

Marty J. Chabert
Chair

Collis B. Temple III
Vice Chair

Blake R. David
Secretary

Kim Hunter Reed, Ph.D.
Commissioner of
Higher Education



Claudia H. Adley
Randy L. Ewing
Robert W. Levy
Charles R. McDonald
Darren G. Mire
Sonia A. Pérez
Wilbert D. Pryor
T. Jay Seale III
Gary N. Solomon, Jr.
Gerald J. Theunissen
Felix R. Weill
Jacqueline V. Wyatt
William S. Jewell, Student

BOARD OF REGENTS

P. O. Box 3677
Baton Rouge, LA 70821-3677
Phone (225) 342-4253, FAX (225) 342-9318
www.regents.la.gov

AGENDA
PERSONNEL COMMITTEE
Wednesday, December 11, 2019
12:00 p.m.
Claiborne Building
Thomas Jefferson Room 136 A/B
1201 North Third Street, Baton Rouge, LA

- I. Call to Order
- II. Roll Call
- III. Approval of Commissioner of Higher Education Evaluation Policy
- IV. Evaluation of the Commissioner of Higher Education*
- V. Other Business
- VI. Adjournment

*The Personnel Committee of the Board of Regents reserves the right to enter into Executive Session, if needed, in accordance with R.S. 42:16 *et seq.*, to discuss personnel matters.

Committee Members: Wilbert Pryor, Chair; Robert Levy; Darren Mire; Sonia Pérez;
T. Jay Seale, III; Gary Solomon; and Gerald Theunissen.



BOARD *of* REGENTS

STATE OF LOUISIANA

STATE OF LOUISIANA BOARD OF REGENTS

COMMISSIONER OF HIGHER EDUCATION EVALUATION POLICY

Original Adoption: December 11, 2019

Effective Date: December 11, 2019

BACKGROUND

The Board of Regents, a state agency created by the 1974 Louisiana Constitution, coordinates all public higher education in Louisiana. The Board began operations January 1, 1975, succeeding the Coordinating Council for Higher Education. The Louisiana Constitution, Article VIII, Section 7, creates the Board of Regents, which “shall plan, coordinate, and have budgetary responsibility for all public postsecondary education and shall have other powers, duties, and responsibilities provided in this Section or by law.”

Fifteen volunteer members of the Board of Regents are appointed by the Governor to six-year, overlapping terms, with two Regents drawn from each of Louisiana’s six Congressional districts and the remaining members from the state at large. In addition, the Louisiana Council of Student Body Presidents appoints one student member as its representative on the Board. Article VI, 6.1 of the Bylaws mandates that the Board employ a Chief Administrative Officer whose title shall be Commissioner of Higher Education. The Commissioner of Higher Education shall be appointed in accordance with state law (R.S. 17:3123.1) and his or her performance and competence shall be evaluated annually by the Board.

The Commissioner is chief executive officer of the Board and reports directly to the Board of Regents. The Commissioner works collaboratively with the presidents of Louisiana’s four systems of public postsecondary education (Louisiana Community and Technical College System, Louisiana State University System, Southern University System, and University of Louisiana System), Louisiana Association of Independent Colleges & Universities, Department of Education, and other stakeholders from across the state.

DUTIES OF THE COMMISSIONER

The duties and responsibilities of the Commissioner of Higher Education as prescribed by the Board (BPP 6.1 [a]) are as follows:

- Interacts effectively with state and postsecondary officials and the public
- Conducts the affairs of the Board and coordinates the statewide activities for the state’s postsecondary education enterprise
- Executes and enforces all the decisions, orders, rules, and regulations of the Board
- Acts on behalf of the Board of Regents in fulfilling its responsibilities as spokesperson for postsecondary education, addressing and making recommendations to the Governor, Legislature, and public on matters of policy
- Oversees staff in:
 - Revision or elimination of degree programs, departments of instruction, divisions or similar subdivisions
 - Approval, disapproval, or modification of proposed degree programs, departments of instruction, divisions, or similar subdivisions
 - Conducting studies and making recommendations regarding the creation, merging, or elimination of institutions or branches
 - Formulation and revision of a master plan for postsecondary education including a formula for equitable distribution of funds to public institutions of postsecondary education
 - Making budget recommendations for all systems of postsecondary education and recommendation of priorities for capital construction and improvements

- Meets regularly with system presidents to discuss mutual matters of concern or interest
- Addresses items of statewide concern and coordinates all presentations at meetings of the Board
- Coordinates senior staff personnel in preparing recommendations for the Board
- Sets the agenda for Board meetings in consultation with the Board Chairman
- Employs and directs staff who serve at the will of the Board. Deputy-level appointments are subject to ratification by the Board
- Works collaboratively with the Board to establish yearly short- and long-term goals, objectives and priorities
- As required, serves and participates on numerous committees, commissions, boards and groups
- Performs other duties prescribed by the Board for the efficient operation of the office

■ PURPOSES OF EVALUATION

The Board's evaluation of the Commissioner of Higher Education is intended to ensure a clear communication of the Board's intentions, align mutual expectations, assess the Commissioner's performance in leading the agency, and maintain accountability for legal, regulatory, and ethical compliance. The Board will annually use the evaluation process to evaluate the Commissioner's performance and competence as the head of the agency, and the salary of the Commissioner of Higher Education shall be determined by the Board of Regents in accordance with R.S. 17:3123.1(C). Such evaluation shall be based upon goals, priorities, and strategic initiatives agreed upon by the Board and the Commissioner each year.

PROCEDURES FOR EVALUATING THE COMMISSIONER

The evaluation of the Commissioner of Higher Education will be conducted on an annual basis and shall be a 360-degree performance evaluation consisting of a *self-assessment & planning session*, an *evaluation session*, a *Board and Staff assessment of the Commissioner*, and may from time to time include an opportunity for System Presidents and the Superintendent of Education to provide information. The Personnel Committee shall carry out this function at the direction of the Personnel Committee Chairman, with the Board Chairman acting as ex-officio of the committee.

Step 1. Self-Assessment and Planning Session

Prior to the evaluation session, the Commissioner shall provide reflections on the past 12 months based on measures outlined in the previous plan. Additionally, the Commissioner shall provide goals and opportunities for improvement for the next 12 months. The format, receipt, and deadline will be at the discretion of the Personnel Committee. The committee shall advise the Commissioner of the evaluation process and details in writing. This step should be conducted generally one month prior to the evaluation session.

Step 2. Board Committee and Staff Assessment and Preparation for the Evaluation Session

After the Commissioner's summary has been submitted, the committee shall review the contents. Personnel Committee members will individually review the Commissioner's reflection and prepare feedback and comments for the evaluation session. An assessment instrument shall be distributed to collect the committee and staff's perspectives. The committee, or its designee, will collect the assessments and generate an analysis.

Step 3. Evaluation Session

The committee shall annually engage in an evaluation session by December 31st to discuss with the Commissioner the outcome of the committee and staff assessment, the post-secondary system and/or Superintendent of Education assessments, if undertaken, and discuss the Commissioner's reflection. The Board shall ratify the committee's recommendation.

Step 4. Reporting of Evaluation

The Board shall direct the format of any report that may be provided to the Commissioner or placed within a personnel file. The evaluation outcome as it relates to the Commissioner should be reported at a Board meeting and entered into the minutes of the meeting.

Optional Step. System Presidents and Superintendent of Education Assessment

From time to time, the Board may choose to conduct an assessment with the System Presidents and Superintendent of Education. The Board or its designee will develop an information collection instrument consistent with the goals of the evaluation process and conduct information gathering.