

**Minutes from the IRSC Presidential Search Committee Meeting  
Administration Building, Room A214  
January 28, 2020**

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Present: Vicki Davis, Search Committee Chair, presiding; Sandy Krischke, Susan Caron, Jose Conrado, Mark Feurer, Tony George, Christa Luna, Brant Schirard, Mike Adams, Susanne Clemons, Ted Astolfi, Larry Lee, Laura Zorc, Jennifer Capers, Daphne Cooper, Armon Copeland, Herbert Ricardo, Adriene Jefferson, Cindy Bruin, Melissa Whigham, Richard V. Neill, Jr., Andrew Treadwell, Suzanne Seldes, AGB Search Melissa Trotta and Fred Moore and Suzanne Parsons recording

Absent: Frank Irby and Jacqueline Zamora

Others: Barry Keim, Bruce Fraser and Carl Clark

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**Welcome & Introductions**

Vicki Davis, Chair of the Presidential Search Committee welcomed everyone to the organizational meeting of the committee. She also introduced Sandy Krischke, Co-Chair of the Committee. The committee members introduced themselves and identified the area of the College or community they represent. The consultants from AGB Search, Melissa Trotta and Fred Moore, also shared

assistance of the search consulting firm (AGB Search Dr. Rod McDavis, Dr. Melissa Trotta and Mr. Fred Moore) and designated College officials and staff (Melissa Whigham, Assistant Dean of Human Resources; Richard V. Neill, Jr., College Attorney; Andrew Treadwell, Administrative Director of Legislative and Executive Communications; Suzanne Seldes, Director of Communications and Brand Strategy and Suzanne Parsons, Secretary to the Board of Trustees).

2. Members shall participate actively throughout the search and will be responsible for such tasks as developing a search profile, screening applicants, and interviewing semi-finalists.
3. It is imperative that all members of the Committee shall attend all meetings and interviews.
4. All business of the Search Committee  
Sunshine Law.
5. The Search Committee will make periodic reports to the members of the Indian River State College community about the progress of the search through the Search Committee Chair, Vicki Davis.
6. The Search Committee shall recommend unranked finalists by the end of April 2020 or as soon thereafter as possible.

On a motion made by Laura Zorc, seconded by Mike Adams and passed by the Committee, the Charge to the Committee was accepted as presented.

Vicki Davis emphasized the importance of attendance at committee meetings as much as possible so we are consistent with our charge.

**Confidentiality/Sunshine Law**

Vicki Davis stated candidate information should be kept as private as much as you can. Public records requests or media requests should be handled through Suzanne Seldes.

Richard V. Neill, Jr. discussed the Sunshine Law. This committee is subject to the Sunshine Law. Committee business is to be held in public, noticed, and minutes are to be taken. What is a public meeting? The law, in essence

anything can attend the meetings. No one can compel you to discuss anything about the committee without a subpoena. As Chair of the Presidential Search Committee, Vicki Davis will be the spokesperson for the committee.

### **The Search Process**

Melissa Trotta and Fred Moore commented they were delighted to be in attendance. They thanked the Board for choosing AGB Search. Dr. Rod McDavis, our other consultant, sends his regrets that he was not able to be here for this meeting.

Melissa Trotta outlined what the Search Process will look like over the next few months. It starts with a Kick-off Meeting, followed by Listening Sessions, Presidential Profile Development and how to apply. The committee will approve the profile, discuss an advertising plan, the search will launch and we will use our resources to search for strong candidates. We understand this is a very important position. Fred stressed due diligence is important in this process. Preliminary searches via Google, Nexus and other search processes will be done on potential candidates. Something for the committee to consider with regards to background checking is whether committee members would like to speak with background references or whether AGB will handle the background checking. Finalist candidates will have thorough reference and deep background checks done. Candidates are handled with dignity and if something shows up in a background check, the candidate is contacted to explain any discrepancies. Candidates know they are subject to the Sunshine Law. Over a half dozen searches in Florida have been done and AGB feels the Sunshine Law is not an impediment to getting strong candidates. My experience is that there is a rush of applications near the end of the search deadline.

Do we have a timeline or budget?

Vicki Davis replied we do have a timeline, which will be reviewed after the next item on the agenda and we have a budget. Fred Moore commented as you can see on the advertising plan, AGB utilizes online advertising to keep the cost lower, print ads are a little higher. Melissa Whigham stated the college policy is used for reimbursement of travel expenses for semi-finalist and finalist interviews. Candidates will be reimbursed 50% of reasonable expenses for travel to/from the interview site. If a candidate is selected for the position, they will be reimbursed the remaining 50% of reasonable travel expenses.

What happens if it comes July and we hav

Someone who can measure and define success to maintain our success and growth  
Someone with a strong management background to ensure communication between all levels of employees within the institution  
Creativity and innovation  
A candidate with a doctorate or terminal degree - strongly preferred or required the committee discussed the many possible types of applicants and concurred strongly preferred rather than required should be listed on the profile.  
Visionary leader  
Student focused

Fred Moore asked the committee - Are you open to educators from the four-year sector?  
Committee members responded yes.

Melissa Trotta asked the Committee What do you see as your biggest challenges and opportunities:

Committee members responded:

Moving the needle when you are already at the top  
Funding not only at state but federal level as well

**Tentative Timeline for the Search**

Vicki Davis reviewed the timeline distributed with the agenda. Listening Sessions will be held in all four counties, February 4<sup>th</sup> - 7<sup>th</sup>. Vicki encouraged committee members to attend and listen during as many sessions as they are able to attend. An announcement of the upcoming Listening Sessions will be going out this afternoon college-wide and to our community members. Committee members were encouraged to share these listening session dates with associates and colleagues. Vicki reviewed the remainder of the timeline and did note a change on February 14<sup>th</sup> to hold a Committee Meeting from 9 AM - 11 AM in the Administration Building, Room A214 with AGB to review and approve the presidential profile, discuss the advertising schedule and categorizing the applicants. Adriene Jefferson will also be conducting non-bias training with the committee.

With there being no further business, the Presidential Search Committee Meeting adjourned at 1:00 PM.

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Vicki Davis  
Chair

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Sandra Krischke  
Co-Chair