

**Minutes of the Special Meeting of the Board of Regents  
Presidential Search Committee  
Murray State University  
Friday, June 7, 2013**

The Board of Regents (BOR) Presidential Search Committee met in Special Session on Friday, June 7, 2013, in the Jesse Stuart Room in Pogue Library on the main campus of Murray State University (MSU).

**Call to Order/Roll Call**

Presidential Search Committee Chair Steve Williams called the meeting to order at 1 p.m. and expressed appreciation to each member of the Committee for accepting the call to serve the University in this capacity. All understand the importance and significance of this work. Two Committee members – Martha Lewis and Jerry Sue Thornton – earlier indicated they would be unable to attend this inaugural meeting.

The roll was called and the following members were present: Kevin Binfield, Don Chamberlain, Susan Guess, Jeremiah Johnson, Harry Lee Waterfield II, Roslyn White and Steve Williams. Absent: Martha Lewis and Jerry Sue Thornton.

Others present were Constantine Curris, Chair of the MSU Board of Regents; Board members Renee Fister, Phil Schooley and Jenny Sewell; Jill Hunt, Senior Executive Coordinator for the President, Coordinator for Board Relations and Secretary to the Board of Regents; Don Robertson, Vice President for Student Affairs; Jim Carter, Vice President for Institutional Advancement; Jay Morgan, Associate Provost for Graduate Research and Education and Provost-elect; John Rall, General Counsel, and members of the faculty, staff, students, news media and visitors.

AGENDA

- |     |   |               |
|-----|---|---------------|
| 1.  | Call to Order/Roll Call   | Mr. Williams  |
| 2.  | Appointment of Secretary  | Mr. Williams  |
| 3.  | MSU Board-Approved Presidential Search Process Review   | Dr. Curris    |
| 4.  | Applicable MSU Human Resource Policies/Procedures Review <ul style="list-style-type: none"><li>▪ Screening Committee Guideline Acknowledgement Form</li></ul> | Mr. Hoffacker |
| 5.  | Applicable Kentucky Open Meetings Law Review  | Mr. Rall      |
| 6.  | Key Search Process Elements Review  | Mr. Williams  |
| 7.  | Utilization of Presidential Search Firm Determination <ul style="list-style-type: none"><li>▪ Process and Criteria to Select Search Firm</li></ul>            |               |
| 8.  | Preferred Timeline for Presidential Search Determination  | Mr. Williams  |
| 9.  | Preliminary Meeting Date Schedule for Presidential Search Committee Determination   | Mr. Williams  |
| 10. | Other Business Related to the Presidential Search Committee   | Mr. Williams  |
| 11. | Adjournment   |               |

**Appointment of Secretary, approved**

Chair Williams indicated the Presidential Search Committee must ensure its deliberations and actions are appropriately recorded and reportable and with the Committee's permission Jill Hunt is being asked to serve as Secretary to the Presidential Search Committee to document meetings with minutes to be released in appropriate fashion. There being no objection expressed to the appointment of Ms. Hunt as Secretary, the appointment carried.

## **MSU Board-approved Presidential Search Process Review, received**

Chair Williams reported that Committee members were provided with a copy of the Presidential Search Process approved by the Board of Regents on May 10, 2013. Dr. Curris was asked to officially present the Charge of the Presidential Search Committee. Dr. Curris indicated the following:

