

FLORIDA **A&M** UNIVERSITY  
Board of Trustees  
ACTION ITEM

Board of Trustees Minutes  
Thursday, April 16, 2020  
Agenda Item: III

**Subject:** Board of Trustees Meeting Minutes

**Proposed Board Action:** **Subject:** Approval of the Minutes

**Rationale:** Section 5.10 of the Board of Trustees Operating Procedures provides that detailed minutes should be kept for any Board or Committee meeting. Those minutes should include a record of votes cast and attendance.

**Recommendation:** Approve the Board of Trustees meeting minutes for March 4, 2020.

**Attachments:** Yes, copies of the minutes are attached.

FLORIDA **A&M** UNIVERSITY  
Board of Trustees

**Governance Committee Minutes**  
**Trustee Thomas Dortch, Chair**  
**Wednesday, March 4, 2020**

The Governance Committee met March 4, 2020. A quorum was established with the following trustees in attendance: Thomas Dortch, Kimberly Moore, Belvin Perry and Nicole Washington. Trustee Rochard Moricette joined the meeting after the roll call.

Trustee Dortch asked for a motion to approve the minutes from the December 4, 2019 meeting. Trustee Moore moved approval and the motion was seconded by Trustee Washington. The minutes were approved by a unanimous vote.

The Committee heard a presentation from Dr. Melonie Wicinski, Director of the Office of University Assessment. She shared several recommendations for changes to the presidential evaluation form. Following a discussion, the committee decided to make the evaluation an information item and that the Board members would submit their feedback regarding the evaluation to Dr. Wicinski by April 24, 2020. Trustee Moore moved approval of the action. The motion was seconded by Trustee Perry and the motion was approved unanimously.

Next, the Committee reviewed the timelines for the President's goal setting and evaluation. The Committee instructed staff to ensure that the timelines conformed with evaluation provisions provided in President Robinson's employment contract.

The Committee then moved to a discussion regarding their revised self-evaluation provided by Dr. Wicinski. The committee members indicated that they wanted to fully vet the Board's self-assessment and were asked to provide their input to Dr. Wicinski. It was suggested that the Board members, in their suggestions, should note things they believe the Board should be held accountable for, including adding fund raising to the evaluation.

It was agreed that the Board liaison would provide to the Board "The Winning Formula Profile for President, Florida A&M University" which was developed by RHR International and the Board; notes from last year's BOT retreat and the previous evaluation form.

Finally, Mrs. Danielle McBeth provided an update on the status of the University's legislative priorities and other legislative initiatives that impact the University.

With there being no further business, the meeting adjourned.

**Governance Committee**

Thursday, April 16, 2020

Agenda Item: IV

**Subject:** Updated Presidential Evaluation

**Proposed Board Action:** The Board will consider for approval an updated presidential evaluation. Dr. Melanie Wicinski, Director of the Office of Assessment will provide an update on the proposed revisions to the presidential evaluation.

**Attachments:** A PowerPoint presentation will be provided prior to the Board meeting.

FLORIDA **A&M** UNIVERSITY  
Board of Trustees  
ACTION ITEM

**Governance Committee**  
Thursday, April 16, 2020  
Agenda Item: V

**Subject:** Revised Submission Date for Presidential Evaluation

**Proposed Board Action:** The Governance Committee will consider changing the date President Robinson submits his annual evaluation to the Board, from June 1<sup>st</sup> to July 15<sup>th</sup> each year. The Board would then initiate its evaluation of President Robinson on July 16<sup>th</sup>, rather than July 1<sup>st</sup> each year. This proposal would allow inclusion of critical data that isn't available until June 30<sup>th</sup>, which is the end of the fiscal year.

This proposal would require President Robinson's employment agreement to be revised to reflect the new dates.

**Attachments:** No

**Board of Trustees  
INFORMATION ITEM**

**Governance Committee**

**Thursday, April 16, 2020**

**Agenda Item: VI**

**Subject:** Presidential Goals and Evaluation Timeline

**Background Information and Summary:** The Board of Trustees conducts an annual evaluation of the president's performance for the prior year. The attached document provides the timeline for setting the president's goals, as well as a separate timeline for conducting the president's evaluation.

## 2020/2021 Presidential Goal Setting Timeline

06/01-30/2020	President Robinson will work on his proposed goals for 2020/2021.
07/01/2020	President Robinson will provide his proposed goals to Chair Lawson.
07/02/2020 – 07/31/2020	Chair Lawson will provide to the Governance Committee the proposed 2020/2021 performance goals and objectives produced by President Robinson. Note: The Committee will work collaboratively with President Robinson to reach mutual agreement regarding his annual goals and objective for the succeeding year.
08/05/2020	The Governance Committee will approve the proposed 2020/2021 goals and objectives presented by President Robinson.
08/06/2020	The Board will approve the 2020/2021 performance goals and objectives and other such criteria as deemed appropriate by the Board.

## Presidential Evaluation Timeline 2019/2020 Review Period

05/01-31/2020	<p>The Governance Committee Chair will meet with President Robinson to discuss the following:</p> <ol style="list-style-type: none"> <li>1. The evaluation process</li> <li>2. Any feedback/suggestions that he would like to contribute related to the aforementioned items.</li> </ol>
06/01/2020 – 07/15/2020	<p>President Robinson will complete a self-appraisal/assessment of his performance as it pertains to the Board approved goals and objectives for the 2019/2020 performance review period and other such criteria as deemed appropriate by the Board. His self-appraisal is due on July 15, 2020.</p>
07/16/2020 – 07/31/2020	<p>Each Board member will evaluate President Robinson’s performance for 2019/2020 and will be provided the following: President Robinson’s self-appraisal and the approved evaluation tool for the 2019/2020 performance review period. Chair Lawson will confer with SUS Chancellor Criser to garner his feedback regarding President Robinson’s performance.</p> <p><i>Note: The Governance Committee in collaboration with the Office of University Assessment will compile the feedback received from the individual board members.</i></p>
08/03/2020	<p>The Governance Committee will provide President Robinson with a draft summary of the evaluation report.</p>
08/05/2020	<p>The Governance Committee will meet and approve its final draft of the evaluation report.</p>
08/06/2020	<p>The Governance Committee will present the evaluation report to the Board for approval.</p>