

**Presidential Performance Evaluation and Metrics Ad Hoc Committee  
September 7, 2023  
Zoom Webinar  
Minutes**

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**Committee Meeting** **8:00 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 8:00 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. Gary Liguori, Provost & Senior Vice President; Howard Reddy, Vice President of University Advancement; Jamie Sprague, Chief Human Resource Officer; Susan Woolf, General Counsel; Anamarie Mixson, Assistant Vice President for the Office of the President; Christophe Lizen, Director of Institutional Research; Michael Wyatt, Assistant General Counsel; Brittany Sherwood, Director, Office of Institutional Communications; and Anna Lochas, BOT Liaison.

### III. Greeting

A. Chair Singer welcomed everyone to the meeting and stated that the committee needed to finish discussing the first action item from the August 17, 2023, meeting and then discuss a second action item. Chair Singer noted that there were no information items on the Presidential Performance Evaluation and Metrics Ad Hoc Committee agenda.

### 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 August 17, 2023, 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 Items

1. PPEM-1: Approval of the 2022-2023 Presidential Performance Evaluation Report
  - a. Chair Singer moved to the first agenda item which she presented. Chair Singer reminded everyone that the committee had reviewed the Presidential Performance Evaluation and report at the last committee meeting. Chair Singer noted that the committee had voted on the first part of the action item which was to make a recommendation for the President's one-time performance incentive payment. Chair Singer stated that the committee now needed to discuss the second part of the action item which was to decide on the

President's base salary for the next contract year beginning in January 2024. Chair Singer lead the discussion on President base salary, and she provided the committee with information she discussed with Jamie Sprague, Human Resources. Trustee Scott, Trustee White, and BOT Chair Lewis provided additional information.

- b. Chair Singer asked for motion to approve the 2022-2023 Presidential Performance Evaluation Report with the recommended 8% increase to the President's base salary effective January 1, 2024, and the recommended 20% one-time performance incentive payment for the 2022-2023 performance year.
  - i. Motion by: Trustee Scott
  - ii. Seconded by: Trustee White
  - iii. Motion passed unanimously.

## 2. PPEM-2: Approval of the President's 2024 Employment Agreement

- a. Chair Singer moved to the second action item. Chair Singer reminded the committee the Florida Board of Governors requires Presidential Employment Agreements be set for a one-year term. Chair Singer asked BOT Chair Suzanne Lewis to provide the committee with information from her discussion with President Saunders on changes to the employment agreement. BOT Chair Lewis identified that President Saunders had no requests for changes to her contract at this time. Chair Singer asked Susan Woolf, General Counsel, if any changes were needed from the legal perspective. Susan Woolf stated that no changes were needed at this time.
- b. Chair Singer asked for motion to approve the President's 2024 Employment Agreement with the recommended change to the President's base salary and with no other changes to the agreement.
  - 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****8:23 a.m.**

- A. Chair Singer thanked those in attendance for their participation. With no other business to discuss, Chair Singer adjourned the meeting at 8:23 a.m.