

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

January 5, 2022 | 2:00 p.m. | Zoom Video Conference

1-646-558-8656 and enter meeting ID 878 1012 0316

AGENDA

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

**West Virginia Higher Education Policy Commission
Special Meeting of January 5, 2022**

ITEM: Approval of Presidential Search Procedure

INSTITUTIONS: 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: 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 procedures before the search begins.

During the meeting, Dr. Sarah Armstrong Tucker, Chancellor, will provide an overview of the presidential search procedure as adopted by the West Virginia State University Board of Governors on December 16, 2021 and for which it seeks Commission approval.

**West Virginia State University
Presidential Search
Proposed Search Timeline**

November 2021 – April 2022

November 9, 2021	<p>Search Committee Meeting # 1 (Virtual)</p> <ul style="list-style-type: none"> • Introductions – Search Committee Members • Review of the search process and the role of AGB Search • Review and Finalize Search Timetable • Charge to Search Committee • Distribute Confidentiality Agreement for signature • Search Committee input to profile development • Discuss Ad and Sourcing Plans <p>Discuss the Predictive Index Options (Behavioral & Cognitive)</p>
November 15- December 13	<ul style="list-style-type: none"> • Conduct Pre-search Survey • Revise and approve Job Profile • Approve Ad and Sourcing Plans
December 14, 2021	<p>Search Committee Meeting #2</p> <ul style="list-style-type: none"> • Provide update on Leadership Profile • Review Search Timeline • Review use of Assessment Tool • Train in gaining access to AGB Search Portal
December 17, 2021	<p>OFFICIAL LAUNCH DATE FOR THE SEARCH PROCESS</p> <ul style="list-style-type: none"> • Ads placed and email blast sent according to the approved ad and marketing plans
<u>February 11, 2022</u>	<u>Deadline date for full consideration for applications</u>
February 15, 2022	<p>Search Committee Meeting # 3 (Virtual)</p> <ul style="list-style-type: none"> • Search Committee completes reading applications • Select Semi Finalists (4 to 6) to be virtually interviewed
February 18 – 28, 2022	<p>AGB Search (and Committee) Conducts Reference Calls</p> <ul style="list-style-type: none"> • Social Media checks

March 1,2,3 2022	<p>Search Committee Meeting #4 (Virtual)</p> <ul style="list-style-type: none"> • Search Committee Interviews the Semifinalists (Virtual) • Search Committee selection of THREE Finalists
March 3-10	<ul style="list-style-type: none"> • AGB Search contracts with 3rd party to conduct additional reference and background checks and reports to the co-chairs for communication to the Board of Governors • Responsibility for the search transfers to the Board.
March 14-18 2022	<p>CAMPUS INTERVIEWS FOR THE THREE FINALISTS (3 FULL DAYS)</p> <ul style="list-style-type: none"> • Each candidate meets with different constituent groups a makes a formal presentation (15 minutes) and has a Q &A (30-45 minutes), moderated by a search committee member or other assigned campus official • Each candidate interviews with the Board of Trustees
Week of March 21, 2022	<p>Search Committee Meeting #4 (Virtual) FINAL MEETING TO PREPARE RECOMMENDATION TO BOARD</p>
March - April 2022	<p>Board Deliberations and Selection of next President of WVSU</p> <ul style="list-style-type: none"> • Board selects President • Board announces selection

Proposed Sourcing Plan

All Public and Private HBCU's

- 01 Chief Executive Office (President/Chancellor)
- 02 Chief Executive Office Within a System (President/Chancellor)
- 03 Executive Vice President
- 05 CAO
- 22 Director of Affirmative Action/Equal Opportunity
- 28 Director of Diversity

Public Colleges and Universities (enrollments greater than 3,000) (excluding HBCU's) located in West Virginia, Virginia, Kentucky, Tennessee, North Carolina, South Carolina, Ohio, Pennsylvania, Alabama, Mississippi, Louisiana, Georgia, Maryland, Florida

- 01 Chief Executive Office (President/Chancellor)
- 02 Chief Executive Office Within a System (President/Chancellor)
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West Virginia State University
Presidential Search
Advertising Plan

Publication	Description	Advertising Rates
Chronicle of Higher Education	www.chronicle.com	Premium Exposure, 60 days. Promoted higher in search results as a sponsored job and top job; includes a one-time listing in Academe Today e-newsletter; submitted to Diversity Network (Diversity.com, Diversity on Demand, and DiversityJobs.com), \$935
Inside Higher Education	www.insidehighered.com	Executive Search Listing: \$749 for 90 days
Diverse Jobs – Diverse Issues in Higher Education	http://www.diversejobs.net/	Featured Ad for 30 days with cross posting to Community College Jobs Now \$480
American Association of Blacks in Higher Education		Premium Job Flash Package (Promoted), 30 days. Emailed to 5,800+ African Americans in higher education; remains high in search results; highlighted to stand out, \$499
Women in Higher Education	www.wihe.com	Promoted Job, 30 days, \$435
National Association of Diversity Officers in Higher Education	www.nadohe.com	Premium Job Flash Package 30 days: \$550
HBCU Career Center	https://jobs.thehbcucareercenter.com/	Featured Job for 30 days: \$199
Higher Ed Jobs	Higheredjobs.com	<ul style="list-style-type: none"> • Featured Executive Position: Emailed to 50,000 college and university executives • Includes brief job description and institution logo

