

SUMMARY OF OCTOBER 16, 2020 MEETING OF THE ATHENS STATE UNIVERSITY BOARD OF TRUSTEES

Important Notice: Per the directive of Chairman Ronnie Chronister, the regular meeting of the Board of Trustees of Athens State University will be at **2:30 pm on October 16, 2020, in Founders Hall Chapel** located at 300 North Beaty Street, Athens, AL, and it will be conducted pursuant to Section 3 of Governor Kay Ivey's March 18, 2020 Proclamation concerning the operation of the Open Meetings Law during the state of emergency related to COVID-19. As such, all deliberations conducted, and actions taken, during the meeting will be limited to matters within the Board of Trustee's statutory authority that are (a) necessary to respond to COVID-19, or (b) necessary to perform essential minimum functions of the Board of Trustees. As such, some members of the Board of Trustees may physically attend the meeting, and other members of the board may participate in this meeting by means of electronic communications. Additionally, **the meeting will not be open to physical presence by members of the general public.** However, no less than twelve (12) hours after the meeting, the board will post a summary of the meeting on its website at: <https://www.athens.edu/board-of-trustees/meetings/minutes/> . The summary will recount the deliberations conducted and the actions taken by the board with reasonable specificity to allow the public to understand what happened at the meeting. For the October 16th Board of Trustees meeting, there will be no luncheon and no Board Committee meetings, and there will also not be an opportunity for public comment.

Two members of the board, Ronnie Chronister and Macke Mauldin physically attended the meeting at Founders Hall Chapel, and other members of the board participated in this meeting by means of electronic communications (through a telephone/Zoom conference call). Per the Governor's Order, the meeting was not open to physical presence by members of the general public.

This summary of the meeting is provided no less than twelve (12) hours after the meeting, on the Athens State University website at <https://www.athens.edu/board-of-trustees/meetings/minutes/> The summary recounts the deliberations conducted and the actions taken by the board with reasonable specificity to allow the public to understand what happened.

I. Call to Order

Chairman Ronnie Chronister, who was physically present at the Founders Hall Chapel, called the meeting to Order at 2:31 pm.

The following board members participated in the meeting remotely via telephone/Zoom conference call: Crystal Brown, Cathy Dickens, Bill Dunnavant,

Senator Arthur Orr, and Missy Ming Smith. Governor Kay Ivey, Mr. Jim America, Mr. Jimmy Baker and Dr. Sandra Sims-deGraffenried were absent.

The following persons were physically present with Chairman Chronister, at his request, their participation having been identified as necessary to the expected discussion and business of the meeting: Philip Way, President; Jackie Gooch, Special Assistant to the President for Board Relations; Dr. Keith Ferguson, Vice President for University Advancement, Mr. Macke Mauldin, Mr. Mike McCoy, Vice President for Financial Affairs; and Mr. Shane Black, University Legal Counsel.

II. Approval of Agenda and Manner for Conducting Meeting

Chairman Chronister asked for motion to: (a) approve the October 16, 2020 agenda; (b) find that all items on the agenda (and all deliberations related thereto) are matters within the Athens State University Board of Trustee's statutory authority that are (i) necessary to respond to COVID-19, or (ii) necessary to perform essential minimum functions of the board; (c) approve the conduct of the meeting pursuant to the Section 3 of Governor Kay Ivey's March 18, 2020 Proclamation concerning the operation of the Open Meetings Law during the state of emergency related to COVID-19; and (d) to suspend, for this meeting, any by-law, policy or other rule of the board that would conflict with the conduct of the meeting as stated in this motion and the October 16, 2020 agenda. On a motion by Mr. Dunnivant and seconded by Mr. Mauldin, the motion was introduced, seconded, and then approved by the following roll-call vote:

Crystal Brown – Y
Ronnie Chronister – Y
Cathy Dickens – Y
Bill Dunnivant – Y
Macke Mauldin – Y
Senator Arthur Orr – Y
Missy Ming Smith – Y

The vote was unanimous in approval of the motion.

III. Public Comment – Suspended

IV. Roll Call

The Secretary to the Board called roll. Individuals answering present were:

Members present (electronically and physically) constituted a quorum to conduct business.

Crystal Brown
Ronnie Chronister
Cathy Dickens
Bill Dunnivant
Macke Mauldin
Senator Arthur Orr
Missy Ming Smith

Chairman Ronnie Chronister passed the gavel to Mr. Macke Mauldin as the incoming Chair Pro Tempore for 2020-2022.

Dr. Way presented a token of appreciation to Mr. Chronister for his exemplary leadership and service to the Board and to the University.

V. Approval of Minutes –July 17, 2020

On a motion by Senator Orr and seconded by Mr. Chronister, the Board approved the July 17, 2020 minutes as presented by the following roll-call vote:

Crystal Brown – Y
Ronnie Chronister – Y
Cathy Dickens – Y
Bill Dunnivant – Y
Macke Mauldin – Y
Senator Arthur Orr – Y
Missy Ming Smith – Y

The vote was unanimous in approval of the motion.

VI. Old Business, Pending Motions and Resolutions

None.

VII. New Business, Pending Motions and Resolutions

1. 2020-2021 Tuition/Fee Schedule – Increase in Graduation Fee (Attachment A)

Chairman Mauldin asked Mr. McCoy to provide background for this request.

Mr. McCoy reminded the Board of the 2020-2021 Tuition/Fee Schedule which was approved at the May 2020 Board meeting. This request is to modify only the graduation fee on the previously approved schedule. During the Summer commencement, the

University adapted the commencement exercises for COVID protocols and provided a live-stream of the commencement ceremonies as well as a ceremony DVD to each graduate. The increase of the graduation fee from \$50 to \$100 will allow the University to continue to provide these services to future graduates.

Ms. Smith asked if a one-year membership to the Alumni Association could be included in services we provide. Dr. Ferguson will bring the request to the Alumni Board for consideration at their next meeting.

On a motion by Senator Orr and seconded by Mr. Chronister, the Board approved the increase in the graduation fee from \$50 to \$100. Chairman Mauldin asked if there were further comments, and seeing none, he called for the roll-call vote:

It is recommended that the Athens State University Board of Trustees approve the amended AY 2020-2021 Tuition/Fee Schedule to reflect the \$100 graduation fee.

Crystal Brown – Y
Ronnie Chronister – Y
Cathy Dickens – Y
Bill Dunnivant – Y
Macke Mauldin – Y
Senator Arthur Orr – Y
Missy Ming Smith – Y

The vote was unanimous in approval of the motion.

2. Agreement between Athens State University and the Athens State University Foundation (Attachment B)

Chairman Mauldin asked Dr. Ferguson to provide background for this request.

Dr. Ferguson explained that this agreement is reviewed/approved by the Board every five years. This agreement details the responsibilities of the Athens State University Foundation, the responsibilities of the University and the dispensation of assets should the Foundation be disbanded. There are no changes from the previous agreement.

