



FLORIDA STATE UNIVERSITY

Presidential Search Committee

Monday, October 19, 2020

Augustus B. Turnbull III Conference Center

Room 208

Tallahassee, Florida

Zoom Meeting

fsu.zoom.us/j/99565932550

MINUTES

Committee Members Present: William Buzzett, Renisha Gibbs, Bridgett Birmingham, Caitlyn Blake-Hedges, Edward Burr, Joe Camps, Andrea Friall, Christian Hall, Nick Iarossi, Dazi Lenoir, Craig Mateer, DeVoe Moore, Leslie Pantin, Pam Perrewé, Eric Silagy

I. Call to Order

Chairman Buzzett called the meeting to order at 1:00 p.m. (EST).

II. Committee Members Introductions

Each member introduced themselves and gave a brief background of their relationship to Florida State University.

III. Public Comment

Note: three minutes were given to each public speaker that has given 24 hours advanced notice
No pre-registered or in-person comments were given.

IV. Overview of Government in the Sunshine Law

General Counsel Carolyn Egan was introduced to give a briefing of the Florida Sunshine Law. She explained that the Sunshine Law will apply to this committee and to all of the proceedings that will take place. She explained that the Sunshine Law is also referred to as the Open Meetings Law and can be used interchangeably. The Sunshine Law pertains to all meetings of public boards or commissions, both local and governmental. The public records law also pertains to written, typed and saved electronic data.

The Sunshine Law applies to the Presidential Search Advisory Committee due to the fact that the authority to select the University President delegated by the Board of Trustees. Open Meeting requirements are part of this law and all meetings must be open to the public; people are allowed to observe. If the meeting is part in electronic, the public are given the ability to interact electronically as well. Anytime there are two committee members or a sub-group meeting, it would need to be an open meeting.

Sunshine Law requires an advanced notice of meetings. Board of Trustees at Florida State University has defined one week as a reasonable meeting notice. The location of the meetings must be accessible to the public.

Meeting minutes are to always be kept and then voted on in the next meeting. No secret ballots are allowed; candidate votes must be publicly taken and all members must vote. Minutes must reflect the vote by each member. Any conflicts of interest or acquaintances must be discussed.

There are to be no use of evasive tactics. Committee members cannot ask a staff member to pass a note to another committee member. A member of the staff cannot act as a message carrier or give any indication of how another member will be voting. The same is for electronic devices. The remedy for violating the law is to undo what has been decided by the committee. Committee members and staff members may speak regarding different topics, but two committee members must not speak together of the presidential search. Noncompliance for Sunshine Law can result in criminal penalties and fines.

The Public Records Law must be abided by. This law pertains to emails, letters, text messages and whatever way words are communicated related to the work of the committee. General Counsel suggested keeping a separate email folder to place any emails or anything related to the search in that file; keep text messages as well. If a request is asked then documents/communications can be obtained easily. Requests can be verbal or written and by any person or public employee. A request form will be provided on the internet for anyone asking for a copy of the presidential search materials. There is a ten-day time frame to provide any requested material. There is no requirement to create materials if they do not exist. Personal notes taken for self-recollection are an exception.

The FSU Office of the General Counsel contact information was shared with the Committee.

V. **Charge to the Presidential Search Committee from the Board of Trustees**

Chairman Buzzett explained the delegation of charge to the Presidential Search Advisory Committee. The printed version of the charge was in the packet that was given to the members. Chairman Buzzett highlighted the more salient points of the charge for the committee.

Chairman Buzzett explained that proposals from executive search firms will be heard and the most qualified will be presented at the November meeting. The search firm candidates will be interviewed and contenders will be chosen. Once a search firm is selected, a presidential candidate profile will be developed and all Search Committee members have input. The Search Committee will review all candidates with an unbiased eye and follow all federal and state laws. The search needs to be transparent. Search Committee members are to realize the big commitment at task and the work is going to take time and require efficiency.

Chairman Buzzett reinforced that throughout the process, the campus community will be engaged at every level. The Search Committee will perform tasks expeditiously yet recognize current new rules and new methods in which this could alter time frames. The Search Committee's obligation is to find at least two candidates minimum and present to the Board of Trustees.

