PRESENT: Chairman Lawrence D McHugh, Karl J. Krapek, L. David Panciera, Ronald J. Pugliese, Richard J. Balducci, Angelo Messina, John Doyle, Theresa Eberhard-Asch

CSUS: Chancellor David Carter, Dr. Louise Feroe, David Trainor, Erin Fitzgerald

Chairman McHugh called the meeting to order at 10:35 a.m.; noting all committee members were present, it was determined a quorum was present.

APPROVAL OF MINUTES
The minutes of the November 7 and 12, 2008 meetings meeting were unanimously approved as presented on a motion by Trustee Doyle and seconded by Trustee Messina.

REVISION TO HUMAN RESOURCES POLICIES FOR CHANCELLOR AND UNIVERSITY PRESIDENTS (LEADERSHIP PERFORMANCE ASSESSMENTS)
Following general discussion and consent by all members the following revision to the Human Resources Policies for Chancellor and University Presidents was unanimously approved on a motion by Trustee Balducci and seconded by Trustee Pugliese. It was noted that in compliance with BR #07-07, Revision of the Human Resources Policies for the CSUS Chancellor and University Presidents, only Executive Committee approval of the revision was required.

7.3 LEADERSHIP PERFORMANCE ASSESSMENTS

Leadership Performance Assessment is primarily a process to strengthen the university and to assist the President to ascertain progress toward achieving agreed upon priorities and to identify areas where attention may be required. The process will offer the Board of Trustees an on-going, comprehensive assessment of the President’s accomplishments. The Board intends to document presidential strengths and to assist the President by recognizing problems and weaknesses that may surface. The Assessment should be highly confidential, collegial and constructive.

Three distinctive types of Assessments are identified and described below.

7.3.1 THE ANNUAL LEADERSHIP PERFORMANCE ASSESSMENT

The Annual Leadership Performance Assessment will be conducted by the Chancellor and normally will occur in three consecutive years according to the procedures that follow.
During April and May the President shall meet with the Chancellor to discuss the items being
developed by the President to be included in the upcoming President’s Annual Report. This
meeting will also include a preliminary discussion regarding the expected outcome of the
identified “high priority objectives” identified for the current academic year that will be
summarized in the President’s Annual Report. Based upon this meeting, the Chancellor and the
President shall agree upon “high priority objectives” to be addressed during the ensuing year.
These shall be put into a DRAFT Letter of Priority and given to the President by the Chancellor
prior to June 1.

By July 1 of each year, the President shall submit to the Chancellor the President’s Annual
Report addressing:

1) Progress toward Chancellor and Board priorities as indicated in the previous year’s
   Letter of Priority;
2) Accomplishments under the Goals and Performance Assessment Measures;
3) Recommendations for the future; and
4) President’s Self-Assessment

By August 20 the Chancellor shall review the President’s Annual Report and prepare a written
Annual Leadership Performance Assessment for the President. After the President and the
Chancellor discuss the assessment, the President shall indicate acknowledgement by signing the
document. The President may append comments, if desired. The Chancellor’s assessment shall
be shared with the Board members and shall be the basis for the Chancellor’s recommendations
for performance merit awards. The Chancellor and President shall agree upon a FINAL Letter of
Priority for the coming year. The performance assessment document and the FINAL Letter of
Priority shall be placed in the President’s performance assessment file in the Board Office.

7.3.2 THE COMPREHENSIVE LEADERSHIP PERFORMANCE ASSESSMENT

The Comprehensive Leadership Performance Assessment ordinarily will be conducted at
intervals of not less than two (2) consecutive Annual Assessments, but in no case more than four
years. It is differentiated from the Annual Leadership Performance Assessment in that it is more
in-depth, involves more constituents, and is conducted by an ad-hoc committee of the Board of
Trustees. For newly appointed presidents, an initial Comprehensive Leadership Performance
Assessment will be scheduled during the second full academic year after appointment. The dates
of such initial Comprehensive Leadership Performance Assessment shall be included in the
president’s formal appointment letter. The procedures to be followed are outlined below.

An ad-hoc committee of no more than six (6) Board members shall be appointed by the Chair of
the Board of Trustees. Members serve at the pleasure of the Chair of the Board. This committee
shall work with the Chancellor in conducting the Comprehensive Leadership Performance
Assessment. The order in which the presidents will be reviewed will be developed by the
Chancellor in consultation with the Chair of the Board and the Chair of the ad-hoc committee.

The Comprehensive Leadership Performance Assessment may be conducted with the assistance
of an external consultant. In cases where an external consultant is utilized, the Chair of the ad-
hoc committee and the Chancellor shall agree upon a person who has higher education leadership
experience and understands the Comprehensive Leadership Performance Assessment process.
The consultant serves the ad-hoc committee in conducting the Comprehensive Leadership Performance Assessment process but does not participate in any decision-making activities.

During April and May of the year in which the Comprehensive Leadership Performance Assessment is scheduled, the President shall meet with the Chancellor to discuss the status and development of the *State of the University* report being prepared by the President. Based upon this discussion, the Chancellor and the President shall agree upon “high priority objectives” for the ensuing year. These shall be put into a DRAFT Letter of Priority and given to the President by the Chancellor prior to June 1. The *State of the University* report shall be differentiated from the *Annual Report*. In the year of a Comprehensive Leadership Performance Assessment, the President shall ensure that both reports are developed. The *State of the University* report shall be utilized as part of the Comprehensive Leadership Performance Assessment exclusively.

The *State of the University* report shall include the President’s own assessment of progress toward agreed upon objectives, issues, accomplishments, areas of concern and plans for the future. The report shall include data on enrollment, development revenue and budget history including changes in the budget and reasons therefore for the period of time covered by the Comprehensive Leadership Performance Assessment. The report should focus on the stewardship of the President. By August 20, the report shall be submitted to the Chancellor, who subsequently shall submit it to the ad-hoc committee along with the Annual Leadership Performance Assessments of the president since the last Comprehensive Leadership Performance Assessment or initial appointment, whichever is applicable.

In addition, the Chancellor will ensure that a comprehensive survey is administered to the university community. The survey instrument shall be administered electronically and provide for anonymous responses from members of the university community. The Chancellor will ensure that a report is developed at the conclusion of the survey and provide such report to the ad-hoc committee prior to the committee’s formulation of a final report. The ad-hoc committee will make the survey data available to the President prior to the issuance of the final report.

The ad-hoc committee and the Chancellor shall prepare a format for the assessment including issues and questions addressed to selected university constituencies. The President shall have an opportunity to review the issues and questions and offer comment prior to the campus interviews.

After submission of the *State of the University* report, the Chancellor and President shall agree upon a FINAL Letter of Priority for the coming year. This shall be included in the President’s assessment file in the Board Office.

On or before October 1 of the Comprehensive Leadership Performance Assessment year, The *State of the University* report will be circulated to the leadership of the following: faculty senate, student government, CSU-AAUP chapter, SUOAF-AFSCME chapter, and alumni/foundation board. The report may also be provided to other groups or individuals as determined by the ad-hoc committee.

On or before November 1 of the assessment year, the ad-hoc committee shall invite individuals or groups of its choice from the constituencies listed above to a scheduled interview with the ad-hoc committee and the Chancellor. The report may also be provided to other groups or individuals as determined by the ad-hoc committee. The selected constituencies may be requested to provide their comments on The *State of the University* report in writing prior to the interviews.
Upon the conclusion of the interviews and preparation of the assessment report, the ad-hoc committee shall schedule a meeting with the President to share the results of the performance assessment. At the next meeting of the Board of Trustees, the ad-hoc committee will report to the Board in executive session. (Note: target to be January BOT meeting)

7.3.3 INTERIM LEADERSHIP PERFORMANCE ASSESSMENT

The Chancellor, at his/her discretion, following meetings with the President and consultation with the Chair of the Board and the Chair of the ad-hoc committee, may conduct an Interim Leadership Performance Assessment of a President independent of the regularly scheduled Annual and Comprehensive Leadership Performance Assessments. The procedures for the Interim Leadership Performance Assessment will be determined by the Chancellor. After the President and Chancellor have discussed the Assessment, the President shall indicate acknowledgement by signing the document. The President may append comments if desired. A report of the Assessment shall be shared with the Board of Trustees and a copy placed on file.

7.3.4 GOALS AND OBJECTIVES FOR THE PRESIDENTS

In general, each president shall be expected to attain goals and objectives within the following categories:

I. Stewardship and Enhancement of the University’s Academic Programs.

II. Stewardship and Enhancement of the University’s Student Development and Service Programs.

III. Stewardship and Enhancement of University’s Resources.

IV. Stewardship and Enhancement of the University’s Human Resources to include faculty, staff, and student employees.

V. Stewardship and Enhancement of the University’s Internal and External Relationships and Reputation.

VI. Compliance with all applicable Board of Trustees policies and procedures, applicable collective bargaining agreements, laws, rules, and regulations from governmental, accrediting, and programmatic oversight agencies.

7.3.5 COMMUNICATION

As a public institution, the Connecticut State University System has an obligation to keep the public and constituent groups informed of the assessment of the University Presidents. Normally, this would include at least two public announcements.

The first would be the announcement that, following a Board of Trustee approved policy; the Presidents will take part in leadership assessment Assessments. Annually, the Board will announce the schedule of assessments for the upcoming year.

At the conclusion of the assessments, the Board will notify the public that the process has been completed.
RESOLUTION - APPOINTMENT TO FILL O’NEILL ENDOWED CHAIR IN PUBLIC POLICY & PRACTICAL POLITICS
Following general discussion and consent by all members the following resolution was unanimously approved on a motion by Trustee Krapek and seconded by Trustee Doyle.

WHEREAS, Central Connecticut State University is seeking to fill the William A. O’Neill Endowed Chair in Public Policy and Practical Politics at its Center for Public Policy and Social Research, and

WHEREAS, This endowed chair is to be filled by a public figure who has fulfilled the highest ideals of distinguished public service and who is recognized for an outstanding contribution to the understanding and shaping of public policy affairs at the state and local level, and

WHEREAS, Mr. William R. Dyson’s long and outstanding trajectory in public service and the education of Connecticut’s citizens is widely recognized throughout the state and greatly benefits the academic programs at the university, the collegial work of faculty and the learning of students, and

WHEREAS, The President of Central Connecticut State University, Jack W. Miller, has endorsed the recommendation to appoint former State Representative William R. Dyson to succeed the late Governor O’Neill who had served since his designation in BR#00-73, therefore be it

RESOLVED, That the Board of Trustees for the Connecticut State University System designates William R. Dyson to fill the William A. O’Neill Endowed Chair in Public Policy and Practical Politics at Central Connecticut State University beginning in the spring 2009 semester.

Other Issues

Fiscal Issues - Chancellor Carter shared information with the Committee regarding current year final numbers, anticipated reductions, and future budgetary approaches and considerations in response to and in light of the projected state budget deficits. The Executive Committee expressed particular concern about ECSU’s compliance re fund balance levels and directed the Chancellor and appropriate staff to meet with President Nunez and ECSU appropriate staff to discuss the manner by which the President would mitigate those concerns.

Chancellor Carter shared brief updates on the following matters:
- SCSU Buley Library
- CSUS 2020 Project Management status report
- Hiring Freeze on management positions
- Systemwide Sustainability Measures
- AASCU Top Ten Policy Issues in Higher Education
• Communication to DHE Commissioner re security protocols
• NASH/Education Trust Pilot Delivery Project (the Committee concurred with the proviso that there would be no cost involved and that the Chancellor deemed participation of CSUS would be valuable and time well spent)

Trustee Doyle expressed his concerns for future cuts on academic programs and ultimate negative impact on the universities (i.e., graduation rates). Chairman McHugh noted current times were challenging but provided an opportunity to build upon distance learning and also to review current structure of graduation credit requirements. Chancellor Carter indicated he would prepare material for further discussion on this matter at the next meeting of the Executive Committee.

ADJOURNMENT

The meeting adjourned at 11:30 a.m. on a motion by Trustee Krapek and seconded by Trustee Doyle.

The next meeting of the Executive Committee for the CSUS Board of Trustees is scheduled for Thursday, March 5, 2009, at 10:30 a.m. at the Connecticut State University System Office in Hartford.