On a motion by Mr. Chronister and seconded by Ms. Dickens, the Board approved the agreement between Athens State University and the Athens State University Foundation and authorized the President of the University to execute the agreement as presented. Chairman Mauldin asked if there were further comments, and seeing none, he called for the roll-call vote:

Crystal Brown – Y
Ronnie Chronister – Y
Cathy Dickens – Y

Bill Dunnavant – Y
Macke Mauldin – Y
Senator Arthur Orr – Y
Missy Ming Smith – Y

The vote was unanimous in approval of the motion.

3. 2019-2020 President's Evaluation Acceptance (Attachment C)

Chairman Mauldin asked Mr. Chronister to provide background for this request.

Mr. Chronister confirmed the positive evaluation of Dr. Way and commended Dr. Way on the exceptional job he has done and his exemplary leadership through the COVID crisis.

On a motion by Mr. Dunnavant and seconded by Ms. Dickens, the Board accepted the 2019-2020 Performance Evaluation of President Philip Way as prepared by Chairman Ronnie Chronister. Chairman Mauldin asked if there were further comments, and seeing none, he called for the roll-call vote:

It is recommended that the Athens State University Board of Trustees accept the 2019-2020 Performance Evaluation of President Philip Way as prepared by Chairman Ronnie Chronister.

Crystal Brown – Y
Ronnie Chronister – Y
Cathy Dickens – Y
Bill Dunnavant – Y
Macke Mauldin – Y
Senator Arthur Orr – Y
Missy Ming Smith – Y

The vote was unanimous in approval of the motion.

VIII. Other Business – No Action Required

1. Financial Summary

Chairman Mauldin asked Mr. McCoy to review the financial summary. Mr. McCoy discussed the Unaudited Financial Summary for the 12 months ending 9/30/2020 as provided to the Board. Ended this time period with \$277,288 in the black. Anticipating reimbursements for COVID expenditures to add to this amount. Mr. McCoy expressed his appreciation to the legislature for the additional funding.

\$700,000 was transferred to reserves due to increase A&T funding. This allowed the University's reserves to increase from 5.43 months to 5.46 months.

Mr. Chronister thanked Mr. McCoy, Dr. Way and Senator Orr for their work on the University budget.

Ms. Dickens asked about the transportation item under capital purchases. Mr. McCoy explained that the amount was for purchases for a maintenance truck and utility vehicles. The University received reimbursement from the Fiddler's Committee for these funds.

2. SACSCOC Update: Compliance Report was submitted to the off-site review team on September 2, 2020.
3. Family Relationship Disclosure Notification – Board members were provided Family Relationships Disclosure forms for those individuals hired/identified since the July 2020 Board meeting.
4. Conflict of Interest annual re-affirmation statement will be sent electronically to each Board member for signature.
5. The Board of Trustees Roles and Responsibilities annual reaffirmation document will be sent electronically to each Board member for signature.

IX. Report and Closing Comments of Board Members

Suspended - Finance and Facilities Committee – Mr. Chronister

Suspended - Enrollment and Student Affairs Committee – Mr. Mauldin

Suspended -Academic Affairs Committee – Ms. Brown

Suspended -Development Committee – Ms. Dickens

Chairman Mauldin asked Shane Black, University Legal Counsel to address the procedure for the January 2021 Board of Trustees meeting.

Mr. Black reported that the Board has been operating under the Open Meetings Law exception as provided by Governor Ivey for the May, July and today's board meetings. Board members have been participating via electronic communications and a detailed summary of each meeting has been posted well within the 12- hour posting restriction. There has been some question if there is a requirement for the public to have access to listen in on the board meetings. There is no requirement under the current Open Meetings exception. The Board has been conducting only the most essential of business and detailed notes have been provided within the allotted time and the Board deemed these actions to be sufficient. The Board is ready to move back to the in-person board meeting format and plans to do so in January 2021. An appropriate venue will be determined to allow for social distancing protocols. Chairman Mauldin echoed the Board's eagerness to return to in-person meetings.

Chairman Mauldin commended Dr. Way and the University team for a job well done this year. Dr. Way thanked the Board for their confidence in him and thanked the Cabinet, faculty and staff for all of their work during this very different first-year. Dr. Way attested to the hard work everyone is doing. The campus is very busy behind the scenes with lots of things going on.

X. Adjourn

On a motion made by Senator Orr and seconded by Mr. Chronister, the meeting adjourned at 2:59 pm by unanimous approval of the motion.



ATHENS STATE UNIVERSITY BOARD OF TRUSTEES

RECOMMENDATION FOR ACTION

DATE OF BOARD MEETING: October 16, 2020

ACTION ITEM TITLE: 2020-2021 Tuition/Fee Schedule

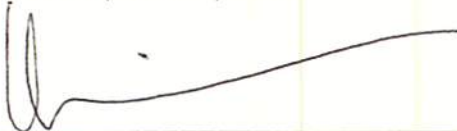
RECOMMENDATION:

It is recommended that the Athens State University Board of Trustees approve the amended tuition/fee schedule for AY 2020-2021 as presented.

FISCAL CONSIDERATION: See attached tuition/fee schedule.

RATIONALE:

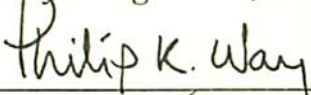
The AY 2020-2021 Tuition/Fee Schedule was previously approved by the Board of Trustees in May 2020 but has been amended to reflect an increase in the graduation fee from \$50 to \$100.

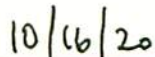

Macke Mauldin, Chair *pro tempore*



Date

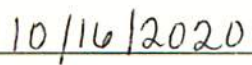
Missy Ming Smith, Vice Chair *pro tempore*

Date


Philip Way, President of Athens State University


Date


Jackie Gooch, Secretary to the Board of Trustees


Date

Athens State University

2020-2021 Tuition and Fee Schedule

Tuition and Fees per credit hour	Instate	Out of State
Traditional Tuition – Undergraduate	\$206	\$412
Traditional Tuition – Graduate	289	500
Non-Traditional Rate – Undergraduate	246	246
Non-Traditional Rate – Graduate	289	289
Technology Fee per Credit Hour	50	50
Bond Surety Fee per Credit Hour	1	1
Other Student Fees		
Application/Transfer Fee	30	30
Late Fee*	35	35
Lab Fee (as specified per course)	53	53
Auditing Fee per hour	½ of applicable tuition rate	½ of applicable tuition rate
Teaching Internship Fee	180	180
edTPA Fee	300	300
Credentials Fee**	maximum of \$100/course	maximum of \$100/course
Graduation Fee	100	100
Returned Check Fee	35	35
*Late registration/late payment		
**will vary depending on the credential		

Board Approved: May 15, 2020 - Original



ATHENS STATE UNIVERSITY BOARD OF TRUSTEES

RECOMMENDATION FOR ACTION

DATE OF BOARD MEETING: October 16, 2020

ACTION ITEM TITLE: Agreement between Athens State University and the Athens State University Foundation

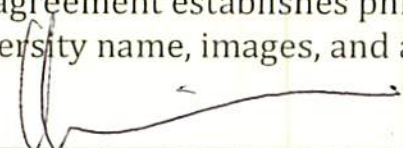
RECOMMENDATION:

It is recommended that the Athens State University Board of Trustees approve the agreement between Athens State University and the Athens State University Foundation and authorize the President of the University to execute the agreement as presented.

