

MINUTES
OF THE BOARD OF REGENTS
WESTERN KENTUCKY UNIVERSITY

February 8, 1997

AGENDA ITEM 1 - Call to Order

Required statutory notice having been given, a special meeting of the Board of Regents of Western Kentucky University was held in the Regents Conference Room of the Wetherby Administration Building on the Western campus for the purpose of discussing the presidential search process. The meeting was called to order at 8 a.m., CST, by Ms. Peggy Loafman, Chair.

AGENDA ITEM 2 - Invocation

The invocation was given by President Thomas C. Meredith.

AGENDA ITEM 3 - Roll Call

Ms. Kristen T. Bale
Mr. Robert Earl Fischer
Ms. N. Joy Gramling
Mr. C.C. Howard Gray
Ms. Peggy W. Loafman
Mr. Cornelius A. Martin
Dr. Ray M. Mendel
Mr. Burns E. Mercer
Ms. Kristen Miller
Mr. Fred N. Mudge

Mr. Raymond B. Preston was absent.

Others present were Dr. Thomas C. Meredith, President; Mrs. Liz Esters, Staff Assistant and Secretary to the Board of Regents; Dr. James Ramsey, Vice President for Finance and Administration; Mr. Fred Hensley, Vice President for Institutional Advancement, and Ms. Deborah Wilkins, University Counsel.

Ms. Loafman expressed congratulations to President Meredith on being selected Chancellor of the University of Alabama System stating, "We are sorry that President Meredith will be leaving us, but we do know it is a great opportunity for him, and we are proud that he has been given this opportunity and wish him the best."

Ms. Loafman introduced Mr. Tom Watkins and Mr. Chuck Taylor from Lamalie Amrop International who outlined the steps in a presidential search process and answered

questions from Board members about the process. Mr. Taylor stressed that the process should afford the institution and the person selected the maximum opportunity to succeed.

Mr. Taylor suggested that a search committee composed of a fairly representative group of university stakeholders, including Board members is most efficient. The committee conducts the process and makes a recommendation to the full Board. The search committee should be appointed by the Chair; the committee should be as small as possible (10-12) and should be chaired by a Board member.

Mr. Mudge suggested that the Committee might be comprised of a representative from the following groups: faculty, administration, business community, alumni, staff, students, Board members, and the Council on Higher Education.

The search process should take four to six months.

Following discussion on the search process, a motion was made by Mr. Gray and seconded by Dr. Mendel for the Board of Regents to hire a search firm to conduct the presidential search. The motion carried unanimously.

Mr. Willie Carter, Director of Purchasing, identified the steps for employing a search consultant which requires:

- writing the specifications and mailing the Request for Proposals to the five to ten various prospective search consultants;
- after a fourteen-day open period, review and selection of the search consultant; and
- preparation and submittal of a personal service contract to Legislative Research Commission for review and approval. Once the contract is on file with LRC, the firm can begin work; however, payment cannot be made until the contract has been approved. **(The Legislative Research Commission meets the second Tuesday of each month.)**

Dr. Mendel made a motion, seconded by Mr. Fischer, for the Executive Committee of the Board to review proposals and select the search firm. The motion carried unanimously.

The Executive Committee will meet at 9 a.m. on Monday, February 24, to select the search firm; immediately following the Executive Committee, a special meeting of the Board will be held to ratify Chair Loafman's appointment of a Search Committee.

Mr. Mercer moved that the Board of Regents go into closed session for discussion of an individual personnel matter, pursuant to KRS 61.810(f). The motion was seconded

by Mr. Mudge and carried. The Board accompanied by Ms. Esters went into closed session at approximately 9:45 a.m.

Returning from closed session at approximately 10:35 a.m., Ms. Loafman stated, "During the closed session, the Board discussed only matters within the scope of the motion, took no formal action and made no decisions."

With no further business to come before the Board, motion for adjournment was made by Mr. Fischer, seconded by Mr. Martin and carried.

CERTIFICATION OF SECRETARY

I hereby certify that the minutes herein above set forth an accurate record of votes and actions taken by the Board of Regents of Western Kentucky University in a special meeting held on February 8, 1997, in the Regents Conference Room of the Wetherby Administration Building on the Western campus, and further certify that the meeting was held in compliance with KRS 61.810, 61.815, 61.820, and 61.825 (enacted as Sections 2, 3, 4 and 5 of House Bill 100, 1974 Regular Session, General Assembly).

Elizabeth W. Esters
Secretary

Peggy W. Loafman
Chair
April 29, 1997

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Secretary
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