

Minutes

UWF Presidential Search Committee Meeting

UWF Alumni Room, Bldg. 12

May 25, 2016

CALL TO ORDER/ROLL CALL

Chair O'Sullivan called the meeting to order at 9:03 a.m.

Chair O'Sullivan asked Becky Luntsford to provide a roll call.

Presidential Search Committee members present: Wayne Ansley, Athena du Pre', Rick Harper, Steve Kass, Scott Keller, Eric Kollar, Christopher Thrasher, Garrett Walton, Pat Wentz, and P. C. Wu.

Those who participated by phone were: Chair Mort O'Sullivan, K. Cl Clark, Jason Crawford, Pam Dana, Dan Doyle, Jr., Clay Ingram, Collier Merrill, Jay Patel and Steve Riggs.

Others present: Ed Ranelli, Megan Gonzalez, Jamie Sprague and Becky Luntsford.

Others participating by phone: Board of Trustees Chair, Lewis Bear, Jr., Pat Lott, Julie Holley, Shelley Feather, and Janice Gilley.

CHAIR'S GREETING/PUBLIC COMMENT

Chair O'Sullivan welcomed everyone and asked if there were any requests from the audience to make public comment. Becky Luntsford responded there were none.

SEARCH UPDATE PROVIDED BY GREENWOOD/ASHER & ASSOCIATES

Chair O'Sullivan stated as the timeline indicated, the objective for the meeting was to give Greenwood/Asher the opportunity to provide the Search Committee with the first search update. Chair O'Sullivan asked Julie Holley and Shelley Feather to provide the update.

Julie Holley thanked the committee for the opportunity to meet with them and provide the first update on the search. She stated that following the last search committee meeting on April 25, 2016, the position description and advertisement were finalized and the ad was placed in publications and websites approved by the UWF administrative team.

She went on to explain that even before the placement of the ad and finalization of the position description, Greenwood/Asher was actively recruiting. Since the position description has been

finalized, Greenwood/Asher has had multiple conversations with candidates especially those closely aligned with the characteristics and qualifications identified by the Search Committee. Ms. Holley said interest level with potential candidates has continued to rise. She said their outreach has been focused on sitting presidents, chancellors, provosts, vice presidents for research, sitting deans of complex colleges and candidates within UWF's peer and aspirant institutions and Carnegie institutions.

Ms. Holley stated that the feedback they have received regarding UWF and the opportunities presented have been overwhelmingly positive. Many positive comments have been made on UWF's student-centered focus and entrepreneurial spirit. She said the university's desire to become an emerging preeminent university is a positive recruitment tool as well.

She added that the Northwest Florida region is a great positive as well. She stated that individuals who were previously unfamiliar with UWF are now taking a closer look and are similarly impressed with the quality of faculty and programs at UWF.

Ms. Holley indicated that the primary reasons for individuals declining to apply have nothing to do with UWF. However, reasons center on an individual's current position and tenure, possibly new in their professional role, or for more personal reasons, individuals may be unable to move because of high school age children or caring for aging parents.

She reminded the Search Committee members, that although they have been hard at work for months, we are truly in the earliest stages of the search. She stated that because of the Sunshine Law, many prospects will not become candidates until closer to the August 15th deadline. This is not uncommon. Candidates may wait until August 15th to apply because of the possibility of their names being made public. Greenwood/Asher expects to receive a large number of applicants much closer to the August 15th date.

Ms. Holley reported to the committee that UWF had received a public records request and Greenwood/Asher has provided applicant names per that request.

General Counsel Pat Lott explained to the committee that the General Counsel's office was able to work with the newspaper who submitted the public records request. It was explained to the reporter that a search being in the Sunshine can adversely affect candidates in their current positions. The publicity can actually have a detrimental effect on an applicant's career and profession if mishandled. Ms. Lott stated that the reporter was very kind and said he was not anticipating a broad shower of publicity of the search or the information he had requested. Ms. Lott took the opportunity to further explain that early publicity can actually hinder the quality of a pool. She went on to explain that we want to be careful and treat applications with respect and confidence as best we can under Florida law.

Julie Holley closed her update by stating that the Greenwood/Asher team is feeling very positive with recruitment efforts and they expect to deliver a robust and strong pool of diverse and very highly-qualified candidates for the Search Committee's consideration.

Chair O'Sullivan asked if the list of applicant names disclosed were people who have officially indicated an interest to be in the pool.

Shelley Feather with Greenwood/Asher replied, "Yes." She added, "The number shared with UWF General Counsel was 23."

Pat Lott reminded the all in attendance that the pool has not yet been certified so some or all of those candidates may not make it forward following certification.

Chair O'Sullivan asked Julie at what point will Greenwood/Asher start supplying the committee with the list of candidates.

Julie Holley explained that Greenwood/Asher will supply the committee with access to the candidate pool prior to the August 15th meeting on whatever date the committee requests. She added that most search committees do not want to begin a deep dive into the pool before two-three weeks prior to meeting to develop list of candidates for interviews.

TIMELINE & CANDIDATE INTERVIEWS

Chair O'Sullivan pointed out that the Search Committee's original timeline indicates the Committee will conduct phone interviews of candidates on August 22 & 23rd and final candidates will be brought to campus for interviews September 26-28th.

Greenwood/Asher has suggested that phone interviews may reduce the qualified pool of applicants and it would be more appropriate – in a high-level search such as President - for the Committee to meet face-to-face with the candidates in both rounds of interviews.