		<ul style="list-style-type: none">• Links to the full job description on HigherEdJobs• Opt-in proprietary email list <p>\$845</p>
Academic Keys		Promoted , up to 4 months with e-flier and featured, \$410

POSITION DESCRIPTION

WEST VIRGINIA STATE UNIVERSITY

1891

Experience the Power of Education

THE POSITION: PRESIDENT

The Board of Governors of West Virginia State University invites nominations and applications for the position of President of West Virginia State University.

THE ORGANIZATION:

West Virginia State University is a public, land-grant, historically black University, which has evolved into a fully accessible, racially integrated and multi-generational institution. The University, “a living laboratory of human relations,” is a community of students, staff and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. Its mission is to meet higher education and economic development needs of the state and region through innovative teaching and applied research.

Since its founding in 1891, as the West Virginia Colored Institute, West Virginia State University (WVSU) has been a forward-moving institution, anticipating advances in society and technology that would allow State to continually make progress as it prepared thousands of students for their future. The first half-century of the history of WVSU epitomizes the long struggle of African-Americans for educational opportunity and political, social, and economic equality. While desegregation changed the racial proportions of the student body, faculty, and staff, WVSU still emphasizes the diversity of its people and derives important values and elements of its mission from its tradition as a historically black college. WVSU stands at an important crossroads. In order to continue to serve West Virginia, the students and the community, WVSU is committed to transform itself into a nationally recognized land-grant institution. The next University President should bring leadership experience that will help the institution by meeting five key areas:

- Growing existing and creating innovative academic programs
- Creating and conveying a compelling brand identity
- Growing student enrollment and retention
- Strengthening the University’s philanthropic operation
- Building a strong marketing function and management system

West Virginia State University offers encouragement and education through flexible course offerings in traditional classrooms, in non-traditional educational settings and through distance learning technologies. With the goal of improving the quality of students’ lives, as well as the quality of life for West Virginia’s citizens, the University forges mutually beneficial relationships with other educational institutions, businesses, cultural organizations, governmental agencies, and agricultural and extension partners.

The following values guide WVSU decisions and behavior:

- academic excellence;
- academic freedom;
- advancement of knowledge through teaching, research, scholarship, creative endeavor and community service;
- a core of student learning that includes effective communication, understanding and analysis of the interconnections of knowledge and responsibility for one's own learning;
- lifelong growth, development and achievement of our students;
- development of human capacities for integrity, compassion and citizenship;
- WVSU's rich and diverse heritage;
- personal and professional development of faculty and staff; and
- accountability through shared responsibility and continuous improvement.

West Virginia State University is a vibrant community in which those who work, teach, live and learn, do so in an environment that reflects the diversity of America. The rich foundation for the "living laboratory of human relations that is WVSU today, began with the union of Samuel Cabell and Mary Barnes on a plantation that eventually became "Institute". In a brief history of the University, Arline R. Thorn notes:

WVSU continues to honor its black heritage while making higher educational accessible to a diverse student body, composed of people of many cultural backgrounds, different generations, and varied educational and career goals. Originally established in a small black community, West Virginia State University today serves a wide community of black and white, male and female, urban and rural, commuting and resident, full-time and part-time, traditional and non-traditional college students. Many thousands of lives have been influenced by the ideals of equality and excellence in teaching represented by West Virginia State University.

The comprehensive campus provides vast opportunities for students. The undergraduate education at the University offers comprehensive and distinguished baccalaureate programs in business, liberal arts, professional studies, sciences and social sciences. In addition, the University provides Masters degrees and other opportunities for graduate education.

The University has undergraduate academic programs in four colleges: College of Arts and Humanities, College of Business and Social Sciences, College of Natural Sciences and Mathematics, and College of Professional Studies.

West Virginia State University is accredited by the North Central Association of Colleges and Schools.

WVSU participates at the NCAA Division II level and is a member of the Mountain East Conference. The University sponsors eleven intercollegiate sports, including men's baseball, basketball, football, golf, and tennis; and women's basketball, cross country, soccer, softball, tennis, and volleyball.

