

**PRESIDENTIAL SEARCH AND SCREENING ADVISORY COMMITTEE**  
**Wednesday, September 16, 2009**

**Minutes**

**Call to order:** The Presidential Search and Screening Advisory Committee met at 10:30 a.m. on Wednesday, September 16, 2009 in the Virginia Room on the Longwood University campus. The meeting was called to order by Mr. Case, Committee Chair.

Members present were:

The Honorable Otis Brown  
Mr. Barry Case  
Mr. Hank Kim  
Dr. Kenneth Marcus  
Mr. Michael Sheffield  
Dr. Deneese Jones  
Dr. McRae Amoss  
Mr. Troy Austin  
Dr. Roy Creasey  
Ms. Caitlin Revene  
Mrs. Nancy Scruggs  
Dr. Pamela Tracy

Members absent was:

Ms. Marge Connelly  
Dr. Helen Warriner-Burke

Present at the request of the Committee:

Ms Brenda Atkins, Administrative Coordinator for the Presidential Search and Screening Advisory Committee  
Mr. Ronald Forehand, Legal Council, Office of the Attorney General  
Ms. Jeanne Hayden, Executive Assistant to the Board of Visitors  
Dr. Jessica Kozloff, Senior Consultant, Academic Search, Inc.

**Business**

**Welcome**

Mr. Case welcomed the members of the Committee and thanked them for their willingness to serve on the Committee. He announced that 52 people have expressed interest in the position and that there is a diverse blend of candidates.

**Update on Presidential Search**

Dr. Kozloff updated the Committee on the candidates applying for the president's position. She reported that one half of the pool have academic backgrounds and half is more diverse. She stated that she will follow-up with nominees who have not responded to the letters that she sent to them.

She went onto state that in mid-November to December reference checks on semi-finalists will take place. At the November 11 meeting, the Committee will finalize a list of reference questions. She reiterated to the Committee members the importance of confidentiality and anonymity of the candidates.

Dr. Kozloff stated that when the semi-finalists' interviews have been completed, the Committee will immediately convene to select the finalists. The decision on the finalists should be a consensus of the Committee. Once this group has been chosen, candidates will have to grant permission for off-the-list references to be conducted. Background checks will be done by a professional company at the same time as the off-the-list references are being checked.

### **Update on Campus Forums**

Dr. Kozloff reported that forums were held on campus for faculty, staff, students and members of the local business community. She stated that the discussions were informative and engaging. During the faculty forum, concerns were expressed regarding whether or not the advertisement adequately expressed the need for strong academic leadership.

### **Discussion of Mock Candidate Evaluation**

The Committee reviewed and discussed the mock candidate cover letter and resume and used this information to modify the proposed "Confidential Candidate Rating Form."

### **Discussion of Candidate Evaluation Criteria**

Dr. Kozloff distributed and reviewed the proposed candidate rating form. The Committee discussed and recommended changes to the form based on the discussions related to the mock candidate evaluation. This form will be used by individual committee members in evaluating the presidential candidates.

### **Future Meeting Dates**

The next meeting will be held on November 11, 2009, at which time the Committee will meet in closed session to evaluate and select the semi-final candidates. They will meet later at an undisclosed time and location to interview the semi-finalists and select the finalists.

### **Adjournment**

There being no further business, Mr. Case adjourned the meeting at 1:08 p.m.

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Brenda L. Atkins  
Administrative Coordinator for the Presidential Search  
and Screening Advisory Committee