FISCAL CONSIDERATION: None.

RATIONALE:

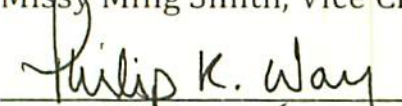
The agreement establishes philanthropic guidelines and the appropriate uses of the University name, images, and alumni information.

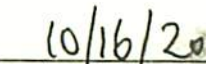

Macke Mauldin, Chair *pro tempore*

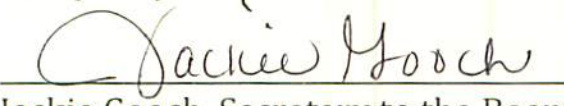

Date

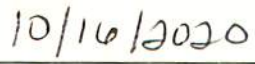
Missy Ming Smith, Vice Chair *pro tempore*

Date


Philip Way, President of Athens State University


Date


Jackie Gooch, Secretary to the Board of Trustees


Date

**Agreement between
Athens State University Foundation and Athens State University**

THIS AGREEMENT, entered into as of October 16, 2020, by and between Athens State University, 300 North Beaty Street, Athens, Alabama 35611 and the Athens State University Foundation, P.O. Box 70, Athens, Alabama 35612.

The Foundation was organized and incorporated in 1981 for the purpose of stimulating voluntary private support from alumni, parents, friends, corporations, foundations, and others for the benefit of Athens State University.

The Athens State University Foundation Inc., an incorporated non-profit organization, is dedicated to the financial support of Athens State University through the identification of prospective donors, the solicitation of gifts, and the administration and management of those resources for the betterment of the University, its faculty, staff and students.

The Foundation is dedicated to assisting the University in the building of the endowment and in addressing, through financial support, the long-term academic and other priorities of the University.

As stated in its articles of incorporation, the Foundation is a separately incorporated 501(c)(3) organization and is responsible for identifying and nurturing relationships with potential donors and friends of Athens State University; and acknowledging and gift stewardship in accordance with donor intent and its fiduciary responsibilities.

The Foundation plans for and manages private contributions and works with the University to assist and advise in such activities.

In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

Term of Agreement

Subject to earlier termination by law or as provided elsewhere below, this Agreement shall have a term of five years, starting with the day it has been signed by both parties.

Foundation Name, Seal and Logotype

Consistent with its mission to help to advance the plans and objectives of the University, the University may grant the Foundation license to use the name, Athens State University, and its seal and logotype, in association with activities in support of the University. The University reserves the right to withdraw or condition such license in its sole discretion. Nevertheless, the Foundation's publications and representatives shall prominently display and utilize the Foundation's corporate name, and the Foundation shall operate under its own seal and logotype.

The Foundation's Relationship to the Institution

- The Athens State University Foundation is a separately incorporated 501 (c)(3) nonprofit "supporting organization," created to raise, manage, distribute, and oversee stewardship of private resources to support the mission of the University.
- The Athens State University Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent.
- The Athens State University Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly addresses the board's fiduciary responsibilities and avoidance of conflicts of interest and promotion of ethical behavior on the part of its board members, officers and employees.
- Where Foundation funds are to be expended on University property, the prior written approval of the President must be secured, and the Foundation shall not financially obligate or encumber the University in any way without the President and/or Board of Trustees prior written consent. Capital construction activities on University property supported in whole or in part by Foundation funds shall follow all University and State procedures and requirements governing such projects.
- The Athens State University Foundation is responsible for the employment, compensation, and evaluation of all its employees.
- The Athens State University Foundation may earmark a portion of its unrestricted funds to a discretionary fund for the president of the University and will either transfer a percentage of those funds annually to the institution or reimburse appropriate presidential expenditures. All such expenditures must comply with applicable provisions of the Internal Revenue Code pertaining to the Foundations' status as a 501 (c)(3) supporting organization and be consistent with the Foundation's mission. Such funds will be audited as part of the Foundation audits.

The Institution's Relationship to the Foundation

- The University president is responsible for communicating Athens State University priorities and long-term plans to the Foundation.
- The Athens State University recognizes that the Foundation is a private corporation with the authority to keep all records and data confidential, consistent with the law and this Agreement.
- The Athens State University may include the Foundation as an active and prominent participant in the strategic planning for the University.
- The University's president shall serve as an ex-officio (non-voting) member of the Foundation board and shall assume a prominent role in fund-raising activities. No University employee may serve on the board of the Foundation except in an ex officio, non-voting capacity without the prior written consent of the University president. Ex-officio members of the board shall not serve as board chair or president of the Foundation.

- In consideration of the Foundation's services to the University in furtherance of its public mission, Athens State University may contract with the Foundation to provide the Foundation with in-kind support services and pay certain operating expenses.

Foundation Responsibilities

1. Fund-Raising

- The Athens State University Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of Athens State University.
- The Athens State University Foundation, in consultation with the University President, is responsible for planning and executing comprehensive fund-raising and donor-acquisition programs in support of the institution's mission. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate.
- The Athens State University Foundation will establish, adhere to, and periodically assess its gift-management and acceptance policies. Such policies shall not be inconsistent with the policies and guidelines of the University and its Board of Trustees. It will promptly acknowledge and issue receipts for all gifts on behalf of the Foundation and the University and provide appropriate recognition and stewardship of such gifts.
- Athens State University recognizes that the Foundation bears major responsibility for fund-raising. University representatives will coordinate fund-raising initiatives including major gifts solicitations with the Foundation.
- The University president will work with the leadership of the Foundation board and the Foundation chief executive to identify, cultivate, and solicit prospects for private gifts.
- The Athens State University Foundation may accept grants from state or federal agencies that are approved by the Foundation board of directors and the University.
- The Athens State University Foundation shall establish and enforce policies to protect donor confidentiality and rights.

2. Asset Management

- The Athens State University Foundation will establish asset-allocation, disbursement, and spending policies that adhere to applicable federal and state laws, such as the Uniform Management or Institutional Funds Act (UMIFA) (Alabama Code 16-61A-1, et seq.)
- The Athens State University Foundation will receive, hold, manage, invest, and disperse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.

3. Institutional Flexibility

- The Athens State University Foundation will explore current opportunities, including acquisition and management of real estate on behalf of Athens State University for future allocation, transfer, or use.
- The Athens State University Foundation may serve as an instrument for ancillary activities for the University and engage in such activities as purchasing, developing, or managing real estate for University expansion, student housing, or retirement communities. It also may hold licensing agreements and other forms of intellectual property, and borrow or guarantee debt issued by their parties.
- When distributing gift funds to the University, the Athens State University Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. Athens State University will abide by such restrictions and provide appropriate documentation.

4. Transfer of Funds

- The Athens State University Foundation is the primary depository of private gifts and will transfer funds to the designated entity within the institution in compliance with applicable laws, University policies, and gift agreements. Nevertheless, no provision of this agreement shall be construed to prohibit or require the diversion of gifts which donors may wish to make directly to a University.
- The Athens State University Foundation's disbursements on behalf of the University must be reasonable business expenses that support the institution, are consistent with donor intent, and do not conflict with the law.

