



Minutes of the Council on Postsecondary Education Meeting
Wednesday, September 30, 2015, 5:30 p.m.
OPC - Office
560 Jefferson Blvd.
Warwick, Rhode Island 02886-1304

The Council on Postsecondary Education – Personnel Committee met on Wednesday, September 30, 2015, at the Office of the Postsecondary Commissioner in Warwick, RI. At 5:30 p.m. Chair Kerry Rafanelli, Esq. welcomed everyone and called the meeting to order.

Present: Chair Kerry Rafanelli, William Foulkes, Senator Thomas Izzo, Commissioner Jim Purcell.

Attending: Anne Marie Coleman and Michael Walker-Jones (recorder)

Absent: Judith Ouellette

1. ACCEPTANCE OF THE AGENDA

Chair Rafanelli entertained a Motion to accept the agenda. Motion duly made by Mr. Foulkes, and seconded by Sen. Izzo, was

VOTED:	THAT	The Personnel Committee accepts the agenda for the meeting of September 30 th , 2015 as presented.
	VOTE:	All members voted in the affirmative
	NAYS:	0

2. REPORT FROM THE CHAIR

This being the first meeting of the personnel committee the Chair reviewed the charge of the committee; explained the purpose of the meeting which was to review the evaluation process for the Commissioner and Presidents. The chair explained that there

is a process for evaluation and a process for review prior to the respective individual contract renewal.

3. DISCUSSION ITEM – Review Charge for the Personnel Committee including a review of Council Policy and Procedures regarding the evaluation of the Presidents and Commissioner

The chair then opened the meeting for discussion He asked Ms. Coleman for clarification of current policy and procedures on the evaluation of the Commissioner and the Presidents.

Ms. Coleman explained the Council on Postsecondary Education Policy and RIGL § 16-59-4 (6) respective to the annual evaluation of the Commissioner and Presidents; the review and timelines for review prior to their respective contract renewal.

Committee member Sen. Izzo asked for an understanding of past practice of the process and the regular evaluation timelines especially around the self-reporting activities stemming from the previous academic year.

Ms. Coleman explained the historical aspects and the estimated timeframe for the current evaluation of the Commissioner and the Presidents. She went on to describe the new statutory process and documentation and obligations.

Senator Izzo commented that in his opinion the process should be sharpened by the Council at some point in the future and that the professional staff should help to advise and Council the Personnel Committee through the process regular evaluation for FY 2016 and the contract renewal evaluation for FY 2017 under the current standards.

Mr. Foulkes indicated that the Personnel Committee should immediately start both processes.

Senator Izzo indicated that the Council needs to have input into the process and to insure the highest integrity and protection for both the Council, the Presidents and the Commissioner.

The Personnel Committee expressed a consensus that the process proceed under the current rules; work toward Council review and continue the current process initiating with the February management letter.

4. ACTION ITEMS:

- a. **Discussion and recommendation for changes in the performance review process of the Presidents and Commissioner in postsecondary education.**

Mr. Foulkes made the following suggestions:

- Since we provided a letter in February requesting a self-evaluation for the 2014 - 2015 academic year from the Presidents the committee needs to pick-up the process and get input from them.
- In accordance with the process we need an independent consultant to assist and in particular with the campus review aspects for contract renewals.
- The committee needs to look at projected activities for Academic year 2015 - 2016.
- Inform the Presidents of our expectations
 - Separate the contract renewal from the regular evaluation (i.e. the management letter and self-evaluation juxtaposed to the independent review consultants).
 - Look at future process changes.
- Continue with process as it exists now and plan to complete Presidents evaluation by March 2016.

Senator Izzo wanted to conduct the Commissioner's contract review using current process.

Commissioner was asked by Personnel Committee to facilitate contacting the "Association of Governing Boards" and seek individuals to support an independent review related to his contract renewal and that of the Presidents.

Chair Rafanelli and Senator Izzo asked questions regarding the timeline.

Commissioner Purcell responded that albeit there's a six month minimum time frame for contract renewal assessment the process can be initiated prior to the minimum notification period.

Chair Rafanelli offered the following timeline:

- October, 2015 to November, 2015 for evaluation of Presidents.
- December, 2015 Council review of Commissioners contract renewal evaluation
- January, 2016 Commissioners contract renewal (or extension) review by Board of Education.
- Chair Rafanelli will ask presidents to be available for November 12th, 2015 review by the Personnel Committee.

b. Discussion of Scheduling/content of future Committee meetings and upcoming annual evaluations and contract extensions.

On a motion duly made by Senator Izzo and seconded by Mr. Foulkes, it was

MOTION:	THAT	The Personnel Committee will follow the existing process for the evaluation of President Dooley and President Carriuolo
	VOTE:	All members voted in the Affirmative
	NAYS:	0

On a motion duly made by Senator Izzo and seconded by Mr. Foulkes it was

MOTION:	THAT	The Personnel Committee will follow the existing process for the renewal of the contract for the Commissioner and have the recommendation ready for Council Review by the December, 2015 meeting and Board concurrence at it's January, 2016 meeting.
	VOTE:	All members voted in the Affirmative
	NAYS:	0

On a motion duly made by Senator Izzo and seconded by Mr. Foulkes it was

MOTION:	THAT	That the Personnel Committee Chair will inform the Presidents of the actions of the Committee regarding their evaluations and the process and that the Presidents will make themselves available for the November 12 th , 2015 meeting of the PCC for evaluation review.
	VOTE:	All members voted in the Affirmative
	NAYS:	0

On a motion duly made by Senator Izzo and seconded by Mr. Foulkes it was

MOTION:	THAT	The Personnel Committee will explore new processes for evaluating presidents.
	VOTE:	All members voted in the Affirmative

	NAYS:	0
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The meeting adjourned at 6:35 p.m.

Respectfully submitted: Michael A. Walker-Jones, Ed.D