



**Minutes from the IRSC Presidential Search Committee Meeting
Administration Building, Room A214
January 28, 2020**

Present: Vicki Davis, Search Committee Chair, presiding; Sandy Krischke, Susan Caron, Jose Conrado, Mark Feurer, Tony George, Christa Luna, Brant Schirard, Mike Adams, Susanne Clemons, Ted Astolfi, Larry Lee, Laura Zorc, Jennifer Capers, Daphne Cooper, Armon Copeland, Herbert Ricardo, Adriene Jefferson, Cindy Bruin, Melissa Whigham, Richard V. Neill, Jr., Andrew Treadwell, Suzanne Seldes, AGB Search – Melissa Trotta and Fred Moore and Suzanne Parsons recording

Absent: Frank Irby and Jacqueline Zamora

Others: Barry Keim, Bruce Fraser and Carl Clark

Welcome & Introductions

Vicki Davis, Search Committee Chair, welcomed everyone to the meeting.

assistance of the search consulting firm (AGB Search – Dr. Rod McDavis, Dr. Melissa Trotta and Mr. Fred Moore) and designated College officials and staff (Melissa Whigham, Assistant Dean of Human Resources; Richard V. Neill, Jr., College Attorney; Andrew Treadwell, Administrative Director of Legislative and Executive Communications; Suzanne Seldes, Director of Communications and Brand Strategy and Suzanne Parsons, Secretary to the Board of Trustees).

2. Members shall participate actively throughout the search and will be responsible for such tasks as developing a search profile, screening applicants, and interviewing semi-finalists.
3. It is imperative that all members of the Committee shall attend all meetings and interviews.
4. All business of the Search Committee shall be conducted in accordance with Florida's Sunshine Law.
5. The Search Committee will make periodic reports to the members of the Indian River State College community about the progress of the search through the Search Committee Chair, Vicki Davis.
6. The Search Committee shall recommend unranked finalists by the end of April 2020 or as soon thereafter as possible.

On a motion made by Laura Zorc, seconded by Mike Adams and passed by the Committee, the charge to the Committee was accepted as presented.

Vicki Davis emphasized the importance of attendance at committee meetings as much as possible so we are consistent with our charge.

Confidentiality/Sunshine Law

Vicki Davis stated candidate information should be kept as private as much as you can. Public records requests or media requests should be handled through Suzanne Seldes.

Richard V. Neill, Jr. discussed the Sunshine Law. This committee is subject to the Sunshine Law. Committee business is to be held in public, noticed, and minutes are to be taken. What is a public meeting? The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. A fairly commonly asked question, can committee members do other things with each other? The answer is yes – just don't discuss committee business. Richard stated Suzanne Seldes is the public records officer for this

anything can attend the meetings. No one can compel you to discuss anything about the committee without a subpoena. As Chair of the Presidential Search Committee, Vicki Davis will be the spokesperson for the committee.

The Search Process

Melissa Trotta and Fred Moore commented they were delighted to be in attendance. They thanked the Board for choosing AGB Search. Dr. Rod McDavis, our other consultant, sends his regrets that he was not able to be here for this meeting.

34. The search process will look like over the next four months. It starts

with today's Kick-off Meeting, followed by Listening Sessions, Presidential Profile Development and how to apply. The committee will approve the profile, discuss an advertising plan, the search will launch and we will use our resources to search for strong candidates. We understand this is a very important position. Fred stressed due diligence is important in this process. Preliminary searches via Google, Nexus and other search processes will be done on potential candidates. Something for the committee to consider with regards to background checking is whether committee members would like to speak with background references or whether AGB will handle the background checking. Finalist candidates will have thorough reference and deep background checks done. Candidates are handled with dignity and if something shows up in a background check, the candidate is contacted to explain any discrepancies. Candidates know they are subject

- Do we have a timeline or budget?

Vicki Davis replied we do have a timeline, which will be reviewed after the next item on the agenda and we have a budget. Fred Moore commented as you can see on the advertising

AGB will increase advertising to cover the cost however print ads are a little higher

Melissa Whigham stated the college policy is used for reimbursement of travel expenses for semi-finalist and finalist interviews. Candidates will be reimbursed 50% of reasonable expenses for travel to/from the interview site. If a candidate is selected for the position, they will be reimbursed the remaining 50% of reasonable travel expenses.

- What happens if it comes July and we haven't found the right candidate?
Melissa Trotta stated that AGB Search will stay with the Committee and will continue on to find the right candidate.
- How many colleges in Florida are looking for a President?
Melissa Trotta and Fred Moore responded Miami Dade is looking for a President and Valencia is looking for a Campus President. AGB is assisting Miami Dade with their search also. Melissa and Fred do not anticipate there being an overlap of candidates between the two presidential searches.

Fred discussed sourcing – two principle elements – AGB is allowed 1100 advertising emails per search so they do not violate Anti-Spam regulations which carry a hefty fine. AGB also uses an

- Someone who can measure and define success to maintain our success and growth

levels of employees within the institution

- Creativity and innovation