

Minutes
West Virginia State University Board of Governors
Special Committee on Personnel Matters and Policy
September 9, 2011

Called to Order. The WVSU Board of Governors Special Committee on Personnel Matters and Policy met on September 9, 2011, in 113 Ferrell Hall. The meeting was called to order at 3:17 p.m. by the Chair, Mr. L. Vincent Williams. Committee members participating were: Mr. Larry L. Rowe, Dr. Ann Smith, Mr. Tom Susman, and Dr. John Thralls. Other Board members present were: Mrs. Millie Booker, Dr. Tom Guetzloff, Mr. Larry Salyers, and Mr. Gary Swingle.

Approval of Agenda. On a motion duly made and seconded, the agenda was approved as presented.

RFP for Presidential Search Consultant. Mr. Williams said that the Committee needs to vote on whether or not to recommend an RFP for a presidential search consultant to the full board for approval. He referred to materials that were provided by the Higher Education Policy Commission on presidential searches at other institutions. The Chairman asked if the University has someone who can prepare a RFP for consideration. Mrs. Janis Bennett said that she belongs to a national list serve and can request a sample RFP. Mr. Rowe noted that if the request could be relative to West Virginia that would be helpful. Dr. Thralls said that if we contact other institutions who have recently had a presidential search, they may also have a RFP model. Because of his experience with higher education administration, Mr. Susman suggested that Dr. Thralls assist with preparing the RFP and work with Mrs. Bennett and Mr. Rowe to expedite the development of a draft.

Mr. Williams asked if one could be developed and the committee could hold a special meeting to look at the draft before it is shared with the full board on Sept. 22nd. Mrs. Bennett was asked to draft a RFP for the committee to consider that would also include other examples of RFPs and make suggestions.

Dr. Thralls said he would not recommend that they put out a RFP to too many vendors, and, if they are permitted to do so, they may want to select companies that they can send the RFP to for bid rather than a blanket RFP. Mrs. Bennett said the RFP has to be open to anyone, but it could be written to limit the responses. Mr. Rowe said the consultant should have experience with HBCUs also.

Mr. Rowe said another thing for the Committee to consider is the make up of the search committee. Some have had members of the school; there is also a document from the chancellor about presidential attributes. Dr. Smith asked if there was anyone who is still around who was involved in the last search 25 years ago. Dr. Thralls said he was on the Board of Regents at that time and he isn't sure what files still exist. He said his personal opinion is that the governing board having significant involvement.

Mr. Susman moved that a RFP be prepared for review at the Sept. 22nd meeting. He said the Committee may need to meet the day before and finalize the recommendation. Dr. Smith seconded the motion and the motion carried.

Following more discussion, Mr. Susman amended his motion and moved to draft a RFP, recommend the preparation of a RFP, and have it presented to the Personnel Committee prior to the full board meeting in such a manner that the Committee can make a recommendation to the full board for the issuance of the RFP. Dr. Smith seconded the amended motion and the motion carried.

Mr. Williams asked Mrs. Bennett to share her findings with the Committee in the interim while drafting the RFP. Dr. Thralls recommended that the Committee allow adequate time to review the RFP. Mr. Williams agreed.

Other Personnel Matters. Mr. Williams said he considered having an executive session but decided there was no need at this time. He said that more administrative changes were made, but none of them warrant an executive session. Dr. Smith said they may want to have a closed session at their next meeting to continue discussion on previous personnel items.

Adjournment. There being no further business, Mr. Rowe moved that the meeting be adjourned. Mr. Susman seconded and the motion carried. The meeting adjourned at 3:47 p.m.