

# MINUTES

## SPECIAL MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

May 4, 2006

10 a.m.

Student Union West Room 306

**Members Present** William C. Cramer, Jr. (presiding), J. Allen Cox, Karen L. Durden, Dan A. Estes, Dr. Stephen C. Myers, Renee C. Shoaf, William C. Sumner, and Derrick G. Bennett

1. **Call to Order** Chair Cramer called the meeting to order at 10 a.m.
2. **Invocation** Dr. John Holdnak gave the invocation.
3. **Pledge of Allegiance** Mr. Estes led those present in the pledge of allegiance to the American flag.
4. **Presidential Search** Chair Cramer reminded trustees and others in attendance that the purpose of the special meeting was to discuss the process that will be used to select GCCC's next president. Noting that he was the only current trustee who had participated in the selection of Dr. McSpadden in 1988, Chair Cramer indicated that the trustees had no greater responsibility than the selection of a president. He emphasized the need to ensure an open process that considered input from a broad range of constituents. Chair Cramer introduced Dr. Jeff Hockaday, acknowledged his distinguished career in leading presidential search processes, and explained that Dr. Hockaday had been invited to brief the board on the process.

Dr. Hockaday began by clarifying that a presidential search process is “not an exact science,” and he identified a number of options available for conducting a search. He described the role and value of an advisory committee—usually called a search or screening committee—made up of representatives of the board and the college's constituency groups. He characterized the role of a consultant the board might employ to advise and lead the process, and he emphasized the absolute necessity to conduct an open search within the parameters set by the State of Florida.

Dr. Hockaday highlighted major tasks involved in an effective presidential search, including appointing an advisory committee, conducting public hearings, creating a candidate profile, developing and placing appropriate advertising, screening applications, inviting candidates to interview, preparing for and conducting interviews, selection, and announcement. He also proposed a timeline that could result in the naming of the new president by March or April 2007.

In response to Chair Cramer's invitation to tell the board why it should employ a consultant to lead the process, Dr. Hockaday outlined various components of an effective search and identified the specific tasks a consultant would perform to ensure the best possible outcome. Among those tasks were the following: Advise the board; work with the search committee; help develop a suitable profile; attend the public hearing; make sure there are no gaps in the process; work with the appropriate college staff member in creating and placing advertisement/position announcement; make sure no deadlines are missed; provide sample letters for communicating with applicants; recruit suitable applicants; conduct preliminary reference checks as well as in-depth reference checks on the people who are invited for interviews; work with the board chair but accept calls from all trustees throughout process; come to campus four times (twice to meet with the advisory committee and twice to meet with the board); participate in conference calls with the board as desired; and whatever other things the board requests.

Trustees asked questions and discussed various issues such as meeting the letter and spirit of Florida's Sunshine Law, dealing appropriately with internal candidates, ensuring equal treatment of all candidates invited to interview, and conducting a search process that is grounded on an understanding of the direct relationship between selection of a president and the institution's future direction.

Chair Cramer expressed appreciation for the informative presentation, and Dr. Hockaday left the meeting room. Chair Cramer invited trustee comments about the merits of employing a consultant to assist the board with the search process. Each trustee indicated a preference for using a professional consultant. Following intense discussion, Vice Chair Durden moved and Mr. Cox seconded authorizing Chair Cramer to negotiate with Dr. Hockaday for his services and to bring a recommendation to the full board at a subsequent regular meeting. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. When Dr. Hockaday returned to the meeting room, Chair Cramer invited him to submit a proposal, indicating that the board had authorized him to negotiate in its behalf and to bring a recommendation back to the board.

**5. Budget  
Committee**

To expedite scheduling of board review of the president's 2006-07 budget proposal, Chair Cramer appointed the Budget Committee as follows: Trustees Cramer (chair), Cox, and Estes. The committee meeting was scheduled for Monday, June 5, at 2 p.m. in the President's Office.

**6. Adjournment**

Chair Cramer indicated the meeting would continue with lunch and invited those present to join the trustees in the Private Dining Room. Following lunch, the meeting was adjourned at 12:30 p.m.