

Minutes

UWF Presidential Search Committee Meeting

UWF Alumni Room, Bldg. 12

July 22, 2016

CHAIR’S WELCOME

Chair O’Sullivan welcomed everyone and thanked them for their attendance and continued commitment to the UWF Presidential Search.

CALL TO ORDER/ROLL CALL

Presidential Search Committee Chair Mort O’Sullivan called the meeting to order at 9:02 a.m. and asked Becky Luntsford to provide a roll call.

Presidential Search Committee members present: Mort O’Sullivan, Wayne Ansley, Steve Kass, Scott Keller, Eric Kollar, Collier Merrill, Jay Patel, Christopher Thrasher, Garrett Walton and Pat Wentz.

Those who participated by phone were: K. C. Clark, Pam Dana, Athena du Pre’, Rick Harper, Clay Ingram, Steve Riggs, Bentina Terry and P. C. Wu.

Committee members Jason Crawford and Dan Doyle, Jr. were absent.

Others present: Dr. Ed Ranelli, Matt Rowley, Irene Patti, Shelly Blake, Bob Barrett, Julie Holley, Shelly Feather, Sterling Gershingsen, Jamie Sprague, Pat Lott and Becky Luntsford.

INVITATION FOR PUBLIC COMMENT

Chair O’Sullivan explained that time had been set aside to allow for public comments on matters coming before the Committee. He directed anyone who wanted to speak to complete a public comment form and provide to Becky Luntsford.

APPROVAL OF MINUTES

Chair O’Sullivan explained the changes requested by Garrett Walton at the June 23, 2016 committee meeting had been made to the May 25, 2016 minutes.

Chair O’Sullivan asked, if there are no other corrections or changes, for a motion to approve the May 25, 2016 and June 23, 2016 Presidential Search Committee meeting minutes.

Motion by: Garrett Walton

Seconded by: Wayne Ansley

Motion passed unanimously.

PUBLIC COMMENT

Chair O’Sullivan asked Becky Luntsford if there were any requests for public comment. There were none.

SEARCH UPDATE PROVIDED BY GREENWOOD/ASHER & ASSOCIATES

Chair O’Sullivan welcomed Julie Holley and Shelley Feather with Greenwood/Asher & Associates and asked them to provide the third search update.

Ms. Holley thanked the committee for the opportunity to meet with them once again. She introduced Greenwood/Asher colleague, Sterling Gershingsen, who will be assisting with the application compilation process. Ms. Holley provided the search update.

Ms. Holley stated that the recruitment is going well and the pool continues to grow. Currently sixty individuals have applied for the position. She explained the number of nominations received to date is five. She stated the percentages of diversity within the pool are: African American 6.7%; Asian 11.4%; Hispanic 1.7%; Multi-Race 1.7%; Women 25%. These percentages are higher than the national market for this position.

Those applying from outside the area of Higher Education include: 3.4% K-12 Administration; 10.3% Business & Industry; 1.7% Elected or Appointed Government Officials; 1.7% Medical Profession; 1.7% Nonprofit Sector; 3.4% Other. Higher Education candidates represent the vast majority of the pool.

Chair O’Sullivan thanked Ms. Holley for the update, then he asked Megan Gonzalez, Executive Director of UWF Marketing & Communications, to provide the Committee with a Media Update on the Search. Ms. Gonzalez explained that two media outlets have published online and print articles since the last committee meeting: July 12, 2016, The Pensacola News Journal and July 22, 2016, The News Service of Florida. At the times of publication, these articles were provided to the Committee by email. She explained that regular Media Updates will continue to be sent out as the search proceeds.

APPLICATION REVIEW PROCESS

Chair O’Sullivan asked the Committee if they would prefer to have access to applicant materials prior to August 1, 2016 indicated on the timeline. The committee members unanimously agreed. Chair O’Sullivan directed Greenwood/Asher to provide all submitted applicant materials to the Search Committee members and UWF staff on Monday, July 25, 2016. Ms. Holley, Ms. Feather and Ms. Gershingsen agreed. Ms. Holley explained that after Monday, July 25, as applications are added to the pool, Greenwood/Asher will provide those candidate materials to Becky Luntsford for distribution to the Search Committee as they are received.

