

MINUTES
OF THE PRESIDENTIAL SEARCH COMMITTEE
WESTERN KENTUCKY UNIVERSITY

March 24, 1997

AGENDA ITEM 1 - Call to Order

Required statutory notice having been given, a meeting of the Presidential Search Committee of the Board of Regents of Western Kentucky University was held in the Regents Conference Room of the Wetherby Administration Building. The meeting was called to order at 9 a.m., CST by Mr. Cornelius A. Martin, Chair.

AGENDA ITEM 2 - Roll Call

All members of the Committee were present, namely:

Ms. Kristen Bale
Mr. Gary Broady
Mr. Wil Cooksey
Ms. Freida Eggleton
Dr. Blaine Ferrell
Mr. Robert Earl Fischer
Mr. Mike Harris
Ms. Peggy W. Loafman
Mr. Cornelius A. Martin
Dr. Raymond Mendel
Ms. Kristen Miller
Ms. Deborah Wilkins (non-voting)

Ms. Liz Esters, Secretary to the Board of Regents, was also in attendance.

AGENDA ITEM 3 - Charge to the Committee

Ms. Loafman, Chair, Board of Regents issued the following Charge to the Presidential Search Committee:

"I would like to welcome each of you to this organizational meeting of the Presidential Search Committee. This committee will play a central role in selecting the next President of Western Kentucky University."

"You have been selected to represent various constituencies: alumni, faculty, student body, staff, business community and the Board of Regents. I am pleased that Regent Cornelius Martin has agreed to chair the committee. Thank you for making that commitment."

"You, the Presidential Search Committee, are charged with recommending to the Board of Regents not later than June 30, 1997, an unranked list of three individuals who, in the committee's judgment, are well qualified to lead Western Kentucky University as its next President. The committee is asked to

base its recommendations upon the leadership criteria adopted by the Board of Regents as well as upon the Regents' established policies with respect to equal opportunity and affirmative action."

The Board asks the Presidential Search Committee, in discharging its duties, to conduct the following activities:

- *Work with the search firm to develop the criteria upon which your selection will be made and a list of the preferred qualities of the new President. Recommend these to the Board of Regents for approval.*
- *Draft and place advertisements for the position.*
- *Actively solicit nominations and applications from a diverse group of well-qualified persons.*
- *Screen applications using the leadership criteria.*
- *Select and interview semifinalist candidates.*
- *Assist in checking references of semifinalists.*
- *Assist in arranging campus visits for finalist candidates and spouses.*
- *Report to the Board a summary of campus and community reactions to finalist candidates.*
- *Ensure that confidentiality is strictly observed with respect to applicants and to the committee's internal deliberations.*

"The Board of Regents expresses its appreciation to the members of the Presidential Search Committee for accepting this demanding assignment. This is a very important time in the history of Western Kentucky University, and you are playing a very important role in its future."

AGENDA ITEM 4 - Effect of Sunshine Laws/Candidate Identity

Confidentiality

Ms. Deborah Wilkins, University Counsel, told the Committee that as a committee appointed by the Board, it is, like the Board, subject to open meetings laws as the Board would be; basically, that means the business of the Committee should be conducted in open session. The only time the Committee can discuss matters in closed session is when they do so in accordance with a proper motion to go into closed session under one of the segments outlined in the law.

AGENDA ITEM 5 - Media Relations - Designation of Spokesperson

The Committee is asked to keep all information confidential until a point in time when the list is narrowed down to three candidates. All information and materials mailed to the Committee should be retained in a place that is safe and confidential. Mr. Cornelius Martin, Chair of the Presidential Search Committee will serve as the official

spokesperson for the Committee.

Committee members were asked to sign a statement of compliance with is attached to the minutes as **Attachment A**. [Secretary's Note: All members signed the referred-to statement. The signed statements are retained by Board Secretary.]

AGENDA ITEM 6 - Review of Affirmative Action Policy

Ms. Huda Melky, Affirmative Action Officer, reviewed the University's Affirmative Action Policy with the Committee. Copies of the Policy Statement and the Policies and Procedures and availability of minorities and females in the nation and a summary of Western's guidelines to the consultant. Ms. Melky will meet with the consultant and the Committee Chair at a later date.

AGENDA ITEM 7 - Initial Tasks

Dr. Chuck Taylor, Lamalie Amrop International, discussed with the Committee the development of criteria for the position. With input collected from the Committee, Dr. Taylor will draft criteria for the Committee's review and recommendations. A recommended criteria will be presented to the Board for approval at a special meeting at 9 a.m. on Monday, April 7. An ad will then be placed in the Chronicle on Higher Education Monday afternoon, April 7.

The Presidential Search Committee will come together for an all-day session on May 20 to review credentials of the narrowed list of candidates. June 6-7 are tentative dates for first-round interviews.

June 30 is the deadline in the Board's Charge to the Committee for the submission of 3 unranked names of qualified candidates to the Board.

With no further business to come before the committee, the meeting adjourned at 12:34 p.m.