5. Accountability and Reporting

- The Athens State University Foundation must prepare annual financial statements in conformity with generally accepted accounting principles and have them audited by an independent certified public accountant in accordance with generally accepted auditing standards, no less than annually. To enable the University to include pertinent information in its annual financial reports and statements, the audit must be completed in time to be reflected on a timely basis in the University's financial reporting cycle.
- The Athens State University Foundation shall be subject to the financial reporting requirements set by the Governmental Accounting Standards Board (GASB). The Foundation shall provide the University with such information as the University may require to comply with such requirements.

Student and Alumni Records

- Athens State University shall make available to the Athens State University Foundation records and information concerning alumni in accordance with requirements of the Family Educational Rights and Privacy Act of 1974 and any amendments and regulations under the Act. Any such records and information

shall not be released to other organizations without the written permission of the University.

- In performing this contract, the Athens State University Foundation will receive, maintain, process or otherwise will have access to confidential information on students and/or customers of Athens State University. With respect to these records, the Foundation will comply with all federal laws and policies. As part of doing so, the Foundation agrees that it will: 1) protect the security and confidentiality of student and/or University customer records and information; 2) protect against any anticipated threats or hazards to the security or integrity of such records; and 3) protect against unauthorized access to or use of such records or information which could result in substantial harm or inconvenience to any student and/or University customer.
- If the Athens State University Foundation sub-contracts with a third party for any services required in the furtherance of this contract, the Foundation must ensure that such third parties implement practices to protect nonpublic personal information of students and/or University customers that they receive, maintain, process or are permitted to access.

Foundation Funding and Administration

- The Athens State University Foundation is responsible for establishing a financial plan to underwrite the cost of Foundation programs, operations, and services.
- The Athens State University Foundation has the right to use a reasonable percentage of the annual unrestricted funds, or assess fees for services to support its operations.
- The Athens State University Foundation, at its own expense, will provide adequate personnel (beyond personnel which may be provided by the University), office supplies, and other such services that may be necessary or required to fulfill its responsibilities and obligations.
- The Athens State University Foundation shall maintain, at its own expense, copies of the plans, budgets, and donor and alumni records developed in connection with the performance of its obligations.

Miscellaneous Terms

- To ensure effective achievement of the items of the agreement, the University and Foundation officers and board representatives shall hold meetings not less than quarterly, to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.
- Either party may, upon 90 days prior written notice to the other, terminate this agreement. Notwithstanding the foregoing, either party may terminate this agreement at any time in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written notice of such default.
- Consistent with provisions appearing in the Foundation's bylaws and its articles of incorporation, should the Foundation (or any subsidiary) cease to exist, or cease to be a supporting organization of the University, or cease to be a qualified

organization under Internal Revenue Code 501(c)(3), the Foundation (or such subsidiary) shall transfer its assets and property to the University or a University-approved incorporated successor foundation in accordance with law and donor intent.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers as of the day and date first above written.

Athens State University

By: Philip K. Way
President

Date: 10/16/20

Athens State University Foundation

By: Keith D. Ferguson

Keith D. Ferguson
Authorized Officer of the Foundation

Date: October 16, 2020



ATHENS STATE UNIVERSITY BOARD OF TRUSTEES

RECOMMENDATION FOR ACTION

DATE OF BOARD MEETING: October 16, 2020

ACTION ITEM TITLE: 2019-2020 President's Evaluation
Acceptance

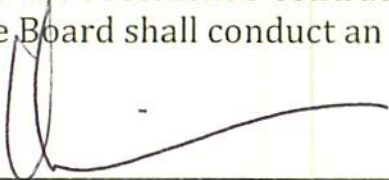
RECOMMENDATION:

It is recommended that the Athens State University Board of Trustees accept the 2019-2020 Performance Evaluation of President Philip Way as prepared by Chairman Ronnie Chronister.

FISCAL CONSIDERATION: None.

RATIONALE:

Per the President's Contract of Employment, Section 6.1, the Chair *Pro Tempore* of the Board shall conduct an annual performance evaluation of Dr. Way.


Macke Mauldin, Chair *pro tempore*

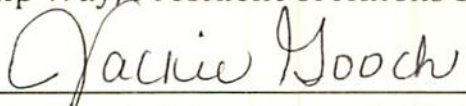

Date

Missy Ming Smith, Vice Chair *pro tempore*

Date

Philip Way, President of Athens State University

Date


Jackie Gooch, Secretary to the Board of Trustees


Date

PRESIDENT'S EVALUATION

2019-2020

RECEIVED
JUL 10 2020BY: *fgooch*

Directions: President Way: Please describe how you have demonstrated your performance for each evaluation factor.

Board Chair Pro Tempore: Please add a numerical rating to President Way's performance of one (1) to three (3). Numerical ratings have the following meanings: 1 - Exceeds; 2 - Meets Expectations; 3 - Does Not Meet Expectations. A numerical rating of 3 requires a comment.

EVALUATION FACTORS	PERFORMANCE (To be completed by President)	EXPECTATIONS Circle or highlight (To be completed by Board Chair Pro Tempore)	Related Institutional Goal
Strategic and Institutional Leadership How effectively does the President:			To emphasize a student-centered approach to teaching, learning, and University life by expanding educational opportunities and social mobility through high quality instructional and student support services that are both
1. Demonstrate an understanding of the culture of the University and convincingly tell its story?	I have come to understand the culture of the University through formal reading of our history, countless conversations with our stakeholders, and experiencing the rhythms of the past 10 months. I have made presentations to groups such as Rotary and the Retired Seniors Luncheon in an effort to reveal the secret that is Athens State University. I have educated lawmakers in Montgomery who might be unaware of the important role Athens State makes in the Alabama educational ecosystem. Comment Required for Rating of 3:	1 - Exceeds	
2. Discern and communicate the meaning of external trends and the institution's strategic situation?	I am continually reviewing higher ed and regional developments to assess and tweak our university's path forward. I use daily news reports, studies, and data, and listen to external stakeholders. I communicate with the university through town hall meetings, formal presentations, email letters and our web site. Comment Required for Rating of 3:	2 - Meets	
3. Renew the mission and articulate a compelling vision?	I believe the mission and vision are very appropriate for Athens State. They have been well crafted. I reiterate in my speeches the fact that we change the face of Alabama by changing the lives of our students. I emphasize that we are creating and enhancing pathways to economic and social mobility for individuals, but through them we are fueling economic growth, educating our P-12 students, and adding to the quality of life of Alabama. Comment Required for Rating of 3:	1 - Exceeds	
4. Conduct and implement appropriate long-range planning and enlist the participation and confidence of others in the planning process?	I have been working on creating a new strategic plan - tentatively called Horizon 2030 - with widespread input. I have changed Administrative Council from an information-sharing group to being a forum for representatives from around the university to engage in strategic discussions. I have encouraged input on each strategic issue on BlackBoard, our learning management system. The Strategic Planning Committee has discussed metrics to use to measure success. The eventual plan will also incorporate goals and strategies from the ACHE Plan for the state, our Title III grant concerning student diversity, success and career readiness, and our Quality Enhancement Plan for SACS on experiential learning. Comment Required for Rating of 3:	2 - Meets	
5. Administer and operate all affairs of the University within state and federal law, Board policy and guidelines, and in conformance with applicable accreditation and auditing standards?	My leadership team and I are acutely aware of the need to respect laws, policies and standards. This has been especially challenging as this has been a year of new laws. The Federal CARES Act funding regulations on eligibility changed frequently. The new State law concerning free speech effective July 1, 2020 has necessitated changes to our own policy. Hence we (and other universities) have kept our law firm Hand-Arendall busy. Comment Required for Rating of 3:	1 - Exceeds	

