

**FLORIDA POLYTECHNIC UNIVERSITY  
GOVERNANCE COMMITTEE  
MEETING MINUTES  
4700 Research Way, Room 1046  
Lakeland, FL 33805  
July 28, 2015 at 2:00 p.m.**

1. Call to Order and Roll Call

Chair Don Wilson called the meeting to order at 2:05 p.m.

Jackye Maxey called the roll: Chair Don Wilson, Trustee Frank Martin, and Trustee Bill Brown were present (Quorum).

Staff: President Randy Avent, Gina DeJulio, Rick Maxey, Maggie Mariucci, Crystal Lauderdale and Jackye Maxey were present.

2. Public Comment

There were no requests received for public comment.

3. Approval of Minutes

**Trustee Martin made a motion to approve the Governance Committee meeting minutes for December 9, 2014. A vote was taken, and the motion passed unanimously.**

4. Discussion of the President's Evaluation

Chair Wilson began the discussion by providing an overview of the Board's policy for conducting the annual review of the President. He highlighted the review process and the Governance Committee's responsibilities.

Chair Wilson reminded the committee members that the Board of Trustees is required to request input from the Chair of the Board of Governors (BOG). He stated that he has been in contact with Chair Hosseini (BOG Chair) who indicated it is generally the BOG's practice to wait until the Board of Trustees has completed its evaluation before providing input on the evaluation.

During the discussion the following changes were requested to the President's Annual Review form:

- Chair Wilson requested that at the top of page 1 staff change "Name" to Trustee's Name". He also asked staff to make the following changes on page 6: change the title of the comment section at the top of the page from "President's Comments to "Other Comments" and change the signature line to read "Trustee's Signature" rather than "President's Signature".

- Trustee Martin noted Goals 1.1, 1.2 and 1.3 in the President’s Goals for 2014-2015 need to align with the President’s Annual Review document. President Avent stated he will make the necessary changes and submit to Chair Wilson by July 31, 2015.

Next the committee reviewed and discussed the President’s Goals for 2014-2015 and the President’s Self-Evaluation.

Trustee Brown suggested that President Avent add verbiage indicating “meets or exceeds expectations” to each objective. President Avent stated he will add the suggested verbiage and submit to Chair Wilson by July 31, 2015.

Trustee Martin suggested that the number of BOG members noted as being hosted by the University in Objective 4.5 be confirmed. President Avent stated he will confirm the number and submit any necessary changes to Chair Wilson by July 31, 2015.

After all of the requested changes have been made and approved by Chair Wilson, staff will send an electronic copy of the President’s Annual Review package to the Board for completion. The Annual Review package will include:

- President’s Annual Review Form to be completed by each trustee
- President’s Goals for 2014-2015
- President’s Self-Evaluation for 2014-15

The deadline for the trustee’s to complete the Review Form is August 7, 2015.

Staff will compile the Board’s responses into a summary document. The summary will be forwarded to Chair Wilson for review. Chair Wilson will then forward the summary to the BOG Chair for comment. The summary document will be discussed and considered for approval during the Governance Committee meeting on September 9, 2015. If approved, the committee will recommend approval to the full Board.

## 5. President’s Compensation

### A. Contract Clauses Related to Compensation

The committee reviewed and discussed the contract clauses related to compensation. During the discussion, President. Avent requested that he receive no more than a 3.5% increase to his base salary and that the performance compensation be based on the Board’s assessment of his performance.

**Trustee Martin made a motion to recommend to the full Board that the President be granted a 3.5% base salary increase and upon review of the evaluation process, be considered for performance compensation (up to 20% of his annual base salary) effective July 1, 2015. Trustee Brown seconded the motion, and the motion passed unanimously.**

6. President's Proposed Goals 2015-2016

The committee reviewed and discussed the President's proposed goals for 2015-2016. President Avent noted the goals consist of a one-to-one mapping to the Strategic Plan and are more specific than the previous years' goals.

Trustee Brown recommended the term "VCL" be spelled out (Virtual Computing Laboratory).

Additionally, Trustee Brown recommended Objective 4.2 be amended to reflect verbiage regarding "Asset Management" or "State of Good Repair" of the University's assets. President Avent stated he will edit the document accordingly.

**Trustee Brown made a motion that subsequent to the above changes, the President's Goals for 2015-16 be recommended to the full Board for approval. Trustee Martin seconded the motion, and the motion passed unanimously.**

With no further business to discuss, the Governance Committee meeting was adjourned at 2:42 p.m.