

## **Minutes**

### **SEARCH FIRM SELECTION SUBCOMMITTEE MEETING**

**February 22, 2016**

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

Chair Patel called the meeting to order at 9:04 a.m. and welcomed everyone to the meeting. He thanked the subcommittee members for serving on this very important committee.

The following members were present: Jay Patel, Jason Crawford, Steve Kass, Eric Kollar, Christopher Thrasher, Pat Wentz and P. C. Wu. Presidential Search Committee Chair, Mort O'Sullivan was also in attendance. BOT Chair, Lewis Bear, Jr. participated by conference call.

Others attending:

Dan Lucas, Pat Lott, Janice Gilley, Angie Jones, Megan Gonzalez, Ali Penton, and Becky Luntsford.

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

Chair Patel reminded members of Presidential Search Committee Chair O'Sullivan's charge given to this subcommittee on February 1, 2016.

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;
- Conduct interviews with, and check references of, a short list of two or three firms; and
- Select a search firm to recommend to the full Presidential Search Committee by February 22, 2016.

Chair Patel explained further that the subcommittee is charged with reviewing search firms and search firm proposals at today's meeting and, if possible, develop a short list of (2) or (3) firms, in preparation of selecting the search firm when the subcommittee meets on February 22, 2016.

Subcommittee members had been provided with quotation packets from (5) executive search firms who responded to UWF's request for quotation for professional consulting services and assistance in the selection process for the University's next President.

Chair Patel asked Ms. Angie Jones, Director of UWF Procurement & Contracts to provide a brief overview of the RFQ process, the responses received and a cost breakdown estimate for the proposals.

Ms. Jones provided information requested and answered all questions from the subcommittee. Once all questions were answered, the subcommittee members unanimously decided on three search firms to explore further: Greenwood/Asher, Parker Executive, and R. William Funk & Associates.

Chair Patel and subcommittee members asked UWF staff to check references of these three search firms and provide any additional information to all subcommittee members no later than Friday, February 19, 2016. Committee members will review all new information provided and be ready to meet on Monday, February 22, 2016 to select a search firm to recommend to the full Presidential Search Committee for approval. The Full Presidential Search Committee will meet on February 22, 2016 immediately following the Search Firm Selection Subcommittee.

#### **ADJOURNMENT**

With no further Search Firm Selection Subcommittee business to discuss, the meeting was adjourned at 9:56 a.m.

Respectfully submitted,  
Becky Luntsford, recording secretary