- Appreciation was expressed to all for their willingness to serve on this very important Committee.
- The MSU Board of Regents has vested in this Committee the serious responsibility to elicit applications; ensure candidates are accorded proper treatment; check references and interview candidates believed to best fit the profile the Committee adopts for the desirable qualities, experiences and characteristics for the next President of Murray State University. The Committee was asked to respect the confidentiality of the process because there will be candidates willing to be considered for the position who also do not wish to have their current employers become aware of their willingness to consider other opportunities. The Board has asked the Committee to recommend at least two but no more than four candidates for the position. When the Committee reaches this point the names of the candidates will be released publicly. The candidates will visit campus to meet with various constituency groups and at least one public forum will be held to provide the entire University community with an opportunity to participate in the process. The Committee will also initiate a process by which feedback from the University community is provided to the full BOR for each candidate the Committee deems as a suitable finalist for the position. The Board will then exercise its authority to choose the next President of Murray State University. The Board has the ability to reject any presidential candidate and request the Committee start the process anew but this is not desirable. It is important for BOR members serving on this Committee to communicate with the full Board and realize the critical importance of everyone singing from the same hymnal.
- If he can be of assistance to the Search Committee given his experience working as a consultant he would be glad to do so. He is not part of the process, is not part of the Search Committee and does not intend to meet with the Search Committee. The Board trusts the Committee's good judgment but he can speak for himself, as well as any other Board member, in that if there are things the Board can do to be helpful all the Committee has to do is ask because everyone recognizes this to be a very important consideration. The search for the next President of MSU represents an open process and assurance was provided there is no individual "in the wings" ready to be brought forth as the next President of MSU. The Board is sincerely interested in finding the very best person for Murray State.
- Dr. Curris is an independent contractor, meaning he is not employed with any firm, although he does work with a firm called AGB Search. In order to avoid the appearance of any type of conflict of interest he recommends – if the Search Committee decides to utilize a search firm – that AGB Search not be the firm chosen.
- It is important for the Search Committee to consider two things when evaluating a search firm: 1) the resource base by which that firm can vet candidates and assist the Search Committee and 2) the qualifications of the consultants that will be working with the Committee. There are a lot of consultants that – in his judgment – add very little value to the process. There are notable failures associated with this process and one such instance was cited. Failures have also occurred in higher education in Kentucky and if he can be helpful to the Search Committee in terms of evaluating search firms he would certainly be glad to provide that service but this would be a Committee decision.

Chair Williams stated it would be his intention, goal and commitment for the work of the Search Committee to be inclusive – and certainly compliant with all applicable policies and procedures. The process should be appropriately transparent, the work of the Committee should be time efficient and the Committee should be appropriately judicious in its important deliberations. The intent is to maintain the upmost integrity and professionalism by the Search Committee as well as from all resources the Committee may employ throughout the process. The goal of the Committee is to provide the Board of Regents with the very best candidates to serve as President of the University and accomplish this on the first attempt. As Dr. Curris indicated, the Board could send the Committee back to the drawing board. No one wants this to happen and the Committee is committed to undertaking the process in the right manner the first time. It is important for the Committee to have collegial and open discussions, keeping this goal in mind.

## **Applicable MSU Human Resource Policies/Procedures Review, received**

Tom Hoffacker, Director for Human Resources, presented the following:

- Information has been provided to the Search Committee regarding the Presidential Hiring Process and how this work can be accomplished "by the book." The information included necessary steps to be undertaken utilizing a search firm as well as steps to be followed without using a search firm. The steps below assume utilization of a presidential search firm:
  - 1) **Notification to Recruit and Fill an Exempt Level Vacancy Form** – All parameters are included on one document (position advertisement, qualifications and estimated salary – pending Committee approval). Human Resources will use this reference document to ensure all procedures have been appropriately followed.

- 2) If a search firm is utilized guidelines require a **Request for Proposals (RFP)** be issued which will require approval from the Legislative Research Commission.
- 3) The position will then be advertised in appropriate venues, including murraystatejobs.com, e3.KY.gov, HigherEdJobs.com and the Chronicle of Higher Education. Other advertising and recruiting is generally handled by the search firm.
- 4) **Authorization to Interview** – Represents the list of Tier I, II and III candidates the Search Committee intends to interview. Human Resources and Equal Opportunity staff will check for items which might be difficult to explain in a compliant hearing. It is important candidates meet the qualifications for the position as identified by the Search Committee.
- 5) **Interviews** – Different methods for conducting interviews exist, including phone, Skype and remote site and onsite.
- 6) **Request to Extend Offer** – Indicates the name of the individual to be hired for the position (including salary) and is completed and routed for approval by the appropriate individuals. For this search that includes the Presidential Search Committee Chair and the Chair of the BOR.
- 7) **Recommended candidate is offered the position** – A verbal offer can be made, contingent on a criminal and/or financial background check. Human Resources prefers the background check be completed prior to an offer being extended. A Personnel Action Form for the successful candidate is completed by the Search Committee Secretary and routed for appropriate approvals.
- 8) **Close Search** – Search firm sends regret letters and Committee Secretary gathers members' notes and interview questions in the event of a complaint is registered.

