# MINUTES

**Committee Trustees Present:** Jenna Dupilka, Annie Egan, David Fenner, Wilfredo Gonzalez, Kevin Hyde, and Sharon Wamble-King

**Committee Trustee Absent:** Adam Hollingsworth (excused)

**Guest:** Shawn Brayton, Director, Academic Support Services

## **Item 1 Call to Order**

Sharon Wamble-King, Chair, called the meeting to order at 1:51 p.m. and recognized a quorum.

## **Item 2 Public Comment**

There were no public comments

## **Item 3 Consent Agenda**

Chair Wamble-King asked for a MOTION to approve the consent agenda. Trustee Gonzalez made a MOTION to approve the consent agenda. Trustee Egan SECONDED the motion and the members concurred unanimously. Chair Wamble-King then turned the meeting over to Dr. Shawn Brayton.

## **Item 4 Discussion of SACSCOC Re-accreditation and Next Steps**

Dr. Brayton asked that the Committee review the timeline provided in their packet of materials. She said that the Compliance Certification Report was sent to the SACSCOC off-site reaffirmation committee on September 10 and the SACSCOC off-site reaffirmation committee is now reviewing the materials submitted. She is hopeful we will receive the peer review report by Thanksgiving. We have to respond to it by February 15. She noted that the University is in good shape concerning reaccreditation but noted that we need to be focused on meeting the new requirement related to Board self-evaluation. Dr. Brayton has reviewed the minutes of the retreat and believes the Board has made great headway. She believes all that is left is to establish a Board Self- Evaluation policy and to conduct the evaluation itself, which the Board is now in the process of doing.

Dr. Brayton said that in the response that is due to SACSCOC by February 15, she will

## **Item 4 Discussion of SACSCOC Re-accreditation and Next Steps (continued)**

have to provide evidence of compliance. A lot of that evidence will be the minutes from Board meetings, Governance Committee meetings, and the workshops. The minutes demonstrate the Board’s good faith efforts to move forward with the self-evaluation and the progress achieved to date. Because this is a new SACSCOC requirement, UNF is one of the first schools in the SACSCOC accreditation region to conduct a Board self-evaluation. AGB has developed some resources on conducting Board self-evaluations. Dr. Brayton has found very little information on board self-evaluation from other colleges and universities. Dr. Brayton noted that in addition to completing the Board self-evaluation, with outcomes and an action plan, the Board also needs to create a Board policy on self-evaluation. Board members were provided with an illustrative model for a self-evaluation policy from a recent AGB publication entitled “Assessing Board Performance - A Practical Guide for College, University, System and Foundation Boards.” Dr. Brayton believes it provides a good template for the development of a board policy as it addresses all of the major elements to be included in a policy, including the purpose of self-evaluation, the frequency of self-evaluation, and the process. She recommended a simple policy with simple procedures. Dr. Brayton proposed that she work with Vice President Stone on a suggested policy to bring to the Board at their November workshop to be approved by the Board in January. She believes it is a good idea to develop the policy after the Board has already gone through the process. The Board can then evaluate how the process worked and how to design a policy to guide the Board going forward.

The policy can always be changed and over time, SACSCOC would expect that. Dr. Brayton said that her colleagues at other SUS institutions are looking at how our Board handles the new SACSCOC criteria as they too will have meet the new accreditation standard when they are up for reaffirmation of accreditation. She and Vice President Stone will work on a draft, share it in advance and bring to the workshop for review and discussion.

Most of the needed evidence will be easy to gather for our response to SACSCOC. The policy will serve as excellent good faith evidence that the Board will be conducting self-evaluations on an ongoing basis. Dr. Brayton said that some minutes of meetings have already been submitted to SACSCOC and they show partial compliance. The minutes reflect the Board’s thoughtful process and its willingness to establish a self-evaluation process. For the February 15 submission, she will put together minutes from meetings held since August, including minutes of Board meetings, the Governance Committee, and workshops with the AGB consultant. She will also include the Board self-assessment and

## **Item 4 Discussion of SACSCOC Re-accreditation and Next Steps (continued)**

the consultant’s document summarizing the Board’s conversations with her. Those conversations include developing goals to review and approve and an action plan based on the self-assessment. Dr. Brayton is confident that the evidence will demonstrate beyond a shadow of doubt that the Board has shown good faith in conducting its self-evaluation.

Trustee Tanzler suggested that instead of reinventing the wheel that we learn from other institutions. Dr. Brayton said that the SACSCOC region is bigger than just Florida. Boards in Texas, Mississippi and Kentucky, just to mention a few, are dealing with this same issue. Not all Florida State University System institutions are on the same ten year SACSCOC reaffirmation schedule. UNF just happens to be up for reaffirmation and other institutions will not be up for reaffirmation for another year or two. Those institutions are watching to see what happens with us and how the process might evolve as the peer review committee reviews what will be submitted to them. SACSCOC could even change the language or make adjustments to this criteria. Dr. Brayton said that her counterparts from the other Florida State University System institutions meet two times per year to share information. They have a Share Point site and she will post what we submitted and how SACSCOC responded. The institutions following us will be in much better shape. Trustee Bryan said that if we’re the first university to have to go through this process then let’s set the pace for who is the best University in the country for self- evaluation.

## **Item 5 Board Self-Evaluation**

Chair Wamble-King provided an update on the Board Self-Evaluation that is currently underway. She said that many of the Board members have already spoken with Dr. Gitenstein, in fact, over 50% of Dr. Gitenstein’s one-on-one interviews have been completed. Dr. Gitenstein will prepare a report of the highlights of these conversations before the retreat on November 27. Dr. Gitenstein will be at that retreat to share the outcomes of the self-evaluation and to develop an action plan as part of the self-evaluation process. The Board will also review a draft self-evaluation policy at the retreat. She agreed with Dr. Brayton that it makes sense to develop the self-evaluation policy after the Board has gone through the process.

## **Item 6 Adjournment**

There being no further business, the meeting was adjourned at 2:05 PM.