CAMPUS SETTING:

Located in Kanawha County in Institute, WV and a suburb of Charleston, the State Capitol of West Virginia, the riverside campus is the largest institution of higher education in the Charleston metropolitan area. Just off Interstate 64, Institute is eight miles from Charleston

and the campus is served at frequent intervals throughout the day and evening hours by commuter buses serving Charleston and other suburban communities. With a one-hundred-acre campus, twenty-four major buildings, and sixteen faculty/staff homes, the University is located in the beautiful Appalachian foothills.

THE POSITION AND RESPONSIBILITIES:

The President is the chief executive officer of the University and reports to the Board of Governors. The President is responsible for the leadership and day-to-day administration of the institution in compliance with University policies and consistent with all applicable state and federal laws. Among a wide range of delegated responsibilities from the Board of Governors, the President's duties encompass the following:

- Exercising effective leadership, in a joint effort with the Board of Governors, to implement the mission of the University, as delineated in a strategic vision and plan approved by the Board.
- Communicating and interacting effectively with all constituencies of the campus community, including the local community, the alumni, and the public-at-large, to carry out the University's mission and goals.
- Reporting data, information, audits and the financial position of the University in a timely and accurate manner to the Board of Governors, to ensure the utmost understanding by members of the Board of Governors of the financial state of the University.
- Developing a cohesive leadership team, including hiring a permanent Provost and integrating him/her into a high-functioning leadership group that is consistent with the University mission, the needs of those being served, sound standards of quality, and available resources.
- Ensuring that financial controls are in place for proper fiscal management.
- Maintaining lawful, equitable, and efficient personnel programs, including: the appointment of qualified persons to the faculty and staff, and a method of evaluation, promotion, retention or dismissal for cause.
- Ensuring that forward-looking, appropriate, cost effective, quality, academic programs are developed and offered by the University, and that cutting-edge research programs are supported and enhanced.
- Providing effective leadership and support for a program of student life that complements the academic program and recognizes the diverse interests and needs of the student body, though the development of a culture of inclusiveness.
- Interacting with appropriate external bodies, including state and national accrediting groups, and professional and athletic associations, to achieve the mission of the University, in a manner consistent with Board policy, statutory and regulatory provisions, and sound academic principles.
- Developing and maintaining positive relationships with the legislature and corporations, while building strong ties to the University.
- Expanding the University's resources, in particular through institutional advancement, by serving in a prominent role to cultivate and solicit donors, and, when necessary, providing leadership in comprehensive fundraising campaigns.

QUALIFICATIONS:

West Virginia State University's next President will be a charismatic, visionary, resourceful, innovative, and energetic leader, with the vision, skills, and integrity required to guide this quality University to higher levels of achievement. The successful candidate must demonstrate a deep commitment to excellence and possess the leadership abilities required to continue WVSU's goal of becoming a nationally recognized land-grant University.

Candidates with a terminal degree, accomplishments and a record of success in administration, that will engender the respect of the academy, are preferred. The strongest candidates will have the following characteristics:

- Demonstrated experience as a dynamic leader that indicates she/he is energetic, accessible, and will support and encourage academic excellence and improve the profile of the University;
- An understanding of best practices in higher education today and verified commitment to shared governance;
- Knowledge of the history and heritage of WVSU and its mission as an HBCU and land grant university as a guiding force for its future success;
- A demonstrated commitment to improving student service areas and student life;
- A demonstrated commitment to diversity and inclusion as core values that enhance the educational process;
- Willingness to act as a role model for university engagement while serving as a "cheerleader" for all members of the University community;
- Demonstrated strength in human relations, communications, planning, financial management, budgeting, and organizational skills, required to lead and inspire internal and external constituencies of the University;
- Fundraising ability and a commitment to marketing the University and cultivating alumni;
- Experience with state and federal legislative processes;
- Strong desire to work as a partner with schools, other institutions of higher education, and local businesses;
- A commitment to implementing the policies and directives of a governing board, such as the West Virginia State University Board of Governors.

NOMINATIONS AND APPLICATIONS:

AGB Search is assisting the Board of Governors in the search. For full consideration, applications should be received by **February 11, 2022**. For further information and instructions to applicants, please review the prospectus available above.

Application materials should be submitted electronically (in Adobe PDF or MS Word) to WVSUPresident2022@agbsearch.com and include:

- Cover letter responding to the “Leadership Agenda for the Vice President of Student Affairs” in this profile.
- Complete resume or curriculum vitae.
- Contact information (email and phone) for five professional references, none of whom will be contacted without prior knowledge and permission of the candidate.

All inquiries, nominations, and applications will be held in strictest confidence; references will not be contacted without the applicant’s expressed permission.

Inquiries, applications, and nominations should be sent to:

WVSUPresident2022@agbsearch.com or directed to:

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West Virginia State University is an Equal Opportunity/Affirmative Action Employer. Women, minorities and individuals with disabilities are encouraged to apply. For a detailed statement of its practices see:

<https://www.wvstateu.edu/about/administration/human-resources.aspx>