

HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

FOUNDATION

HBOIF CEO Performance Evaluation Katha Kissman March 31, 2016

1. Reviewing Katha's operations reports and your personal observations, please rate Katha on the following attributes using the following scale:

- 5 Outstanding Performance: Results were excellent and continually exceeded requirements in most areas.
- 4 Exceeds Performance Requirements: Results at times exceeded requirements in most areas.
- 3 Satisfactory Performance: Results met overall requirements.
- 2 Some Improvement Needed: Results met most requirements but were marginal in some areas which will require improvement.
- 1 Unsatisfactory

Answer Options	5	4	3	2	1	Rating Average	Response Count
Leadership	8	2	0	1	0	4.55	11
Dependability	10	0	1	0	0	4.82	11
Quality of Work	7	3	1	0	0	4.55	11
Productivity	8	2	0	1	0	4.55	11
Job Knowledge	9	1	1	0	0	4.73	11
Comments?							4
<i>answered question</i>							11
<i>skipped question</i>							1

Comments

- Katha is very timely and efficient on the work she performs and in her communications to the Board and HBOI management.
- Katha is exceptional. Certainly in the top tier of CEO's I've ever worked with in my non-profit life.
- Over the past year Katha has demonstrated exceptional knowledge, high integrity and productivity that is reliable and timely.
- I think that there needs to be a better working relationship with members of the HBOI admin team

2. Reviewing Katha's position description and your personal observations of her work, please rate Katha on her progress on the following areas of responsibility using the following scale:

- 5 Outstanding Performance: Results were excellent and continually exceeded requirements in most areas.
- 4 Exceeds Performance Requirements: Results at times exceeded requirements in most areas.
- 3 Satisfactory Performance: Results met overall requirements.
- 2 Some Improvement Needed: Results met most requirements but were marginal in some areas which will require improvement.
- 1 Unsatisfactory

Answer Options	5	4	3	2	1	Rating Average	Response Count
Management and Financial Administration	6	3	2	0	0	4.36	11
Grants Management	7	3	2	0	0	4.42	12
Relationship Building & Organizational Representation	2	8	2	0	0	4.00	12
Board of Directors Support	8	4	0	0	0	4.67	12
Committees Support	8	3	0	0	1	4.42	12
Comments							5
<i>answered question</i>							12
<i>skipped question</i>							0

Comments

- Katha provides excellent support to the Board and the Board committees. It is always clear what the committees need to be working on and the board meetings are productive.
- I think she still has work to do building a good working relationship with certain departments of the University and the FAU foundation. It began before she came, but we continue to have a tenuous relationship with them. I feel it could be improved with some frank conversations about the problem. We have avoided discussing the subject with them for too long.
- Katha can multitask and is responsive to constructive suggestions and collaboration
- Katha's work has been exemplary, but I have concerns as to an appreciation of the Foundation's budgetary constraints and interaction with others at HBOI. To build a collegial and integrated relationship with FAU Admin and HBOI Admin we need to nurture a Team approach and avoid us vs. them scenarios.
- 1. I do not think that Katha is concerned with escalating operational costs. 2. I also think that Katha may provide too much support to Board members which allows them to slack off their responsibilities.

3. Reviewing Katha's statement and your personal observations, please rate Katha on her progress on the following established performance goals for FY16 using the following scale:

- 5 Outstanding Performance: Results were excellent and continually exceeded requirements in most areas.
- 4 Exceeds Performance Requirements: Results at times exceeded requirements in most areas.
- 3 Satisfactory Performance: Results met overall requirements.
- 2 Some Improvement Needed: Results met most requirements but were marginal in some areas which will require improvement.
- 1 Unsatisfactory

Answer Options	5	4	3	2	1	Rating Average	Response Count
Based on the goals of the HBOIF Grants Committee and HBOIF Board, continue to work with FAU HBOI management to ensure current grant commitments are managed and completed in a timely and effective manner.	8	2	2	0	0	4.50	12
Based on the goals of the HBOIF Grants Committee and Board, work with FAU HBOI management to identify future high impact grant opportunities per the HBOI Strategic Plan.	4	6	1	1	0	4.08	12
Provide assistance to FAU HBOI Development Team as may be needed and appropriate to ensure success.	4	5	2	0	1	3.92	12
Create a plan regarding the future of each of HBOIF's real estate holdings.	5	6	1	0	0	4.33	12
Work with the HBOIF Governance and Nominating Committees to cultivate and recruit future Board members based on Board composition need.	4	8	0	0	0	4.33	12
Based on the results of HBOIF Board generative discussion, begin to outline feasibility and timeline of a possible capital campaign for the Endowment.	1	4	4	1	0	3.50	10
Comments							4
<i>answered question</i>							12
<i>skipped question</i>							0

Comments

- Have heard there has been some friction between HBOI management and HBOIF management.
- A new template for grant reporting will provide the good guidance to assist both HBOIF Grants Cmt and FAU HBOI.
- Our fund raising effort is still not very well focused. This should be an area of concentration over the coming year. Having a visionary Exec. Director at HBOI would help!
- I do not think a capital campaign is wise at this time and I believe that we still need to improve relationships with HBOI management.

4. Is there anything else you would like to add about Katha's performance between March 2015 and now?

Responses

- Katha's performance is & has been outstanding, strong leader & dedicated to HBOIF & its board members
- Continues to show growth in accomplishing the goals of the Foundation.
- no
- Trips to Tallahassee by HBOIF need to be coordinated with FAU Governmental Relations.
- I'm very happy with Katha's performance. So earnest and dedicated to her job. It appears that she has made Harbor Branch her main priority in life.
- An exceptional CEO which is multifaceted.
- Katha has made the transition from Joe Duke's leadership to current leadership seem quite seamless and her enthusiasm is infectious. She is a pleasure with which to work.
- Katha continues to perform in an outstanding manner. HBOIF is fortunate to have Katha as its leader.
- As we now have a new Chairman Katha should meet with him to come to an agreement as to where the boundary line is between her authority and his.

5. Do you have any comments about possible performance goals for Katha for the coming year?

Responses

- would like to see continued discussions on growing the HBOIF endowment
- We need to expand our presence in surrounding counties
- I think that if Ginny would allow Katha to help her, our Development results would improve. I would like for Katha to try to make that happen.
- Continuation of her set priorities.
- Helping to get the new Exec. Director of HBOI up to speed as quickly as possible and starting off on the correct foot in this new symbiotic relationship are the primary goals for the coming year. HBOI will be undergoing a new strategic plan analysis or refresh which will become the road map where the Foundation may be able to help the Institute achieve excellence in their effort.
- Develop a close relationship with Dr. Flynn and the new HBOI executive director after that person has been appointed.
- We need to work on our relationship with FAU. Maybe the new Executive Director can help with that. There is just too much them and us on both sides.
- Devise a plan for a better and more coordinated plan with the HBOI Development team