

AGENDA
West Virginia State University
Presidential Search Advisory Committee
Erickson Alumni Center, Grand Hall
March 16, 2016
9:00 a.m.

1. Call to Order and Roll Call – Co-Chairs William Lipscomb and Gail Pitchford
2. Verification of Appropriate Notice of Public Meeting Action 2
3. Review and Approval of Meeting Agenda Action 1
4. Review and Approval of January 22, 2016 and January 27, 2016 Minutes Action 3
5. Review and Approval of Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Matters – Review of Applicant Materials
6. Additional Action and Comment
7. Next Meeting – *TBD*
8. Adjournment

West Virginia State University Board of Governors
Presidential Search Advisory Committee

Date/Time: 3/16/2016 – 9:00 AM

Location:

West Virginia State University, Erickson Alumni Center, Grand Hall, Institute, WV

Purpose: To conduct regular business of the Committee

Notes:

This is a compliant meeting.

Meeting was approved : 3/1/2016 9:11:34 AM

**West Virginia State University
Presidential Search Advisory Committee
Erickson Alumni Center, Grand Hall
January 22, 2016
Minutes**

1. Call to Order and Roll Call

Mr. Lipscomb called the meeting of the West Virginia State University Board of Governors Presidential Search Advisory Committee to order at 10:00 a.m.

Present: Dr. Eya, Mr. Jones, Mr. Kelley, Mr. Konstanty, Mr. Lipscomb, Mr. Patton, Ms. Pitchford, Dr. Ruhnke, Dr. Saffore, Dr. Smith, Mrs. Squirts, Ms. Strong-Treister, Dr. Thralls, Mr. Williams, and Chancellor Hill. **Absent:** Dr. Ford-Ahmed and Mr. Payton.

2. Verification of Appropriate Notice of Public Meeting

Ms. Pitchford announced the verification of appropriate notice of public meeting.

3. Review and Approval of Meeting Agenda

Dr. Thralls motioned for approval of the agenda as presented, and Mr. Kelley seconded the motion. The motion carried.

4. Review of BOG and HEPC Approved Search Procedure

At the request of Co-Chairs Lipscomb and Pitchford, Chief of Staff and Special Assistant to the President Ashley Schumaker provided a detailed overview of the Search Procedure as approved by the West Virginia State University Board of Governors on January 4, 2016 and the West Virginia Higher Education Policy Commission on January 14, 2016. She noted that the approved Search Procedure was provided in the agenda on pages 3 through 6.

Ms. Schumaker provided an overview of the established timeline. Based on Committee discussion, Ms. Schumaker advised that following the process is important; however, the dates can be shifted based on the Committee's work. Chancellor Hill agreed that the important component in the process is following the Search Procedure and flexibility will be provided, if needed, as it relates to the established timeline for the process as a whole and the individual activities.

Ms. Schumaker provided a breakdown of the Presidential Search Advisory Committee membership. Dr. Ann Brothers Smith, Board of Governors Chair, advised that Ms. Schumaker will serve as administrative staff for the search.

Ms. Schumaker discussed the Confidentiality Oath section of the approved Search Procedure and read the Confidentiality Statement, which was developed by staff and approved by the Co-Chairs following a review by HEPC General Counsel Bruce Walker. Ms. Schumaker advised that all Committee members must sign the document as part of today's meeting. Co-

Chair Pitchford requested that Ms. Schumaker forward the document electronically to those who joined the meeting by conference call. Co-Chairs Lipscomb and Pitchford discussed the importance of signing and adhering to this document during the active search process and indefinitely. Co-Chair Pitchford advised that, if someone has yet to sign the form prior to the next Committee meeting, they will be asked to do so before continuing with their service on the Committee, including participation in the January 27, 2016 meeting and subsequent activities.

Ms. Schumaker discussed the “Public Information” section and the role of Co-Chairs Lipscomb and Pitchford and Board of Governors Chair Smith as it relates to making public statements regarding the search.

