



Presidential Search Committee Meeting Minutes

DRAFT MEETING MINUTES

**December 7, 2023
9:00 AM – 11:30 AM**

Florida Polytechnic University Barnett Applied Research Center and Virtual via Microsoft Teams

I. Call to Order

Committee Chair Beth Kigel called the Presidential Search Committee meeting to order at 9:08 a.m.

II. Roll Call

Kristen Wharton called the roll: Committee Chair Beth Kigel; Bud Strang; Dr. David Williams; Don Wilson; Gary C. Wendt; Jack Harrell, III; Jordan Jernigan; Governor Ken Jones (BOG); Lyn Stanfield; Mark Bostick; Dr. Matt Bohm; Melia Rodriguez; Dr. Sanna Siddiqui; Stephanie Madden; and Wesley Barnett were present (Quorum).

Committee members not present: N/A

Others Present: University Board of Trustees Chair Cliff Otto

Staff Present: David Fugett, Kristen Wharton, Melaine Schmitz, Sherri Pavlik, Maggie Mariucci, Samantha Lane, Lydia Guzman, Dr. Allen Bottorff, Kathy Bowman, and Mike Dieckmann.

III. Public Comment

There were no requests received for public comment.

IV. Opening Remarks

Committee Chair Beth Kigel introduced Board of Trustees Chair Cliff Otto who gave brief remarks and read the Charge to the Presidential Search Committee. Committee Chair Kigel thanked Chair Otto for his leadership and for the Committee's opportunity to serve the University in such an important task. At this point, Chair Otto left the meeting.

V. Committee and Staff Introductions

Chair Kigel invited committee members to introduce themselves. Following these introductions, she asked staff who will support the work of the Committee to introduce themselves.

VI. Presidential Search Regulations

A. Board of Governors Regulation 1.002

David Fugett, vice president and general counsel, provided information regarding BOG Regulation 1.002 which governs the process for university presidential searches. This

included the makeup and appointment process of the 15 committee members and the appointment of the committee chair by the Board of Trustees chair. Fugett reviewed the initial responsibilities of the Board of Trustees (or its designee) to obtain an executive compensation analysis, decide whether to retain a search firm, and to provide a charge to the Search Committee outlining the scope of the search. Chair Kigel stated after conducting due diligence to determine the requirements to manage the search process, she is confident that conducting the search without utilizing a search firm is something that can be accomplished with the support of staff. As the Board's designee, she elected not to obtain a search firm at this time. If, at some point during the search process, Chair Kigel determines the need for a search firm, Greenwood Asher & Associates is the firm who is available to assist.

Fugett then shared the specific responsibilities of the Committee. These include:

- Oversight of a webpage
- Establishing a calendar of public events
- Developing recommended position criteria
- Approving a marketing plan
- Identifying outstanding candidates to produce a pool of qualified applicants
- Vetting applicants (checking public records and online resources)
- Determining the applicants to be interviewed (using the Position Criteria) and conducting the first applicant interviews
- Recommend an *unranked* list of final applicants, who are qualified under the Position Criteria, for consideration by the Florida Poly Board of Trustees

Fugett also stated the Committee is required to submit more than two qualified applicants (unless there are "exceptional circumstances"), selected by a majority vote of the Search Committee. If more than one finalist does not come forward, the Board of Trustees must be notified of the reason and may decline to act.

B. Sunshine Law

Next, Fugett reviewed the confidentiality of candidates per Florida Statute 1004.098 which provides a public record and public meeting exemption for applicants for president of a state university system institution. All applicant records and all meetings to review these records and discuss these applicants will be private; however, these meetings will be noticed, recorded, and voting records will be kept.

Fugett noted that all persons with access to confidential applicant information *shall* execute a Non-Disclosure Agreement (NDA). This includes any staff member who is directly supporting the work of the Committee. Governor Ken Jones emphasized the importance of protecting candidates and their careers by keeping their information confidential.

Committee Member Don Wilson inquired how staff will communicate candidate information to the Committee. Fugett explained there will be a secure portal where candidate information will be housed. He and Chair Kigel also stated there will be no pre-screening of candidates; every applicant's information will be uploaded to the portal for Committee review.

Committee Member Gary Wendt asked about the liability for committee members. Fugett replied if the Committee follows the BOG regulation and the state statute, there should be no liability. Committee Member Jones added that this search is one of the first in the SUS under the new regulation, and that the Board of Governors is committed to working with Chair Kigel and staff to ensure this process is completed successfully.

