

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

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

**November 15, 2019
2:30 p.m.**

AGENDA

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

****To join by conference call, dial 1-646-558-8656 and enter meeting ID 380-987-909***

**West Virginia Higher Education Policy Commission
Meeting of November 15, 2019**

ITEM: Approval of Presidential Search Procedure

INSTITUTION: Glenville State College

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

STAFF MEMBER: Sarah Armstrong Tucker

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.

During the meeting, Dr. Sarah Armstrong Tucker, Interim Chancellor, will provide an overview of the presidential search procedure as adopted by the Glenville State College Board of Governors on November 8, 2019 and for which it seeks Commission approval.

Presidential Search Timelines

<u>Search Process</u>	<u>2019-20 Timelines</u>
1. Board of Governors approves process/timelines	November 8, 2019
2. Search Committee appointed	November 8, 2019
3. Advertising and profile developed	November 8, 2019
4. HEPC 's potential approval of search procedures	November 12, 2019
5. Advertising appears for ten weeks	November 15, 2019
6. Applications review and all screening completed by committee	January 17, 2020
7. Semi-finalists interviewed and selection of three finalists	February 12 & 13, 2020
8. Reference checking complete	March 24, 2020
9. On-campus interview	March 25, 2020
10. On-campus interview	March 26, 2020
11. On-campus interview	March 27, 2020
12. Board decision	March 28, 2020
13. Confirmation by HEPC	April 17, 2020
14. Announcement	April 17, 2020
15. Start date	July 1, 2020



Presidential Search Process/Timelines

Process	2019-20 Proposed Timelines
<p>1. Board of Governors and WV Higher Education Policy Commission (HEPC) approves process and materials. The Board shall confer with the Chancellor and agree to a method and process for Policy Commission members to attend interviews of the finalists, or schedule their own, and approve the final selection of a president by the Board. The Board and/ or search committee will promptly transmit to the Chancellor a copy of the procedure adopted to govern the search, agendas, and minutes of meetings involving the search.</p>	November 8, 2019
<p>2. Search Committee appointed. A search committee will be appointed by the Chair and approved by the Board. The committee will include, at a minimum, the Chair, Vice-Chair or past Chair(s); a member of the faculty; a member of staff; a student representative; and two additional citizen members. The Chancellor will serve as an Ex-Officio (non-voting) to the search committee, GSC's Interim President will serve as Chair of the search committee (non-voting), and the Board secretary will serve as the staff member for the search committee. Members of the Board and search committee appointed, shall not provide information about the names or backgrounds of any candidates to anyone not a member of the Board or search committee until the finalists have been selected and agreed to a campus visit. When candidates are invited to a preliminary interview with the search committee, they shall be notified that confidentiality will be waived in the event that they are invited for a campus interview and their names and backgrounds shall be publicly released at the time they accept an invitation for a campus visit. All search committee members will sign a Code of Ethics and a Confidentiality agreement.</p>	November 8, 2019
<p>3. Advertising and profile developed. A statement of characteristics and qualities which the President should possess will be developed by the search committee based on feedback received from constituent groups and used by the Board in soliciting and evaluating candidates. A position announcement will be prepared detailing the characteristics and qualities sought in a new President and transmitted to appropriate newspapers and</p>	November 8, 2019

other media sources, heads of higher education associations and organizations, and other appropriate individuals.	
4. HEPC's Potential Approval of Search Procedures The Commission will hold a meeting to review and potentially approve the presidential search procedures. Once approved, the search will proceed.	November 12, 2019
5. Advertising appears for ten weeks.	November 15, 2019
6. Applications review and all screening completed by committee .	January 17, 2020
7. Semi-finalists interviewed and selection of three finalists. Interviews with semi-finalists will be conducted either on campus via Skype or off campus in person and three finalists will be selected.	February 12 & 13, 2020
8. Reference checking complete. The background check report will include county, state, and federal criminal history searches, credit history, federal and county civil litigation searches, and social media searches.	March 24, 2020
9. On-campus interview. <i>(Candidates will spend one day on campus)</i> Interviews with the finalists will be conducted on campus and during the Campus visits students, staff, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates and provide their comments. Background checks will be conducted on each candidate prior to any campus visits made at the invitation of the search committee.	March 25, 2020
10. On-campus interview.	March 26, 2020
11. On-campus interview.	March 27, 2020
12. Board decision. Terms of compensation discussed with or offered to candidates shall be consistent with any guidelines or rules regarding presidential compensation adopted by the Policy Commission and any compensation agreed to must be approved by the Policy Commission.	March 28, 2020
13. Confirmation by HEPC.	April 17, 2020
14. Announcement.	April 17, 2020
15. Start date.	July 1, 2020