Mr. Hoffacker indicated a copy of the *Screening Committee Guideline and Acknowledgement Form* has been provided to all Search Committee members. This document relates primarily to the confidentiality of the search process and indicates Committee members agree not to divulge details associated with private meetings of the Search Committee. There being no further questions regarding the *Screening Committee Guideline and Acknowledgement Form*, all Committee members were asked to sign and return the form to the Secretary.

In response to a question in terms of confidentiality and whether this means the work of the Committee cannot be discussed with other members of the Board, Chair Williams indicated this is an important issue which must be decided. It is his belief once the Search Committee begins discussing candidates for the position this takes the work of the Committee to another level. As Dr. Curris indicated, some candidates will likely be reluctant for their name to be entered into the mix unless there is a confidentiality pledge. There will be very little, if anything, in regard to the process that should not be open until the Committee reaches the point of discussing individual candidates. At that point the confidentiality rules must be more strictly followed. If members discuss candidates beyond the Search Committee setting, this could potentially jeopardize those individuals.

### **Applicable Kentucky Open Meetings Law Review, received**

General Counsel John Rall reported the following:

- An outline of the Kentucky Open Records and Open Meetings Law prepared by the Attorney General, who is charged with enforcing Kentucky Open Meetings and Open Records laws, was provided to Committee members.
- On a day-to-day basis Ms. Hunt deals most closely with the open meetings requirements and details (including posting notices and contacting the media) and she represents a great resource in terms of the requirements of Kentucky Open Meetings Law.
- The basic principle of the Open Meetings Act is that all meetings of a quorum of the members of any public agency at which public business is discussed or at which any action is taken by the agency shall be public meetings, open to the public at all times [except as otherwise provided in the Act]. For this body, a quorum constitutes five members and assurance was provided that the Search Committee represents a public agency and is subject to Open Meetings and Open Records Law requirements.
- Caution should be exercised to avoid discussion of Committee business in informal settings outside of duly-called meetings, particularly if a quorum is present. The potential of the Search Committee to conduct off-site interviews has been mentioned. The Search Committee could travel together to conduct candidate interviews and if five Committee members travel in the same vehicle this represents a quorum and public business should not be discussed. If the individuals discuss the day's interviews they are discussing public business and would be in violation of the Open Meetings Act. An Attorney General's opinion on this very situation involved a Kentucky Board of Education traveling to such a meeting. The Search Committee must be very careful about discussing public business informally outside of this forum and must avoid doing so.
- The Open Meetings Act contains a reference to meetings of less than a quorum exception. In terms of the basic rule for any public business undertaken by a quorum, the General Assembly realized that individuals may want to have discussions with one person, then another, and so on where at no particular time a quorum is present. When added together proceeding in this fashion would represent

a quorum and this cannot be done. The Committee must be very careful regarding any discussion of public business outside of the forum of the Search Committee duly-called meetings.

- The Open Meetings Act references an education exception which involves members educating themselves about a particular issue. The Search Committee should be cautious about this exception as well because the Attorney General takes a narrow view of this reference in terms of it relating to very general and not specific topics. When talking to one person it is unknown who that individual may then talk to or whether others could enter into the conversation. It is highly recommended the Search Committee limit discussions to occur only during duly-called meetings. Whether the Search Committee did not intend for something to constitute a meeting, did not mean to discuss public business or were not trying to evade the requirements of the Open Meetings Act does not matter. The fact that a violation occurred is what matters and the Search Committee should be careful in this regard by limiting discussions to occur only during duly-called meetings. Some questions will involve very fine distinctions and that is why, to the extent possible, the Committee should undertake such discussions only in the type of venue presented today.
- The basic rule states that the business of a quorum should be conducted in open session, although there are exceptions. In the case of this Committee the most applicable will be the personnel exception which deals with the ability to conduct discussions in closed session with respect to matters which might lead to the appointment, discipline or dismissal of an individual employee, member or student without restricting that employee's, member's or student's right to a public hearing, if required. This exception shall not be interpreted to permit discussion of general personnel matters in secret (Kentucky Revised Statute 61.810(1)(f)). The Secretary will ensure all requirements for a meeting are met in terms of posting notices and agendas and notifying the media. The Committee can then convene and choose to go into a closed session – just as the MSU Board does routinely. There is a script which must be followed very closely to go into Closed Session. Once in Closed Session the Committee can undertake discussion but cannot take action. Once the Committee adjourns the Closed Session it will announce no action was taken during Closed Session. The full Search Committee will reconvene in public session and any final action can be taken at that point. It is clear some agencies desire to use the personnel exception as a “carte blanche” for discussion but that is clearly not the purpose of the exception. This Committee is undertaking work which will lead to the appointment of an employee but that does not mean any business of the Committee can be conducted in Closed Session. The exception addresses the situation where the Committee might discuss particular individuals. A majority of the mechanics of the Open Meetings Act will be handled by the Secretary (agenda and meeting preparation, posting of notices, notifying the press and minute preparation) and will not involve individual members of the Search Committee.
- It would be desirable for the Committee to establish a meeting schedule – otherwise every meeting will represent a special meeting. The Chair or a majority of Search Committee members can call for a meeting. This is not being encouraged but is being shared for educational purposes. In response to a question from a Committee member regarding how a majority of the Committee can form to request a meeting without violating the Open Meetings Act, Mr. Rall researched the issue and provided the response below:

[I have reviewed this matter further and spoken with the Attorney General's office. That Office confirmed the safest route is for the quorum to discuss the need for a special meeting at a public session. Beyond this, the route is tricky and reference was made to an opinion released on June 7 related to a series of “less than quorum” meetings between members to discuss what items should be included on the agenda for a special meeting. In finding there to be no violation, the Attorney General wrote:

If discussion of the agenda was the sole purpose of the phone calls, then we do not believe they constituted a violation of the Open Meetings Act. The requirement of a public meeting extends to “[a]ll meetings of a quorum of the members of any public agency at which any public business is discussed or at which any action is taken by the agency.” “Public business” has been defined as “the discussion of the various alternatives to a given issue about which the board has the option to take action.” *Yeoman v. Commonwealth of Kentucky, Health Policy Board*, 983 S.W.2d 459, 474 (Ky. 1998). We have cited this definition with approval. See, e.g., 12-OMD-048 (*Yeoman* “synthesizes some twenty-six years of open meetings decisions issued by the Kentucky Attorney General”); 09-OMD-093; 04-OMD-148. Since a mere discussion of what items should appear on the meeting agenda is not a substantive discussion of the issues, it would not constitute a discussion of public business and therefore would not trigger the requirements of KRS 61.810(1). See 00-OMD-171 (city manager contacting commissioners to verify that they did not want him to place an item on the agenda was not discussion of “public business”).

Based upon this, there may be no issue with a quorum's discussing the need for a special meeting. This, however, may be easy to say in principle but hard to apply in practice. Any discussion of the need for a special meeting is not going to occur in a vacuum; there will be a reason for the need for a special meeting. Raising the topic of the need for a special meeting could invariably raise the issue of why the meeting

is needed which, similarly, could lead to a substantive discussion of that reason.

But, the need for a special meeting can be addressed via a series of “less than quorum meetings” if there is no substantive discussion of any issue. Again, this may be hard to navigate outside of a public meeting.

A couple of additional points may be worth considering. The committee may meet with sufficient frequency as to make unnecessary the need for any extra meetings. Further, any need for a special meeting will doubtless not be lost on the Chair who has unilateral authority to call a meeting.]

- If Search Committee members would like to receive notice of meetings by email, they should submit a written request to the Secretary.
- A court will ultimately consider whether there has been substantial compliance with the Open Meetings Act and if a determination is made that the Search Committee has not met this requirement the ultimate remedy for the court is to set aside any work the Committee has undertaken.

