

DRAFT Minutes

Presidential Performance Evaluation Metrics Ad hoc Committee

UWF Board of Trustees

UWF Emerald Coast Campus, Fort Walton Beach, FL

March 23, 2017

Chair Dave Cleveland called the meeting to order at 1:30 p.m. with the following committee members present: Dave Cleveland, Suzanne Lewis and Bob Jones.

Others in attendance: BOT Chair Mort O'Sullivan, James Felder, Jamie Sprague, and Becky Luntsford.

Chair Cleveland welcomed everyone and explained his objective for the meeting was to pick up where the committee left off when they last met and to keep moving on the committee's objectives.

- I. Presidential Goals**
 - A. Update on 2017-2018 Submission**
 - B. Committee Input / Format**

Chair Cleveland said he had spoken with President Saunders and reminded her of the timeline for submitting her goals to Chair O'Sullivan by May 1. He added that after Chair O'Sullivan's review, the president's goals will be reviewed by the Committee no later than May 25 and then goals will go before the full board at the June 29, 2017 BOT meeting.

Chair Cleveland said Dr. Michael White is updating the Presidential Scorecard. Dr. Saunders will submit a self-assessment for January – May 2017, a 12-month evaluation of her Cabinet, a 3-year plan with qualitative and quantitative goals in one-year increments.

- II. Policy Statements**
 - A. Presidential Assessment**
 - i. Annual**

Chair Cleveland provided handouts to the Committee. He asked the committee to pay attention to the policy statements discussed in the handouts provided. Chair Cleveland asked Jamie Sprague if UWF has a compensation policy. Ms. Sprague explained that UWF does not have such policy.

Chair Cleveland asked the committee to consider developing a policy statement which is becoming common practice at other universities.

ii. Periodic Comprehensive

The Committee discussed the importance of presidential self-assessment and goal setting.

Chair Cleveland asked the Committee to consider developing a periodic comprehensive assessment process.

The Committee agreed that developing a periodic comprehensive assessment that will be broad and flexible is important.

Chair Cleveland asked Jamie Sprague, Becky Luntsford and James Felder to take the three examples provided in the handouts, research other resources, and compose a draft compensation policy. That policy will include an annual self-assessment, language for periodic comprehensive assessment, and a basic timeline. The policy also needs to state the difference in the academic, fiscal, calendar year as they relate to the presidential assessment. The policy will also include the statement that the Board assessment of the president is required of all trustees annually. He asked that this draft be sent to the Committee members and Chair O'Sullivan prior to their next meeting.

Chair O'Sullivan asked the staff to pay attention to the date that will determine how much bonus to go to the President on the July/August timeframe. If a bonus is to be awarded, it will be approved at the September BOT meeting.

Trustee Lewis asked staff to include a generic graphic showing the timeline at the bottom of the statement.

B. Board Assessment

The Committee discussed campus and community assessments of the president versus the Board of Trustees assessment of the president. They discussed the process and the expense. Chair Cleveland asked staff if UWF has the resources or tools to provide the Board in assessing the president. Jamie Sprague explained that UWF has Qualtrics, which is dependable survey product. Chair Cleveland said he believes the university has the necessary tools and an outside consultant or firm is not necessary to complete the Board's assessment of the president.

The Committee decided to table the BOT Self-Assessment recommended by AGB.

III. Performance Based Pay
A. Partial Earn-Out
B. Qualitative vs. Quantitative
C. BOG Metrics vs. Other Goals

Chair Cleveland explained that the Committee is unable to develop performance-based pay until after this committee receives the President's assessment. He added that the Committee will need to work quickly between May and July to put something in writing on how the President's performance-based pay will be assessed and decided.

The Committee asked Becky Luntsford to find out the difference and report back to the Committee the Key Performance Indicators (KPIs), Presidential Scorecard, BOG Metrics and the BOT Electronic Evaluation presidential assessment tools.

The Committee discussed other options for setting and assessing qualitative, quantitative goals, metrics and other goals.

BOT Chair O'Sullivan encouraged the committee to continue their good work, research and conversation. He asked the Committee to provide as much information and resources as possible to effectively assess the president and formulate her evaluation.

Chair O'Sullivan asked for clarification on Dr. Saunders bonus potential at the end of fiscal year, 6 months into her presidency. Chair Cleveland said the Committee agreed at the last meeting, when Dr. Saunders was present, that she would be eligible for an amount representing half of what is in her contract - for half the year.

IV. Update on Timeline and Assignments

Chair Cleveland asked Becky Luntsford to poll the Committee and schedule a Committee meeting sometime between May 15 – May 23 to look at the President's Self-Assessment and Goals with Chair O'Sullivan.

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 2:20 p.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary