

Minutes
Board Committee on Personnel, Finance, and Audit
August 3, 2009, 5:00 p.m.
College Mall Gallery

Present:

Dale E. Rice, Jr., Chairman

Paul A Foster

Rachel Gillis

Sandy Sims

Mario Strauss

Esteena K. Wells

Wesley Wilkerson

Joseph Lorenz, Bo

Jill J. White, Interim President

MR. CHAPMAN, INTERVIEW REQUESTED

The trustees and staff enjoyed a light supper prior to the committee meeting which began at 5:30 p.m.

Call to Order

Invocation Sandy Sims

Pledge of Allegiance Wes Wilkerson

Approval of Agenda

The trustees approved the agenda with an amendment to add two items under "Other Items:" (1) Update on letter from Governor's Office with regard to \$310,000; and (2) Discussion on Interim President Position (Motion: Sims; Second: Strauss. Vote for: Rice, Gillis, Foster, Strauss, Sims, Wells, and Wilkerson).

Discussion re: Presidential Search

Dr. White presented the following to the Committee:

- (1) An Activity/Action layout in phases for addressing the presidential search process with a timeline:

 - Parallels with what an outside consultant does.
 - Allows for employing a consultant at various points in the process, if so desired.

- (2) Mr. Lorenz's opinion on the Sunshine and Open Records for the process emailed to the members earlier.
- (3) Florida Statutes dealing with the powers and duties of the president, emailed to members earlier.
- (4) The current presidential job description emailed to members earlier.
- (5) A list of "peer" institutions indicating benefits and salaries:
 - Central Florida
 - Gulf Coast
 - Lake City
 - Pasco-Hernando
 - Pensacola (larger, but demographics are same)
 - Polk
- (6) Proposal for Services from Academic Search, Inc. (sample from outside firm)
 - Company only does presidential searches and other educational positions
 - Cost for NWFSC would be \$65,000
 - Reputation is very good
 - Dr. White did talk with the consultant that would be assigned to NWFSC
 - Company is currently searching for the FSU president
 - Located in Washington DC
 - 95% placement rate
- (7) Draft minutes from the last committee meeting on July 21, 2009

Ms. Sims has talked to John O'Connor, PJC, with regard to their search process.

- Started out doing the search themselves
- Only received a few applicants
- Reconsidered and contracted Consultant Jeff Hockaday to assist them
- Many more applicants received after employing consultant
- Jeff Hockaday costs were about \$25,000 plus expenses
- Firm narrowed down to eight (8) applicants to be considered by PJC Board

Ms. Sims made the point that our college needs to be very transparent in the presidential search.

Dr. White advised that Gulf Coast Community College also used Jeff Hockaday for its presidential search. She expressed that the college search committee could still do most of the front work – gathering information, etc.

Ms. Gillis expressed concern about overloading the current staff with this mission while working to accomplish their current jobs might not be a good idea. Her point was that we need to consider how much money would the college be saving by doing this and then perhaps still not have access to a good pool of candidates.

Dr. White made the point that whoever conducts the search and goes through all the processes – in the end, it is totally the Board's decision on who is employed as president of the college.

Dr. White expressed how important she felt it was for the faculty and staff at the college to be involved and have a real buy-in as a part of the decision-making process no matter who conducts the search. Ms. Sims agreed that we need as much involvement and input from faculty and staff as can be done since this is the biggest employment decision the college will make.

Dr. White suggested that an RFP could be done to assist the Board with a decision on outside consulting for the search. A questionnaire can be done and sent with the RFP. She can get a sample of a questionnaire from Harper College, which just completed a search under circumstances similar to NWFSC.

The board could go ahead and declare that the college is going to do a search and assemble an organizational team at the college to get input from the faculty and staff that would allow us to begin progress.

Ms. Gillis expressed that she would encourage the college to go ahead and establish the inside group that would then provide information to a consultant firm coming in – go ahead and get started. How fast can we turn an RFP around and be ready to go once we have chosen a firm? She has used consultant firms at her business and was very pleased.

On a motion by Ms. Sims, seconded by Mr. Foster, Dr. White was directed to develop an RFP to send to search firms for the purpose of gathering more information on employing a firm to assist us from the start to the end of the presidential search process. Vote for: Sims, Foster, Strauss, Wells, Gillis, Rice, and Wilkerson.

A matrix summary of information from the responding consultants will be brought back to the Personnel Committee and then to the full Board of Trustees for a decision on which firm, if any, to employ for this process.

The Committee asked that the Committee meet on **August 31, 2009 at 5:00 p.m.** followed by a Special Board Meeting on the same date for a decision to employ or not employ one of the firms submitting a proposal.

Update on request to return \$310,000

Dr. White provided the latest letter from the Governor's Office regarding the return of the \$310,000. The letter came from the budget bureau director. Dr. White did call to let the Governor's Office know the college had received the letter and was consulting with DOE and State Auditors on how to proceed. She also informed the office that any variation from the college's original proposal regarding the return of funds would require Board action. We are hoping that this issue can be resolved completely.

Ms. Sims expressed a concern about the article in the Tampa Bay Times today in which Senator Gaetz addresses disposition of the leadership institute funding. She asked if the trustees thought it prudent to invite him to a trustee meeting to discuss this matter in an open forum. The trustees indicated the desire to include the full local delegation in such a meeting. She requested that discussion of a possible meeting be placed on the agenda for the August 31st special meeting.

Interim President Discussion

Dr. White told the members that she would be letting them know of her definite retirement plans the last of August or the first week in September. In the meantime, she has researched the possibility of bringing in a retired president who could serve as an interim. We do not want to bring in someone who would also be interested in the full-time position, rather, this would be a professional "traveling" president of which there are several who do this for a living. Dr. Yancey did some research on who might be available and what arrangements could be made. Usually it is a month-to-month or some number of months guaranteed and then month-to-month. The cost could be based on what the former president made divided into monthly payments. The advantage to this is that you have, during the time the college is preparing for the 10-year SACS visit, a professional president, who understands board issues, can deal with the press, can deal with the DOE and legislators, and is comfortable with the kinds of decisions and communications that a sitting president does on a regular basis. Once Dr. White retires, that leaves two major positions vacant. Even though there are some who could guide the college, that would mean three major positions down which would not be prudent to meeting the needs of the college and community. Also, such a situation would be problematic with respect to the SACS visit.

Ms. Sims recognized the value of an interim president, but expressed that she is totally against an interim who would want to be the full-time president – so wants that stipulated with anyone who comes in as interim president. We do not want to circumvent the presidential search process.

Adjournment: The meeting adjourned at 6:50 p.m.