



**Board of Trustees
Presidential Performance Evaluation & Metrics Ad Hoc Committee Meeting
via Zoom**

UWF Crosby Hall, Building 10, Room 131

May 19

MINUTES

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees Website.

CALL TO ORDER / ROLL CALL

Committee Chair, Jill Singer called the meeting to order at 8:04 a.m.

Committee Members, Trustees Jill Singer, Alonzie Scott and Stephanie were in attendance.

Board of Trustees Chair Suzanne Lewis was also in attendance.

Others in attendance included: Dr. Martha Saunders, President, Dr. Gary Liguori, Provost and Senior Vice President; Ms. Susan Woolf, General Counsel; Ms. Jamie Sprague, AVP, Human Resources; Ms. Anamarie Mixson, Office of the President; Ms. Brittany Sherwood, Office of Institutional Communications; Mr. Christophe Lizen, Institutional Effectiveness; and Anna Lochas.

CHAIR'S GREETING

Chair Singer welcomed everyone and thanked them for their attendance. Chair Singer thanked her fellow Trustees and committee members and reminded them of the importance of this committee's work. Chair Singer also noted that there will be no significant changes to the timeline for this committees work.

PUBLIC COMMENT

Chair Singers opened the floor for public comment. There were none.

ACTION ITEMS

I. Review and Approval of the Presidential Goals.

Chair Singer noted that the committee received President Saunders' Self-Evaluation in their agenda packet. Trustee Singer opened the floor for Dr. Saunders to present her self-evaluation, current and

proposed goals. Chair Singer reminded the committee that we are not discussing Presidential performance or compensation changes at this time.

President Saunders begins by notating an updated format for her report this year to provide sufficient information without being cumbersome. Dr. Saunders highlighted goals and achievements accomplished throughout the year and explained how her goals support the University's strategic directions. All goals are listed on the Presidential Scorecard and have been notated as complete, incomplete or monitored.

Chair Singer thanks Dr. Saunders for her report and asked the committee for any questions.

Trustee Scott expressed that he would like to discuss a few items. Chair Singer worked through each of the Strategic Directions and addressed changes as needed. Chair Singer wrapped up the discussion by asking for a motion to approve the President's goals as presented and bring them to the full board during the June meeting.

Motion by: Trustee Alonzie Scott
Second: Trustee Stephanie White
Motion passed unanimously
No additional Discussion

II. Approval to move seven current key performance indicators from up/down to monitor. KPIs include 15,16,19,20,21,25,26.

Chair Singer introduced the second action item on the agenda and explained the purpose of the Presidential Score Card. Chair Singer was notified that our current method for tracking data in relation to specific items does not reflect actual performance. Chair Singer invited Christophe Lizen to present this item and discuss the changes. Christophe proposed moving KPI's 15,16,19,20,21,25,26 to monitor instead of trending without a color notation as is with other indicators. The reasoning for these changes is these items are out of the President's Control for example, market rate fluctuations, the impact of COVID or the items are above the BOG requirement and will continue to stay within 1-2% of those requirements. Christophe stated that we can address these year-to-year should we see any significant changes that require more attention. There was some discussion related to clarification for the change then Chair Singer asked for a motion to Approve the recommended updates to the Presidential Scorecard as presented, and make the updates effective immediately.

Motion by: Trustee Stephanie White
Second: Trustee Alonzie Scott
Motion passed unanimously
No further discussion

III. Approval of the amendment of the Presidential Performance Evaluation

Chair Singer began the discussion regarding the presidential performance evaluation survey which is used by the trustees to provide their assessment of presidential performance. Chair Singer invited Associate Vice President of Human Resources, Jamie Sprague to present the recommended changes.

Jamie Sprague explained that the Presidential Performance Evaluation survey has been around for a very long time and over the years we have received mixed response rates. In an effort to achieve a 100% response rate the survey responses were made anonymous and this is when the rate increased. However, when a Trustee does not understand a specific metric or goal or if there are comments that need to be addressed by the President it is difficult to allow for two-way communication between the Trustee who commented and the President due to anonymity. We are proposing to remove the anonymity of the evaluation and the word “survey” from the evaluation to allow for the opportunity to address comments and questions from the Trustees or the President.

After some discussion and examples of other boards where they evaluations are not anonymous, the committee agreed to vote on this item.

Chair Singer asked for a motion to approve the removal of the anonymity of the President’s Performance Evaluation and to make these changes effective immediately.

Motion by: Trustee Alonzie Scott
Second: Trustee Stephanie White
Motion passed unanimously
No further discussion

IV. INFORMATION ITEM

I. President’s Evaluation Timeline

Chair Singer reviewed the timeline briefly and let the committee know that Anamarie would be following up to schedule the next two meetings upon the conclusion of today’s meeting.

OTHER COMMITTEE BUSINESS

There was none.

ADJOURNMENT

Chair Singer thanked those in attendance for their participation. With no other business to discuss, Chair Singer adjourned the meeting at 8:58 a.m.

Respectfully submitted,
Anamarie Mixson, Director, Office of the President