Chair O'Sullivan went on to explain that the UWF staff has prepared a cost estimate for bringing candidates into Pensacola for the round of interviews that were originally going to be conducted by telephone. If the university flies in 8-10 candidates to Pensacola for this first round of interviews, overnight accommodations will be necessary due to Pensacola Airport flight scheduling restrictions. Based on those considerations, it will cost the university approximately \$800 - \$1,000 per candidate totaling \$6,400 - \$8,000 additional dollars to the cost of the Search.

Chair O'Sullivan asked for the committee's thoughts and recommendations on making this change to the search process.

Pat Wentz recommended the committee make the change. Chair O'Sullivan asked if there were any objections from the committee and there were none.

Chair O’Sullivan asked for a motion to bring candidates identified on the short-list of candidates to Pensacola for the first round of interviews.

Motion made by Pat Wentz.

Seconded by Dan Doyle, Jr.

Motion carried unanimously.

Chair O’Sullivan stated that has been suggested the Search Committee condense the time period between the first “short-list” round of interviews and the final candidate interviews.

He asked for Greenwood/Asher’s suggestions on this and the committee’s thoughts on revising these dates and objectives on the timeline.

Julie Holley explained the reason Greenwood/Asher recommends condensing the time to reduce the risk of losing candidates between the two rounds of interviews. She went on to explain that sometimes with sunshine searches, candidates may not be willing to remain engaged in a lengthy process or other career opportunities may arise which removes them from the pool.

Julie Holley recommended moving up the second round to more than one week to ten days between the two rounds of interviews. She added that candidate interviews need to occur as quickly as possible from the date candidates are chosen.

Julie also recommended moving the candidate reference checks until after the candidates have the opportunity to meet with the search committee. She added that some preliminary reference checks will be authorized by candidates, but deeper references will not be done until after the first meeting between search committee and candidates.

There was more discussion by the committee to move candidate interviews away from August 22, 2016, the first day of fall classes and keeping candidate interviews on campus allowing the campus community to attend and be involved.

Shelley Feather with Greenwood/Asher explained that candidates can apply up until midnight on August 15, 2016. Julie Holley reiterated that there will be a number of applicants who will apply on August 15th.

Jamie Sprague, Associate Director, UWF Human Resources, explained that the pool of applicants will not be certified until August 16, 2016.

Chair O’Sullivan asked the committee if there were any objections to delaying the Search Committee meeting from August 15th to August 16th; delaying the August 22 & 23 to 29 & 30; and convening the Search Committee on August 30th to develop the short list of candidates for interviews. There were none.

Becky Luntsford clarified the suggested changes to the Presidential Search timeline as:

August 15 – Deadline for Applications.

August 16 – Search Committee meeting to develop short list of candidates for interviews; develop list of questions for reference checks and list of questions for interviews.

August 29 & 30 – Two days of meetings for Search Committee to conduct interviews of candidates identified on the short-list.

September 6 – Search Committee meeting to review references provided by Greenwood/Asher and select at least (3) unranked recommended candidates for on-campus interviews.

September 12, 13 & 14 – Final candidates' on-campus Interviews.

Chair O'Sullivan asked for a motion recommending the August 15, 2016 meeting be changed to August 16, 2016; August 22 & 23, 2016 meetings be moved to August 29 & 30, 2016; the selection to name a minimum of (3) candidates for the second round of visits to be made on September 6, 2016; and final candidates' on-campus interviews to be held on September 12, 13, 14, 2016.

Motion made by Garrett Walton

Seconded by Pam Dana

Motion passed unanimously.

Chair O'Sullivan thanked the committee for patiently and diligently working through the timeline and the candidate interview dates.

Garrett Walton stated that during the open forums a couple months ago when the Search Committee and Greenwood/Asher met with the various groups over the couple of days, Greenwood/Asher asked during one of the forums if there was an interest in non-traditional candidates. He believed the response from that group indicated there was an interest. Mr. Walton asked Greenwood/Asher what they are doing to get the word to non-traditional candidates. What is their outreach to those potential folks? What has been done?

Julie Holley replied that Greenwood/Asher has, in their database, a slate of what they would call non-traditional candidates in their database and they have been in conversations with many of those individuals as well. She apologized for not mentioning that earlier in her report. She added that this has not been their primary focus, but they are reaching out to non-traditional candidates. She went on to explain that as Greenwood/Asher is contacting sources, they are asking for recommendations of folks a little bit out of the box who have experience in industry or potentially politics and we're asking everyone that we speak with for nominations of the traditional and non-traditional candidates. She added that Greenwood/Asher encourages the committee to please send their recommendations and names of potential candidates and also speak with their colleagues and ask them to send names to Greenwood/Asher as well.

Pat Wentz asked if the candidate references will be checked by search committee members.

Julie Holley said Greenwood/Asher encourages search committee members to participate in the reference checking process. She explained that the search firm and the search committee can further discuss this at a future meeting.

Chair O'Sullivan reminded the Search Committee members to use great discretion and caution when speaking to others about the UWF Presidential Search. He stated, as he indicated in his initial charge to the committee, UWF's expectations are, that committee members will abide by the laws governing public agencies – which were explained by UWF General Counsel; and committee members will observe strict confidentiality in the conduct of the search.

Julie Holley asked, per Greenwood/Asher's practice, committee members to please defer to the Chair of the Search Committee as the official spokesperson to the search so that a consistent message goes out regarding the UWF Presidential Search. She asked the committee to please realize the candidates are doing their own "due diligence" as they consider applying for the position and if candidates see articles in the media about the UWF presidential search it may affect their decision on whether or not to apply or be considered as a candidate.

With no further business to discuss, the meeting was adjourned at 10:57 a.m.

Respectfully submitted,
Becky Luntsford, Recording Secretary, UWF Board of Trustees