Chair Williams has asked Mr. Rall and Mr. Hoffacker to attend each Presidential Search Committee meeting to utilize their expertise to ensure the process is undertaken “by the book.” By agreeing to serve on this Search Committee each member has also implied they will abide by the rules and regulations associated with Kentucky Open Meetings Law.

### **Key Search Process Elements Review, discussed**

Search Committee members were provided with a document entitled, “Preliminary Timeline for Presidential Search.” The purpose of this document is to ensure the Committee reaches agreement on the key elements of the search process and the main decision to be made is whether an external search firm should be engaged. Once this decision has been made a detailed prospectus or profile for the desired candidate would be developed through interviews with the Board of Regents and input from individuals and constituency groups on campus. This work is intended to result in the creation of a draft position advertisement. From the prospectus approved by the Search Committee, the position will be advertised and candidates solicited. The Committee will then be delivered some number of potential candidates and it would be the job of the Search Committee to review the list and select six to nine candidates (or some number to be determined) to be interviewed. Reference checking will begin at this point and the Search Committee could conduct off-site interviews in an effort to narrow the list of recommended candidates to visit campus to two to four (with one to two potential alternates). Chair Williams prefers recommending more than two candidates because if one individual drops out of the search process the Committee will be required to re-engage in the entire process. When the final candidates have been identified this will lead to another level of checking references, credentials, financials, background and criminal history. This work will occur before final candidates are recommended to the full Board. It was emphasized that this body represents a Search Committee and not a Selection Committee and will provide the Board with a short list of unranked finalists it believes are qualified to serve as President.

A Committee member asked about the relationship between the detailed prospectus and the position description for the President on file in Human Resources. The position description available from the Human Resource website was last updated in 2002, although it has been indicated there is a more recent version. The BOR will likely desire to provide some form of guidance in the development of a position description before a search firm creates a detailed prospectus. A copy of the 2002 job description for the President was provided to the Search Committee for review. Mr. Hoffacker reported a more current job description can be provided to members of the Search Committee and will be made available online.

Agreement was reached that the job description delineates responsibilities and a profile or prospectus of the desired candidate should include attributes (characteristics and qualifications) the Search Committee is looking for which would enable an individual to perform the particular responsibilities included in the job description.

### **Utilization of a Presidential Search Firm, approved**

Chair Williams has conducted a number of searches and there are positives associated with a Search Committee undertaking this work without a search firm, but there are also many negatives. Unless the Committee is willing to spend a great deal of time vetting what could represent a very large list of candidates and applications, he would recommend a search firm be

utilized to undertake this work. The search firm selected to assist in the search process must have the appropriate resources and consultants in place to undertake this work effectively. The Committee must be comfortable it has selected an appropriate agent to seek candidates for the next MSU President. Mr. Hoffacker reported cons associated with engaging a search firm include cost, the potential of selecting the wrong firm and some loss of control over the process. Pros include substantial savings in terms of time and effort and, if the right firm is engaged, it likely will have contacts that this Committee does not. Consensus was reached that a search firm can be invaluable in terms of the details and process which must be undertaken but equally important is their capacity to improve the quality of applicants and the success and failure of this Search Committee will be dependent upon the quality of that applicant pool.

Dr. Binfield moved that the Presidential Search Committee approve the engagement of an external search firm to assist in the Presidential search process. Mrs. Guess seconded and the motion carried unanimously. Confirmation was provided that all University policies and procedures outlined earlier must be followed and the successful search firm would be required to adhere to those policies and procedures as well.

### **Presidential Search Committee – Committee of the Whole – Presidential Search Firm Selection, approved**

Discussion occurred regarding whether authorization should be given to issue a Request for Proposals to the list of search firms previously utilized by the University, as well as those representing known firms with the requisite competencies for presidential searches. The University will then receive proposals from search firms with the names of three (3) to five (5) to ultimately be provided to the Search Committee for vetting purposes. Mr. Hoffacker reported a list of search firms previously utilized by the University has been generated and includes additional recommended firms. If an RFP is issued within the next week to ten days, a minimum of three weeks is required to receive responses. Confirmation was provided that within one month to 40 days any responses to the University's RFP would be available for Committee review to determine the appropriate search firm to be utilized. Consensus was reached that the Search Committee would act as a Committee of the Whole for the selection of a presidential search firm.

