FLORIDA A&M UNIVERSITY
Board of Trustees Presidential Search Committee

H. Manning Efferson Student Union
Grand Ballroom, FAMU Campus

October 31, 2012
8:00 a.m. – 10:00 a.m.

Dial-In #: 1-800-309-9169
Conference ID#: 47114228

AGENDA

I. Call to Order  Chairman Karl White
II. Roll Call  Attorney Rosalind Fuse-Hall
III. Approval of Minutes
IV. Subcommittee Reports
   a. Compensation Subcommittee  Trustee Marissa West
   b. Marketing & Communications Subcommittee  Trustee Torey Alston
   c. Qualifications & Criteria Subcommittee  Trustee Belinda Shannon
      i. FOR ACTION: Selection of Executive Search Firm
V. Proposed Timeline
VI. Next Meeting
VII. Adjournment
Vice Chair Spurgeon McWilliams called the meeting to order at 8:15 a.m. He noted that Chairman Karl White asked him to chair this meeting since he was unable to attend in person due to Hurricane Sandy; however, Trustee White joined the meeting by phone. The committee has several items to report and two action items for the committee.

He recognized Attorney Fuse-Hall for the roll call. The following committee members were present: Vice Chair Spurgeon McWilliams, Trustee Solomon Badger, Trustee Torey Alston, Trustee William Jennings, Mr. Tommy Mitchell, Trustee Marjorie Turnbull, Trustee Narayan Persaud, and Trustee Marissa West. Joining by phone were Chairman Karl White, Trustee Belinda Shannon and Dr. Manoj Chopra (replacement for Mrs. Elizabeth Webster). A quorum was established. Other trustees present were: Trustee Cleve Warren, Trustee Kelvin Lawson, and Trustee Rufus Montgomery.

Vice Chair McWilliams announced that Mrs. Elizabeth Webster, the member of the Board of Governors who was a member of the presidential search committee, has stepped down from serving on this committee because she has assumed additional responsibilities at her job. He welcomed Dr. Manoj Chopra who replaced Mrs. Webster.

Trustee Turnbull moved the approval of the August 22, 2012, minutes. The motion was properly seconded and it carried.

Next, Vice Chair McWilliams recognized Trustee West for the report of the Compensation Subcommittee.

**COMPENSATION SUBCOMMITTEE**

Trustee Marissa West welcomed Dr. Manoj Chopra to the subcommittee.

The Compensation Subcommittee met once and discussed aspects of the compensation package for the next president. The subcommittee heard a presentation by Trustee Jennings about the compensation negotiations for the past two presidential searches at FAMU. He strongly suggested that the committee
recommend a single person to negotiate the compensation package with the successful candidate. The committee discussed this request; however, the subcommittee did not provide a recommendation for action at this time.

The meeting was organizational in nature and the subcommittee members requested documents from the staff to assist their work in the future. The members received a matrix of the compensation packages for all of the presidents in the State University System (SUS) of Florida that was prepared by the staff in the Board of Governors Office.

Trustee West informed the committee that the staff submitted information and articles to the former chair, Mrs. Webster, regarding FAMU’s peer list as well as compensation about all the public universities in the country as prepared by the Chronicle in Higher Education, the nation’s leading newspaper on higher education.

The subcommittee will work with the Executive Search Firm about the information that has been compiled and begin to work on the components that the package should contain that are consistent with our peer institutions and those in the SUS.

MARKETING & COMMUNICATIONS SUBCOMMITTEE
Trustee McWilliams recognized Trustee Alston for the report of the Marketing and Communications Subcommittee. Trustee Alston reported that the Marketing and Communications Subcommittee had three (3) items to share with the committee.

This committee has met nine (9) times since August with three specific goals, namely to:
1. Establish a website to keep all stakeholders and University constituents informed about the presidential search process;
2. Create a survey to get input from these stakeholders about the leadership qualities the next president should possess; and
3. Hold public forums to hear from supporters that may not want to participate in an on-line survey.

The committee worked with Mrs. Sharon Saunders and her staff to launch the Presidential Search website by October 6th. There is a link to this website from the front page of the FAMU website. The website contains a variety of information about the presidential search. The staff has added information regularly and will continue to do so throughout the search.
Simultaneously, the subcommittee worked with the staff to develop a survey. The survey was launched on October 6th also. Information regarding the survey was sent to 40,000 alumni and more than 40,000 Facebook followers as well as 13,000 students. After 3 weeks, nearly 700 people have taken the survey from the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>95</td>
<td>13.7%</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>134</td>
<td>19.3%</td>
</tr>
<tr>
<td>Alumni</td>
<td>429</td>
<td>61.7%</td>
</tr>
<tr>
<td>Business Sector</td>
<td>3</td>
<td>0.4%</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>4</td>
<td>0.6%</td>
</tr>
<tr>
<td>Foundation Board of Directors</td>
<td>2</td>
<td>0.3%</td>
</tr>
<tr>
<td>Government Officials</td>
<td>1</td>
<td>0.1%</td>
</tr>
<tr>
<td>Parents, Prospective Students</td>
<td>12</td>
<td>1.7%</td>
</tr>
<tr>
<td>Other</td>
<td>15</td>
<td>2.2%</td>
</tr>
</tbody>
</table>

The deadline for the survey is December 6, 2012, giving a 60-day window for anyone interested in providing input into the process.

The subcommittee convened two public forums which were held in Tallahassee and Orlando. Participants commented on the following:

- Traits that are needed for FAMU’s next leader?
- What prior experiences are most important for FAMU’s next leader?
- What short-term and long-term plans are most important to you?
- What do you see as FAMU’s five (5) most significant challenges and opportunities in the short-term (1-5 years) on the job that a new President must address?

The staff recorded the comments collected at the forums.

After the survey deadline expires, the subcommittee will compile all the information and forward it to the Qualifications & Criteria Subcommittee, who will use this information to develop the Leadership Statement and the job description. The subcommittee will continue to monitor the website to ensure that information remains current and accessible to all interested parties.

**QUALIFICATIONS & CRITERIA SUBCOMMITTEE**

Vice Chairman McWilliams recognized Trustee Belinda Shannon for the report of the Qualifications and Criteria Subcommittee. Trustee Shannon informed the
committee that the Qualifications and Criteria Subcommittee had one (1) action item for the committee’s consideration. This subcommittee was charged with securing the services of an executive search firm to assist with the presidential search. The subcommittee met and discussed the various options for procuring these services and decided to use the Intent to Negotiate (ITN) process.

Working with former Vice President Teresa Hardee and Mrs. Stephany Fall, Director of Procurement Services, the committee drafted and posted the ITN. The trustees received a copy of the document in preparation for this meeting. Further, the subcommittee and staff prepared a list of over 15 firms from large multi-dimensional search firms to small boutique firms that only specialize in higher education and sent the ITN to this diverse group of firms as well.

The subcommittee received six (6) responses. Chairman White assembled an Evaluation committee that consisted of the subcommittee and included Mrs. Nellie Woodruff, Assistant Vice President for Human Resources, and Mrs. Jackye Maxey, Interim Assistant Vice President for Administrative and Financial Services. This committee reviewed all the proposals and independently ranked them on a 100 point scale against the following criteria:

- Professional Services/ Proposal Content 40 points
- Organizational Capabilities & Staff Qualifications 30 points
- Fee Schedule 30 points

The top four (4) firms were invited to interview with the committee. The interviews occurred, pursuant to the exemption in the Public Meetings laws, on Friday, October 19, 2012. The format for the interviews was the same for each group, the firm presented for 30 minutes, followed by 15 minutes of questions and answers. The firms were then excused and the committee discussed if there was additional information that was needed for clarity. The same questions were asked of each firm. Following these interviews, one firm was asked to issue its “best and final” offer. The committee met last Friday, October 26th and discussed the offer that was received. The Evaluation Committee called the firm to ensure that the offer that the subcommittee presented included the various components as noted in their proposal and their “best and final” offer. A partner in the firm assured the committee that the offer was comprehensive.

