

# HARBOR BRANCH OCEANOGRAPHIC INSTITUTE

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## FOUNDATION

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On April 13, 2016 the results of a performance evaluation were discussed in person between Michael Minton, Chair, and Katha Kissman, President and CEO of the Harbor Branch Oceanographic Institute Foundation. Mr. Minton provided data results verbatim to Ms. Kissman.

All individuals currently on the Board of HBOIF, as well as those who served over the past year, were invited to participate in the review. John Papa and Joseph Ferro were not asked to participate due to their recent tenure on the Board. Participation was through an anonymous survey instrument (SurveyMonkey) which was administered online by the HBOIF Director of Operations.

### OVERALL SUMMARY

Consistent with the ratings and comments in the survey, this employee's overall performance for the current evaluation period was rated as follows:

- Below Expectations
- Meets Expectations
- Exceeds Expectations

#### General Comments:

The attached HBOIF CEO Performance Evaluation dated March 31, 2016 reflects overwhelmingly positive comments and ratings. Board Members were asked to rate Katha's performance from 1 (lowest) to 5 (highest) on all aspects of her job description. Most Board Members rated her 5, with Rating Averages predominately mid to high 4.00's, and two mid to high 3.00's. I am placing a copy of the results of the survey in Katha's personnel file and a copy will be uploaded to the Board Portal with the April 28, 2016 Board Meeting Documents.

The Chair congratulated Katha on her high ratings, and recommends that her salary for FY 2016-17 be adjusted to take into account a COLA adjustment and that recognizing that the previous year's bonus was an extraordinary amount, that her bonus this year (based on her ability to address the performance goals established last year) be in the range of \$1000-2500.00.

In reviewing this survey results and comments with Katha, in addition to meeting expectations with regard to her stated job description, we developed the following FY17 Performance Goals Katha will endeavor to achieve during the next fiscal year:

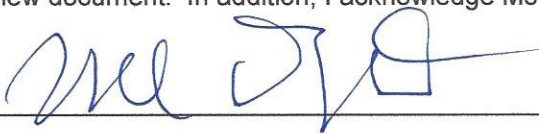
#### Performance Goals:

1. To continue to build productive relationships with FAU as appropriate, most importantly with FAU's VP for Research, as well as to establish a strong relationship with the new Executive Director of HBOI as soon as he/she is hired by bringing that person up to speed as quick as possible on the relationship between the Foundation and HBOI and our desire to be the most effective partner possible to encourage the Institute to achieve excellence This will include ensuring that the Foundation's Executive Director has the best possible understanding of HBOI's new strategic plan when developed and how it fits under the strategic plan/vision of FAU's Division of Research and FAU overall so as to be the most effective liaison translating HBOI need to the Foundation's opportunity to support it through its ongoing grant making.

2. To continue to monitor Foundation operational expenses to ensure fiscal responsibility for a Foundation of our size, as well as to best manage possible public perception issues with regard to the Foundation's budget.
3. To work with the new FAU VP of Institutional Advancement when hired to determine how best to support HBOI development efforts as well as to explore the opportunities that may now be explored to increase the Foundation's Endowment corpus in combination with an overall FAU Capital Campaign when launched with discernible goals and objections for the HBOI Foundation .

**BOARD CHAIR ACKNOWLEDGMENT:**

I acknowledge that I have reviewed the employee's performance and have conducted a meeting to discuss, in detail, the review document. In addition, I acknowledge Ms. Kissman's intended FY17 Goals.

Board Chair Signature  Date 4/22/16

**EMPLOYEE ACKNOWLEDGMENT:**

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation. This document will become part of my personnel file and any written comments I provide about this review will become part of my personnel file.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_