**West Virginia Higher Education Policy Commission
Meeting of November 15, 2019**

ITEM: Approval of Presidential Search Procedure

INSTITUTION: West Liberty University

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

STAFF MEMBER: Sarah Armstrong Tucker

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.

During the meeting, Dr. Sarah Armstrong Tucker, Interim Chancellor, will provide an overview of the presidential search procedure as adopted by the West Liberty University Board of Governors on November 11, 2019 and for which it seeks Commission approval.



WEST LIBERTY UNIVERSITY

Board of Governors Chair
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West Liberty, WV 26074

Patrick B. Ford
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November 11, 2019

Dr. Sarah Armstrong Tucker, Interim Chancellor
West Virginia Higher Education Policy Commission
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301

Dear Chancellor Tucker:

In accordance with Title 133 Legislative Rule, Series 5, Guidelines for Governing Board in Employing and Evaluating Presidents: Section 2.2, Upon the occurrence of a vacancy in the position of President at one of the institutions set out in Section 2.1, the governing board of the institution shall undertake a search for a new President.

The governing board shall adopt a procedure, consistent with this rule, governing the search. The West Liberty University Board of Governors adopted the attached procedure for approval by the West Virginia Higher Education Policy Commission.

Sincerely,

Patrick B. Ford
Chairman of the Board

PBF/mae

Attachment

WEST LIBERTY UNIVERSITY PRESIDENTIAL SEARCH PROCESS

- Search Committee established (November 2019) which includes representatives from the faculty, students, staff, and other constituencies of the institution
- Initial Search Committee meeting (November 2019)
- Elect Chair and Vice Chair of Search Committee (November 2019)
- Solicit input as to the best characteristics and qualities of the president from the institution's constituencies (faculty, staff, students)
- Approve advertisement/position statement incorporating qualities and characteristics sought in the new president, along with the timeline (November 2019)
- Advertisement will run for at least 30-60 days in *Chronicle of Higher Education* online edition, on HigherEdJobs.com, and in Wheeling News-Register (December/January 2020)
- Search Committee reviews applications on NEOGOV applicant tracking system (February 2020)
- Deadline to receive nominations (January 24, 2020)
- Deadline to receive applications (January 31, 2020)
- Search Committee meets to narrow the candidate pool to approximately 8 to 10 candidates (full-day meeting) (February 7, 2020)
- Search Committee hold preliminary interviews of candidates via Skype on WLU's campus or at the Highlands Center (two full-day meetings). Based on preliminary interviews, narrow the pool to the top 3 to 5 candidates to invite for on-campus interviews (February 20 & 21, 2020)
- Once the finalists are selected, conduct background checks on each candidate prior to their on-campus interviews
- Search Committee holds on-campus interviews. Each candidate will spend a day and a half on campus (start and end date may change depending on number of candidates selected) (March 16 – 26, 2020)
 - Breakfast Meeting with Foundation Board/Alumni Board
 - Campus Tour
 - Meet with Staff
 - Meet with Directors/Administrative Department Heads
 - Meet with Students
 - Lunch with President's Cabinet
 - Open Meeting
 - Meet with Deans and Chairs
 - Meet with Faculty
 - Meet with President
- Search Committee, with input from the above-listed constituencies, meets to select finalists (March 27, 2020)
- Board of Governors interviews finalists for president. Higher Education Policy Commission provided opportunity to interview final candidates (April 9, 2020)
- Establish salary and terms of compensation for new president (April 9, 2020)
- Possible on-campus announcement of new president (afternoon) (April 9, 2020)
- New president takes office (July 1, 2020)