

Minutes
Interview Subcommittee
Crosby Hall - Conference Room Lower Level
Monday, December 17, 2001
8:00 a.m. - 9:00 a.m.

Dr. Ed Ranelli, Chair, called the meeting to order at 8:00 a.m.

Members Present:

Dr. Judy Bense
Mr. Fred Donovan
Mr. Don Gaetz
Dr. Pete Metarko
Dr. Cheryl Swanson

Others Present:

Mr. Keith Goldschmidt, Deputy Corporate Secretary, UWF Board of Trustees
Mrs. V. Kay Sasse, Recorder

I. Minutes of November 19, 2001 meeting were approved as read.

II. Committee Reports

A. Campus/Community Interview Itinerary

Dr. Pete Metarko presented to the committee a draft two-day itinerary. (see Attachment A)

The itinerary includes scheduled meetings with UWF trustees, search committee members, administrators, faculty, staff, students, as well as business, community and government leaders from both the Pensacola and Fort Walton Beach areas.

Dr. Metarko stressed the positive aspects of a two-day meeting that would begin early morning.

In that transportation to the Fort Walton Beach campus on the second day may pose a problem, Dr. Metarko suggested that the candidate ride with a SAC member and a UWF representative. Dr. Metarko requested that the committee members email him names of individuals to participate in the meetings. Dr. Ranelli will meet with the Chamber of Commerce president to request assistance in arranging and supporting meetings.

The Interview Subcommittee discussed the draft itinerary and agreed this date on the following:

1. Include faculty representation in the 9:15-11:00 Fort Walton tour. Consider combining the 10:00 and 11:00 OWCC and FWB community meetings.
2. Include in the interview process questions about the candidate's plans and past experience in fundraising efforts.
3. Include in the interview meetings elected members of the U. S. and Florida Legislature with representatives from the Chamber of Commerce, Gulf Power, the military, and other major employers.
4. Candidates should be given opportunities to speak (i.e., brief after-dinner speech) to give all participants the opportunity to assess the candidates' presentation abilities.
5. The media should not be included in this process.
6. An open meeting for faculty and the general public will be beneficial.
7. Community sponsorships would help cover costs
8. Room arrangements and invitation lists should be provided as soon as possible.
9. A meeting with directors of UWF centers should be included, as this group is an excellent source of outside funding to the University. Dr. Bense agreed to forward the list of these directors to Dr. Metarko.
10. Identification and focus on career goals of the candidate's spouse are important as those of the candidate. The committee agreed that the candidate's spouse should be given a tour of the Pensacola area by Bobbi Godwin of Connell & Manziek Realty, or by Grover Robinson, III.

B. Interview Process

Dr. Judy Bense reported that the Interview Process Committee will meet in January after the interview process is in place. The following important concerns were discussed and approved by the Interview Subcommittee:

1. Key questions to be asked to all the candidates should be developed. (see Attachment B)

2. The method in which the committee records the candidate's answers should be established.
3. A ranking scale system for rating the candidate should be established.
4. A process for collecting and summarizing participants' assessment and feedback on the candidates should be developed

C. Other Reports

Dr. Ranelli reported on the results of his meeting with General Counsel Julie Sheppard: All written documentations at the meetings with the candidate are subject to the Sunshine Law.

Negative comments may serve as potential sources of litigation by the candidate.

Personal notes

that are not shared with other committee members or representatives would not be subject to the Sunshine Law.

Keith Goldschmidt reported that the UWF Board of Trustees would not be directly involved in the interview process until the Interview Subcommittee presents its slate of the final three candidates.

Dr. Ranelli reported that Bill Funk will submit progress reports to the Search Advisory Committee on a regular basis and provide the committee a listing of applicants every two weeks. In early February Bill Funk will conduct a conference call with the Search Advisory Committee and provide a general update and profile information relating to the candidate pool.

About three weeks before the end of the search and prior to the selection of the short list of candidates, Mr. Funk will also meet with the Search Advisory Committee to provide a summary update including candidate profile information and answer questions. When Mr. Funk presents the final candidates, he will provide a portfolio on each and appropriate background information.

III. Other Business (none)

IV. Next Meetings

- Dr. Metarko in early January a new draft of the Interview Itinerary.

