

**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.

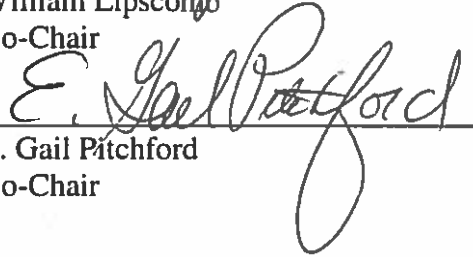
Respectfully submitted,

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

Approved:

A handwritten signature in cursive script, appearing to read "William Lipscomb", written over a horizontal line.

William Lipscomb
Co-Chair

A handwritten signature in cursive script, appearing to read "E. Gail Pitchford", written over a horizontal line.

E. Gail Pitchford
Co-Chair