Chair Dave Cleveland called the meeting to order at 12:40 p.m. with the following committee members present: Dave Cleveland, Lewis Bear, Jr., Ted Fox, Bob Jones, Suzanne Lewis, Lu Timothy May and Susan O’Connor.

Other trustees in attendance: Susan O’Connor, Mort O’Sullivan, Jay Patel and Daniel McBurney.

Others in attendance: Dr. Judy Bense, President; Dr. Martha Saunders, Provost; Dr. Kevin Bailey, VP Student Affairs; Dr. Steven Cunningham, VP Finance & Administrative Services; Pat Lott, General Counsel, Ms. Betsy Bowers, AVP Internal Auditing; Dr. George Ellenberg, Vice Provost; Dr. Pam Northrup, VP Innovation Institute; Ms. Janice Gilley, AVP Governmental & Community Relations; Ms. Cynthia Talbert, Internal Auditing; Ms. Ellen Till, Director, Business Affairs & Auxiliary Services; Dr. Michael Huggins, Dean, CASSH; Dr. Steve Brown, Dean, CEPS; Dr. Ed Ranelli; Dr. Jay Clune, Dean, Graduate School; Dr. Kim LeDuff, Chief Diversity Officer; Dr. Joffery Gaymon, AVP Enrollment Affairs; Dr. Ruth Davison, Director of Housing; Dr. LuSharon Wiley, Senior Associate Dean of Students; Dr. Tim O’Keefe, Dean, College of Business; Ms. Mica Hughes-Harrell, Director Wellness Services; Ms. Anita Schonberger, Deputy General Counsel; Dr. Vanee Cao-Nguyen, Director SDRC; Dr. Bob Dugan, Dean, Library Studies; Dr. Sarah Luczyk, AVP, Student Affairs; Mr. Peter Robinson, Director, Environmental Health & Safety; Dr. Brandon Frye, AVP, Dean of Students; Dr. James Barnett, Interim CEO, UWF BEI; Mr. Rob Overton, Executive Director, Historic Trust; Ms. Angela Wallace, Director, Finance & Admin; Mr. Matt Rowley, Public Relations; Ms. Karen Rentz, Director, Office of EOC; Ms. Robin Zimmern, Assistant Dean of Students; Ms. Sandra Thompson, Director, ITS; Ms. Melanie Haveard, Director, ITS; Mr. William Coleman, ITS; Mr. Colin Bissett, ITS; Mr. Tony Nguyen, Athletics; Ms. Patrice Moorer, Asst Dean, University College; Mr. David Scott, Athletic Director; Ms. Lisa Berneau, Assistant General Counsel; Ms. Lauren Loeffler, Director Career Center; Ms. Jamie Sprague, Asst Director Human Resources; Ms. Angela Jones, Director, Procurement and Contracts; Ms. Valerie Moneyham, AVP, Business, Finance & Facilities; Dr. Claudia Stanny, Director, CUTLA: Mr. Daniel Lucas, Chief Financial Officer, UWF Foundation; Dr. William Healey, Director, Recreation and Sports Services; Mr. Matt Marshall, Director, University Commons & Student Activities; Mr. John Warren, Chief of Police; Dr. William Crawley, Dean, CEPS; Dr. Rebecca Kennedy, AVP Counseling Center; Andrew Romer, Executive Specialist; Eric Ingerman, Sound Specialist; Becky Luntsford, Executive Specialist.
CHAIR’S GREETING

Chair Cleveland welcomed everyone and thanked all for being here today.

CHAIR’S CHARGE

Chair Cleveland explained the Presidential Compensation & Contract Committee has been called by Chair Bear to meet and assist the Presidential Search Committee toward selecting a dynamic and competent individual to assume the leadership of the University of West Florida.

Chair Cleveland went on to explain the Board of Trustees voted unanimously at its meeting on September 30, 2015 to appoint the Presidential Compensation & Contract Committee. Trustee Cleveland was appointed to serve as Chair of the Committee. The committee includes Trustees Susan O’Connor, LuTimothy May, Bob Jones, Suzanne Lewis, Ted Fox, Chair Lewis Bear, Jr. and Garrett Walton. Trustee Garrett Walton asked to be removed from the committee and Chair Bear granted his request.

Chair Cleveland stated that the members of the Presidential Compensation & Contract Committee will focus on the particular elements of and making recommendations concerning the compensation that will be offered to the final candidate. Those elements may include:

- Pension/Retirement Contributions
- Life Insurance
- Automobile
- Merit-based Salary Increases
- Club Memberships
- Professional Development
- Entertainment
- Deferred Compensation
- Provisions for Health and Wellness

Chair Cleveland explained the Committee may also be called upon to make recommendations not only on the elements of compensation, but also the university president’s term of appointment and provisions for reappointment. Other conditions of employment may include performance- or time-based bonuses, sabbaticals, and license to serve as a paid member of a corporate board.

Chair Cleveland concluded that in doing all these things, the Committee will comply with specific state and university guidelines such as the Sunshine Law.

Chair Cleveland asked General Counsel Pat Lott to give a briefing to the Committee on Sunshine Law and university searches.
General Counsel Pat Lott provided the Committee with detailed instructions on Sunshine Law requirements and public records laws as they pertain to university searches.

Ms. Lott explained to the Committee that Becky Luntsford, BOT Executive Specialist, Janice Gilley, AVP for Community & Government Relations, Jamie Sprague, Associate Director Human Resources and General Counsel Pat Lott are the staff members assigned to this search and if trustees receive any type of communication, applications or inquiries throughout the process to please forward all information and inquiries to one of these identified staff members.

Chair Cleveland asked Director, Procurement & Contract, Angie Jones to give a briefing to the Committee on UWF Procurement & Contracts guidelines.

Ms. Jones provided the Committee with a description of the process for obtaining both the Presidential Compensation Study contract and vs. the Presidential Search Firm contract. The two processes are separate and will be separately funded and contracted.

**ACTION ITEMS**

1. **Approval of Selection of a National Firm to Conduct a Compensation Study** was presented by Chair Cleveland.

   The Presidential Compensation & Contract Committee will select a national firm to conduct a compensation study. This study will assist the Committee in consideration of compensation for the next university president. This study will include data regarding presidential compensation on a national basis and within the SUS, especially with respect to UWF’s peer and aspirant institutions.

   A motion was made to Request Procurement and Contracts to obtain proposals from qualified entities to perform a presidential compensation study and to return to the Committee at its next meeting with a recommendation for the Committee’s consideration.

   Motion by: Trustee Suzanne Lewis
   Seconded by: Trustee LuTimothy May
   Motion passed.

2. **Approval of Presidential Compensation & Contract Committee Timeline** was presented by Chair Cleveland.
The Presidential Compensation & Contract Committee is requesting approval of the Presidential Compensation & Contract Committee Timeline as presented.

A motion was made to Approve the Presidential Compensation & Contract Committee Timeline.

Motion by: Trustee Suzanne Lewis
Seconded by: Trustee LuTimothy May
Motion passed unanimously.

There was lengthy discussion on the procurement of the compensation study vs. conducting the study internally, the costs involved, funds available for SUS searches, and providing the chosen vendor with comparable data of the university president’s current compensation.

OTHER COMMITTEE BUSINESS

Chair Cleveland encouraged Committee members to submit any additional input regarding the Committee’s timeline or processes to him through Becky Luntsford before the December 10, 2015 Board of Trustees Meeting.

ADJOURNMENT

With no further Presidential Compensation & Contract Committee items to discuss, the meeting was adjourned at 1:12 p.m.

Respectfully submitted,
Becky Luntsford, recording secretary