

The New College Institute Executive Director Search Committee met on Wednesday, April 15, 3:00 P.M. in the third floor conference room of the Building on Baldwin.

Members Present

Gracie Agnew, Dr. Angeline Godwin, Mark Heath, Simone Redd, Kimble Reynolds, Larry Ryder, and Brian Miller (via conference call).

Others Present

Ronald Forehand, Senior Assistant Attorney General, Chief Education Section (via conference call)

Debbie Strickland, Secretary to EDC Executive Director

Mrs. Agnew opened the meeting by welcoming and introducing all members of the Search Committee and all others in attendance.

NCI Board Charge

Mrs. Agnew presented the NCI Board charge to form a seven-member search committee. The responsibility of the committee is to bring three candidates for the Executive Director's position to the NCI Board within a desired time frame of July 2015. She explained that she asked Mr. Forehand to meet with the search committee for legal guidance in the process.

Search Process

Mr. Forehand explained that the Search Committee meetings are open to the public. Notices of all meetings must be publicized in four locations.

Mr. Forehand noted that all records are open. Anything that transmits data (notes, e-mails, voice mails, text messages, etc.) is considered records. Closed or executive session is allowed pursuant to personnel exemption in Virginia Code. Anything that requires action has to be discussed in open session.

Mrs. Agnew stated that the current Executive Director makes a salary of a little over \$173,000, which includes a \$50,000 bonus, and that the usual fee charged by a search firm is one third of the first year's salary including any bonuses. Mr. Forehand indicated that the search firm's fee might be based on the salary of the outgoing director, and that the difference (or refund) may have to be made up on the last payment.

Mrs. Agnew explained that some firms have an additional fee that can be as high as 10% for incidentals and asked whether or not we should include a cushion of 10% to cover incidentals (administrative, postage, etc.) Attorney Forehand stated that state procurement law does not allow percentage add-ons. He noted that definable expenses such as travel would be included in the cost.

Committee members were given a listing of search firms for consideration. Mr. Forehand indicated that the search firms selected by the committee do not have to be EVA certified.

Dr. Godwin stated that she was familiar with several of the firms.

It was the consensus of the committee to use a search firm to assist with the selection process. Larry Ryder suggested that the committee members review the firms and submit a list of 5-6 possible firms for consideration to Mrs. Agnew by Friday afternoon (April 17). Mr. Forehand suggested that we contact some of the organizations that have used the search firms for references.

Attorney Forehand stated that the desired time frame for the final selection is probably not workable at this point, but that the search firm, once selected, may be able to speed up the process.

Dr. Godwin asked that the committee make full disclosure to the search firms, such as NCI not being a college and small graduating classes. It was suggested that these issues be delivered to the search firms as challenges.

Mrs. Agnew agreed to contact the search firms and ask that proposals be submitted by May 1, 2015. Once proposals are received, the committee will review them and select ones to be interviewed by May 4th. The committee will notify the NCF Board of the selected firm.

Next Meeting Date

To be determined

Adjournment

There being no further business, the meeting was adjourned at 4:55 p.m.