# MINUTES

**Trustees Present:**

Isabella (Bella) Genta**,** Adam Hollingsworth**,** Wilfredo Gonzalez, Sharon Wamble-King, Radha Pyati, Hans Tanzler and Board Chair Joy Korman.

**Trustees Absent:**

Fred Franklin

## UNF Staff:

President John Delaney, Janet Owen, and Karen Stone

## Item 1 Call to Order:

Sharon Wamble-King, Chair, called the meeting to order at 11:00 a.m., and she recognized a quorum was present.

## Item 2 Minutes:

Chair Wamble-King presented the draft minutes of the January 10, 2017 committee meeting to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, Chair Wamble-King asked for a motion for approval. Wilfredo Gonzalez offered a motion to approve the minutes and Radha Pyati seconded that motion. Chair Wamble-King then asked for a vote and the motion was unanimously carried to accept the minutes as presented.

## Item 3 Public Comment:

There were no requests for public comment.

## Item 4 Development of Process for Recommending New Trustees:

Chair Wamble-King stated that the majority of the meeting would be dedicated to developing a process for recommending new trustees for the Board. Chair Wamble-King welcomed Board Chair Joy Korman who asked the committee to develop the process, and explained that this topic would be for discussion only today, with no formal action to be taken by the Committee.

The Chair then turned the meeting over to Janet Owen who distributed three handouts to the committee: an overview presentation on potential qualifications and time line considerations, a list of desired trustee candidate qualifications characteristics considered by the University of Florida’s Governance Committee, and the Board of Governors’ university trustee appointment process. Ms. Owen said that the process for

submitting recommendations to the Board of Governors and the Governor needs to include a timeline and a strategy for moving names forward.

Ms. Korman offered that a gap analysis process to discern both the existing strengths and needs of the current Board would assist the committee in identifying qualifications needed in potential candidates. There is currently some overlap in areas and others areItem 4 Development of Process for Recommending New Trustees (continued)

not covered. Discussion ensued around the needs for more diversity, strategic corporate/industry relationships, and fundraisers.

Chair Wamble-King added that we need a disciplined, thoughtful process to get people involved. Once we have recommendations, the Chair of the Board will send a transmittal letter to both the Board of Governors and the Governor.

In the discussion, the Committee identified the following desired characteristics and factors to consider in developing a list of desired qualifications and strengths for prospective trustee candidates:

* A diverse balance among trustees. This does not only include gender and race, but also age, ethnicity, religion, etc.
* Specific strengths of members need to be aligned with the strategic plan particularly in areas for growth and strengthening the University (representing areas aligned with Flagship Programs, for example).
* Alignment with the emerging strategies and issues in the region.
* Openness to look outside the region for potential trustee candidates. A trustee is not required to reside in Jacksonville, the region, or the State of Florida, to serve on the Board.
* Expertise in higher education or someone who has previously served on a board of a public institution.
* Expertise/capacity to increase private support for the University.
* Individuals with business acumen, financial experience, or a CPA.
* Legal expertise is important for the Board.
* Strategic industry representation such as healthcare, for example.
* As the institution ages, more alumni will be in positions to contribute and serve.
* Strong stakeholder connections and influence (Legislature, Governor, Board of Governors, etc.)

For a roadmap going forward, suggestions included:

* Staff to draft a list of desired qualifications in three categories such as (1) desired

**Item 4 Development of Process for Recommending New Trustees (continued):**

* qualifications for all Trustees, (2) particular areas of expertise to best ensure balance on the Board as a whole, and (3) strategic areas of expertise aligned with national, state, regional and institutional goals.
* Review the Federal Advisory Committee Act (FACA)
* Alignment with the emerging strategies and issues in the region
* Recommendations to strengthen the orientation for new trustees.

Ms. Owen next discussed a suggested timeline. All appointed trustee terms expire in January. To ensure the submittal of recommended candidates in ample time for consideration, the following proposed timeline was discussed:

June: Develop a list of potential candidates

July-August: The Chair of the Board contacts prospects to gauge their interest; willing candidates complete the application.

September: The Board Chair sends a letter to the Board of Governors and the Governor, as appropriate, as well as making personal contact.

November: BOG usually begins their interview process for applicants, both those UNF has encouraged to apply and those others who apply on their own.

January: January has been the traditional month for the BOG to announce their appointments, but given the recent early legislative sessions in even year, this proposed timeline would also be sufficient for appointments made at the November BOG meeting.

Senate confirmations: In odd years, Senate confirmations will occur during the March- April session. In even years, this may take place in a January-February or March/April session.

UNF will have two Board vacancies as of January 6, 2018 (Joy Korman and Fred Franklin). The next regular vacancies due to expired terms will occur on January 6, 2020.

Ms. Owen will circulate draft qualifications and timeline details to the Committee before the next meeting. At the next meeting of the committee, if they approve the process, it will go to the full Board for action.

## Item 5 Discussion of UNF-UNFF Memorandum of Understanding:

As time was running, this item was tabled until the next meeting.

## Item 6 Adjournment:

There being no further business, the meeting was adjourned at 11:50 a.m.