

Minutes of the VSCS Board of Trustees Ad Hoc Search Committee Meeting held Thursday, June 4, 2020, at 3:00pm via ZOOM – APPROVED

The Vermont State Colleges Board of Trustees Ad Hoc Search Committee met on Thursday, June 4, 2020, via ZOOM.

Committee members present: Megan Cluver, Ryan Cooney, Lynn Dickinson, Adam Grinold (via phone 3:30 p.m.), Churchill Hindes, Karen Luneau, Jim Masland (3:15 p.m.)

Chancellor's Office Staff: Jen Porrier, Administrative Director
 Meg Walz, Director, Program Manager

From the Public: Lisa Kent, Librarian, Northern Vermont University
 Karen Madden, Director of Academic Support Services, Northern Vermont University
 Beth Walsh, President, VSCUP, Northern Vermont University

Trustee Hindes called the meeting to order at 3:07 p.m.

Trustee Hindes stated the primary purpose of the meeting was to solidify the Committee's starting points for the search—process, timeframe, preferences and next steps.

The committee agreed:

- We are a special board committee; trustees opted to not use the executive committee
- Three imperatives for the search
 - Move expeditiously
 - Keep board members informed
 - Listen to internal and external stakeholders
- Internal candidates are welcomed (defined as current VSCS employees and trustees)
- Summary process for the search
 1. Over next 2 weeks, seek to identify candidate(s) through proactive outreach.
 2. If no candidates are identified, consider hiring a specialty search firm.
 3. Vet external and internal candidates (including collecting stakeholder input).
 4. Bring finalist(s) to trustees for consideration and decision.
- Calendar for the search
 - Target decision date is late June, early July
- General preferences for “top of mind”, first choice candidate:
 - Well qualified Vermonter, who understands Vermont
 - Working familiarity with VSC or ability to develop it quickly
 - Open minded, no preconceived solutions to current challenges
 - Open minded, no bias for or against particular VSC member institutions
 - Should be
 - Effective leader
 - Transition leader
 - Change facilitator
 - Experience with redesigning and rebuilding
 - Experienced and able to make difficult decisions
 - Experienced and able to manage criticism, push back
 - politically and Politically sensitive
 - Interest in the opportunity and commitment through summer 2021

- Commit to a credible search practice and to comply with applicable rules
- Allow successful candidate to select the new CFO and any external consultant

Committee “to do next” list:

- **Solicit recommendations for persons to be contacted re interest in position**
- Finalize basic elements for the search
 - Position description and preferred qualifications
 - Restructuring year assignment description
 - Case statement (“Why this is an attractive opportunity”)
 - Compensation
 - Advertisement
- Define process for keeping the board informed
- Define internal stakeholders and how to engage them
 - Presidents, faculty, staff, students, CO leaders, others?
- Define external stakeholders and how to engage them
 - Legislators, governor’s office, host communities, others?
- Arrange for minutes preparation and distribution; and maintenance of records related to the search

Public Comment:

There was no public comment.

Executive Session

At 3:33pm Trustee Dickinson moved the VSC Board of Trustees Ad Hoc Search Committee enter executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the employment of a public officer. The motion stated that the Committee would make any final decision regarding any such public officer in an open meeting and would explain the reasons for this final decision during the open meeting. The motion stated that the Committee did not anticipate taking any action during executive session. Trustee Masland seconded the motion and it passed unanimously.

The Committee exited Executive session at 4:40 p.m. and adjourned the meeting.

The next meeting of the committee will be at 1:00 p.m. on Tuesday, June 9, 2020.