Ms. Schumaker also reviewed the remaining sections of the Search Procedure, specifically related to the search firm, the statement of characteristics and qualities – position announcement, screening process, and budget. Ms. Schumaker noted that a full budget will be developed and presented to the Committee as part of the January 27, 2016 meeting.

5. Search Firm

Vice President for Business and Finance Melvin Jones provided an overview of the Request for Proposal process, including approval of the Board of Governors on January 4, 2016 and subsequent issuance by staff. Mr. Jones advised that a total of six vendors responded to the RFP and submitted formal bids. He advised that the bids were reviewed and scored by an internal group, which he led.

Mr. Jones provided an overview of the vendors and their responses, including experience with HBCUs, diversity placements, presentation of proposal, incomplete searches, other current presidential searches, and guarantee if candidate leaves office. Mr. Jones also followed up with each vendor with a few additional questions regarding the process and their availability for January 27, 2016 to conduct the forums/conversations with students, faculty, staff, alumni, etc, and to meet with the Committee.

Mr. Jones noted that Greenwood Asher’s proposal was received after the formal deadline; however, purchasing guidelines allow for their consideration.

Mr. Williams noted concern with the aggressive timeline and the need for formal Board of Governors approval. He advised that the schedule is tight based on the need to have a new President in place by July 1, 2016; however, it is important to maintain a quality and thorough process. Mr. Jones advised that the vendors responded positively to the timeline and their ability to deliver within the specific period.

Dr. Ruhnke advised that, based on the information provided by Mr. Jones, Greenwood Asher received the best score and has the best price. He asked if anyone in the room had a bad experience with them in the past. At the request of Mr. Konstanty, Committee discussion was held regarding Greenwood Asher, past experiences with the firm, and their direct knowledge

of the University. It was noted by several individuals that the University has had a great deal of positive interaction with Greenwood Asher, including the prior presidential search and other senior-level leadership positions at the University. President Hemphill noted that the University is unique in regard to its status as both an HBCU and land-grant institution. He noted that Greenwood Asher's prior experience with and vast knowledge of the institution would serve the Committee and the Board of Governors well.

Dr. Saffore echoed the sentiments of fellow Committee members. He expressed his confidence in the process and utilizing the services of Greenwood Asher to assist the Committee. Mr. Konstanty motioned to accept Greenwood Asher's proposal despite the lateness of their submission, and Dr. Saffore seconded the motion. The motion carried.

Dr. Thralls stated that the Committee should do what results in the selection of the best president for the University, not one that is in place by July 1, 2016. He commented that the Committee will be faced with the need to move forward at multiple times during the process. He advised against adhering to the timeline if additional time is needed to make sound decisions. Dr. Thralls requested an opportunity to interview the top vendors before making a decision. There was Committee discussion regarding the format of the interviews and the impact on the established timeline, specifically the January 27, 2016 forums/conversations and Committee meeting.

Mr. Konstanty advised that he values Dr. Thralls' feedback regarding the important of selecting the right firm to assist with this important search. He stated his belief that Greenwood Asher is a quality firm with positive experiences, and the price is very appealing to the University. Dr. Thralls responded that having a good rapport with the firm is important and not something that can be determined based on the submission of a printed proposal. Dr. Thralls encouraged the Committee to opt for in-person interviews before selecting a firm. Co-Chair Pitchford advised that her experience with presidential searches is very limited; however, she has interviewed many investment firms. She advised that the sales team normally participates in the interviews rather than the individuals she worked with on specific projects. Mr. Jones indicated that, as part of the submissions, the firms had to identify the specific individuals who will work with the Committee.

Dr. Smith inquired if there was a recommendation and/or motion from the Committee regarding the hiring of a search firm. Based on additional Committee discussion, Dr. Thralls advised that he would be comfortable with the Committee's approval of a selected firm as part of today's meeting if the Co-Chairs have a personal conversation with the specific individuals who will work with the Committee prior to finalizing any contracts and/or other documentation.

