



## **PRESIDENTIAL SEARCH ADVISORY COMMITTEE**

Minutes  
Presidential Search Advisory Committee  
Lee Campus – Building U, Room 102  
May 8, 2012  
4:00 pm

The Edison State College Presidential Search Advisory Committee met in Lee County, Florida, on May 8, 2012 at 4:05 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  
Darol Carr  
Allen Weiss  
Tom Connor  
Miguel Fernandez  
Amanda Pollitt  
Don Ransford  
Joyce Rollins  
Christine Davis  
Andrae Jones  
Charlene Wolfe  
Dayna Flores

Members Absent: John Huysman

Others Present: John Hicks, Academic Search, Inc.  
Ron Dente, Edison State College Assistant General Counsel  
Danessa Stevens, Edison State College Liaison to Mr. Hicks  
Jana Sabo, Edison State College Human Resources  
June Hollingshead, Recorder

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

Ann Berlam introduced Joyce Rollins and Darol Carr who gave brief introductions. She emphasized how the work of the Committee will set the stage for Edison State College to move into the next fifty years. In addition, Mrs. Berlam reviewed the opportunities and challenges desired in the next President as outlined in the Presidential Profile.

### **2. Approval of Minutes February 23, 2012**

MOTION by Miguel Fernandez, seconded by Allen Weiss, to approve the minutes of the February 23, 2012 Presidential Search Advisory Committee meeting, as presented. Approved unanimously.

### **3. Report on search process to date and candidate review procedure: John Hicks**

Mr. Hicks reported that the forty candidates are from several states and several fields of education and business. The pool of highly qualified candidates has been influenced by the pride and vitality of the College. He reiterated that the ultimate goal before the Committee is to recommend 3-5 candidates to the District Board of Trustees to interview, and that the goal of today's meeting is to narrow the field to between 6 and 10 candidates for the Committee to interview next week. He indicated that Committee members would vote by a raise of hands.

**4. Candidate review and selection of candidates to invite to initial interviews on May 14-15: John Hicks**

Mr. Hicks facilitated Committee discussion about the positives of the first round of forty candidates, noting that one candidate had dropped out of consideration. The twenty candidates below received at least one vote during this process.

| Name                 | # votes | Name                | #votes |
|----------------------|---------|---------------------|--------|
| 1. Jeff Allbritten   | 9       | 11. John Holdnak    | 4      |
| 2. Eric McKeithan    | 8       | 11. Peggy Kennedy   | 3      |
| 3. Joseph Sarnovsky  | 8       | 12. Bradford Sims   | 3      |
| 4. Eugene Giovannini | 7       | 13. Patrick Schmitt | 2      |
| 5. Dennis Harkins    | 7       | 14. Emery Alford    | 1      |
| 6. Anthony Tricolo   | 7       | 15. Carol D'Amico   | 1      |
| 7. Jean Wihbey       | 6       | 16. Martyn Clay     | 1      |
| 8. Kaye Walter       | 5       | 17. Bill Orr        | 1      |
| 9. Larry Whitworth   | 5       | 18. Ralph Rascati   | 1      |
| 10. Allen Witt       | 4       | 20. Simon Priest    | 1      |

Following a 10-minute break, deliberations began on the second round of voting to narrow the number of candidates to 8-10 to invite for initial interviews. The twenty candidates and number of votes received are noted below.

| Name                 | # votes | Name                | #votes |
|----------------------|---------|---------------------|--------|
| 1. Jeff Allbritten   | 10      | 11. Ralph Rascati   | 3      |
| 2. Dennis Harkins    | 10      | 12. Bradford Sims   | 2      |
| 3. Eric McKeithan    | 10      | 13. Patrick Schmitt | 2      |
| 4. Joseph Sarnovsky  | 9       | 14. Anthony Tricolo | 2      |
| 5. Eugene Giovannini | 8       | 15. Kaye Walter     | 1      |
| 6. Larry Whitworth   | 8       | 16. Emery Alford    | 0      |
| 7. Jean Wihbey       | 7       | 17. Carol D'Amico   | 0      |
| 8. Allen Witt        | 7       | 18. Martyn Clay     | 0      |
| 9. Peggy Kennedy     | 5       | 19. Bill Orr        | 0      |
| 10. John Holdnak     | 3       | 20. Simon Priest    | 0      |

MOTION by Dr. Allen Weiss, seconded by Amanda Pollitt, to invite the top nine candidates for interviews by the Presidential Search Advisory Committee. Approved unanimously.

**5. Review of next steps: John Hicks**

Mr. Hicks will contact the final nine candidates and arrange their interviews over a period of two days – Monday, May 14 and Tuesday, May 15. Committee members will be expected to arrive thirty minutes prior to the first interview the first day to receive a briefing by Human Resources. Following the final interview on the second day, the Committee will meet 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.

The Committee members will introduce themselves to the candidate, followed by the candidate's self introduction. The twelve predetermined questions will be asked, along with Question #13 developed by Miguel Fernandez to elicit spontaneous answers from each candidate. The candidate will then have an opportunity to ask questions of the Committee.

**a. Discuss format of candidate interviews hosted by the committee**

Mr. Hicks surmised that each interview would last approximately 75 minutes, with 10-15 minutes between interviews, and a half hour for lunch. He urged members to take careful notes and to refrain from speaking to each other outside of the interviews/meetings.

**b. Discuss draft interview questions**

Mr. Hicks drafted the twelve sample questions that were sent to committee members and handed out at the meeting. There was some concern that a question relating to faculty was not included. Questions #5 and #10 will be combined. A question on faculty will be added to the list. It was decided that each Committee member would be assigned a question to revise and submit to Danessa Stevens by 5:00 p.m. on Wednesday, May 9 in order for Danessa to transmit to Mr. Hicks. He will redraft as needed with the expectation of distributing final questions to the Committee and candidates on Friday, May 11.

**c. Review committee's charge – following initial interviews to select candidates to be invited for campus interviews**

Committee members will assist host on campus visits as needed and will be available as needed.

**d. Committee role during campus interviews**

Committee members will assist as needed.

**6. Other matters arising**

Each Committee member was given a Human Resources guide entitled "Screening Committee Orientation" to review prior to the interviews.

**7. Adjournment** – The meeting adjourned at 6:38 p.m.

*Ann Berlam*

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

*May 14, 2012*  
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Date