Chair Dave Cleveland called the meeting to order at 8:00 a.m. with the following committee members present: Dave Cleveland, Suzanne Lewis and Bob Jones.

Others in attendance: President Martha Saunders, Trustee Mort O’Sullivan, Trustee Jay Patel, James Felder, Jamie Sprague, and Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees.

CHAIR’S GREETING

Chair Cleveland welcomed everyone and thanked everyone for attending. He explained there is one action item and one information item on the agenda.

ACTION ITEM

I. Approval of January 20, 2017 Minutes

Motion by: Trustee Suzanne Lewis
Seconded by: Trustee Bob Jones
All in favor.
Motion passed unanimously.

INFORMATION ITEM

1. Review of Timeline

Chair Cleveland explained that the purpose of the meeting was to receive input from BOT Chair Mort O’Sullivan and President Martha Saunders to ensure the Committee is moving in the right direction. He added that the Committee members wanted to be clear on the charge before them and that the Committee’s timeline honors the president’s contract as performance assessment, evaluation and incentives are all considered and established.

Chair Cleveland explained that the Committee embraces the metrics as part of the president’s evaluation, and her performance related to the metrics will become the incentive part of the process. Chair Cleveland stated that the Committee discussed timelines, assessment and the manner in which a performance-based bonus may be established. He went on to explain that the calendar year does not correspond with the university’s fiscal year, nor the timing of the
metrics. He explained that this year is a stub year and for the first six months of President Saunders’ contract, she will be inheriting the goals and successes of her predecessor. He added that the Committee discussed developing an assessment and bonus plan to be implemented in May [2017].

Chair Cleveland shared with those present that the metrics have a two-year lag, for example, the funding for 2017-2018 will be based on the 2015-2016 metric scores. He added that it would not be until the third year of the President’s three-year contract that the numbers would truly be President Saunders’ numbers.

Chair Cleveland explained that the Committee desires that going forward; the presidential assessment will be both qualitative and quantitative. He went on to state that there will be an assessment of the President this July/August [2017] similar to what has been done in the past and there would not be the same bonus potential as in a full year, but in subsequent years, full bonus option will be included.

BOT Chair O’Sullivan asked President Saunders how she felt about that idea. President Saunders stated that in her prior positions, she has used the presidential evaluation as bonus potential and she advised that if the president got a bonus, everyone should win. Dr. Saunders went on to explain that she liked the stub year idea and bonus potential to be included. She stated that many people have worked very hard on the metrics - on behalf of the entire institution - and she did not believe we should delay the reward. She added that there are other ways she can reward the campus, but she said it would be helpful if everyone wins together and are moving in the same direction.

Chair Cleveland asked President Saunders if she could please turn in her goals to the Chair O’Sullivan and the Committee as soon as possible. Dr. Saunders explained that she had prepared a performance review as Executive Vice President and those goals are very similar to the president’s goals.

BOT Chair O’Sullivan asked President Saunders if she had continued on as provost, would a bonus have been built in. Dr. Saunders replied, “No.”

Trustee Suzanne Lewis asked Dr. Saunders for a compilation of accomplishments over the past six months for her and her cabinet. Trustee Lewis stated that she would like to see how Dr. Saunders aligned her leadership plan with the cabinet’s.

Trustee Jay Patel asked Dr. Saunders to show how she would reward those who played a role in her successes as well.
President Saunders asked if she could draft a proposal for the Chair and Committee for the entire three years of her presidential contract period and back the proposal up into increments. The Committee agreed unanimously that this was a great idea.

Trustee Lewis asked President Saunders to include in the three-year plan, the President’s vision and how that vision will commence within the interim periods.

Chair O’Sullivan restated for the minutes and asked the Committee to confirm their specific requests of President Saunders being:

1. To provide in May or June [2017] an assessment for her first six months in office;
2. An evaluation of her cabinet for the past twelve months;
3. Her three-year plan; and
4. Identify the one-year mileposts in that plan.

Chair Cleveland clarified that the Committee needs the President’s information by early May so the proposal can be brought forward at the Committee meeting on May 25, 2017. The proposed plan will be brought to the full Board at its June 29, 2017 meeting for approval of the Presidential Goals from July 1, 2017 – June 30, 2018. He added that the Presidential assessment will happen in July or August. A bonus plan may be presented to the full Board of Trustees in September.

Chair Cleveland asked staff to prepare an additional timeline for the Committee.

Trustee Bob Jones explained that he believed bonuses should only be considered when an employee goes above and beyond the expectations for performance. He added that he liked Dr. Saunders’ idea of planning for a longer period of time than twelve months.

Trustee Lewis agreed with Trustee Jones and noted it will be helpful for Dr. Saunders to share her viewpoints and allow her cabinet to articulate their exemplary performance as well. She added that once the Committee is able to see a three-year plan, a bonus plan may reveal itself.

BOT Chair O’Sullivan asked President Saunders if her contract mentions metrics. Dr. Saunders replied, “No.”

Trustee Jones reminded the Committee that the metrics are very important, but are not everything. He added that the university is not run for the purpose of the metrics, however, regretfully, within the performance on the metrics, the university will not have the tools necessary to accomplish what the Board and the administration wants to do.
President Saunders explained that she would like the opportunity to present her proposal for the next three years of her presidency and give the Board time to provide feedback before anything is finalized. She added that in her reporting, she will provide explanatory context for metric numbers that increase, decrease and/or remain the same.

Trustee Lewis stated that she believes the Board can provide quality control on this issue and be very transparent with the process and how the Board evaluates and feels about our university President and how that helps our President’s Cabinet succeed.

BOT Chair asked if members were in favor of the Presidential Performance Evaluation and Metrics Committee to continue as a standing committee instead of ad hoc.

Chair Cleveland said, “Yes.”

Trustee Jones said he would like to see UWF’s Presidential Evaluation method as a good model for all other universities within the state. He said the president’s evaluation should be a responsibility required of every trustee and not be voluntary. He requested the Board Chair charge the Board with this mandatory responsibility at the time presidential evaluations are distributed to the Board.

Chair Cleveland agreed with Trustee Jones and added that he would like to see the opportunity for comments and further input be encouraged from the Board.

Trustee Jones stated that feedback is necessary in order to determine that all trustees evaluated the president.

BOT Chair O’Sullivan thanked the Committee for their hard work and dedication to the charge placed before them.

With no further business to discuss, Chair Cleveland adjourned the meeting at 8:46 a.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary