

Minutes

Presidential Performance Evaluation Metrics Ad hoc Committee

UWF Board of Trustees

UWF Crosby Hall, Building 10, Room 224

July 27, 2017

Chair Dave Cleveland called the meeting to order at 3:36 p.m. with the following committee members present: Dave Cleveland and Bob Jones.

Committee member Trustee Suzanne Lewis and General Counsel Pam Langham joined by phone.

Others in attendance: BOT Chair Mort O'Sullivan, James Felder, Janice Gilley, and Becky Luntsford. Dr. Martha Saunders attended a portion of the meeting as requested by the Committee.

I. Approval of June 27, 2017 Minutes

Chair Cleveland welcomed everyone and asked for a motion to approve the minutes from the last Committee meeting.

Motion made by: Trustee Bob Jones

Seconded by: Trustee Suzanne Lewis

Motion passed unanimously

Chair Cleveland explained the primary goals for the meeting were to approve the Trustee Survey questions and the format the Committee will use to make the recommendation to the Board of Trustees.

II. Trustee Survey

Chair Cleveland explained that handouts were provided to the Committee members prior to the meeting including the questions used the past three years on the Presidential Evaluation Trustee Surveys. He asked if the Committee wanted to use the same questions or compose new ones. He confirmed that this evaluation period will cover January 1, 2017 through June 30, 2017 for President Saunders.

Trustee Suzanne Lewis suggested the Committee align the questions with the current Presidential Scorecard, work to get 100% response from the Board of Trustees this year and put

great effort into a new survey instrument next year that will align with the new Presidential Evaluation Policy.

Trustee Bob Jones agreed with Trustee Lewis' recommendations, but stated he would prefer more appropriate Trustee Survey answer options to include "exceeds expectations; meets expectations; does not meet expectations." He went on to mention that in order for the Committee and the Board to look at bonus opportunities, there must be more than results that just meet expectations.

Chair Cleveland said that Trustee Jones' suggested answer options would more closely align with the new Presidential Evaluation Policy.

BOT Chair Mort O'Sullivan asked if it would be acceptable to assign a numerical score associated to those answer options so a composite score can be formulated.

Trustee Jones has no objection.

After discussion, the Committee agreed 1 would represent "falling short"; 3 would represent "meets expectations"; and 5 would represent "out of the park."

Chair Cleveland, Trustee Jones and Trustee Lewis agreed that the Committee will use the 2017-2021 Strategic Plan to align the Trustee Survey next year. However, this year, the Committee will use the President's Self Assessment and the Presidential Scorecard as evaluation tools.

The Committee asked staff to send all Presidential Evaluation support documents in hard copy format in addition to electronic format to assist the Trustees with the Trustee Survey.

Staff agreed. Documents will include: President's Self-Assessment (January 1, 2017 – June 30, 2017); 2016-2017 Presidential Scorecard; Scorecard Definitions; and BOG Metrics.

Staff will use the Qualtrics survey tool for the Trustee Survey. Survey Results will be returned to Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees.

III. Presidential Scorecard

Chair Cleveland asked President Saunders if the Presidential Scorecard is in final format for her evaluation. Dr. Saunders said it was.

IV. Presidential Compensation

There was much discussion by the Committee on the President's work, accomplishments as Provost and Executive Vice President and other significant considerations the Committee must address at their next meeting while they develop a compensation recommendation for the full Board.

Chair Cleveland explained that Presidential Compensation will be the primary business at the next Committee meeting.

V. Report Format for Presidential Evaluation Recommendation

After much discussion, the Committee agreed that a report will be a summary of the Trustee Survey results. An additional narrative report will be prepared by the Presidential Performance Evaluation & Metrics Ad hoc Committee as a formal recommendation to the Board. The compilation order of the report follows:

- Trustee Survey Question 1 Answers & Additional Comments
- Trustee Survey Question 2 Answers & Additional Comments
- Trustee Survey Question 3 Answers & Additional Comments
- Trustee Survey Question 4 Answers & Additional Comments
- Trustee Survey Question 5 – Additional Comments
- Presidential Performance Evaluation & Metrics Ad hoc Committee Narrative (Report/Recommendation) to the Board of Trustees

IV. Other Committee Business

Trustee Suzanne Lewis recommended that Chair Cleveland appoint Janice Gilley to work with President Saunders to place weight on the President's Five Strategic Goals for next year and present that information to the Committee at the next Committee meeting.

BOT Chair O'Sullivan, Chair Cleveland, Trustee Lewis and Trustee Jones granted permission to Janice Gilley to work with President Saunders to place weight on her 2017/18 goals. Ms. Gilley agreed.

BOT Chair O'Sullivan stated that the President must understand she will be evaluated against everything within her goals and against the Presidential Evaluation Policy. All agreed.

Chair Cleveland reminded the Committee that Presidential Evaluation Policy, specifically Section IV (a), must serve as the overarching guidelines at the next Committee meeting.

Staff agreed to finalize all documents and send out the Trustee Survey as soon as possible.

The next Committee meeting was scheduled for August 28, 2017, 3:00 p.m.

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 4:45 p.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary