



**Board of Trustees**  
UNIVERSITY of WEST FLORIDA

**Presidents Performance Evaluation  
and Metrics Ad Hoc Committee Meeting  
Tuesday, August 13, 2024  
Zoom Webinar**

[Zoom Webinar](#) | Passcode: 483223

**Agenda**

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| <b>I. Call to Order</b>  | Jill Singer, Chair |
| <b>II. Roll Call</b>   | Anna Lochas        |
| <b>III. Greeting</b>   | Jill Singer, Chair |
| <b>IV. Public Comment</b>  | Anna Lochas        |
| <b>V. Approval of Minutes</b>  | Jill Singer, Chair |
| a. <a href="#">June 12, 2024</a> – Committee Meeting Minutes                   |                    |
| <b>VI. New Business</b>  | Jill Singer, Chair |
| a. Action Items  |                    |
| i. <a href="#">PPEM-1</a> : Approve Presidential Performance Evaluation Report |                    |
| ii. <a href="#">PPEM-2</a> : Approve the President's 2025 Employment Agreement |                    |
| <b>VII. Announcements</b>  | Jill Singer, Chair |
| <b>VIII. Adjournment</b>   | Jill Singer, Chair |

**Presidential Performance Evaluation and Metrics Ad Hoc Committee  
Wednesday, June 12, 2024  
Zoom Webinar  
Minutes**

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**Committee Meeting**

**10:03 a.m.**

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees website.

**I. Call to Order**

- A. The meeting of the UWF Board of Trustees Presidential Performance Evaluation and Metrics Ad Hoc Committee was called to order at 10:03 a.m. by Committee Chair Jill Singer.

**II. Roll Call**

- A. Chair Singer asked Anna Lochas to conduct roll call. Trustees Jill Singer, Alonzie Scott, and Stephanie White were in attendance.
- B. Other Trustees in attendance included: Suzanne Lewis.
- C. Others in attendance included:
  - 1. Jaromy Kuhl, Provost; Jamie Sprague, Chief Human Resource Officer; Anamarie Mixson, Assistant Vice President for the Office of

the President; Susan Woolf, General Counsel; Michael Wyatt, Assistant General Counsel; and Anna Lochas, BOT Liaison.

### III. Greeting

- A. Chair Singer welcomed everyone to the meeting and stated that the committee had one action item and two information items to discuss.

### IV. Public Comment

- A. Chair Singer opened the floor for public comment. There were none.

### V. Approval of Minutes

- A. Chair Singer reminded the trustees that they had been given the opportunity ahead of time to review the minutes of the May 30, 2024, Presidential Performance Evaluation and Metrics Ad Hoc Committee Meeting. Chair Singer asked for a motion to approve the minutes as presented if there were no changes or corrections.
  1. Motion by: Trustee White
  2. Seconded by: Trustee Scott
  3. Motion passed unanimously.

### VI. New Business

- A. Action Item
  1. PPEM-1: Approve the 2023-2024 Presidential Evaluation Form
    - a. Chair Singer reviewed the 2023-2024 Presidential Evaluation Form with the committee. Chair Singer identified that the evaluation form will be emailed to the Trustees on Monday, June 17, 2024, and the Trustees will have until Wednesday, July 17, 2024, to complete the evaluation. Chair Singer stated that the committee will review the results of the evaluation at their next committee meeting on Tuesday, August 13, 2024.
    - b. Chair Singer asked for motion to approve the 2023-2024 Presidential Evaluation Form.
      - i. Motion by: Trustee White
      - ii. Seconded by: Trustee Scott
      - iii. Motion passed unanimously.

### VII. Announcements

- A. Chair Singer identified that all agenda items had been discussed. Chair Singer asked if the committee members had any additional business to discuss. No other business was discussed.

### VIII. Adjournment

**10:23 a.m.**

- A. Chair Singer thanked those in attendance for their participation. With no other business to discuss, Chair Singer adjourned the meeting at 10:23 a.m.

**Board of Trustees  
Presidential Performance Evaluation and Metrics Ad hoc Committee  
August 13, 2024**

Approve Presidential Performance Evaluation Report

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**Recommended Action:**

Approve the 2023-2024 Presidential Performance Evaluation Report, any recommended increase to the President's base salary, and any recommended one-time performance incentive payment.

**Background Information:**

In keeping with the Presidential Evaluation Policy BOT-14.01-06/17 schedule, the BOT Presidential Performance Evaluation and Metrics (PPEM) Ad Hoc Committee provided the Trustees with the 2023-2024 Presidential Evaluation via Qualtrics. The committee provided the Trustees with the following supporting documents:

- University Policy BOT-14-14.01-06/17 Presidential Evaluation Policy
- 2023 UWF Accountability Plan
- 2023-2024 Presidential Goals Report and Self Evaluation
- 2022-2023 Presidential Evaluation Compiled Results

The Trustees completed the evaluation and provided comments and observations about the President's performance. The score range was 1 to 5 with 1 representing "Does Not Meet Expectations"; 3 representing "Meets Expectations"; and 5 representing "Exceeds Expectations".

The categories that each Trustee was asked to assign a score were as follows:

- Strategic Direction: Student Centered and Focused
- Strategic Direction: Employee Success
- Strategic Direction: Exceptional Academic Programming and Scholarship Aligned with State Needs
- Strategic Direction: Community and Economic Engagement
- Strategic Direction: Infrastructure
- Strategic Direction: Operational Excellence
- Strategic Direction: Cultural of Inclusion and Civility

The evaluation results along with the supporting documents and compensation analysis were used to create the draft 2023-2024 Presidential Performance Evaluation Report.

**Implementation Plan:**

The 2023-2024 Presidential Performance Evaluation Report will be presented to the full board at the September 12, 2024, meeting.

**Fiscal Implications:**

Any approved changes to the President's compensation.

**Relevant Authority:**

University Policy BOT-14-14.01-06/17 Presidential Evaluation Policy

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**Supporting Documents:**

1. Evaluation Results
2. SUS President Salary Analysis
3. President's Salary Calculations
4. Draft Presidential Performance Evaluation Report

**Prepared by:**

Anna Lochas, Board of Trustees Liaison

Jamie Sprague, Association Vice President for Human Resources

Brittany Sherwood, Chief Communications Officer

**Presenter:**

Trustee Jill Singer, Chair, BOT Presidential Performance Evaluation & Metrics Ad Hoc Committee

**Board of Trustees**  
**Presidential Performance Evaluation and Metrics Ad hoc Committee**  
**August 13, 2024**

Approve the President's 2025 Employment Agreement

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**Recommended Action:**

Approve the President's 2025 Employment Agreement.

**Background Information:**

The Board of Trustees is responsible for the renewal of the President's contract, which is subject to confirmation by the Board of Governors. "Each board of trustees shall provide for the establishment of the personnel program for all the employees of the university, including the president, which may include but is not limited to: compensation and other conditions of employment ..." (BOG Reg. 1.001(5)(a)).

Renewals of presidential employment contracts are limited to one-year terms and must be confirmed by the Board of Governors. (BOG Reg. 1.001(5)(c)). In a showing of state university system of cooperation, it is expected that the Board of Governors will confirm the presidential reappointment by the Board of Trustees. (§1001.706(6)(a), Fla. Stat.).

President Saunders's initial employment agreement was a three-year term from January 1, 2017, through December 31, 2019. After this initial term, there have been five one-year employment agreements executed covering the calendar years of 2020, 2021, 2022, 2023, and 2024.

The committee will need to review the 2024 employment agreement and discuss any proposed changes.

**Implementation Plan:**

Upon committee approval, the proposed agreement will be presented to the Board of Trustees at the September 12, 2024, meeting.

**Fiscal Implications:**

Any approved changes to the President's compensation.

**Relevant Authority:**

University Policy BOT-14-14.01-06/17 Presidential Evaluation Policy  
BOG Reg. 1.001(5)(c)  
§1001.706(6)(a), Fla. Stat.

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**Supporting Documents:**

1. President's 2024 Employment Agreement

**Prepared by:**

Susan A. Woolf, General Counsel, swoolf@uwf.edu, 850-474-3420

**Presenter:**

Suzanne Lewis, Chair, UWF BOT