

AGENDA

ST. PETERSBURG COLLEGE

PRESIDENTIAL SEARCH AND SCREEN COMMITTEE

INAUGURAL MEETING

February 7, 2017

**EPICENTER – Collaborative Labs, Beach Lab 13805 – 58TH STREET N.
CLEARWATER, FLORIDA**

4:00 PM

- I. Call to Order Terrence. E. Brett,
Committee Chair

Mr. Terry Brett, Chairman of the Presidential Search and Screen Committee and SPC Trustee Emeritus, opened the meeting at 4:00 p.m. He welcomed the other Committee members and thanked them for their participation in helping to make this important decision.

- II. Introductions Mr. Brett

Mr. Brett asked each Committee member to briefly introduce themselves:

Dr. Rich Mercadante, Communications Instructor, St. Pete/Gibbs Campus and Faculty Senate President

Ms. Alexis Deveaux – Clearwater Campus Student Organization President. She will graduate in one semester.

Mr. Bob Fine, St. Petersburg College Trustee Emeritus, President of Admiral Farragut Academy

Ms. Jeanne Trimble, Chair of Career Services Council

Ms. Janette Hunt, Director of Budgeting and Compliance.

Mr. Eric Gonzalez-Franco, student at St. Pete/Gibbs Campus

Mr. Nathan Stonecipher, Vice Chair of St. Petersburg College Board of Trustees. St. Petersburg College graduate with an AA and owns a small business in St. Petersburg.

Dr. Andrea Kelly, Academic Chair at College of Education, Tarpon Springs Campus.

Dr. Albert Farr, Chair of Communications Department at St. Petersburg/Gibbs Campus.
Mr. Bill McCloud (attended by telephone), St. Petersburg College Foundation Board of Trustees and Alumni Association. 1973 graduate of St. Petersburg College in Engineering Technology.

Mr. Deveron Gibbons, St. Petersburg College Board of Trustees

Mr. Ken Burke, SPC Trustee Emeritus did not attend the meeting

Mr. Brett introduced Dr. Jeff Hockaday who has been engaged as the Presidential Search Consultant. Dr. Hockaday holds a Doctorate in Education from Duke, has served as a superintendent, community college president and as a chancellor. He has conducted over 105 national searches for college presidents. Mr. Brett expressed his great confidence in Dr. Hockaday.

Presentation

Dr. Jeff Hockaday,
Search Consultant

Dr. Hockaday expressed his pleasure in returning to St. Petersburg College to assist with the search and selection of a new college president. He told the Committee that his job was to make the process easy for them and to answer any questions they might have at any time.

Dr. Hockaday explained the process that the Committee will use to search for and screen candidates. He noted that he has already received approximately 25 applications and the position has not yet been advertised. He said that he anticipated receiving between 50 and 75 applications. He explained that his job was to narrow down the applications to approximately 20 which he would be discussing with Mr. Brett and then presenting to the Committee for their review. Dr. Hockaday stated that there would be light reference checking so as not to upset a candidate's current employment.

Dr. Hockaday explained that each Committee member will have access electronically to those 20 applications. He said that each Committee member will have a code to access those applications in order to read and study them. He noted that the Committee members will have questions and that he would find answers for them.

Dr. Hockaday stated that a week after the 20 finalist applications are selected, the Committee will meet. At this meeting, each Committee member would be prepared to share their top ten candidates. Dr. Hockaday explained that there would be a list of the 20 candidates on a white board and each Committee member would simply place a check mark next to their top ten choices. Dr. Hockaday stressed that each Committee member will have equal opportunity to express their preference. The top ten candidates will be identified and asked to submit a video within two weeks. Each Committee member will receive a video with all 10 candidates answering three questions.

Dr. Hockaday said that from those ten candidates, the Committee will pick the best three to five. He noted that there might be some discussion with the Board about the exact number. He went on to explain that those three to five finalists will come to the campuses for a two-day visit. Each group that meets with the candidates will be able to send a message to the Board of Trustees. The Board of Trustees will deliberate on those top candidates. He informed the Committee members that they just need to participate to this point and then the decision would be turned over to the Board of Trustees.