EVALUATION FACTORS	PERFORMANCE (To be completed by President)	EXPECTATIONS Circle or highlight (To be completed by Board Chair per Template)	Related Institutional Goal
Educational Leadership How effectively does the President:			To enhance a student-centered approach to teaching, learning, and Unhealthy life by expanding educational opportunities and social mobility through high quality instructional and student support services that are both accessible and
1. Assume academic quality by expanding the use of evidence to improve performance?	I am data-informed. If not data-driven. Each program has to collect evidence on whether the desired student learning outcomes have been achieved, and, if not, then a plan to work the program or the pedagogy to improve outcome attainment must be developed. (This is a requirement for SACs and disciplinary coordination in any sense) In discussions about our program array, I have referred to the program review reports that were developed last year, instructional outcomes, together with indirect measures such as institutional research data on completion rates, and AQRS and Adjunct State data on employment outcomes. <u>Commitment Required for Rating of 3:</u>	2 - Meets	
2. Mobilize resources to support educational programs and support and utilize emerging technologies?	I have developed a separate budgeting process for personal positions, with specific criteria for evaluating proposed additions and replacements. There are now forms for submission of requests. The requests come to Cabinet rather than individual deans and VPs lobbying the president. This makes it possible to compare proposals and rank order them. The Cabinet has been very willing to provide faculty for new programs and replace those who have retired if the programs are successful. With the influx of one-time federal CARES and state Administrative and Technology funds, there has been a lot of investment in existing and emerging technologies to meet the heightened demand for online learning, and to maintain a competitive advantage over rival universities which have dropped up their online game. <u>Commitment Required for Rating of 3:</u>	3 - Exceeds	To evaluate, support, and effectively utilize emerging technologies.
3. Encourage and enable educational and curricular change and innovation?	From the start of my presidency, I communicated to Academic Affairs that I was anxious to introduce new degree programs at the graduate and undergraduate levels to meet the needs of regional employers and to make additional positive net revenue. I established innovation through encouragement, my intellectual expertise and practical experience at other universities, the provision of external resources, funds for new positions, assistance with program proposal development, and facilitated meetings with Calhoun. This resulted in two new undergraduate programs in occupational safety and health management and advanced manufacturing management, submitted by Business faculty. Others are in process. <u>Commitment Required for Rating of 3:</u>	3 - Exceeds	
4. Understand and participate in academic governance and collaborative decision-making?	I have wanted to improve collaboration between all stakeholders so that we move forward with general agreement on major initiatives and investments in our future. Examples include the establishment of a Strategic Program Array Committee (comprising of president, deans, the CFO and me) which discusses and prioritizes new curricular directions; the use of shared governance to discuss and implement academic policies and address need faculty (and staff) involvement in establishing protocols for returning to campus learning after campus education due to COVID. <u>Commitment Required for Rating of 3:</u>	2 - Meets	
5. Recruit and retain qualified and effective personnel	While I do not directly recruit and retain employees other than VPs, I have asked for the hiring process to be better communicated, for the University to consider specialized occupational salary data surveys so as to be competitive when making offers, for us to use job applicants to place ads in media based on data showing the likelihood of obtaining applications, especially from persons of color, and for us to advertise with academic associations and relevant regional professional organizations. Retention has been tough in the tight labor market. I have permitted counteroffers to keep our employees, but some have not been successful. I am trying to create a career structure in the staff areas, so that retention for career moves can be minimized. A survey of staff revealed a desire for more training and professional development, so we have expanded with more online opportunities and incentives to participate. <u>Commitment Required for Rating of 3:</u>	2 - Meets	To recruit and retain a diverse and highly qualified faculty and staff committed to excellence in all Unhealthy pursuits.

EVALUATION FACTORS	PERFORMANCE (To be completed by President)	EXPECTATIONS Circle or Highlight (To be completed by Board Chair Pro Tempore)	Related Institutional Goal
Enrollment and Student Services			To emphasize a student-centered approach to teaching, learning, and University life by expanding educational opportunities and social mobility through high quality instructional and student support services that are both accessible and affordable.
How effectively does the President:			
1. Provide leadership in student recruitment?	<p>Since 2016 is the convalescence of the University, I have probably spent more time on leadership in recruitment and retention (and thus employment) than other areas. My plan has been to help establish a plan with goals and strategies, set up an effective organization, ensure resources are available, and consistently monitor progress. Many things deserve mention, but I am citing just a few in the following sections. I have asked for a new recruiting strategy during COVID. Visits to colleges and high schools were at record levels in fall but had to be replaced with (much) intensive personal calls and emails after March. The team is creating virtual content for information sessions and campus tours. They are implementing the AdmissionPros student recruiting and application portal – a more friendly online experience for applicants and staff. Official transcripts are being processed in a paperless manner. President Burke of Calicut and I have led the development and marketing of pathways from two-year degrees to our programs.</p> <p>Comment Required for Rating of 3:</p>	1 - Exceeds	
2. Provide leadership in student services?	<p>In the wake of the disruptions during the COVID era, I asked our staff to be proactive and reach out to our students to check on them. This was very well received, and led to interventions by our mental health professionals, grants from our emergency fund, and academic help. For those who prefer to test a chapter, and as a fan of AI, I funded the Hekrow the Bear chatbot to improve two-way communication with students. This has led to the current implementation of the T&L Campus app which gives instant mental health help 24/7. When students were able to be on campus, I met with different student organizations to demonstrate my commitment to them and to discover how we can make their profile. The student affairs staff have published supportings within organizations to show their value and increase participation.</p> <p>Comment Required for Rating of 3:</p>	3 - Exceeds	
3. Work to increase student enrollment?	<p>I have engaged our campus in discussion about enrollment strategies. An Administrative Council meeting in fall focused on this. It's a – president, price, promotion, place, and people in the context of enrollment management. Wider involvement occurred on the Board in the ensuing months. The focus about our degree offerings, pricing strategy, marketing, modality, and staffing, have influenced our strategy already and will be relooked in our new strategic plan.</p> <p>Comment Required for Rating of 3:</p>	2 - Meets	
4. Work to increase student retention?	<p>During my presidency the University has been awarded a federal Title IV grant of \$2.1 million to improve student success, diversity and career outcomes. It was written prior to my tenure. However, I have given a long-term commitment to funding the positions (number of success coaches from 3 to 6, then overhauling the advising function and bringing it up to and beyond industry standards. Group with whom have been created to deal with student success issues to make the use of staff time more efficient. Staff have implemented 3 workshops per semester to annually covering financial literacy, diversity and inclusion, and climate consciousness. A yearly annual event is our diversity day.</p> <p>Comment Required for Rating of 3:</p>	4 - Exceeds	