Fugett cautioned committee members to not email each other regarding committee business, nor use a go-between to carry messages as these actions violate the Sunshine Law. All business of the committee must be discussed during committee meetings. Any questions regarding the work of the committee should be directed to university staff, and questions regarding public records, Florida Sunshine Law and regulatory compliance should be directed to the office of general counsel.

Committee Member Lyn Stanfield inquired who to refer media to if a member is contacted. Fugett responded that all media inquiries should be directed to staff and the University Relations team will respond to them.

C. Non-Disclosure Agreement

Fugett stated that at each committee member's table there is a printed copy of the NDA for each committee member to sign and submit before leaving today's meeting.

VII. Presidential Search Logistics

A. Campus Community Survey Results

Chair Kigel reviewed a summary of the campus community survey results, noting the consistency among staff, faculty, and students of responses on attributes and career experiences and abilities. She noted the survey was distributed last month and that as the survey is public information, it benefits not only the Committee in determining the position criteria, but also informs potential candidates. Committee Member Wendt stated that these results are what he expected.

B. Position Criteria

Chair Kigel opened the floor for discussion on the position criteria after noting that the Board of Trustees will meet on December 13, 2023, to review and approve the final position criteria.

Committee Member Jack Harrell asked who wrote the draft document. Chair Kigel explained staff drafted the document under her guidance, and that position criteria from Florida Poly's first presidential search, information from the new strategic plan, and elements specific to Florida Poly informed this first draft. Committee Member Jones confirmed that in his experience on the Board of Governors, and as this document is specific to Florida Poly, the conversation that will occur is a living process and will evolve as the search moves forward. He stated this document is very well drafted and provides a comprehensive set of guidelines.

Committee Member Melia Rodriguez referenced item D. under Operational Experience and stated a desire to see a more robust section on student life. Chair Kigel stated the position criteria will be part of a larger marketing package which includes more information on student life. Committee Member Wilson stated with "Student Life" being the very last item, it may de-emphasize its importance. Chair Kigel recommended moving it higher in the list. Committee Member Rodriguez agreed and provided recommendations on items to add to this section.

Committee Member Stephanie Madden asked if there is anything in the position criteria which addresses the specific targeted challenges and objectives the Board of Trustees would like to see the new president address. Maggie Mariucci, AVP University Relations, reviewed the components of the Presidential Profile marketing piece while it was displayed on the screen.

Committee Member Williams stated some candidates might see the lack of faculty tenure as a challenge, therefore it is important this information is included in the marketing materials.

Melaine Schmitz, Associate General Counsel, added three paragraphs to item "D. Student Life" from the University's strategic plan which address academic success, leadership and professional development, and an engaged campus community. Committee Member Rodriguez was pleased with these additions; she also inquired if "Student Life" can be changed to "Student Success." Committee Member Wesley Barnett asked if this section can be moved higher in the document. Staff moved this section up to become item B. instead of D. and changed the title to "Student Success."

Committee Member Wilson noted the need for consistency in using the term "position criteria" in the marketing piece, instead of "presidential profile" as its currently titled.

Committee Member Ken Jones motioned to recommend to the Florida Polytechnic University Board of Trustees approval of the Position Criteria document as revised. Committee Member Jack Harrell seconded the motion; a vote was taken, and the motion passed unanimously.

C. Marketing Plan

Samantha Lane, Director of Marketing, Branding, and Creative Services, presented the marketing plan to the Committee. She reviewed the advertising outlets where the job ad for the search will be placed. She recommends a 60-day run starting December 15, 2023, and running through February 15, 2024.

Governor Jones asked if this list is similar to what other universities have followed. Lane responded University staff reviewed where other SUS institutions advertised and then added locations and publications that are geared towards STEM.

Committee Member Williams stated part of the Committee's job is to approach potential candidates who are happy where they are; advertising is often not sufficient to get the kind of candidates the Committee seeks. Chair Kigel responded this will be discussed further in the next agenda item.

Committee Member Matt Bohm stated the importance of advertising with the American Society of Engineers (ASME), the Institute of Electrical and Electronic Engineers (IEEE), and Academic Keys.

Committee Member Mark Bostick inquired about the decision to not utilize the services of a search firm, to which Chair Kigel stated her due diligence led her to believe it is the right decision for the University at this time and that she will discuss this further in the next agenda item.

Committee Member Madden asked if there might be any outliers to this list, such as a person who is a leader in innovation or research who might be reading Bloomberg Business or the Wall Street Journal. Chair Kigel agreed that the list could be broadened to include the publications targeting the business community.

