



AGENDA

THE UNIVERSITY OF WEST FLORIDA

BOARD OF TRUSTEES

EXECUTIVE COMMITTEE CONFERENCE CALL MEETING

May 8, 2019

3:30 p.m. CST

University of West Florida

Crosby Hall Upstairs Conference Room, Bldg. 10, Rm. 224

11000 University Parkway, Pensacola, FL 32514

Call to Order/Roll Call Mort O’Sullivan, Chair

Chair’s Greeting Mort O’Sullivan

Public Comment

Action Item

Information Item

1. Board Assessment: Review of BOT Self-Evaluation Effectiveness Survey Samples

Other Business

Adjournment

University of West Florida

Board of Trustees Self-Evaluation

Sample 1

For each item, select your level of agreement with each statement.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The board committee structure is effective and appropriate to the work of the board.					
2	The board periodically reviews and evaluates policies and procedures.					
3	The board regularly reviews the mission, vision, and strategic goals of the university and the State University System.					
4	The board maintains appropriate and effective administrative oversight of the activities of the university.					
5	Board members are adequately informed on the financial health of the university so as to provide effective oversight.					
6	Board members are adequately informed on the educational programs of the university so as to provide effective oversight.					
7	The board regularly evaluates the president of the university.					
Open Ended						
8	What are the major accomplishments of the board in the past year?					
9	What are areas in which the board could improve?					
For any items identified as Disagree or Strongly Disagree, please provide context and details in the comments section.						

Comments:

University of West Florida

Board of Trustees Self-Evaluation

Sample 2 (Adapted from the Florida Board of Governors Self-Evaluation Instrument)

For each item, select your level of agreement with each statement.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The Board of Governors has clear responsibilities for its members.					
2	The Board of Governors adhere to a code of ethics.					
3	The Board of Governors avoids conflicts of interest and the perception of conflicts of interest.					
4	The Board of Governors advocate SUS interests to state agencies and legislators.					
5	The Board of Governors are knowledgeable about state and regional higher education needs.					
6	The Board of Governors are knowledgeable of the mission and purposes of each SUS institution.					
7	The Board of Governors monitor the effectiveness of how each institution fulfills their mission through the accountability and strategic plans.					
8	The Board of Governors promote an environment where members feel engaged, respected, and empowered to raise issues for discussion.					
Open Ended						
9	Please list any areas for improvement for the Board of Governors.					
10	What should the Board accomplish in the next two years?					
For any items identified as Disagree or Strongly Disagree, please provide context and details in the comments section.						

Comments:

University of West Florida

Board of Trustees Self-Evaluation

Sample 3

For each item, select your level of agreement with each statement.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The accreditation review of the SACSCOC 2018 Principles regarding Board Governance (Section 4), Board legal authority, and Board professional development and retreat was effective.					
2	Board members are provided with sufficient professional development opportunities.					
3	The board has reviewed and/or updated the bylaws within the last five years.					
4	Board members are knowledgeable of the roles and responsibilities of trusteeship.					
5	The board adheres to a comprehensive conflict-of-interest policy and addresses conflicts appropriately.					
6	The board productively explores ideas by engaging in robust discussions.					
7	The board regularly reviews the mission, vision, and strategic goals of the university and the State University System.					
8	The board self-evaluation process provides useful information on Board performance.					
9	The board committee structure is effective.					
10	Board members are adequately informed on the financial health of the university so as to provide effective oversight.					
11	The board monitors auxiliary organizations (e.g., alumni, foundations, institutes).					
12	Board members are adequately informed on the educational programs of the university so as to provide effective oversight.					
13	Board procedures for succession, selection, and evaluation of the President are clear.					
14	The board regularly evaluates the president of the university.					

15	The board ensures the institution plays a positive social and economic role in the communities it serves.					
Open Ended						
16	What are the major accomplishments of the board in the past year?					
17	What are areas in which the board could improve?					
For any items identified as Disagree or Strongly disagree, please provide context and details in the comments section.						

