of Annual Review and Establish Timeline for Public Comment and Report**

The Committee confirmed the President's two-year contract and discussed Section 4.2 of the BOG Policy #61. The policy allows the Board to either hire a consultant or the Committee Chair along with the Committee can conduct a review. It was noted that a consultant was hired for the previous president's review. However, the Committee members agreed that there was no added value in hiring a consultant, and the Committee could conduct a thorough review as a group and save that cost.

The group discussed the timing of the review and who would be involved. Constituent groups would meet with the Chair to provide feedback, including: President Jenkins, President's Cabinet, faculty, staff, students and community stakeholders. Mr. Konstanty said he was prepared to take as much time as needed to complete the sessions with all of the constituent groups. Mrs. Pitchford and Dr. Smith indicated they would both be available to participate. Mr. Williams asked if there are set questions for the constituent groups. It was confirmed each group is asked the same set of questions. The annual review seeking public comment consists of three questions: (1) the President's leadership; (2) the quality of written information disseminated by the President's Office; and (3) the accomplishments or lack of progress toward the University's Mission by the

President. Additional areas of inquiry should also be tailored to the specific constituent groups. For example, sessions with students should involve a discussion on how visible the President is on campus.

Dr. Smith said by having the Committee performing the review, the members will get a better picture, as previously via the consultant the Board Members only received a summary and did not receive actual answers to questions or more actual information. Mr. Konstanty clarified that while the Chair and any committee members present will hear the full discussion, the report given to the full Board in executive session is still a summary of the responses from each constituent group, consistent with the language of BOG Policy #61. A PowerPoint Presentation will be utilized for the BOG report in Executive Session, as has been done in the past. The report to the HEPC is very brief, noting that the review was conducted between a start date and an end date; that various campus constituent groups were included and their views were solicited; the Chair prepared a summary report for the Board to review in executive session; and the full Board's recommendation. In the past, the full Board has considered the President's performance as follows: (1) Exceeds Expectations; (2) Meets Expectations; (3) Below Expectations. Mr. Williams asked if the copy of the criteria could be discussed in executive session with the Board. It was determined that if the Board meets and goes into executive session this could be done.

Mr. Konstanty discussed a timeline for the review process. The Committee will begin the review in September and receive feedback from the full Board. This can be done individually or as a group. He shared it would be more advantageous to have it individually or in executive session. Mrs. Pitchford suggested they go into executive session at the September BOG meeting.

Mr. Konstanty discussed the constituent groups and stated the information the Committee normally receives from either constituency (via an email dedicated solely to presidential review comments) is a non-cumulative form. Once all of the sessions are completed, the Presidential Review Committee will meet to review the comments received and develop a recommendation for the full Board as stated above. Mr. Konstanty noted the challenge of the full Committee is not being in the room together due to member's locations, but said the policy requires the Chair to conduct the session in the absence of a hired consultant. He also emphasized the importance of the Committee taking notes if they do attend sessions. If the timeline is followed, there should be plenty of time to accomplish the work necessary and allow group sessions to be held over time and not all in one week.

Chair Konstanty said when the committee receives information from the sessions with constituent groups, the BOG would then go into executive session to discuss the comments. Konstanty said with the help of Tom Bennett and staff they will help pick students for the session representing all students – SGA, commuter, traditional and non-traditional, athletes, on-campus students, etc. For the community stakeholders it was recommended the committee ask President Jenkins for some suggestions, top donors (consult with Pat) involved on campus.

Mr. Konstanty asked for a motion to move forward with the Presidential Review Process. Mrs. Pitchford moved that the Presidential Review Committee conduct the review process under the leadership of the Board of Governors with Mr. Konstanty as the

Committee Chair and not hire an external consultant for the review. Dr. Smith seconded the motion, and the motion carried.

Dr. Smith discussed the need for the timeline and a format to guide the process. She shared that the Committee needs to be prepared with the timeline for the September 14, 2017 Board meeting. The first step is to go into executive session and begin the process with the Board. She also requests a chart showing the constituent groups. Mrs. Pitchford said the group could do the work via email, have the questions laid out, prepare a timeline and identify the constituents. Mr. Konstanty concurred that this work could be done in preparation for the September 14 meeting. The Committee will meet that morning to finalize the information to share with the Board.

Mr. Konstanty said the plan after adjournment today is to create an email with the framework of how the Committee is going to move forward. He also discussed the importance of looking at Dr. Constantine Curris' information and pull questions from the previous review conducted by him. The Committee discussed when President Jenkins would be notified of the process. Mr. Konstanty said that he would speak with President Jenkins immediately following today's meeting to make him aware of the process and timeline. Dr. Smith said it would be good to share the recommendation for rating at the full Board meeting in September. Mr. Williams said he would look at the schedule.

7. **Next Meeting Date**
September 14, 2017

8. **Adjournment**
With there being no further business, Mrs. Pitchford made a motion to adjourn the meeting. Dr. Smith seconded the motion, and the motion carried. The meeting adjourned at 10:53 a.m.

Respectfully submitted,

Amanda Fellure
University Relations Executive Administrative Assistant