Committee Member Wilson asked about direct mailing deans of engineering schools as a marketing method, particularly if the Committee is looking for candidates who might be happy in their current position. Committee Member Stanfield affirmed this statement saying this type of candidate might not be looking at the job advertisements in these publications. She asked about placing a full-color profile page in the premier journals which may capture a potential candidate's attention. Lane replied that the advertising

plan does include banner ads and digital pop-up ads designed to capture attention and consideration will be given to print ads.

Committee Member Stanfield asked if consideration was given to advertising in publications that might net a diverse audience such as Diversity in Higher Ed. Lane replied in the affirmative that those publications can be added.

Committee Member Bohm stated Florida Poly has a list of aspirational universities and inquired if targeted marketing through geofencing could be done. Lane responded in the affirmative. Committee Member Barnett added that targeting business journal ads in those specific cities would be another opportunity to consider.

Committee Member Wendt stated his opinion that the Committee should not be casting a wide net, but rather focusing efforts on who the University wants. Chair Kigel responded that the Committee will be given access to applications as they are received. She also stated that many applicants do not submit their applications until close to the submission deadline. Chair Kigel noted that the search timeline has been structured to allow for contingencies, therefore, if she feels the Committee needs support in reaching out to potential candidates, she can elect to utilize Greenwood Asher & Associates to assist in that specific task.

Committee Member Strang asked if there are any rules as far as their individual outreach to potential candidates. Fugett replied there are none, other than being professional in one's approach.

Committee Member Sanna Siddiqui recommended several advertising outlets including the American Institute of Aeronautics and Astronautics, the Society of Women Engineers (SWE), the American Society of Black Engineers (NSBE), and the American Society of Hispanic Engineers (ASHE).

Committee Member Barnett asked if there is a budget for the marketing plan or the search process as a whole, to which Dr. Allen Bottorff, vice president and CFO responded the search process is full funded with the ability to increase its budget if necessary.

Committee Member Barnett added that PR is another good mechanism for advertising, utilizing press partners to spread the word.

Chair Kigel reviewed committee member's recommendations, stating they will be included in the advertising plan. These include the following recommendations made during the meeting:

- Geofencing around aspirational universities
- Advertising in specific business journals
- Advertising in diversity in higher education and similar publications
- Advertising in Academic Keys
- Including premium advertising through digital banner ads and consideration of print advertising in key publications
- Distribution of press releases

Fugett added that the motion to approve the marketing plan includes the authority for the Committee Chair to revise the plan by adding additional advertising locations going forward.

Governor Ken Jones motioned to approve the marketing plan as revised, which includes authority for the Committee Chair to revise the marketing plan as necessary. Committee Member Melia Rodriguez seconded the motion; a vote was

taken, and the motion passed with all in favor except for one nay by Committee Member Gary Wendt.

D. Application Process

Chair Kigel reviewed the application process. Governor Jones advised given the talent on this Committee, the Board of Trustees, and the Board of Governors, each member should use their sphere of influence to identify potential candidates and encourage them to apply.

Committee Member Madden asked who will review candidate references. Fugett replied that staff will conduct reference checks and may retain an outside firm to further review each candidate's online presence. Madden asked if there is a list of questions that will be asked of all candidates; Fugett responded staff will develop a list of standard questions and if the Committee has specific questions they would like asked, they can be incorporated. Staff will provide this list of questions to the Committee for their review prior to conducting reference checks.

Committee Member Bohm asked when the advertising will begin; Fugett responded the advertising will commence as soon as the Board of Trustees approves the position criteria next Wednesday.

Committee Member Wilson asked if the application deadline can be extended if there are no quality candidates by the February 8 deadline. Chair Kigel responded in the affirmative stating there is time built into the timeline for contingencies. Fugett added that the Committee decides when it will give their recommendations to the Board of Trustees and that should be when the Committee is satisfied with the final candidates.

E. Presidential Search Committee Timeline

Chair Kigel reviewed the Committee's timeline. She stated it is critical for Committee members to attend meetings in-person when discussion of specific candidates will occur and for candidate interviews.

VIII. Closing Remarks and Adjournment

Chair Kigel reminded Committee Members to sign and return the NDA before they leave the meeting. She also thanked the Committee for their participation and for their thoughtful comments and questions during the meeting.

With no further business to discuss the meeting adjourned at 11:08 a.m.

Respectfully submitted:
Kristen J. Wharton
Corporate Secretary