Mr. Kelley stated that, based on his service on the Committee for the prior presidential search, flexibility with the timeline may be needed. He indicated a level of comfort in moving forward with the selection of Greenwood Asher following a discussion with the Co-Chairs. Co-Chair Lipscomb expressed that no firm can guarantee a candidate will be selected, but he

has a high level of confidence in Greenwood Asher based on the outcome of the prior search. Mr. Konstanty motioned, in accordance with BOG Policy #61 and the BOG and HEPC approved Search Process, to move forward with the selection of a search firm and that search firm be Greenwood Asher, contingent upon a satisfactory conference call with the Co-Chairs. Dr. Thralls seconded the motion, and the motion carried.

6. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Matters – Presidential Search Process

No discussion or action occurred as part of this item.

7. Additional Action and Comment

No other matters were brought before the Committee for discussion.

8. Next Meeting

January 27, 2016 at 2:00 p.m.

9. Adjournment

With there being no further business, the meeting adjourned at 11:09 a.m.

Respectfully submitted,

Ashley L. Schumaker
Chief of Staff and Special Assistant to the President

Approved:

William Lipscomb
Co-Chair

E. Gail Pitchford
Co-Chair

**West Virginia State University
Presidential Search Advisory Committee
Erickson Alumni Center, Grand Hall
January 27, 2016
Minutes**

1. Call to Order and Roll Call

Mr. Lipscomb called the meeting of the West Virginia State University Board of Governors Presidential Search Advisory Committee to order at 2:00 p.m.

Present: Dr. Ford-Ahmed, Dr. Eya, Mr. Jones, Mr. Kelley, Mr. Konstanty, Mr. Lipscomb, Ms. Pitchford, Dr. Ruhnke, Dr. Smith, Mrs. Squirts, Ms. Strong-Treister, Dr. Thralls, Mr. Williams, and Chancellor Hill. **Absent:** Mr. Patton, Mr. Payton, and Dr. Saffore.

2. Verification of Appropriate Notice of Public Meeting

Ms. Pitchford announced the verification of appropriate notice of public meeting.

3. Review and Approval of Meeting Agenda

Mr. Konstanty motioned for approval of the agenda as presented, and Mr. Jones seconded the motion. The motion carried.

4. Presentation from Search Firm

Ms. Pitchford introduced Betty Asher of Greenwood Asher to the Committee, who provided an overview of feedback from the forums/conversations, which were held earlier the same day. Dr. Asher noted wide participation from the campus community. She thanked Co-Chair Lipscomb and Board of Governors and Committee member Paul Konstanty for participating in all of the sessions.

Dr. Asher stated that there was a great deal of consistency across all forums/conversations. The campus community is looking for a leader to continue the great momentum and progress from Dr. Hemphill's presidency. They believe in the mission and the vision of the University and are pleased with progress made under the University's current strategic plan and want to see that continue in the years to come. They are looking for a strong internal and external leader. She noted that many were concerned about the budgetary challenges facing higher education generally and the State of West Virginia specifically. Students, faculty, staff, alumni, and others are seeking a leader who can respond well to the challenges and opportunities facing the state and the University. Fundraising and continuing to increase the University's brand and stature in the community were discussed on multiple occasions and remain a priority. The campus community has a desire for continued accountability and transparency with a focus on the role and importance of shared governance. Dr. Asher advised that several individuals requested another leader with the same qualities and characteristics as President Hemphill.

5. Discussion with Search Firm

Following Dr. Asher's presentation of forum/conversation feedback, Dr. Thralls applauded Dr. Asher for her efforts and commented that she was a great listener. He noted that she heard many of the items that the Committee expected. He advised that financial challenges are extremely important as the Committee reviews candidate materials. The University needs a leader with the knowledge, experience, and capacity to deal with complex budgetary matters. Dr. Asher commented that many spoke to the importance of transparency in tough budgetary times. Mr. Kelley stated the importance of the new president engaging with individual donors early to ensure pledges for the current campaign are honored. President Hemphill responded that he has had many conversations with the University's top donors and, as long as the new president engages and values them, there is no concern regarding payment on campaign pledges.

Mr. Lipscomb indicated that the timeline cannot distract from the necessity to find the right leader. Dr. Thralls indicated that he would like to hear Dr. Asher's thoughts regarding the timeline associated with the search process. Ms. Pitchford advised that Dr. Asher will present a proposed search schedule shortly.