Lastly, Chairman Buzzett reminded the Search Committee that the Sunshine Laws will be followed.

VI. **Board of Governors Regulations**

Chairman Buzzett briefly explained the Florida Board of Governors presidential search process regulations. He explained that a few of the progressions for the search have already begun, for instance the committee of fifteen has already been selected by Trustee Burr.

Chairman Buzzett highlighted that a website for the Presidential Search is required and all materials and minutes will be placed on the website. A calendar will be created with an estimated timeline of expectations the committee can get completed. The Search Committee and search firm will create a marketing plan for the Presidential Search.

Chairman Buzzett reminded members that a strong obligation is needed from the committee to vet the candidates and ensure final selected candidate possess the desired qualifications. The Search Committee will interview the candidates. The candidates will be ranked and narrowed down to two or more. The selected candidates will then be forwarded to the Board of Trustees.

VII. **Role of the Search Firm**

Chairman Buzzett introduced Vice President of Finance and Administration Kyle Clark. Kyle explained the search firm process and the expectation of the chosen search firm. He shared that the search firm interviewing process will begin in early November 2020.

Vice President Clark shared a Power Point that gave an overview of the roles and responsibilities of the search firm. He then briefly discussed the search timeline.

Vice President Clark described the role of the search firm is to: 1) collect information on behalf of the committee, 2), provide research on potential candidates that the campus community might want to see, 3) develop a communication strategy with universities communication and marketing team, 4) assist with the advertisement and placement of advertisements across different platforms to help create a more robust pool for the institution, 5) work with the committee to create a candidate profile in terms of the current market, 6) give input as to what the compensation package might need so can recruit the best president for Florida State University, 7) develop a search plan, 8) recruit candidates who meet the committee's requirements and the search profile created, 9) manage the prospects by going out and identifying the ones that qualify and recruit them into the pool, 10) develop a candidate matrix and terms of the skill set the candidates have to narrow the search, 11) perform a detailed background check (the university has its own process but the search firm will vet even more in terms of social media, financial, criminal, and work background checks), 12) assist the Board of Trustees and the chair with the candidate negotiations, and 13) provide support during the selected candidate's transition throughout their first year as President of Florida State University.

Vice President Clark also explained the evaluation criteria for the selection of a search firm. He highlighted: 1) experience with presidential searches; what searches have they done in the past for Presidents, 2) experience in working with Florida law (Florida has very rigorous laws that are different than other states and different than other institution searches might have been like), 3) experience working with American Association of Universities and with other top 25 ranked universities, 4) a commitment to diversity, 5) experience in building strong candidate pools and bringing a broad and diverse group for the committee to review and evaluate, 6) successful hires at other universities, 7) the creation of a team of professionals for the committee to meet with directly, and 8) the cost of the search firm and where it falls in line with the marketplace

Vice President Clark shared the schedule of anticipated actions for the search firm selection. He explained that based on feedback, the committee will research and review search firms. The

committee will distribute invitation of proposals to the search firms and then evaluate the proposals sent in around November 4, 2020. Depending on how many proposals are received, the committee will narrow down from three to five search firms. The committee will conduct webcast interviews with the selected search firms. The negotiation will firms based on feedback will be completed by November 12, 2020. The committee will attempt to announce a contract with the chosen firm by November 16, 2020.

VIII. Communications Update

Chairman Buzzett reviewed the communications commitment requirement of the Board of Governors. The presidential search website has been launched and the website will continue to grow with materials as they become available. The materials will be assembled in a process that all stakeholders can access.

IX. New Business

Chairman Buzzett asked if any members present or on Zoom had any further business to bring before the committee. No other business was brought forth. Chairman Buzzett thanked everyone for their time and reminded everyone of the November 10, 2020 meeting from 1:00 p.m. - 5:00 p.m. (EST). He explained that search firm interviews of selected search firms will then be scheduled.

Chairman Buzzett adjourned the meeting at 1:38 p.m. (EST).