Discussion occurred regarding whether applications for President would be received through the selected presidential search firm or whether those applications would be received through the MSU Human Resource system. Pros and cons associated with each method were discussed and consensus was reached that only one method should be approved. Concern was expressed about a search firm receiving applications and directing those applications toward their particular area of expertise. The question was asked whether there is a way to narrow the field toward search firms capable of identifying applicants who meet the particular prospectus of the MSU President. Mr. Hoffacker indicated most search firms would be able to undertake this work in terms of the prospectus developed by the Search Committee. Agreement was reached that the successful presidential search firm should be extremely diverse in addition to possessing the necessary credentials to identify only those individuals meeting the requirements of the prospectus developed. The search firm is expected to have the expertise necessary to assist the Search Committee in preparing a good prospectus and this represents a fundamental value any search firm should possess. The capacity of a search firm and the expertise of the consultants are crucial in this process and consensus was reached that these expectations should be included in the RFP in detail to ensure the selected firm has broad experience and understands the particular areas of expertise identified in the presidential prospectus.

Mr. Hoffacker indicated given discussion which has occurred today, finishing touches will be added to the draft Request for Proposals which has already been prepared. A list of potential qualified search firms has been prepared and both documents will be sent to the Secretary for distribution to the Search Committee for comment. All Committee members will be able to recommend search firms to be added or deleted from the RFP listing.

Agreement was reached that Mr. Hoffacker and the Director for Procurement will review the proposals received and eliminate any that are not viable in terms of the guidelines the Search Committee has outlined. Once this work has been undertaken a summary document of potential firms will be provided to the Search Committee for review, at least one week before the next meeting in July. Confirmation was provided that the Committee of the Whole would meet (possibly some members via videoconference) to review the list of the top three to five qualified

search firms (as identified by Human Resources and Procurement) to determine which firms will visit campus.

Consensus was reached that cost should be considered in the final criteria but should not be the main element considered. Cost can be evaluated in more detail when the proposed list of search firms is provided to the Committee. It is most important to identify a firm that can undertake this work in the fashion designated by the Search Committee as well as provide valuable and appropriate assistance in identifying the best presidential candidates.

### **Issuance of Request for Proposals, approved**

Dr. Binfield moved that the Presidential Search Committee authorize the University to issue a Request for Proposals for a presidential search firm. The Search Committee will be provided with a list of qualified search firms and will be afforded the opportunity to offer input in terms of search firms which should be added or deleted from the list and this work will be undertaken as soon as possible. A draft of the RFP will be sent to Search Committee members via email for review prior to issuance. The offices of Human Resources and Procurement will review proposals received in response to the RFP and will present to the Search Committee a list of three to five potential search firms for consideration at its next meeting. Mrs. Guess seconded and the motion carried unanimously.

### **Next Presidential Search Committee Meeting, scheduled**

The next meeting of the Presidential Search Committee was scheduled for Friday, July 26, 2013. The Search Committee will interview presidential search firms which have been identified by Human Resources and Procurement for consideration and make a selection.

Chair Williams reported a request was made to schedule Presidential Search Committee meetings to coincide with BOR meetings to limit the amount of travel required for out-of-town Regents serving on the Search Committee. The Board Retreat has been set for September 5 and the Quarterly Meeting has been scheduled for September 6, 2013. Committee members were asked to hold these dates on their calendars.

### **Potential Search Firms – Campus Visits, discussed**

The question before the Search Committee is whether it is reasonable to expect that a prospectus can be approved by the September BOR meeting dates. A Committee member indicated May 15 through August 15 represents the summer research period for faculty and – if they are to be included among the groups to be consulted on the prospectus – the date for the search firm to visit campus should be moved to at least one week following the first week of classes which begin August 19.

