

**SPECIAL MEETING OF THE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**9th Floor Conference Room*
Boulevard Tower
1018 Kanawha Boulevard East
Charleston, West Virginia**

**January 14, 2016
9:30 a.m.**

AGENDA

- I. Call to Order**
- II. Approval of Presidential Search Procedure for West Virginia State University**
- III. Additional Board Action and Comment**
- IV. Adjournment**

**To join the meeting by conference call, dial the following numbers: 1-866-453-5550, participant code: 5245480#.*

**West Virginia Higher Education Policy Commission
Meeting of January 14, 2016**

ITEM: Approval of Presidential Search Procedure for West Virginia State University

INSTITUTION: West Virginia State University

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the Presidential Search Procedure adopted by the West Virginia State University Board of Governors.

STAFF MEMBER: Paul Hill

BACKGROUND:

Pursuant to Series 5, Legislative Rule, Guidelines for Governing Boards in Employing and Evaluating Presidents, an institutional governing board must adopt a search procedure when it undertakes a search for a new president. The Commission must approve the procedure before the search begins.

Attached is the presidential search procedure as adopted by the West Virginia State University Board of Governors on January 4, 2016 and for which it seeks Commission approval.

**West Virginia State University
Presidential Search Procedure**

December 21, 2015	<p>Per BOG Policy #61, Presidential Search Advisory Committee appointments made by Dr. Ann Brothers Smith, Chair of the West Virginia State University Board of Governors. Membership of the Committee was unanimously endorsed by the full Board.</p> <p>The Board of Governors approved the issuance of a Request for Proposals in order to provide the option of professional services, via a Search Firm, to the Presidential Search Advisory Committee.</p>
January 4, 2016	Board of Governors to approve Search Procedure and forward it to the Higher Education Policy Commission for their review and approval.
January	<p>Forums/Conversations to be conducted with students, faculty, staff, alumni, and community members.</p> <p>Presidential Search Advisory Committee meetings with Search Firm to discuss attributes, process, and expectations.</p> <p>Statement of Characteristics and Qualities (Position Announcement) to be developed and finalized for national distribution.</p> <p>Published announcement of opening.</p>
January, February, and March	<p>Advertisements in national publications such as The Chronicle for Higher Education, Diverse Issues in Higher Education, and The Hispanic Outlook in Higher Education.</p> <p>Recruiting conversation held and nominations sought.</p>
March	<p>Prospect Review: Search Firm to meet with Presidential Search Advisory Committee to review leading prospects for consideration.</p> <p>The Presidential Search Advisory Committee to select candidates for preliminary review and discusses interview strategies (approximately one/two weeks prior to this meeting, each committee member reviews candidate files).</p>

**West Virginia State University
Presidential Search Procedure**

<p>April</p>	<p>Round-One of Interviews: Presidential Search Advisory Committee, with assistance from Search Firm, will conduct interviews of leading candidates, select candidates for referencing, and discuss referencing strategies.</p> <p>At the completion of the interviews, Presidential Search Advisory Committee to identify top candidates for referencing and conduct in-depth background work.</p> <p>Reference Check Feedback: Presidential Search Advisory Committee to meet with Search Firm to review referencing information</p> <p>Invitations to be extended for second round interviews (on campus).</p>
<p>April/May</p>	<p>Campus/Board of Governors interview(s) to be conducted.</p>
<p>May</p>	<p>Presidential Search Advisory Committee and Board of Governors meet with Search Firm to discuss interview feedback.</p> <p>Board of Governors to select next President.</p> <p>Selection and proposed compensation to be forwarded to the Higher Education Policy Commission for their review and approval.</p>

West Virginia State University Presidential Search Procedure

Presidential Search Advisory Committee

The Presidential Search Advisory Committee includes members of the Board of Governors and constituent representatives as outlined below. The Chancellor will serve as an ex-officio member.

9	Board of Governors Members <i>(includes Classified Staff Member and Student Member)</i>
1	Administrative Officer
3	Faculty Members
1	Foundation Member
1	Alumni Member
2	Business Leader/Donors
1	Chancellor <i>(ex-officio)</i>

Administrative Staff for Search

The Chair of the Board of Governors will designate staff to provide confidential assistance and support for the search process.

Confidentiality Oath

Title 133 provides a Legislative Rule (Series 5) of confidentiality. In particular, Section 2.4 provides that members of the governing board, or any search committee appointed, may not provide information about the names or backgrounds of any candidates, without their consent, to anyone who is not a member of the governing board or search committee, or authorized agents or staff as designated in the search procedures approved by the Commission.

When candidates are invited to a preliminary interview with the search advisory committee, they shall be notified of the conditions under which confidentiality may be waived as to background checks and that in the event that they are invited for a campus interview, their names and backgrounds shall be publicly released at the time they accept an invitation for a formal campus visit.

To adhere to this rule, and to emphasize the need for complete confidentiality and discretion as well as potential liability, all members of the Board, the Presidential Search Advisory Committee, the Search Firm, and any administrative staff assisting with the search, will be required to sign a confidentiality statement confirming their commitment to abide by the legislative rule of confidentiality.

All information regarding applicants or candidates will remain confidential except for those applicants who have both been invited for an on campus interview and have accepted the invitation.

Public Information

Any public statements regarding the search will be made only by the Co-Chairs of the Presidential Search Advisory Committee or Chair of the Board of Governors.

West Virginia State University Presidential Search Procedure

Search Firm

Through a Request for Proposals (RFP) process, a Search Firm may be retained to assist the Presidential Search Advisory Committee and the Board of Governors with the process.

Statement of Characteristics and Qualities - Position Announcement

Input as to the best characteristics and qualities of the President will be solicited from the University's constituencies utilized in selecting and evaluating the candidates. The focus groups shall include, as a minimum, members of the Board of Governors, students, faculty, classified staff, alumni, and community members.

After soliciting input a Statement of Characteristics and Qualities shall be developed and a position announcement shall be issued by the end of January. The Search Firm shall ensure national distribution of the announcement in order to attract the deepest, best and most diverse pool of nominees and applicants.

Screening Process

- A. The Search Firm will facilitate the preliminary screening of applicants and are responsible for identifying the top ten applicants in coordination with the Presidential Search Advisory Committee.
- B. The Presidential Search Advisory Committee will review the applicants and rate them. Up to five candidates will be selected via this process.
- C. The finalists will be invited to the campus for interviews, which will include open forums with students, faculty, classified staff, alumni, the Foundation Board of Directors, and the community. The Presidential Search Advisory Committee will make comment sheets available to provide a mechanism for input from those who attend the forums.
- D. Following the campus visits, the Presidential Search Advisory Committee will meet to develop a list of strengths and weaknesses for each finalist and submit the lists to the Board of Governors.
- E. The Board of Governors will make the final selection. Selection and proposed compensation to be forwarded to the Higher Education Policy Commission for their review and approval.

Background Checks

The Search Firm shall conduct background checks on the finalists.

Budget

The Board of Governors will designate a budget for the search process. Costs for the search will be paid from this account.