

JACKSONVILLE STATE UNIVERSITY
BOARD OF TRUSTEES
MINUTES

The Board of Trustees of **JACKSONVILLE STATE UNIVERSITY** held a Special Called meeting at The Summit Club in Birmingham, Alabama on **Monday, September 29, 2014 at 8:45 a.m., CDT** for the purpose of conducting a Presidential Transition Planning Workshop facilitated by Dr. John Moore, Senior Associate of the AASCU Penson Center for Professional Development.

Chairman Bennett requested that Dr. William Meehan open the meeting with an invocation.

Mr. Jim Bennett, Chairman of the Board of Trustees, called the meeting to order and stated that a quorum was in attendance. He asked President Meehan to call the roll.

Members present were:

PRESENT:

Mr. Jim Bennett
Mr. Jim Coxwell
Mr. Clarence Daugeette
Mr. Thomas Dedrick
Senator Vivian Davis Figures
Mr. Randall Jones
Ms. Gale Saxon Main
Mr. Randy Owen
Mr. Ronnie Smith

Chairman Bennett stated that the Executive Committee met by conference call with Dr. Moore in August. He also told the Board that he has appointed a Search and Screening Committee to review applications. The committee will be chaired by Ronnie Smith, Chairman of the Building and Finance Committee. Mr. Bennett stated that even though not all members of the Board of Trustees were appointed to the committee, they are all welcome to attend any and all meetings held by the Search and Screening Committee. The following are members of the Search and Screening Committee: Mrs. Allyson Barker, Acting Vice President for Administrative and Business Affairs, Mr. Greg Brown, JSU Foundation Board President, Mr. Clarence Daugeette, member of the Board of Trustees, Mr. Thomas Dedrick, member of the Board of Trustees, Dr. Bill Fielding, Dean of the College of Commerce and Business Administration, Mr. Brett Johnson, SGA President, Mr. Randy Jones, member of the Board of Trustees, Mrs. Gale Main, member of the Board of Trustees, Ms. Julia Segars, Regional Vice President for Alabama Power Company and Past President of the JSU Foundation Board, Mr. Ronnie Smith, member

of the Board of Trustees and Chair, Dr. Melanie Wallace, Faculty Senate President, and Mr. Edgar Welden, Birmingham business man. Mr. Smith will be calling a meeting of the committee in the near future.

Mr. Bennett stated that the Board needed to be mindful of the Alabama Open Meetings Act. A search firm is being hired in order to protect the identity of the applicants. He recognized Mr. Charlie Waldrep, Legal Counsel for the Board of Trustees, and asked Mr. Waldrep to explain the law to the Board. Mr. Waldrep said that his associate, Ms. Leslie Klasing, had prepared a letter containing frequently asked questions and answers that would help the Board know how to stay within the boundaries of the Open Meetings Act, but at the same time protect the identity of the applicants. Dr. Meehan stated that the workshop had been posted on the Secretary of State website in order to comply with the Open Meetings laws and therefore Laura Gaddy from The Anniston Star was present. Ms. Klasing distributed a letter and a supporting memorandum that discussed these issues. She stated that the confidentiality of the applicants was very important to them as well as to the University. In order to get as diverse an application pool as possible we have to ensure that the identity of the applicants will not be exposed to the public or to their employers. She stated that the search firm will be in charge of receiving all the applications and resumes and they are not subject to the Alabama Open Meetings Act or the Public Records Act so the documents they receive may be kept confidential by them. Once the documents are distributed to the Search and Screening Committee or to the Board of Trustees as a whole they become public record. She told the Board that they need to decide how much authority they are willing to give the search firm to narrow the selection of applicants. She also suggested talking to the search firm candidates about creating a secure online portal where the applications and resumes could be loaded and only the search committee would have access to the portal. The search committee members would be able to log in and review the applications and as long as they did not print anything the applications can remain confidential. Once they are printed they become a public record. This is a method that has been successful at some other universities in the State of Alabama. The Board as a whole and committees of the Board are subject to the Open Meetings and Open Records Act. Once the applications are turned over to the Search and Screening Committee they might want to consider a way of identifying the candidates by number or initials instead of by name in order to have discussions about the candidates while maintaining their confidentiality. The Board and the Board's committees also have the option of going into executive session to discuss professional competence of an individual but it has to be limited to discussing professional competence. She also cautioned the Board against having deliberations about the qualifications of the candidates by email, as these are public record and would be subject to the limitations of the Open Meetings and Open Records Act. Deliberations among committee members should not be held by phone, as this would violate the Open Meetings Act.

Dr. Meehan introduced Dr. John Moore, Senior Associate of the AASCU Penson Center for Professional Development to begin the workshop.

Dr. Moore stressed the importance of abiding by the Open Meetings and Open Records laws during the search process and encouraged the Board to rely on their attorneys to ensure that they stay within the required guidelines. He also stressed the need to make sure all the candidates go through the search firm and are treated the same.

Dr. Moore explained that his role was to advise the Board on how to transition and manage the process of hiring a new president. His goal is to help JSU select the best possible person to be the next President. He relayed his ideas of the best practices related to transition management and distributed a packet of information for the Board to review to help guide them through the search process. The packet contained the Presidential Transition Planning Workshop Agenda; The Six Phases for Selection, Development and Retention of Effective Leadership; Presidential Transition Management: Six Phases Suggested Guidelines; Proposed Transition Management Timeline; Transition Out: Best Practices; Pre-Search Best Practices Priority Tasks; Search: Best Practices; Transition-In: Best Practices; Search Firms; and a bio of Dr. Moore.

Dr. Moore explained that the search firm will be responsible for collecting applications and presenting them to the Search and Screening Committee. The Search and Screening Committee will narrow the selection down to a certain number of applicants and those will be presented to the full Board for a final decision.

Following the presentation by Dr. Moore, the Board requested to enter into Executive Session to discuss the professional competence of the twelve search firms who submitted proposals. Board attorney, Charlie Waldrep, certified that the matters to be discussed in the executive session were sufficient to comply with the requirements of Alabama's Open Meetings Act.

Dr. Meehan called roll for voting to approve the Executive Session. The following persons voted:

Chairman Jim Bennett, Aye
 Mr. Jim Coxwell, Aye
 Mr. Clarence W. Dauge, Aye
 Mr. Thomas Dedrick, Aye
 Senator Vivian Davis Figures, Aye
 Mr. Randall Jones, Aye
 Mrs. Gale Saxon Main, Aye
 Mr. Randy Owen, Aye
 Mr. Ronnie Smith, Aye

Chairman Bennett reported a unanimous vote for the Executive Session and stated that the Board members would return for a public vote on any actionable items.

At the conclusion of the Executive Session Mr. Bennett reported that there were no actionable items for the Board to consider.

Mr. Bennett stated that Dr. Rosalynn Martin, JSU's Director of Human Resources, would be added as a member of the Presidential Search and Screening Committee.

There being no further business, Mr. Bennett declared that the meeting was adjourned.


Secretary


President Pro Tempore