Mr. Hoffacker confirmed the presidential search firm will need to meet with the Board of Regents as well as campus constituency groups to develop recommendations in terms of a candidate profile or prospectus. The search firm could meet with the full Board during the Retreat or Quarterly Meeting (September 5-6) and with the campus constituency groups at other times during that week. The first Faculty Senate meeting during the Fall semester will be held on September 3 and this could represent an opportunity for the search firm to meet with that constituency body. Committee members were asked to hold the dates of September 5 and 6 for meetings with the presidential search firm. An appropriate date for the firm to meet with other constituency groups will be determined.

Chair Williams indicated from the perspective of the Board of Regents' calendar, at least one meeting date will need to be identified in January 2014 for the Board to meet with the search firm. Potential meeting dates include February 7 or 14 or March 7 (least desirable) or March 14 and Search Committee members were asked to hold those dates. The final date for the BOR meeting in March 2014 has not yet been determined but when that date is set the charge of the Presidential Search Committee includes the expectation that this body will be able to recommend (unranked) to the full Board at least two, but no more than four, candidates as being the best qualified individuals to serve as President. In order to meet this deadline the Committee should be prepared to meet as needed in January and February.

### **Applications Accepted through Presidential Search Firm, approved**

Discussion occurred on the benefits of receiving presidential applications through the University's Human Resource system versus through the presidential search firm. An initial preference for applications to be accepted through the Human Resource Office was expressed but following a Committee member's indication that applicants early in the process could be hesitant to officially submit their application to the University (as opposed to submitting it to a search firm) due to a concern about confidentiality. A successful search firm will enhance the quality of the applicant pool for the University and it is hoped the search firm will not be hesitant to participate in early communications in terms of constantly reaching out to potential presidential candidates before that individual makes a determination to actually apply. At that point the candidate submitting materials for consideration would expect their interest in the position would not be compromised. It is likely many qualified applicants would feel more confident and less at risk if application materials are submitted to the University through a presidential search firm. A valid point was made in that regardless of any safeguards which are in place potential applicants could have the perception (by applying through a website) that they do not know which individuals might have access to confidential information.

Mrs. Guess moved that, once a successful presidential search firm has been selected by the Search Committee, any application materials for the position of President of Murray State University be submitted directly to the presidential search firm. Mr. Waterfield seconded and discussion followed.

In response to a question regarding whether the Search Committee will have access to all applications received by the presidential search firm, Chair Williams indicated the Committee must determine whether it would actually want all applicant information submitted because this could represent a voluminous amount of information. Some applications could immediately be screened out as not being suitable and eliminated by the search firm. All agree there are benefits associated with the Search Committee having access to all information submitted by applicants for the position and consensus was reached that this represents a discussion point to be undertaken with presidential search firms. If the Search Committee is afforded access to all applications, members will begin editorializing on applicants and the presidential search firm will likely indicate to the Committee that the firm should be allowed to do its job which includes paring the list down to an acceptable candidate pool. Agreement was reached that this requirement should not be included in the RFP. Further discussions on this issue will be reserved for a later date and will occur directly with the appropriate presidential search firms.

Chair Williams reported there is a motion on the table for application materials for the position of President of Murray State University to be submitted directly through the presidential search firm once that entity has been selected. The motion has been seconded. There being no further discussion, the motion carried unanimously.

### **Request to Receive Meeting Notifications via Email, confirmed**


The Secretary was asked to send an email reminder to all members of the Presidential Search Committee to submit a request, in writing, indicating their desire to receive Presidential Search Committee meeting notifications via email. This request should be submitted to the Secretary.

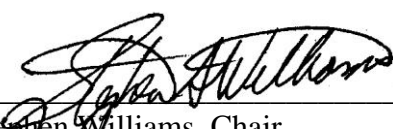
### **Other Business Related to the Presidential Search Committee**

A determination was made that there is no further information to be brought before the Presidential Search Committee at this time.

### **Adjournment**

The Presidential Search Committee adjourned at 2:35 p.m.

  
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Jill Hunt, Secretary  
Presidential Search Committee

  
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Stephen Williams, Chair  
Presidential Search Committee