Comments:



Board Assessment

UWF BOT Self Evaluation Effectiveness Survey

Presented 3/20/19 to the UWF BOT as an Information Item – Revised 4/30/19

Purpose

- ◇ The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) encourages Board of Trustees participation in self-evaluation as part of an educational institution's strategic planning process.
- ◇ Section 4.2g: SACSCOC Principles of Accreditation: Foundation for Quality Enhancement Adopted by the College Delegate Assembly: December 2017 states, *"The governing board defines and regularly evaluates its responsibilities and expectations (Board self-evaluation)."*
- ◇ The National Commission on College and University Board Governance recommends *"Boards must hold themselves accountable for their own performance by modeling the same behaviors and performance they expect from others in their institutions. To do so means setting goals for board performance and benchmarks for measuring board effectiveness, as well as conducting regular board self-assessments."*

Benefits

- ◇ As the body that holds in trust the fundamental autonomy and ultimate well-being of the institution, the governing board of the institution is a critical element in the success of the institution. Good institutional governance requires that the board systematically asks itself, "How are we doing? What are we doing? Are we as effective as a board as we can be?"
- ◇ The process of institutional improvement underlies the SACSCOC Principles of Accreditation. While the means by which a governing board participates in that process may be different in scope, tone, and detail than that of the rest of the institution, it is still a necessary element in institutional leadership.
- ◇ A board that assesses its own performance sets the right tone at the top for the entire institution.
- ◇ The board assessment process can educate board members about their roles, responsibilities and boundaries and should be included as part of the orientation of new board members.

Process

PLANNING

- ◇ Board provided with Assessment Purpose, Benefits, Process & Timeline for Consideration
- ◇ Committee Charge
- ◇ Timeline Confirmed
- ◇ Set Goals

INFORMATION GATHERING

- ◇ Document Review: SACSCOC requirements, Association of Governing Boards, Florida Board of Governors, and Florida State University System.
- ◇ Create Survey: Gather and create samples of BOT Self-Evaluation Survey
- ◇ Choose the Scoring Scale

FINDINGS & RECOMMENDATIONS

- ◇ Analysis and Goal Setting: Upon completion of the BOT Self-Evaluation Survey, the Board will meet to analyze the Survey results, generate discussion regarding the results and set goals accordingly.
- ◇ Presentation: University staff will compile results and Board Chair or Executive Committee will present to the Board.
- ◇ Board Discussion: If there are specific changes identified by the Board, Board meeting minutes will document recommended changes.

IMPLEMENTATION

- ◇ Multiple cycles of the process will properly document the Board self-evaluation as a continuous process.
- ◇ To complete the Strategic Planning Process, the Board of Trustees will:
 - Review and approve the institution's mission as a result of the strategic planning process; and
 - Review and approve the institution's new strategic plan that resulted from the review process.

Effectiveness Survey Questions to Consider

- The accreditation review of the SACSCOC 2018 Principles regarding Board Governance, Board legal authority, and Board professional development was effective.
- The Board Committee structure is effective.
- The annual Board of Trustees professional development is effective.
- Board members are provided adequate professional development opportunities.
- Board members are adequately informed on the financial health of the institution to provide effective oversight.
- Board members are adequately informed of educational programs and services to provide effective oversight.
- Board minutes are clear and accurate.
- Board procedures for Presidential succession, selection, and evaluation are clear.
- Board procedures for the President's evaluation are effective.
- The Board is effective in its guidance role to the President.
- The Board is effective in its policy-making role, which includes updating policies to meet new circumstances.

Scoring Scale (Likert Scale)

Scale of Agreement:

- Strongly Agree (1); Agree (2); Disagree (3); Strongly Disagree (4) **OR**
- Strongly Agree (1); Agree (2); Don't Know/Neither Agree or Disagree (3); Disagree (4); Strongly Disagree (5)

2019-2020 Timeline

March 20, 2019 (BOT Meeting): BOT Self-Evaluation Process presented to the Board as information item.

April, 2019: University Provost Office staff to draft three sample versions of BOT Self-Evaluation Survey. SACSCOC Sect 4.2g to provide direction for survey questions

Late April or Early May, 2019: BOT Executive Committee to meet, review and approve BOT Self-Evaluation Survey.

May 15, 2019 (BOT Meeting): BOT Executive Committee gives report and samples of surveys to the full Board. Board members are instructed to review all assessment information provided and bring survey samples to the BOT Retreat for discussion, revision and finalization.

June 7, 2019 (BOT Retreat): Board members to discuss, revise and finalize the BOT Self-Evaluation Survey at BOT Retreat.

June 19, 2019 (BOT Meeting): Revised BOT Duties & Responsibilities to be presented to the Board as an action item (Board Self-Evaluation Process added to BOT Duties & Responsibilities).

September 19, 2019 (BOT Meeting): Board approve final BOT Self-Evaluation Process & Timeline as an action item.

January, 2020: BOT Self-Evaluation Survey to be sent to the Board (Evaluation of 1/2019–12/2019).

March 18, 2020 (BOT Meeting): Board approve Self-Evaluation of 1/2019–12/2019.

June 18, 2020 (BOT Meeting): Review of 1/2019–12/2019 Self-Evaluation Results & Continuous Improvement for 2020.