Committee members asked that with the updates, Becky Luntsford please provide contact information for UWF’s Greenwood/Asher consultants, the total number of applicants and number of new applications.

Chair O'Sullivan reminded the Search Committee and Greenwood/Asher, that candidate applications and materials will be provided to the committee on Monday, July 25, 2016. Chair O'Sullivan stressed how important it is for the Search Committee members to review all candidate applications and support materials. There was lengthy discussion and questions posed regarding application review and public records. General Counsel Pat Lott provided the committee with clarification on the process and public records law.

Chair O'Sullivan asked Jamie Sprague, Associate Director, UWF Human Resources, to explain the process for certifying the applicant pool. Ms. Sprague explained how a pool is certified. She went on to explain that based on the applicant information she is receiving from Greenwood/Asher, she will be able to certify the pool prior to the August 16, 2016 Committee meeting.

Chair O'Sullivan asked Ms. Holley to discuss their suggestions for the application review process and reaching the Committee's August 16, 2016 meeting objectives.

Ms. Holley gave an orientation to the committee on the application review process and the meeting set up on August 16. She explained that the committee will be arranged into smaller sub-groups to move the process more effectively. Greenwood/Asher will have packets of applicant materials for each group. Technology will be provided so candidate materials can be projected on a large screen for the committee's view. The bulk of time will be reserved for reviewing late-arriving candidate materials.

Ms. Holley stated that the full committee will have the opportunity to review any late arriving applications at the August 16, 2016 meeting. She stressed that the meeting may last six to eight hours and Greenwood/Asher will guide and support the Committee and the process throughout the day.

Ms. Holley directed committee members to the Greenwood/Asher forms provided in their agenda packets. The committee is not required to use these forms, however, they have been provided as useful tools and resources.

Chair O'Sullivan conferred that every candidate who applies for the position will be reviewed by the Committee and the Committee will work toward maintaining efficiency in the process.

Ms. Holley then provided a broad overview of the interview process. She told committee members to expect early starting times and late ending times on the first-round interview days. She shared an example of a typical two-day candidate interviews schedule. Ms. Holley answered questions from the Committee regarding specific processes and situations that may arise.

Greenwood/Asher provided a document with sample interview questions. Ms. Holley urged the Committee to review these questions. She added that the Committee may want to ask questions specific to UWF. She said questions should be limited to only eight to nine. Ms. Holley added that Greenwood/Asher will provide the Committee with a list of illegal questions and will provide a presentation on this at August 16.

Chair O’Sullivan requested Ms. Sprague to please be present at all candidate interviews to guide and direct the committee as required.

REFERENCE CHECK PROCESS

Chair O’Sullivan asked Ms. Sprague and Ms. Holley to please explain the referencing and background screening processes that will be used. Ms. Holley extended the invitation to any committee members who may want to assist Greenwood/Asher with referencing.

Ms. Holley explained that Greenwood/Asher will conduct the preliminary referencing on the first-round group of candidates. Ms. Sprague explained that once final candidates are selected, UWF will conduct the background screenings.

CANDIDATE INTERVIEW PROCESS

Ms. Holley provided an overview of a typical candidate interview itinerary. She explained the importance of all Committee members attending the interviews. She shared timing and logistics suggestions for each day of interviews.

TIMELINE REVIEW

Chair O’Sullivan reviewed the remaining dates and objectives indicated on the Presidential Search Timeline:

- July 25: Greenwood/Asher to provide the committee and university staff with access to all applications.
- July 25 – August 15: Committee will review every candidate application.
- August 15: Date for best consideration of applicants.
- August 16: Search Committee members will come prepared to discuss and develop a short list of candidates to be interviewed; develop list of questions for reference checks; and develop list of questions for candidate interviews.

Chair O’Sullivan asked Committee members to review all remaining dates on the timeline, paying close attention to Search Committee meetings, objectives and candidate interviews.

With no further business to discuss, the meeting was adjourned at 10:22 a.m.

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