EVALUATION FACTORS	PERFORMANCE (To be completed by President)	EXPECTATIONS Circle or highlight (To be completed by Board Chair Pro Tempore)	Related Institutional Goal
Financial Management and Facilities How effectively does the President:			To maintain and improve University facilities and programs through public funds and philanthropic initiatives and to ensure effective stewardship of resources.
1. Understand and manage the organization's financial dynamics, metrics and processes (budgeting, costs, revenues, overhead, balances, and investments) and prepare and submit an annual fiscally responsible budget and communicate financial realities to stakeholders?	I have lived through one cycle of the budget process. I understand the various sources of revenues and expenditures. I have asked the CFO to engage in scenario planning with different assumptions about state funding, tuition revenues and costs, as a precaution during the early stages of the COVID crisis, and in the preparation of the (fiscally-responsible) annual budget. In my periodic emails to the Board, I have informed members about our fiscal state, and actual and likely revenue trends. Comment Required for Rating of 3:	2 - Meets	
2. Manage resources efficiently and build long-term financial equilibrium by properly administering the approved budget?	Efficient resource management has entailed comparing the ROI on alternative projects in the light of the strategic plan. ROI has included monetary and non-monetary costs and benefits. Where I have responsibility for a budget, I have expended monies so as to maximize ROI. In administering the budget, the aim is always to ensure the University stays within the budget, and makes a contribution to building up reserves to ensure long-term financial viability. Comment Required for Rating of 3:	2 - Meets	
3. Inform and engage the board appropriately?	I have met with the Finance and Facilities Committee of the Board each quarter when it has met, and (with the CFO) communicated the financial issues of the day. As noted above, my periodic emails to the Board have provided updates. I also field phone calls from members who have particular questions. Comment Required for Rating of 2:	1 - Exceeds	
4. Supervise and maintain University buildings, grounds and equipment?	I have been concerned to ensure that our facilities are safe, our campus is attractive, that deferred maintenance is minimized, and our equipment is capable of doing the job. I inspected all buildings on campus when I first arrived. With the CFO's input, we have developed a list of priorities for maintenance of the physical plant. Comment Required for Rating of 3:	1 - Exceeds	

EVALUATION FACTORS	UNIVERSITY ADVANCEMENT Marketing/Fundraising	How effectively does the President	1. Lead and engage others in the fundraising program?	2. Build positive images and relations with the public, alumni, and within the University?	3. Inform and engage the board appropriately?	4. Provide rewardship for gifts that have been received?	5. Market the University?					
PERFORMANCE (To be completed by President)	<p>The Capital Campaign was designed, and a substantial amount of money was raised, prior to my presidency. In many meetings with donors and friends and at the February gala I have spoken about our giving priorities. In addition, I have sought to engage faculty more. I have asked them to develop cases for support – essentially short descriptions of projects that might attract donors – and these are going to appear on the Advancement web site in an online “catalog” for giving opportunities.</p>	<p>2 - Meets</p>	<p>My strategic contribution is that we are creating a strategic public relations plan, with input from Administrative Council. Key target audiences are being identified, as well as appropriate messages and media. Our current public relations practices are likely to change, in the interim, at least before COVID. I was making presentations extensively about the University to various groups, such as Rotary, and updating groups at meetings, such as those of the Foundation Board. Internally, I held regular town hall meetings to share developments. More broadly, I have had many social events on campus and at the president's house.</p>	<p>Comment Required for Rating of 3:</p>	<p>Fundraising is necessarily a team effort. Any donation is the result of Advancement staff identifying potential donors and making multiple “touches” before the gift is made. I have been involved in some of those touches in town and in Jordan, and I was even on the local television news talking about the need for emergency funding for students affected by COVID, but I am not going to claim sole credit for any resulting donations. We are not approaching full giving potential due to COVID causing a devaluation in the value of portfolios and the heightened nervousness among donors. I have urged the need to attract more grant funding from governments, sources, corporations, and foundations. The \$5.2 million Title III grant (written before I came) has increased confidence in our ability to be successful. We have turned one of our major gift officers into a grant writer, which has been a boon to busy faculty and staff with good ideas for grants but little time to write proposals.</p>	<p>Comment Required for Rating of 3:</p>	<p>The Advancement office does most of the stewardship on a day-to-day basis. The main way in which I have engaged in stewardship is through visiting donors and hosting them at the president's house. I write notes to donors where I have had personal contact.</p>	<p>Comment Required for Rating of 3:</p>	<p>The Development Committee of the Board is informed of our status by the VP for Advancement, twice at the quarterly meeting. I periodically email the Board about major developments in the university or in our environment and progress in key areas such as advancement, marketing, and fundraising.</p>	<p>Comment Required for Rating of 3:</p>	<p>I have increased the funding for marketing, especially for a branding study and a redesigned web site, which should be ready in late fall. This has the potential to have a significant impact. We have also changed the terms which are used in our generally operational cur marketing strategy. Above all, my intention is to have the community help to raise our profile.</p>	<p>2 - Meets</p>
Circle or highlight EXPECTATIONS (To be completed by Board Chair Pro Tempore)	<p>To maintain and improve University facilities and programs through public funds and philanthropic initiatives and to ensure effective stewardship of resources.</p>	<p>2 - Meets</p>										
Related institutional Goal												

EVALUATION FACTORS	PERFORMANCE (To be completed by President)	EXPECTATIONS Circle or Highlight (To be completed by Board Chair Pro Tempore)	Related Institutional Goal
External Relations			
How effectively does the President:			
1. Enhance, foster, cultivate and promote positive and substantive relationships with local business and industry?	<p>I am a fixture at board meetings of the Decatur-Morgan County Chamber and the Unimemo County Economic Development Association. I have also participated in the LCEDA strategic planning process. Each meeting affords an opportunity to update attendees on the successes of Athens State. I am now a member of the C-100 group in Huntsville, but have only participated online due to COVID. I have also had meetings with specific businesses.</p> <p><u>Comment Required for Rating of 3:</u></p>	1 - Exceeds	To foster and strengthen effective partnerships with educational, governmental, business, charitable, and civic organizations.
2. Enhance, foster, cultivate and promote positive and substantive relationships with community leaders and organizations?	<p>I have close relationships with the County Commission Chairman and the Mayor of Athens. I have also met other mayors in surrounding jurisdictions. I am told that the cooperation between the university and regional leaders is closer than in recent years. I also have regular contact with community leaders concerning the ACA. I am a member of the ACA Foundation Board and know the active members reasonably well. I have also met with Decatur leaders about increasing the impact of the ACA. There is still some tension between the interests of Athens and Decatur, but I am trying to smooth two horses by saying that both campuses matter.</p> <p><u>Comment Required for Rating of 3:</u></p>	1 - Exceeds	
3. Enhance, foster, cultivate and promote positive and substantive relationships with elected state leaders?	<p>I met each lawmaker from this region in Fall, a group of them prior to the legislative session, and some in Montgomery at State House. In addition, I have met with the Governor, budget committee chairs, the budget director, and aides to discuss budget priorities for Alabama State. The meetings have been generally 30 minutes or so, hence I have had to rapidly show my enthusiasm for what the university is doing and my notion of what it could do with more funding.</p> <p><u>Comment Required for Rating of 3:</u></p>	1 - Exceeds	
4. Provide leadership to local, regional and national higher education?	<p>As Alabama does not have a university system involving Athens State, there are no under leadership roles in the local area or the region or the state. Hence I have preferred to lead by example. For instance, the early and innovative approaches we took to deal with COVID were communicated to the Chancellor to inform discussions within SRES. We are also leading in developing relevant curricula, such as Advanced Manufacturing Management. Our training pathway with Calhoun and their marketing will likely be copied by our competitors.</p> <p><u>Comment Required for Rating of 3:</u></p>	1 - Exceeds	
5. Increase the visibility and reputation of the institution?	<p>My public speeches in the community, my attendance at board meetings, and my visits to lawmakers at the State House, have helped make the university more visible and given me the opportunity to tout the virtues of this institution. As discussed in the marketing section, our visibility will no doubt increase with the new marketing firm, the branding exercise and the revamped web site. Internally, I urge my employees to help increase our reputation through increasing retention and graduation rates, increasing diversity, obtaining tertiary accreditation whenever possible, having online courses certified by Quality Matters, and generally being innovative as at to raise eyebrows.</p> <p><u>Comment Required for Rating of 3:</u></p>	1 - Exceeds	

EVALUATION FACTORS	PERFORMANCE (To be completed by President)	EXPECTATIONS Circle or highlight (To be completed by Board Chair Pro Tempore)	Related Institutional Goal
Internal Relations			
How effectively does the President:			To encourage an atmosphere of diversity and to protect the free exchange of ideas.
1. Develop a climate and programs that enhance diversity?	<p>I communicated how important diversity, inclusion and equity are by making them the focus of one of the first Administrative Council meetings. I have also met with interested groups, and asked for ideas on BlackBoard. We are moving toward a DEI plan that will reflect the same priorities in the forthcoming university strategic plan. We now have a Director of Student Inclusion Initiatives who has been instrumental in developing programming. For example, there was a film viewing of Harriet and a Black History lunch and 'Learn with Mervyn Warren. We received funding from the State for the Men of Menin, a cadre of African-American male students who will eventually become teachers of color in our schools. They were part of a group which went to the State House to meet our regional legislators; our advocacy led to increased funding.</p> <p>Comment Required for Rating of 3:</p>	1 - Exceeds	
2. Interact with students and demonstrate commitment to their welfare?	<p>Before COVID, I would interact with students through social events, weekly lunches with different groups, speak to meetings of student organizations, meet monthly with the SGA president, and attend SGA meetings when possible. Since COVID, I have been limited to meetings with the SGA president. Hence I have had to rely on the Hebrew the Bear chatbot to solicit other student concerns. Throughout, the focus has been to listen to student concerns and needs, so that I could respond with solutions.</p> <p>Comment Required for Rating of 3:</p>	1 - Exceeds	
3. Work with the faculty to develop initiatives to advance their work and professional well-being?	<p>This year has been dominated by the need to help faculty enhance their skills in teaching online, and to turn courses designed for in-person delivery into online courses. I have allocated technological and human resources to enhance our services; in particular, two new instructional designers will be hired shortly. The professional well-being of faculty has been shaken by COVID. Fears about tenure decisions being negatively affected by poor teaching evaluations in a semester when there was a sudden switch to online, and constraints on research activities, led me to permit a one-year extension to the tenure clock if desired.</p> <p>Comment Required for Rating of 3:</p>	1 - Exceeds	
4. Work with the staff to create opportunities and resources to recognize their service and enhance their development?	<p>I am anxious to create internal career structures as this has been an issue for staff, resulting in dissatisfaction and resignations to take promotions elsewhere. I have been overseeing a revision of the Student Affairs organizational structure. We will probably move to have assistant directors and a director of Admissions, not just admissions counselors and an AVP. VP McCoy is looking at the maintenance career structure. Training and development is another priority of mine. The Staff Senate administered a survey of staff employees to discern their development needs. We have offered online training opportunities in some areas, and will do more in the future.</p> <p>Comment Required for Rating of 3:</p>	2 - Meets	
5. Appoint, supervise, promote, discipline, and dismiss employees in accordance with the law and Board policy?	<p>While I have final responsibility for personnel actions, I have to rely on supervisors and HR to act within the law and Board policy. In cases of discipline and dismissal, I have always obtained legal counsel. That said, I have asked HR to create a hiring handbook which will help ensure that we are not only acting appropriately but also are promoting diversity. I have also asked for more professional development opportunities for supervisors to hone their skills.</p> <p>Comment Required for Rating of 3:</p>	2 - Meets	
Board and Governance Relations			
How effectively does the President:			
1. Build the relationship with the board?	<p>I started my presidency having meetings with most Board members in order to introduce myself in case they had not been part of the selection process. Periodic emails to all Board members between meetings have provided continuity in my relationship with the group as a whole. In the course of my duties I have spent time with board members in other venues, especially Cir, Mauldin, Brown, and America. I have had frequent email conversations with others, notably Smith. Athens is a small place and I run into board members in social situations, so I can keep them in the loop more informally. I value input and take it in to consideration.</p> <p>Comment Required for Rating of 3:</p>	1 - Exceeds	

