

**PRESIDENTIAL SEARCH COMMITTEE
UNIVERSITY OF VERMONT STATE AND AGRICULTURAL COLLEGE**

A meeting of the Presidential Search Committee of the University of Vermont was held on Tuesday, September 11, 2018 at 3:00 pm in Memorial Lounge, Room 338 Waterman Building.

MEMBERS PRESENT: Co-Chairs David Daigle and Ron Lumbra, Afi Ahmadi, David Barrington, Robert Brennan*, Britten Chase, Meghan Cope, Kathryn Fox, Xavier Giddings, Ryan Hargraves*, Wanda Heading-Grant, Sidney Hilker, Shane Jacobson, Bernard Juskiewicz, Debra Leonard, Ed Pagano*, Cathy Rahill, Diane Seder*, Shap Smith, Tristan Toleno*, Thomas Vogelmann and Leon Walls

ABSENT: Cynthia Barnhart, Polly Parsons and Witt/Kieffer Managing Partners Robin Mamlet and Paul Bohne

PERSONS ALSO PARTICIPATING: Vice President for Legal Affairs and General Counsel & Senior Advisor to the President Sharon Reich Paulsen, Vice President for Executive Operations Gary Derr, and Witt/Kieffer Consultants: Senior Partner Dennis Barden and Senior Associate Robert Luke

*by means of conference telephone.

Co-Chair David Daigle called the meeting to order at 3:05 p.m.

Introductions

Committee members introduced themselves, with special emphasis on their relationship to UVM.

Co-Chair Daigle stated the goal of the Search Committee was to find the best leader to succeed President Tom Sullivan. He acknowledged that no single candidate will meet everyone's desired skillset and encouraged members to keep an open mind.

Co-Chair Daigle stressed the essential need for confidentiality and integrity in the conduct of the search. He read the Confidentiality and Integrity Statement (see appended on page 4), after which all members affirmed their agreement with the statement.

Dennis Barden, Senior Partner and Robert Luke, Senior Associate, from the search firm Witt/Kieffer, introduced themselves and shared their previous engagement with the University, including their support for Dean searches in the College of Engineering and Mathematical Sciences, the College of Arts & Sciences, the Larner College of Medicine, and searches for the Chief Information Office, Vice President for Enrollment Management, and the UVM Foundation President/CEO search. Mr. Barden reported that Managing Partners Robin Mamlet and Paul Bohne, who were unable to be in attendance today, are also part of the Witt/Kieffer team and that the team is adequately supported by two administrative assistants and a research analyst.

Charge to the Search Committee

Co-Chair Ron Lumbra reviewed the Committee's charge, included as attachment 1 in the meeting materials. He highlighted that essential duties include soliciting perspectives about the challenges, opportunities and leadership needs of UVM, creating a Leadership Statement and advertisements, active participation in the process of recruitment of diverse candidates, assuring compliance with University policies and procedures, selecting and interviewing semifinalists, and communicating regularly with the University community about the status and progress of the search. Most importantly, the Committee must maintain confidentiality at all times with respect to nominees, applicants and candidates as well as the Committee's deliberation. Much of this work will be supported by the Witt/Kieffer team.

Search Process and Timeline

Co-Chair Lumbra reviewed the proposed Committee schedule, included as attachment 2 in the meeting materials, and highlighted the following projected goals:

- Today is an organizational meeting to discuss processes, timelines and confidentiality.
- October 4, 2018 – the Committee will review information collected to date from the UVM community regarding desired attributes, skill sets and characteristics of the next President and receive an update on the status of the development of the *Leadership Profile*.
- October 25, 2018 – At this meeting, it is anticipated the Committee will conduct its initial review of candidates.
- November 16, 2018 – A second review of candidates and selection of semifinalists will occur.
- December 2-5, 2018 – The Committee will convene off-campus to conduct interviews with the selected semi-finalists during a rigorous two-to-three day process. The pool will be narrowed to finalists who will be invited to campus.