Dr. Hockaday explained that the College Administrators and the community will have influence. When the Board identifies a final candidate, they will try to negotiate an agreement with the finalist. He explained that he will be at each search and screen committee meeting and guide the Committee through the process.

Dr. Farr asked who decides on the three questions to which the candidates will be asked to respond. Dr. Hockaday explained that he would furnish the Committee with ten questions and the Committee would decide which three would be asked of the candidates.

Mr. Brett noted that Dr. Hockaday mentioned that the Committee would have access to the 20 applicants' information online but the timeline indicates the Committee would receive notebooks.

Ms. Deborah Boyle, Chief of Staff, stated that during the last presidential search the Committee requested the notebook format. She told the Committee that her office could provide both online and notebook access. Mr. Brett expressed his agreement to provide both formats to the committee members.

Mr. Brett noted that the Committee would have notebooks or online access on March 17, 2017. He shared that it would be a small window of time for the Committee if they are to come to the meeting on March 21st with the ten candidates they prefer.

Dr. Hockaday added that the calendar will change through this process. He noted that, while July 1 is the target date, it might be August 1. He said that Dr. Law said he would stay until the College finds a president.

Ms. Jeanne Trimble asked if Committee members are expected to attend the community forums.

Mr. Brett said he thought it would be helpful if they were able to. He noted that the forums are very important in developing the candidate profile. He added that the Board of Trustees will be conducting those meetings, but if the Committee members can attend, it would be helpful. Mr. Brett shared that, according to the calendar, there will be two community forums, one at Tarpon Springs and one at Mid-town.

Ms. Boyle added that the Committee was expected to solidify the calendar today.

Mr. Deveron Gibbons, Board Trustee, requested an additional community meeting in Seminole so there would be coverage in the north, south and mid-county. Mr. Brett said he believed that this would be a Board decision. Mr. Stonecipher commented that the Board did discuss this previously and had decided on two community forums. Mr. Brett noted that the Board of Trustees members were required to attend each forum and Mr. Stonecipher said that to keep the search process moving forward, he suggested keeping the number to two forums. Mr. Gibbons agreed to hold the number to two community forums.

Mr. Brett asked Mr. Gibbons to introduce himself to the other Committee members. Mr. Gibbons shared that he has been on the Board of Trustees for the last ten to fourteen years and expressed his pleasure to be part of this process and that he was glad to see such a diverse committee. He added that he was looking forward to working with Mr. Brett and Dr. Hockaday again.

III. Presidential Search Timeline

Mr. Brett

Mr. Brett reviewed the timeline, noting that there might be some movement in the dates. He said that, including today, there will be three search and screen committee meetings. The next Committee meeting is scheduled for March 21 for 4:00pm at the Collaborative Labs. He explained that the purpose of that meeting will be for the Committee to narrow the list from twenty to ten candidates. He asked that each Committee member be prepared with their list of ten candidates. Mr. Brett then shared that the Committee's last meeting will be on April 7, 2017 (see correction below), 4 p.m. at the Collaborative Labs. The expectation is that after reviewing the ten candidate videos the Committee would be coming to the April meeting with their list of three to five finalists. Dr. Hockaday added that the number of finalists would be whatever the Board determines.

Mr. Gibbons noted that the Board had not decided on a firm number, but he would like to hold it to three. Mr. Brett stated that the Committee would need direction from the Board on that number.

Dr. Farr noted that the timeline stated that the April meeting was on the 6th and asked for clarification.

Ms. Boyle said she believed that Mr. Burke asked to move it to April 6th. Mr. Brett reviewed the meetings: March 21st and April 6th, both at 4 p.m. at the Collaborative Labs.

