Minutes
Presidential Performance Evaluation Metrics Ad hoc Committee
UWF Board of Trustees
UWF Main Campus, B10 Crosby Hall
January 20, 2017

Chair Dave Cleveland called the meeting to order at 2:36 p.m. with the following committee members present: Dave Cleveland, Suzanne Lewis and Bob Jones.

Others in attendance: Pat Lott, 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.

I. Review and Approve Charge of Committee

Chair Cleveland expressed his uncertainty as to whether the committee will continue as a standing or ad hoc committee. He recalled the committee’s charge as being the development of the presidential performance and bonus plan.

Trustee Suzanne Lewis asked if the presidential scorecard was a standard document created for university presidents. It was discussed that every university uses forms and procedures customized for each institution for establishing presidential performance, evaluation and bonus plans.

Trustee Bob Jones explained that bonuses should be awarded only when performance is exceptional not just excellent. Trustee Lewis agreed.

Chair Cleveland summarized the charge of the committee is to develop and put into place tools for presidential assessment and evaluation. He added that the first task of the committee being development of a performance based incentive plan, i.e. a bonus plan, as well as developing a presidential scorecard. All were in agreement to the committee’s charge.

Pat Lott clarified that the Presidential Performance Evaluation Metrics ad hoc Committee is “the committee” mentioned in the presidential contract.
II. Required Resources
   a. Staff Support
   b. Independent Consultancy
   c. Board of Governors Resources
   d. Association of Governing Boards Resources

Chair Cleveland explained that notebooks of resource materials have been provided to the committee members.

III. Timeline
   a. Calendar

Pat Lott read the President’s Contract and clarified the amount allowed for Performance Incentive is 20% of base. She went on to read sections of the President’s current contract to clarify the President’s Term of Appointment; Evaluation.

3.2 On or before May 1 each year commencing May 1, 2017, the President shall provide the Chair of the Board of Trustees with a list of proposed goals and objectives for the fiscal year beginning on July 1, to include targets to meet state accountability measures and the University’s strategic plan. The Board, or committee thereof, and the President shall discuss the President’s proposed goals and objectives for the next fiscal year, after which time the finalized goals and objectives will be presented to the full Board for consideration and approval.

3.3 On or before May 1 of each year commencing May 1, 2017, the President shall initiate the evaluation process for the fiscal year ending on June 30 of such year by preparing a self-appraisal of performance as President for submission to the Chair and evaluation by any applicable committee of the Board and then for submission to the Board of Trustees, in accordance with guidelines established by the Board of Trustees as the Board may deem appropriate. The President agrees to furnish any additional relevant information requested by the Chair to aid the Board of Trustees in its annual performance review of the President.

Trustee Lewis explained that this first year President Saunders must be evaluated by the Board for this interim time period. She went on to state that the committee needs to address this specific time period with the full board and establish goals for the period January 1, 2017 – June 30, 2017. Evaluating performance in July or August.

Chair Cleveland explained that the Committee indeed needs an interim evaluation plan. Chair Cleveland referred to the interim time period as the stub year.

There was discussion on six-month bonus options. Trustee Jones stated he is not inclined to offer a bonus prior to the president’s full year evaluation, not for the interim period.
There was also discussion about the data that will be used for President Saunders evaluation for her first year in office will be data from before her presidency began.

b. Completion Date for Presidential Performance Based Compensation Plan

It was decided by the committee that President Saunders should provide goals to BOT Chair O’Sullivan by May 1, 2017. The goals will be for the period July 1, 2017 – June 30, 2018. Trustee Lewis and Jones suggested the President provide the Chair with a narrative of her goals for the interim period of January 1 – June 30, 2017.

Trustee Lewis asked Chair Cleveland and staff to consider developing a timeline including:
- Why the Committee has this period where there will be no evaluation
- When the committee will start the period of evaluation
- List what contributes to the evaluation; data from the metrics and the president’s goals should inform the presidential scorecard.

She went on to state that she believes the incentive plan should be separate from the scorecard. She added the incentive plan should not be a subjective or quantitative calculation, but should be measurable and achievable under exceptional performance.

Pat Lott read Section 5.1 Other Compensation from the president’s contract.

*The Board of Trustees, at its sole discretion, may award an annual performance incentive of up to twenty percent (20%) of base salary to the President for achievement of performance incentive criteria set by the Board on an annual basis. The performance incentive criteria may include the annual goals and objectives agreed to pursuant to Section 3.2, the evaluation results pursuant to Section 3.3, the University’s success in the Board of Governor’s performance–based funding plan, and/or other criteria established by the Board from time to time to reflect contemporary issues and concerns, strategic goals, and the current University work plan. Such annual performance incentive, if awarded, shall be paid to the President within 60 days of the date on which the performance incentive is approved by the Board.*

The committee used a white board in the conference room to devise a timeline. Staff were asked to transfer the information to a timeline graphic and to provide to the committee members.

c. Need for Interim Plan

Chair Cleveland referred back to the agenda and stated that he believed the committee has collectively agreed that the president does not need an interim plan this year. He added that there will either be no bonus this year or a bonus, if offered, will be discretionary and at the wishes of the Chair or he Board and it will be based on existing report card and presidential six-month accomplishments.
There was much discussion on ways to incorporate presidential goals into a bonus plan, points-based-system, and other structured options.

IV. Steps Forward
   a. Staff Assignments
   b. Board Member Assignments
   c. Meetings Schedule

Chair Cleveland and the committee asked Jamie Sprague to provide a report showing bonus incentive plans utilized at the other Florida State University System institutions. Ms. Sprague agreed to do so.

The committee unanimously agreed to ask President Saunders to identify ten goals and explain what the exceptional outcomes would be. The committee also wants to identify a certainly number of the president’s goals that will directly tie to the metrics.

The committee agreed they must get to work immediately once the president provides her goals.

Chair Cleveland said he would request a meeting with President Saunders within the next couple of weeks and invite the president and Chair O’Sullivan to the next committee meeting on February 21, 2017 to have an open conversation on the committee’s charge and direction.

With no further Presidential Performance Evaluation Metrics ad hoc Committee business to discuss, the meeting was adjourned at 4:17 p.m.

Respectfully submitted,
Becky Luntsford, Assistant Corporate Secretary to the Board of Trustees