



# NORTHWEST FLORIDA STATE COLLEGE

## Memo

To: Board of Trustees  
From: Lori Kelley, Board Chair  
Date: April 18, 2023  
Re: President's Evaluation 2022-2023

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The Board of Trustees must annually evaluate the President's performance. As of April 18, 2023, the 2022-2023 Presidential Evaluation form is open and available for Trustees to respond to through the Actions tab in OnBoard. The evaluation will close the Friday May 12, 2023, preceding the May Board of Trustees meeting.

After completing Sections 1-4 of the evaluation, you may want to access supporting documents to assist your evaluation in Section 5 Statutorily Required Evaluation Categories. To access these supporting documents:

1. Find and click on "Resources" on the left-hand side of your screen within OnBoard;
2. Open the folder "2022-2023 Presidential Evaluation Supporting Documents"; and
3. Use, as needed, the Annual Update to answer questions 1 and 2 in Section 5.
4. Use, as needed, the Accountability Data to answer question 3 in Section 5.

Submitting your evaluation through OnBoard will permit presentation of the evaluation results to the Board in a timely manner before the conclusion of the fiscal year.

More detailed instructions for accessing the evaluation and the supporting resources for Section 5 are on the following pages. The instructions are provided based on using a web browser to view OnBoard; the instructions are generally the same if you are using the OnBoard app.

If you experience any technical difficulties completing the evaluation, please do not hesitate to reach out to Melissa Wolf by calling 850-729-5360 or emailing [wolfm@nwfsc.edu](mailto:wolfm@nwfsc.edu). Melissa can direct you to troubleshooting resources or solve the problem without viewing the content of your evaluation. You may also use the "Help" feature in OnBoard.

## Finding the Evaluation

The screenshot shows the OnBoard dashboard for Northwest Florida State College. The left sidebar contains a menu with options: Search, Dashboard, Calendar, Actions (highlighted with a red box), Notifications, Resources, Directory, Tasks, Settings, and Help. A red arrow points from the 'Actions' menu item to the 'Student Awards & Honors Ceremony' event card in the 'Upcoming Events' section. The event card displays the date 'Wednesday, April 12, 2023' at '5:00 p.m.' at the 'Mattie Kelly Arts Center' and includes an 'RSVP HERE' button. To the right of the event card is a promotional image for the '2023 STUDENT AWARDS & HONORS Ceremony'.

## Selecting the Evaluation

The screenshot shows the 'Actions' page in OnBoard. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Actions' and has a search bar labeled 'Filter All Actions'. Below the search bar, there are sections for 'Draft (1)', 'Open (3)', and 'Closed (5)'. In the 'Open (3)' section, the 'President's Evaluation' item is highlighted with a red box. This item is labeled 'Assessment' and has 'No Due Date'. Other items in the 'Open (3)' section include 'Past Due - Charter School Governance Training' (Survey, No Close Date) and 'Board of Trustees Self-Assessment' (Assessment, Due on February 17, 2023 11:55 PM).

## Finding Resources

The screenshot shows the OnBoard dashboard for Northwest Florida State College. The left sidebar contains a menu with options: Search, Dashboard, Calendar, Actions, Notifications, Resources (highlighted with a red box), Directory, Tasks, Settings, and Help. A red arrow points from the 'Resources' menu item to the 'Student Awards & Honors Ceremony' event card in the 'Upcoming Events' section. The event card displays the date 'Wednesday, April 12, 2023' at '5:00 p.m.' at the 'Mattie Kelly Arts Center' and includes an 'RSVP HERE' button. To the right of the event card is a promotional image for the '2023 STUDENT AWARDS & HONORS Ceremony'.

# Selecting Supporting Documents within Resources

☰

OnBoard

Northwest Florida State College

Search

Dashboard

Calendar

Actions

Notifications

Resources

Directory

Tasks

Settings

Help

Search results (1)

Select Add

2022-2023 Presidential

0 items

Name	Updated
2022-2023 Presidential Evaluation Supporting Documents	Apr 03, 2023 at 6:02 pm Updated

## Question 5.1 and 5.2 Supporting Materials

☰

OnBoard

Northwest Florida State College

Search

Dashboard

Calendar

Actions

Notifications

Resources

Directory

Tasks

Settings

Help

< Back to Resources

2022-2023 Presidential Evaluation Supporting Documents (2)

Select Add

Search for Resource Title or Folder Name

Search

Resources > 2022-2023 Presidential Evaluation Supporting Documents

Edit

Name	Updated
2021-2022 Annual Update	Apr 05, 2023 at 11:55 am Updated PDF
Statutory Student Performance Metrics	Apr 06, 2023 at 8:33 am Updated PDF

## Question 5.3 Supporting Materials

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OnBoard

Northwest Florida State College

Search

Dashboard

Calendar

Actions

Notifications

Resources

Directory

Tasks

Settings

Help

< Back to Resources

2022-2023 Presidential Evaluation Supporting Documents (2)

Select Add

Search for Resource Title or Folder Name

Search

Resources > 2022-2023 Presidential Evaluation Supporting Documents

Edit

2021-2022 Annual Update	Apr 05, 2023 at 11:55 am Updated PDF
Statutory Student Performance Metrics	Apr 06, 2023 at 8:33 am Updated PDF