Ms. Boyle shared that the Board had talked about meeting right after the next Board of Trustees meeting to approve the ad, after using the community forum information. Mr. Gibbons added that the Board has to approve the ad because the Board serves as the hiring body. Both Dr.

Hockaday and Mr. Joseph Lang, College Counsel, confirmed that this is the case. It was agreed that there would not be a meeting after the next Board meeting.

Mr. Brett informed the Committee that under Florida's "Sunshine Laws" as it relates to open and public meetings, Committee members are prohibited by Florida statute to have a conversation about this process with another member of this search committee in private. In addition, Committee members are also prohibited from discussing this with any of the Trustees privately.

Mr. Brett then addressed questions from the media. He told the Committee members that they can speak to the media if they would like, however he would encourage them to refrain from having a discussion with the media so there would be a consistent message and process. He asked the Committee members to refer any inquiries to Rita Farlow, Assistant Director of Strategic Communications, He expressed that he thought it would be better to have one spokesperson with the media.

Mr. Gibbons asked Mr. Lang if the Committee needed a motion that all media interactions be handled through Ms. Farlow and Mr. Lang expressed that it would be preferred. Mr. Gibbons made a motion that all interactions with the media should be referred to Ms. Farlow and that Mr. Brett act as the Committee's spokesperson. Mr. Stonecipher seconded the motion. The motion passed unanimously.

Ms. Deveaux asked how Committee members who attend the community forums should provide their notes to the Committee. Mr. Gibbons said that they should forward those notes to the President's office, Deborah Boyle, and she'll forward those to the Board of Trustees.

Ms. Boyle said her office would send out email meeting requests to the Committee members.

IV. Comments

Committee Members

Mr. Gibbons requested that there be a liaison between the Committee and any information the Committee receives and that this liaison would serve as a review to be sure the information is reliable. Mr. Gibbons made a motion to have Dr. Tom Furlong and Mr. Lang as liaisons between the Committee and information that is provided to the Committee. Dr. Mercadante seconded the motion. The motion passed unanimously.

Dr. Farr asked for clarification on the initial review of applicants to reduce the number to 20 possible candidates. Dr. Hockaday responded that he and Mr. Brett would review the incoming applications together and provide that list of 20 to the Committee.

Mr. Brett explained that the Board of Trustees are really the ones who get to make the decision, but they can only pick from the names the Committee gives them. He told the Committee that the power lies with the Committee and that it is a great responsibility. He said the Committee has to do the homework and do the right thing.

Dr. Hockaday shared that from what he is presently seeing, without the job being advertised, this could be the strongest pool he had ever seen. He stated that, so far, it is the strongest he has seen in 105 searches. He stated that he thought it was going to be difficult to choose.

Ms.Boyle asked the Committee that they needed to set the dates for the community forums. She added that seven days were needed to advertise the dates to the public. Mr. Brett suggested that she contact Mr. Foster, Chair, Board of Trustees, to get his input on those dates.

Dr. Furlong commented that when the Committee members all bring their ten recommended candidates to the next meeting, they will not be the same ten people and there would have to be a discussion and a vote.

Dr. Hockaday explained that the Committee must protect the input of each committee member each time they come in to reduce the list. He explained that the Committee would check the 20 names and total it out. Then there would be discussion. He repeated that the Committee members should call him with any questions as it would save them some time. He stressed that every person on the Committee has the same input and that it would not work any other way. He said the Committee would simply count the checks, knowing that it does not have to be exactly ten.

Dr. Hockaday said that when the Committee comes back to reduce the list to five, it would be the same process. Dr. Hockaday stated that the notion of the student has to be the same as the committee chair or it would not work. He assured the Committee that he would not let them make a mistake. He told the Committee that they would not have to compromise for the President of St. Petersburg College and they could get the best candidates in the world. He noted that if he saw the Committee going in the wrong direction, he would let them know.

VI. Adjournment

Mr. Brett

Mr. Brett thanked the Committee members for their participation and attendance and adjourned the meeting at 4:53 p.m.