

## **Minutes**

### **PRESIDENTIAL SEARCH COMMITTEE MEETING**

**February 1, 2016**

#### **CALL TO ORDER AND CHAIR'S GREETING**

Chair O'Sullivan called the meeting to order at 8:02 a.m. and welcomed everyone to the meeting. He thanked committee members for serving on this very important committee.

Becky Luntsford called roll with the following members present as noted here. Lewis Bear, K. C. Clark, Jason Crawford, Athena DuPre, Rick Harper, Steve Kass, Scott Keller, Eric Kollar, Collier Merrill, Mort O'Sullivan, Jay Patel, Steve Riggs, Bentina Terry, Christopher Thrasher, Garrett Walton, Pat Wentz, and P. C. Wu

The following committee members participated by phone: Pam Dana, Dan Doyle, Jr., and Clay Ingram.

Others attending:

Trustee Daniel McBurney, Trustee Susan O'Connor, Dr. Ed Ranelli, Pat Lott, Jamie Sprague, Janice Gilley, Angie Jones, Jeff Austin, Andrew Herridge and Recording Secretary, Becky Luntsford.

#### **INVITATION FOR PUBLIC COMMENT**

Chair O'Sullivan explained to all those present that time was set aside during the meeting to allow public comment on matters coming before the Presidential Search Committee. If anyone wishes to speak on an item on the agenda, to please complete a form and provide to Becky Luntsford in advance of the public comment period during the meeting.

#### **INTRODUCTIONS**

Chair O'Sullivan asked each member of the Presidential Search Committee and committee staff to introduce themselves.

#### **CHAIR'S CHARGE**

Chair O'Sullivan gave the following charge to the committee.

*The UWF Board of Trustees appreciates the Presidential Search Committee's willingness to undertake the important work that will lead to the appointment of the next president of the University of West Florida.*

*One of the things important to this process is input from all the university's constituencies, that is why you have been asked to serve on this committee. You are a special advisory committee to the UWF Board of Trustees and that means that each of us is subject to all the laws governing*

*public agencies. The search committee is charged with conducting an active national search to attract highly-qualified candidates. The search committee should solicit nominations and applications from all interested parties to ensure a large and diverse qualified pool as possible.*

*The search committee is further charged with evaluating all applications and making periodic reports to members of the UWF community and to the Board of Trustees about the progress of the search. The search committee will provide the Board of Trustees with an unranked list of the candidates the committee deems worthy of the Board's consideration.*

*The Trustees have requested the committee follow a timetable that allows the Board to begin reviewing candidates at the appropriate time. The search committee will observe strict confidentiality in the conduct of the search.*

## **PUBLIC COMMENT**

Chair O'Sullivan asked Becky Luntsford if anyone had submitted a request to address the Board. She had received no requests.

## **INFORMATION ITEMS**

### I. Overview of Ethics and Sunshine Laws

General Counsel Pat Lott provided the committee with a presentation on Sunshine Laws and the legal issues involved in how a search committee must operate.

### II. Timeline

Chair O'Sullivan asked committee members to please make every effort to participate in all upcoming committee and subcommittee meetings as appropriate. He encouraged members to reach out to university staff for assistance.

### III. Subcommittee Appointments

Chair O'Sullivan appointed two Subcommittees.

The **Search Firm Selection Subcommittee** will - with the assistance of UWF staff):

- Research search firms with experience in higher education;
- Compare search firms' experience with the needs of UWF;
- Request quotations from a minimum of (5) search firms;
- Inquire about the experience, staffing, search model, suggested timeline, and final selection process;
- Obtain an estimate of the full cost, including fees and expenses, in writing; and
- Conduct interviews with, and check references of, a short list of two or three firms.

Chair O’Sullivan stated, as indicated on the search timeline, the Search Firm Selection Subcommittee is charged with reviewing search firms & search firm proposals and the selection of the search firm by February 22, 2016.

Chair O’Sullivan appointed the following individuals to serve on the Search Firm Selection Subcommittee: Jay Patel, Chair; Jason Crawford; Steve Kass; Eric Kollar; Christopher Thrasher; Pat Wentz; and P. C. Wu.

The members of the **Presidential Position Profile Subcommittee** will consult with UWF board members, search committee members, campus groups (faculty, staff, students, alumni) and members of the community to:

- Develop a leadership statement and position profile that defines UWF’s strengths, weaknesses, challenges and opportunities that make UWF appealing to candidates; and
- Define what attributes should UWF seek in candidates to be our next president.

The leadership statement and position profile will

- Summarize the mission, history, and accomplishments of UWF;
- Provide an overview of what UWF must address in the next 3-5 years; and
- Translate our challenges into the skills and experiences we will need in a president to advance our agenda.

The members of the Presidential Position Profile Subcommittee will begin to work on the development of the leadership statement immediately and later in the search process, this subcommittee will work with the search firm to develop our new president’s position description.

Chair O’Sullivan appointed the following individuals to serve on the Presidential Position Profile Subcommittee: Garrett Walton, Chair; Pam Dana; Athena DuPre; Rick Harper; Scott Keller; Collier Merrill; Steve Riggs; Bentina Terry.

#### **ACTION ITEM**

1. Approval of Initiating a Process to Obtain Professional Consulting Services for the UWF Presidential Search

At Chair O’Sullivan’s request, Angie Jones, Director of Procurement and Jamie Sprague, Associate Director of Human Resources provided information on the process for researching and selecting a search firm to assist the Committee.

Chair O’Sullivan asked for a motion to Approve Initiating a Process to Obtain Professional Consulting Services for the UWF Presidential Search

Motion by: K. C. Clark

Seconded by: Steve Riggs

Motion carried.

### **OTHER BUSINESS**

Chair O’Sullivan encouraged members to examine the packet of information they have been provided and if there were any questions to please let the staff know.

### **ADJOURNMENT**

With no further Presidential Search Committee business to discuss, the meeting was adjourned at 9:56 a.m.

Respectfully submitted,

Becky Luntsford, recording secretary