EVALUATION FACTORS	PERFORMANCE (To be completed by President)	EXPECTATIONS Circle or highlight (To be completed by Board Chair Pro Temore)	Related Institutional Goal
Comment Required for Rating of 3:			
2. Gain support from the board, especially on controversial issues?	I have had very few controversial issues come up in my first year. The only one that I needed support on was the decision of what to do with the Dasty-Mason House. My approach was to hold three public hearings and then relay the feelings of the community to the Finance Committee of the Board so they could make a recommendation to the full Board. My decision would have been to sell the House, and the Board saw the issue the same way as I did. I was thankful for giving me cover early in my term.	1 - Exceeds	
Comment Required for Rating of 3:			
3. Involve and call on the board to facilitate relationships for the president, especially in fund-raising and community relations?	Much of my Fall semester was meeting with some 60+ people in the regional community. Board members were instrumental in opening doors for me, and even accompanying me to introduce me.	1 - Exceeds	
Comment Required for Rating of 3:			
4. Communicating and consulting with the Board regarding material items of management and operation of the University?	My periodic emails between Board meetings tend to discuss managerial and operational issues that might be of interest to board members. Jackie Goch also copies the board on messages that I may have sent out to the campus. She is also responsible for providing a heads-up on items that might hit the media.	2 - Meets	
Comment Required for Rating of 3:			
5. Involve the board in strategy in productive and appropriate ways?	We are in process of generating a revised strategic plan, and will obtain input from board members when it is at a suitable stage. Members also have access to Blackboard and can type in suggestions on any strategic strand. I am also aware that some members responded to a survey from the QEP committee concerning the focus of the next plan - experiential learning.	2 - Meets	
Comment Required for Rating of 3:			
Personal Characteristics and Values		To conduct University affairs in a manner that is transparent, deliberative, and ethical.	
How effectively does the President:			
1. Use skills to negotiate agreements, create coalitions and build consensus?	My style is to involve relevant parties, obtain input, and produce solutions that hopefully gain acceptance by most. For instance, some faculty are concerned about their ability to earn full summer pay. I have offered to set up a committee to update a report on summer pay that was written several years ago by representatives from Faculty Senate and the administration. Shared governance is vital.	2 - Meets	
Comment Required for Rating of 3:			
2. Display interpersonal and people skills? Show respect for others. Listen. Communicate clearly in various forms and contexts?	I am a warm person who cares about all the people I have contact with. I listen carefully and respect differences of opinion. I attract employees and students who want to communicate with me about their issues. I have to balance being responsive with respecting the organizational hierarchy, so I sometimes need to listen before referring them to the right person to handle the issue. I am collaborative, and aim for mutually agreeable solutions. Sometimes I need to use my powers of persuasion and negotiation. My oral communication in large banquet halls and in small venues such as meetings is excellent according to attendees. My writing is clear and the grammar and punctuation are correct.	1 - Exceeds	
Comment Required for Rating of 3:			
3. Demonstrate persistence in reaching goals and leading change with effective leadership within the University and the external community?	I am obsessed with improvement on past outcomes and even reaching stretch or challenging goals. If I see us behind on an indicator, I analyze the causes and discuss solutions with the staff responsible for the outcome. Recruitment has been difficult in the COVID era, with no ability to reach prospective students in person. I have had plenty of discussions about how to conduct a virtual recruitment campaign. I have also allocated resources for technology and personnel in that area. In order to ensure we reach our goals, I am constantly thinking of potential shifts in strategy. As a newcomer to Athens State with experience in pursuing similar goals at other institutions, I am well placed to make suggestions about how things might be changed for the better. I do not micromanage my VPs, however. They are the appointed leaders of their divisions. If they buy into my suggestions, I support them with resources and political support.	1 - Exceeds	
Comment Required for Rating of 3:			

EVALUATION FACTORS	PERFORMANCE (To be completed by President)	EXPECTATIONS Circle or highlight (To be completed by Board Chair Pro Tempore)	Related Institutional Goal
4. Demonstrate effective management skills within the University and the external community?	My effective leadership skills include integrity, decisiveness, empowerment/delegation, teambuilding, and dependability. Organizational skills of mine include managing multiple issues and deadlines at the same time. Planning skills are my forte. Strategic thinking is a constant. I am a logical and critical thinker. Comment Required for Rating of 3:	1 - Exceeds	
5. Display a highly professional attitude and demeanor?	I believe that I am generally calm, and certainly never lose my temper. I am confident and positive, no matter what situation comes up. I believe that we can overcome obstacles. I don't complain. I maintain a sense of humor no matter what. I work very hard to achieve the university's objectives. I communicate successes, but am humble and deflect praise toward others. When we fall short, I understand I am ultimately accountable. Comment Required for Rating of 3:	1 - Exceeds	
6. Manage and resolve crisis, problems or conflicts?	The main crisis in higher education this year has obviously been COVID. I have led the Cabinet in weekly meetings and outside in developing our approach to remote working initially, then a phased return to campus, and then dealing with positive tests. I believe that we have the safest university outside a medical school, with gate screening, cleaning, social distancing and face coverings where people have to be close or prefer them. Cases have been minimal and originated from off campus contact. Comment Required for Rating of 3:	1 - Exceeds	
Summary Questions			
1. What have been the president's major accomplishments in the leadership of the institution over the last year?	1. Effective approach in understanding and learning about the University as a means to develop plans moving forward. 2. Providing calming influence with faculty, staff, and community during his transition as President. 3. Demonstrated leadership during the COVID crisis.		
2. What single thing would you suggest to improve the president's effectiveness with internal stakeholders? External stakeholders?	1. Take the next big step in assessing academic programs and implementing plans to align all current and future programs to support long-term viability of ASU. This applies to both internal and external stakeholders.		
The Board Chair Pro Tempore has met with and discussed this evaluation with Dr. Philip Way, President of Athens State University			
Signature: Board Chair Pro Tempore Athens State University Board of Trustees	Signature: Dr. Philip Way President Athens State University		
Date: 7/10/2020	Date: 7/10/20		



**ATHENS STATE UNIVERSITY
FAMILY RELATIONSHIP DISCLOSURE FORM**

This form must be completed and returned to the Human Resources Office

Employee's Name: Betty Nell Miles
 Job Title/Position: Campus Entry Screener (Temp)
 Employment Date: Sept 9, 2020

For the purposes of this disclosure, relative includes the following: spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-laws, step-relations, foster-relations or any member of the employee's household.

Are you a relative of any employee of Athens State University or any member of the Athens State University Board of Trustees?

Yes X No

If yes, list the name(s), relationship, and employer/position of relative(s).

Carey D. Miles - Husband - Security

I affirm that all information contained herein is correct to the best of my knowledge.

Signed Betty Nell Miles 9-9-2020
 Employee Date



**ATHENS STATE UNIVERSITY
FAMILY RELATIONSHIP DISCLOSURE FORM**

This form must be completed and returned to the Human Resources Office

Employee's Name: Amanda Johns Mims
 Job Title/Position: Temporary Assignment Campus Entry Screener
 Employment Date: 8-31-20

For the purposes of this disclosure, relative includes the following: spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-laws, step-relations, foster-relations or any member of the employee's household.

Are you a relative of any employee of Athens State University or any member of the Athens State University Board of Trustees?

Yes X No

If yes, list the name(s), relationship, and employer/position of relative(s).

Donnie Johns, Father, Security officer

I affirm that all information contained herein is correct to the best of my knowledge.

Signed Amanda Mims 8-31-20
 Employee Date



**ATHENS STATE UNIVERSITY
FAMILY RELATIONSHIP DISCLOSURE FORM**

This form must be completed and returned to the Human Resources Office.

Employee's Name: JIMMY BILHART MOSS
 Job Title/Position: ASIM - MATERIALS PREP ASSISTANT
 Employment Date: 8/17/2020

For the purposes of this disclosure, relative includes the following: spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-laws, step-relations, foster-relations or any member of the employee's household.

Are you a relative of any employee of Athens State University or any member of the Athens State University Board of Trustees?

Yes ✓ No

If yes, list the name(s), relationship, and employer/position of relative(s).

CHRIS MOSS, BROTHER, MAINTENANCE

I affirm that all information contained herein is correct to the best of my knowledge.

Signed Jy Byg Ah 8/17/2020
 Employee Date