# **MINUTES**

**Trustees Present:**

Anne Egan, Wilfredo Gonzalez, Kevin Hyde, Adam Hollingsworth, Sharon Wamble-King, Chair, Radha Pyati, and Hans Tanzler

**UNF Staff:** Janet Owen

## **Item 1 Call to Order**

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

## Item 2 Minutes

Chair Wamble-King presented the draft minutes of the October 24, 2017 and the November 29, 2017 committee meetings to the committee and offered the opportunity for comments or questions from the members. Upon receiving none, she asked for a motion for approval. Trustee Hollingsworth moved to approve the minutes and Trustee Hyde seconded the motion. The motion was unanimously carried to accept the minutes as presented.

## **Item 3 Public Comment**

There were no requests for public comment.

## Item 4 Follow up from Presidential Evaluation and Compensation Work

Chair Wamble-King introduced the first agenda item to follow up on the presidential evaluation work of the committee following the December 9th Board meeting. She thanked the committee for all they successfully accomplished. Trustee Hollingsworth provided new committee member, Trustee Egan, with a quick recap of the committee’s

## Item 4 Follow up from Presidential Evaluation and Compensation Work (continued)

recent work in developing strategic priorities for the University for the foreseeable future, as well as developing a presidential evaluation and compensation philosophy. He clarified that the priorities were aligned with the strategic plan. They are a specific set of priorities not only for the new president but for staff as well. The full Board approved the six strategic priorities at their December 9, 2017 meeting as well as the presidential compensation philosophy proposed by this committee.

Chair Wamble-King said that staff will need to follow up to make sure that the new president and staff are aligned on the strategic priorities throughout the University and that everyone was on the same page and moving in the same direction. Of course, the new president will have input in how to get these strategic priorities achieved.

Chair Wamble-King recapped that the full board approved not only an annual evaluation of the new president’s performance but ongoing conversations between the board and the president on the University’s progress on the strategic priorities. She said that these performance conversations will be held at every meeting. While the president may decide to discuss one or two of the six priorities at a given board meeting, the board should have data on the status of the University in all six priority areas.

To that end, Chair Wamble-King said that staff will be developing a dashboard for this data, which will not only include metrics but also a narrative. She said that she asked Janet Owen to compile some information and turned it over to Ms. Owen for her report.

Chair Wamble-King had requested that Ms. Owen look at other SUS institutions to glean any best practices on university dashboard data reporting to boards of trustees. Ms. Owen distributed 2017 quarterly reports that Florida Gulf Coast University prepares for their board of trustees. These reports give a detailed view of major data points for the institution as well as notable achievements.

These reports are posted separately on the board webpage and easy to access. Ms. Owen requested the committee members look at the table of contents as well as

## Item 4 Follow up from Presidential Evaluation and Compensation Work (continued)

reviewing the reported data to begin the assessment of whether these data points adequately capture the information needed to assess UNF’s progress on the six areas of strategic focus. Based on committee members’ feedback, staff will create a UNF reporting template for review by this committee, moving toward the goal of making a recommendation to the full board on a regular reporting instrument.

Chair Wamble-King reminded the committee that the dashboard needs a narrative as well as data. She asked the committee what are the drivers behind this so we can develop a narrative and the data that would give the full board a sense as to the progress being made toward each goal. By the next board meeting in March, we should have selected a candidate for our new president and this could be a very valuable document going forward. Chair Wamble-King asked committee members to revisit the six priority focus areas and make suggestions as to what kind of information would be useful on the dashboard. This is a great instrument to ensure consistency and to keep the board regularly and consistently informed of the University’s status and progress in numerous areas. This will also work to demonstrate the board’s commitment to performance accountability.

## Item 5 Board Evaluation

Chair Wamble-King said that another item the committee will be talking about next time is evaluation of the Board’s performance. The discussion will include: what that means and to what end? How would we conduct a board evaluation? Who would conduct a board evaluation? The goal here is to determine where we need development. A board evaluation could be used as a tool to define professional development. It would be an evaluation of the board but also of individual members. The idea is to make sure board members are doing their job.

President Delaney stated that the Association of Governing Boards (AGB) has very helpful information and templates for board use in this area. Perhaps AGB can be

## Item 5 Board Evaluation (continued)

invited to a board meeting or workshop to assist the board in developing its own process for board performance evaluation.

Chair Wamble-King made the point that in an era in which UNF will have a new president and new manner of evaluating him/her, it would be beneficial to demonstrate that the board engages in self-evaluation. A board evaluation is a tool the new president can use to see, without baggage, what we might need on the board, is the alignment right, do we need a realignment of roles, responsibilities, or vision. Chair Wamble-King expressed that we want to do this and need some counsel on how to do this.

## Item 6 2018 Board of Trustees Professional Development

Janet Owen reported that Chair Wamble-King asked her to look at the SUS and beyond for best practices on professional development. Ms. Owen reviewed a handful of example activities at other State University System institutions.

She recommended that the professional development opportunities for UNF’s Board be aligned with the six areas of strategic focus.

Ms. Owen circulated a board policy from Western University in Sydney, Australia. They have a policy on board professional development which talks specifically about strategy.

President Delaney said that historically the board thoroughly enjoyed the workshops. This committee could develop a survey to canvas the whole board. Look at what we’ve done before and provide updates. Topics may need to be on rotation. Maybe we should start campus tours?

Trustee Egan wondered if we have a take a faculty to lunch initiative where the university pays for lunch on campus and a student or two can spend 45 minutes with one of their professors or a take a board member to lunch. It’s really engagement with

## Item 6 2018 Board of Trustees Professional Development

students. President Delaney said that UNF tried to emulate a small school feel and that could be one of the tools.

Chair Wamble-King said that as time was running out we will come back to this. Today’s meeting was planting the seeds for discussion at our next meeting. The next meeting will be after interviews with candidates and that may provide more feedback.

Ms. Owen asked Ann McCullen, Vice President for University Development and Alumni Affairs, to give a brief overview of the orientation she provides for new UNF Foundation board members. Ms. McCullen described the components of the first visit to UNF which includes a photograph of the new member, discussion of background, interests, and preference on communication choices. The orientation includes assisted use of the board meeting agenda and materials software. The orientation materials are uploaded into the product for ready access by the Foundation board members. They focus on how the Foundation fits into the University and how the University fits into the State University System. They assign an established board member as a mentor. They meet the full staff. They don’t try and do everything on their first day.

## Item 7 Engagement Opportunities During the 2018 Legislative Session

Ms. Owen reported that the session started Tuesday and gave an overview on the committee assignments of the North Florida legislative delegation members. UNF Alumni Day at the Capitol is Tuesday, January 30th.

## **Item 8 Next steps**

Chair Wamble-King told the committee that their homework is the dashboard. Staff will do the heavy lifting, like lining it up with priorities.

## **Item 9 Adjournment**

There being no further business, the meeting was adjourned at 12:00 p.m.