



PRESIDENTIAL SEARCH ADVISORY COMMITTEE

Minutes

Presidential Search Advisory Committee
Lee Campus – AA-177, Nursing Building
February 23, 2012
12:30 pm

AGENDA ITEM: 1

The Edison State College Presidential Search Advisory Committee met in Lee County, Florida, on February 23, 2012 at 12:30 p.m. The meeting was called to order by Ann Berlam, Chair, District Board of Trustees, and Chair, Presidential Search Advisory Committee.

Members Present: Ann Berlam, Chair
Allen Weiss
Tom Connor
John Huysman
Miguel Fernandez
Amanda Pollitt
Don Ransford
Christine Davis
Andrae Jones
Charlene Wolfe
Dayna Flores

Members Absent: Darol Carr
Joyce Rollins

Others Present: Mr. John Hicks, Academic Search, Inc.
Mark Lupe, Edison State College General Counsel
Danessa Stevens, Liaison, Edison State College & Mr. Hicks
June Hollingshead, Recorder

1. Introductory Remarks: Ann Berlam, Board of Trustees Chair

Ann Berlam introduced herself and thanked the Committee members for their service and the important tasks that lie ahead. President Dudley Goodlette also welcomed the members and thanked them for their commitment to this major endeavor.

2. Self Introductions

Committee members introduced themselves, including their areas of representation on the Committee.

3. Charge to the Committee: Ann Berlam

Mrs. Berlam shared how the District Board of Trustees decided to hire a search firm and ultimately selected John Hicks of Academic Search, Inc. She mentioned the following important elements from his response to the RFP: 1) access to a deep network of highly qualified candidates, 2) collaborative values, 3) definition of what makes a successful leader, 4) commitment to quality, and 5) the fact that 95% of candidates appointed by Academic Search in the last five years still remain in office. Mrs. Berlam instructed the Committee, with Mr. Hick's facilitation, to look at all candidates in order to arrive at a manageable number.

Mr. Lupe gave members a handout entitled "Searching in the Sunshine Requirements" and noted that the Committee is subject to the Sunshine Law in that it meets as a body, is open to the public, is properly noticed, and has recorded minutes of each meeting. He emphasized the importance of communication between members occurring only at public meetings and suggested that emails are not allowed because dialogue is forbidden. All records created during the search are public records. Any members with questions regarding the Sunshine Law should contact Danessa Stevens.

4. Role of Academic Search, Inc: John Hicks

Mr. Hicks referred to the agenda booklet, specifically the "Attributes/Profile" tab. The District Board of Trustees developed the skills, experiences, and attributes for the next President at a January 24, 2012 workshop. Based on all input from various meetings, Mr. Hicks developed a draft of "Edison State College District President Opportunities and Challenges," which includes administrative and governance priorities, faculty/staff advocacy, participation in campus life, emphasis on external relations, and desired attributes of excellence. The "Position Profile – District President" was designed to represent Edison State College to candidates interested in the position. Mr. Hicks requested feedback from Committee members by the following week.

Mr. Hicks shared a handout, "Edison State College Presidential Search," profiling a website which is being developed as an effective tool for the Committee as it represents the College. He reiterated that there should be no surprises in the search, either for the Committee or for the candidates. The goal of the Committee is to narrow the field of candidates for the Board, while dealing with honest facts. His job is to help move the process, develop documents, actively recruit candidates, contact candidates to build a pool of highly-qualified candidates, and then help the Committee decide on candidates for whom they would like further information, and then oversee the interview process.

5. Description of Search Process: John Hicks

Mr. Hicks noted that he does not eliminate candidates from the pool. He asks for a resume from candidates and if any component is incomplete he will follow up with a phone call to obtain the necessary information.

- Announcement of position – Mr. Hicks has developed an announcement of the position and after the meeting will launch the search to identify candidates.
- Candidate recruitment – Recruitment should last through the month of April.
- Committee review of candidate credentials – Candidates' credentials will be posted on the search website, www.edison.edu/president/search/, along with their application letters, resumes, references, and contact information.
- Committee meets to identify candidates to invite to initial interviews – The role of the Committee is to look at each candidate's fit with the College, and then meet to identify a number of candidates for preliminary interviews.
- Committee hosts initial interviews – The candidates will be invited to Edison State College in late April to early May for a broad set of interviews and meetings. The Committee was charged to develop ten to fourteen questions to ask during the interviews. Mr. Hicks will share samples with the Committee as well.
- Committee recommends three to five unranked candidates to the Board of Trustees – The Committee will meet in late May to early June to recommend at least three candidates and no more than five unranked candidates to the Board of Trustees. At this point the Board takes over the search process.
- Committee assists host on campus interviews as needed – Committee members will be available as needed.

6. Discussion of candidate recruitment strategy and review draft ad and position profile

Mr. Hicks said that the candidates would see the website and the Position Profile. He asked for Committee members' input on the profile through Danessa Stevens. Online ads will be placed for a month. Danessa will inform members when they have been placed. Ads will be placed in the Chronicle, Hispanic Outlook, Women in Higher Education, Diverse, AACC, and Community College Week, among others.

The overriding themes that Mr. Hicks found most in his series of interviews during the last three weeks are the following:

- Integrity, character, transparent values
- Ability to understand, county by county, the differences and needs of each
- Desire to retain the community college focus
- Willing to be visible and known, internally and externally, and visit all campuses
- Internal transparency and shared governance with a “follow your own rules” theme, and proper searches
- Orderliness, understanding, informing the various College constituencies
- Minimize overload of duties
- Pride in the community college mission and deep appreciation for what it means
- Partner with community leaders, be a catalyst in the workforce to meet future county growth, work together with unduplicated effort

7. Discussion of timetable for the search and scheduling of committee meetings

The Chair will inform the Committee members of the next meeting which is expected to be in mid-to-late April.

8. Operating procedure for the search

- Role of ESC family to suggest sources for and nominate candidates – Open to any suggestions
- Impartial review of all candidates – Will operate without prejudice
- Spokesperson for the Committee – Records requests handled by Teresa Morgenstern
- Electronic review of candidate files – Posted on website: www.edison.edu/president/search/
- Attendance at committee meetings – Should be a priority with members
- Decision making by consensus – All working collegially

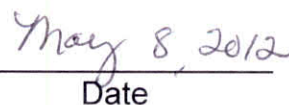
9. Other matters arising

None at this time

Adjournment – The meeting adjourned at 2:10 p.m.



Ann Berlam
Chair, District Board of Trustees and
Chair, Presidential Search Advisory Committee



Date