- The Interview Subcommittee will meet early January.
- Search Advisory Committee will meet late January.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,
V. Kay Sasse, Recorder

Minutes Accepted by:
Ed Ranelli, Chair
Interview Subcommittee
December 19, 2001

Attachment A

DRAFT ITINERARY

FIRST DAY - Candidate

Time GROUP LOCATION

7:30 am - 8:30 am Breakfast with the Search Committee Conference Center Lounge
from the Board of Trustees

8:45 am - 9:45 am Presidential Search Committee Conference Center

10:00 am - 10:45 am Vice Presidents Building 10,
President's Conference Rm

11:00 am - 11:50 am Academic Deans Building 12, Alumni Room

12:00 pm - 1:15 pm Lunch with approximately Conference Center Lounge
15 students selected by Dr. Dye

1:30 pm - 3:15 pm Faculty Building 85,
5 from each college selected Dean's Conference Room
by Deans, Faculty Senate President,
Union President

3:30 pm - 4:15 pm A&P and USPS Personnel Building 85,
Dean's Conference Room

4:15 pm - 5:00 pm Travel to IHMC

5:00 pm - 7:00 pm Reception IHMC
Community & a few UWF
representatives

7:00 pm - Dinner with select group of Fish House
Trustees and Community leaders

DRAFT SECOND DAY - Candidate

Time GROUP LOCATION

8:00 am - 9:15 am Travel to Ft Walton Beach Campus
with one member from Board of
Trustees Search Committee and one
member from the Presidential Search
Committee who is employed at UWF

9:15 am - 10:00 am Tour of campus and meeting
with Dianne Barlar

10:00 am - 10:45 am OWCC Leaders (Dr. Richburg, Dr. White, Dr. Goetsch)
Mr. Gaetz
Military leaders
A few alumni from area

11:00 am - 12:15 pm Lunch with FWB Community
leaders and area Trustees

12:15 pm - 1:30 pm Travel to UWF - Pensacola

1:45 pm - 2:45 pm Research Group Building 12, Alumni Room
Huth, Harper, Ford, Rau, etc.

3:00 pm - 3:45 pm Associate Vice Presidents and others Building 12, Alumni Room
(Norris, Crawford, Pearson,
Janser, Barnett, Cushing, Metarko, Berg)

3:45 pm - 4:15 pm Travel to PJC

4:15 pm - 5:15 pm PJC Leaders (Dr. Atwell, PJC, Conference Room
Dr. Wheeler, Dr. Brigham)
School superintendents - Jim Paul and
John Rogers

Some Trustees
A few alumni from area

5:30 pm - 7:00 pm Reception with Some Pensacola historical place
Select group of Trustees,
Community leaders, & UWF personnel

7:00 pm - Dinner with Board of Trustees Some place on Pensacola Beach

DRAFT FIRST DAY - Spouse

Time GROUP LOCATION

9:00 am - 9:45 am Breakfast
(First group: Alumni and Community
representatives)

9:45 am - 12:15 pm Cultural tour of Pensacola area with
representatives from breakfast

12:15 pm - 1:30 pm Lunch
(Second group: Alumni and Community
representatives)

1:30 pm - 3:30 pm Real estate tour of Pensacola area
with representatives from lunch

3:30 pm - 4:45 pm Free time Motel

4:45 pm - 5:00 pm Travel to IHMC

5:00 pm - 7:00 pm Reception IHMC
Community & a few UWF
representatives

7:00 pm - Dinner with select group of Fish House
of Trustees and Community leaders

DRAFT SECOND DAY - Spouse

Time GROUP LOCATION

8:00 am - 9:15 am Travel to Ft Walton Beach Campus with one member from Board

of Trustees

Search Committee and one member from the Presidential Search Committee who is employed at UWF

9:15 am - 11:00 am Cultural tour of Ft Walton and Destin areas with Alumni and Community representatives

11:00 am - 12:15 pm Lunch with FWB Community leaders and area Trustees

12:15 am - 1:30 pm Travel to UWF - Pensacola

1:30 pm - 5:15 pm Free Time

5:15 pm - 5:30 pm Travel to Reception

5:30 pm - 7:00 pm Reception with select group of Some Pensacola historical place Trustees, Community leaders, & UWF personnel

7:00 pm - Dinner with Board of Trustees Some place on Pensacola Beach

Attachment B

Interview Questions Formulated by the Selection Criteria Subcommittee
For Consideration by the Interview Subcommittee
November 8, 2001

1. What is your vision of UWF in the next five years?
 - A. In what areas and in what ways do you envision UWF serving the region?
 - B. How will UWF fund your vision?
2. What is your approach to managing change and dealing with crises? Give examples of your successes and challenges and how you dealt with them.
 - A. What would you consider to be the most important leadership and management skills for the President of UWF?
3. What are your strengths and in what areas do you need to improve?
4. What trends do you see in higher education?
 - A. Which of these trends should UWF address?

i. How should UWF address these trends?

5. In view of the anticipated physical growth of the campus resulting from increased enrollments, how will you balance such growth with the nature-preservation ethos that has made UWF one of the most scenic and environmentally conscious campuses nationwide?