The subcommittee recommended that the presidential search committee approve the offer from Greenwood/Asher and Associates. This firm is based in Florida with offices in Destin and Miramar. It has over 50 years of experiences with executive searches, especially in higher education. Trustees were provided copies
of the firm’s background and qualifications. Since it is based in Florida, the firm is very familiar with the Sunshine Laws and will operate within those confines. Further, it has conducted searches at other HBCUs including Central State University (OH), Bowie State University (MD), West Virginia State University, and the University of Maryland-Eastern Shore. The firm is currently concluding the search at Tennessee State University and is conducting the search at the University of Florida. They were aware of the Presidential website and have agreed to assist the search committee with its current work and move forward. The timeline aligns with the wishes of the Board of Trustees to have someone in place by the start of the 2013-14 academic year. The proposed fee is $78,000 plus expenses. This cost is lower than the University’s last presidential search fee which was $80,000. The Evaluation Committee strongly supports this firm for many of the stated reasons.

Trustee Shannon moved that the Presidential Search Committee approve the offer of $78,000 plus expenses, from Greenwood/Asher and Associates and that the FAMU Board of Trustees ratify this approval and authorizes the University to execute a contract with this firm. The motion was properly seconded.

The chair opened the floor for discussion.

- Trustee West asked what the fees included. Trustee Shannon replied, such things as travel, advertisements, background and reference checks.

- Trustee Persaud stated that he participated in the search firm interviews and noted that he was most impressed with this search firm over any others.

- Trustee Turnbull stated that this search firm offered the exposure, flexibility, knowledge, diverse applicants and familiarities with Sunshine Laws that the search needs. “During the interviews, this firm excelled among others in their presentation and knowledge about our current events and presidential search. They were in tune with us and shared ways they can turn our negatives to positives in bringing forth the next leader of this institution.”

- Trustee White stated that this firm made a great presentation, were familiar with FAMU; he liked the proximity and “they can help us get to the next step in hiring the next president.”
There being no further discussion, the motion was restated by Trustee Shannon and it carried unanimously.

On behalf of the subcommittee, Trustee Shannon thanked the Presidential Search Committee for its support of this motion. Also, the firm submitted sample contract language, which the General Counsel’s office has begun to review and refine. If approved by the Board of Trustees, the staff will post the Intent to Award Notice on the website and await the 72 hours for other respondents to protest this award. After the deadline of Tuesday, November 6, the committee hopes to execute the contract as quickly as possible.

The Qualifications and Criteria Subcommittee will work with the Marketing and Communications Subcommittee, once it completes its work, to review the stakeholders’ information. Our next step will include working with the executive search firm to develop a Leadership Statement and the job description to get that posted as quickly as possible. The subcommittees will seek input of the search committee in finalizing this statement and the job description.

Vice Chair McWilliams stated that there is a timeline that lists all the activities to date by the various subcommittees. “As you can see, the search committee has worked with the speed that the board asked for and yet we have not missed any steps in this process.” In light of the cancelled December board meeting, Vice Chairman McWilliams asked the trustees when they would like to meet with the search firm.

- Trustee White proposed that the full board meet prior to February to meet with the search firm.

- Trustee Alston suggested a combined meeting with the Presidential Search Committee and the full Board in December.

- Trustee McWilliams asked Chairman Badger to comment on when to schedule a meeting since the December meeting had been cancelled. Chairman Badger responded, “We will meet as soon as possible, before the next scheduled meeting of February 2013. He pledged to work with the staff to establish a date as soon as possible.
• Trustee White proposed that the full board and Presidential Search Committee meet late November. The Search Firm suggested that we have the position announcement out before the holidays.

• Trustee Shannon noted that there is an aggressive timeline with the search firm. “We all need to make ourselves available to meet the deadlines. The selected firm is successful in bringing candidates that are proficient and efficient.”

• Trustee Warren commented that whatever timeline has been set may need to be adjusted. “We may need to move the timeline back so not to rush to a decision.”

• Trustee Lawson Agreed and wanted more information about the selection process. Chairwoman Shannon asked the staff to provide the full board with the criteria used to evaluate the search firms.

Trustees White and McWilliams noted that all board members would receive notice about all subcommittee meeting. Staff will ensure that this notice occurs.

After hearing from the Presidential Search Committee and the Board of Trustees, Vice Chair McWilliams stated that Chairman Badger will schedule the meeting and alert the board members and the search committee members.

There being no further business, the meeting adjourned at 9:10 a.m.

Respectfully Submitted,
Patricia Woodard
Patricia Woodard
Administrative Assistant