Co-Chair Lumbra next reviewed the advertisement for the search for the next President of UVM, included as attachment 3 in the meeting materials. Mr. Barden reported that a teaser advertisement was placed in the Chronicle of Higher Education over Labor Day weekend. Several nominations have been received along with a couple of cover letters and resumes and requests for more information. Mr. Luke added it was impressive to get inquiries at this time in the process.

Mr. Barden was invited to discuss the national landscape of presidential searches and the firm's role in supporting the process. He reported the search market is robust. He emphasized the team will conduct original research, be broad with canvassing for candidates, and work hard to advocate on behalf of UVM. Current presidential searches include the University of Southern California, Michigan State, Texas Tech, and several small private colleges. Unique characteristics that make UVM stand out include its size, how it began as private institution and is now a public institution, its status as the only research university in the state, the robust medical operation, and its location in Burlington, Vermont. Chair Daigle added that the institution's financial profile, with most of its tuition revenue coming from out-of-state tuition, is unique.

Leadership Profile

Co-Chair Daigle emphasized that the *Leadership Profile* is a critical document for the search process and that Co-Chair Lumbra will lead this initiative. He will be appointing a work group to assist, with the goal of sharing a draft in advance of the next meeting on October 4, 2018.

Information Gathering Process

Vice President Gary Derr reported that nearly 350 responses were collected from the five-question survey that was distributed campus wide. The five governance bodies (Student Government Association, Graduate Student Senate, Faculty Senate, Staff Council and Alumni Association), along with the President's Commission for Inclusive Excellence, have been invited to submit their input regarding the challenges and qualifications for the new president. Their feedback is due later this month. A doctoral student in the College of Education and Social Services will prepare a report that will be shared with the Committee and posted on the Presidential Search website.

Before entering executive session, Co-Chair Daigle re-emphasized that the primary charge of the Committee is to provide to the Board of Trustees an unranked recommendation of suitable candidates, with a proposed target date of no later than February, 2019, after which the Board will select the next President.

Executive Session

At 4:17 p.m., Co-Chair Daigle entertained a motion to enter executive session to discuss confidential attorney-client communications. He noted that no action was anticipated following the session, which was expected to last approximately 30 minutes. The motion was made, seconded and approved.

Committee members, Vice Presidents Reich Paulsen and Derr and Witt/Kieffer Consultants: Dennis Barden and Robert Luke were invited to remain.

The meeting was re-opened to the public at 4:44 p.m.

Adjournment

There being no further business, the meeting was adjourned

Respectfully submitted,

David A. Daigle, Co-Chair
Ron E. Lumbra, Co-Chair



The University of Vermont
Presidential Search Committee
Confidentiality and Integrity Statement

As a member of the Search Committee for the President of the University of Vermont it is very important that committee members recognize and respect the essential need for confidentiality and integrity in the conduct of this search.

Confidentiality is necessary to attract the highest quality candidates, to avoid putting their current positions in jeopardy, and to protect the University's integrity.

As a committee member you agree to the following:

1. Confidentiality of all deliberations, written materials, and other communications related to the work of the Search Committee including information developed and received about prospects, candidates and their home institutions.
2. Not to discuss or communicate in any manner confidential information with anyone other than members of the Search Committee.
3. The obligation to maintain confidentiality applies to before and after (and forever) the Search Committee completes its work.
4. Co-Chairs of the Search Committee are the only ones authorized to speak on behalf of the search committee, in particular the media, including the Vermont Cynic.
5. Not to contact individuals for informal references or other information on candidates unless this is specifically requested.
6. Disclose promptly to the Co-Chairs any real or potential conflict of interest in relationship to you and a prospect or candidate.
7. Conduct on the Search Committee will be guided by these general principles:
 - Adherence to the highest standards of ethical and professional conduct;
 - Guard against inaccuracies, carelessness, bias, and distortion made by either emphasis or omission of information;
 - Strive to treat issues impartially and handle controversial subjects dispassionately; and
 - Treat all members of the Committee with civility and respect.

Most important, committee members will place the best interests of the University ahead of all special and personal interests, and will use common sense and good judgment in applying ethical principles to all Search Committee work.