Mr. Williams stated that many times a new leader wants to start over in order to follow their own plans and ambitions. He noted the importance of staying the course and continuing with the University's current mission and vision. Dr. Ruhnke echoed those sentiments and stated that the faculty is looking for someone who is clearly qualified for the position rather than someone who does not meet or barely meets the minimum qualifications. Mr. Williams thanked Dr. Ruhnke for sharing the faculty's position, and he advised that the campus community must remain engaged with this important process.

Dr. Smith stated that there is a strong Committee in place with assistance from a strong search firm. She is confident in the partnership and its ability to result in the selection of a quality president. Mr. Konstanty agreed with Dr. Smith's assessment and provided an overview of his assessment of the forums/conversations. He indicated that several people wanted to clone President Hemphill. He stated that it will be especially important for the new president to determine what to leave alone and what to change. Like Dr. Asher, he noted a strong focus on a continued need for shared governance and transparency.

Dr. Asher provided an overview of the contents of folders provided by Greenwood Asher to the Committee. She focused on the search schedule, which includes the naming of a new president by May. She noted an important need for the Commission to be open and flexible in the process, especially as it relates to the timeline. She asked Committee members to hold the dates of future meetings, including first and second round interviews, with the understanding that some dates may change.

There was Committee discussion regarding the potential for the identification of a single finalist for on-campus interviews. Dr. Asher noted that some quality candidates may drop out

of the process before their names become public, especially if there is a great deal of interest in and competition for the position.

Dr. Ruhnke inquired if Greenwood Asher can build a quality pool based on the timeline. Dr. Asher responded that the search includes quality work at all levels.

Mr. Kelley requested access to applicant materials as soon as possible in order to provide adequate time for review. Dr. Asher responded that a user ID and password will be required in order to access the materials. Greenwood Asher will upload applicant information and provide log-on information to the Committee. She advised that many of the most qualified candidates submit their materials close to the priority date or after that date. Dr. Asher and her team will ask individuals to submit their materials as early as possible. She indicated that, over the next few weeks, the team will be working hard to build the applicant pool. She advised that the next meeting will focus on the review of candidates. There was a Committee discussion regarding the appropriate number of candidates for first round interviews. Dr. Asher indicated that many recent searches interview 12 to 15 candidates in the first round to ensure a solid applicant pool following that round of interviews and referencing.

6. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Matters – Presidential Search Process

No discussion or action occurred as part of this item.

7. Additional Action and Comment

Drs. Smith and Thralls inquired about the process for sharing the proposed position description and advertisement for Committee feedback. Co-Chairs Lipscomb and Pitchford expressed their commitment to sharing the draft documents and providing a 24-48 hour period for Committee feedback. In order to move the process forward, the Co-Chairs will review any feedback and approve the issuance of the position description and advertisement on behalf of the Committee. Mr. Konstanty motioned for approval of the review and feedback process as presented, and Mr. Kelley seconded the motion. The motion carried.

At the request of Co-Chairs Lipscomb and Pitchford, Vice President for Business and Finance Melvin Jones provided an overview of a preliminary budget. Mr. Jones stated that the budget includes all costs associated with the search firm (flat rate, travel, lodging, etc.), travel and lodging for the Committee and candidates for the first round of interviews, travel and lodging for candidates for the second round of interviews, advertisements, hospitality, background checks/credit reports, and miscellaneous expenses. Consistent with the BOG and HEPC approved Search Procedure, a separate account has been created and will be utilized for all search-related expenses. Mr. Kelley motioned for approval of the budget as presented, and Mr. Konstanty seconded the motion. The motion carried.

8. Next Meeting

March 16, 2016 at 9:00 a.m.

9. Adjournment

With there being no further business, the meeting adjourned at 3:20 p.m.

Respectfully submitted,

Ashley L. Schumaker
Chief of Staff and Special Assistant to the President

Approved:

William Lipscomb
Co-Chair

E. Gail Pitchford
Co-Chair