

August 24, 2009

MEMORANDUM

TO: The Special Committee on the Nomination of a
President:

John O. Wynne, Chair	Gordon F. Rainey, Jr.
Daniel R. Abramson	Warren M. Thompson
A. Macdonald Caputo	Robert Fatton
Susan Y. Dorsey	James N. Galloway
Helen E. Dragas	Ann B. Hamric
Thomas F. Farrell, II	John C. Jeffries, Jr.
W. Heywood Fralin	Deborah E. McDowell
Austin Ligon	John Nelson
Vincent J. Mastracco, Jr.	Peyton T. Taylor, M.D.
Gordon F. Rainey, Jr.	Jenifer Warner

and

The Remaining Members of the Board:

The Hon. Alan A. Diamonstein	The Hon. Lewis F. Payne
Robert D. Hardie	Don R. Pippin
Ms. Glynn D. Key	Rahul Gorawara
Randal J. Kirk	E. Darracott Vaughan, Jr., M.D.

FROM: Susan G. Harris

SUBJECT: Meeting of the Special Committee on the Nomination of
a President on August 24, 2009

The Special Committee on the Nomination of a President of the Board of Visitors of the University of Virginia met, in Open Session, at 1:12 p.m., on Monday, August 24, 2009, in the Board Room of the Rotunda; John O. Wynne, Chair, presided.

The entire Committee was present at the meeting.

Also present were Leonard W. Sandridge, R. William Funk, Ronald C. Forehand, Carol S. Wood, Susan A. Carkeek, Justin Thompson, Debra Rinker, and Susan G. Harris.

The Chair began the meeting by commenting on the current leadership and how the University is in a great position to launch this search. He said the rankings put the University

64th in the country in resources, yet the University is ranked 23rd overall, which means the University is very efficient in using its resources. The University is in a "sweet spot" right now in the current economy because we are not heavily dependent on the state and we are also not as dependent on our endowment as many private universities.

The Chair read the charge of the Committee from the Manual of the Board of Visitors of the University of Virginia. The Manual states the Board elects the President. He said that the Board chose to broaden the Committee membership to include others: alumni, faculty, graduate and undergraduate students, and with Leonard Sandridge as Secretary to the Committee, the staff.

The Chair emphasized that Committee members do not represent a particular constituency, rather, they were selected for their University-wide perspective.

The Chair asked the Committee members and the search consultant, Mr. Funk, to introduce themselves and to talk about their University connections and their hopes for their service on the Committee. Following introductions by the Committee and Mr. Funk, the staff supporting the search introduced themselves.

The Chair talked about plans to go outside the University to get an external view, and this will be an opportunity for those Members travelling together to get to know each other. He emphasized that the Committee will work better if Members know each other and develop trust in their fellow Members.

The Chair briefly reviewed the search process. The five steps are process design and staffing, input and information gathering, profile and qualification development, recruitment, and selection. The next Committee meeting will be on input and information gathering. He mentioned the forums that are planned for the coming weeks. He said the forums are important to get input from constituents, which will be particularly useful to the Board of Visitors Members who do not interact regularly with faculty, staff and students. There are three questions asked of all participants in the forums.

The Chair mentioned that recruitment has started and Mr. Funk is in charge of it. The time frame is as long as it takes to get a good president.

In addition to the forums, faculty (through the Faculty Senate), students (through Student Council) and staff (through the Executive Council of the Employee Communication Councils) have been asked to provide input as well.

The Chair asked Mr. Sandridge to discuss the process in more depth. Mr. Sandridge said the staff supporting the search effort is different from other searches. Rather than having full-time dedicated staff to support the search the Chair has chosen people who have added the search as additional duties beyond their regular full-time duties. This allows tapping into the staff's existing expertise.

The search firm was selected through a public procurement process. The reasons for the selection of R. William Funk and Associates include their knowledge of the region and the institutions within the southeast, success in placing presidents in AAU institutions, they are well-networked, and Mr. Funk as the principle has agreed to be very accessible.

Mr. Sandridge pointed out that a website for the search has been created for the general community and the University community as well as the Committee. An e-mail address: presidentsearch@virginia.edu, has been created and should be copied on any correspondence involving the search.

Communications to the community include an e-mail to 150,000 alumni, parents, students, staff, and faculty. Many responses have been received already.

Mr. Sandridge said six forums are scheduled, with two on the following day. They are scheduled to make it as easy as possible for all to participate in a forum, including the one at the College at Wise on September 29.

Mr. Abramson and Mr. Wynne have already started extensive data gathering by meeting with deans and vice presidents as well as the Executive Council of the Employee Communications Councils.

Mr. Sandridge cautioned that the Committee should be careful about handling correspondence because of the sensitivity of individuals if any information should get out. He ended by saying that the staff is available to make the work of the Committee easier.

The Chair called on Justin Thompson. Mr. Thompson remarked that e-mail responses have been impressive and continue to come in and so analysis will not be done until the September meeting. Responses have come in from all sectors and most are positive. They express a sense of caring about the University and the selection of the president. He said the president search e-mail address puts the correspondence into the public record, and it is a way of routing information to those in need of it.

Ms. Hamric spoke about the faculty consulting group. The Faculty Senate Executive Council is pulling together a group representative of all of the schools. They will make a report to the Committee at the September 21ST meeting.

Mr. Nelson spoke about the student consulting group. He and Ms. Warner have e-mailed and contacted twenty-one students who they consider representative of the student body. Ms. Warner added that the consulting group has been asked to talk to others and to provide input on what students are looking for in a president.

The Chair introduced Mr. Funk, of R. William Funk and Associates, the search consultant. Mr. Funk said that there are a number of presidential searches underway at any given time, so there is a competitive issue in recruiting. We want to recruit the very best candidates. The best candidates do not respond to ads, and so it is necessary to reach out to them. He is talking to educational leaders around the country as well as presidents and provosts, seeking the very best suggestions from a wide range of people. His firm has already sent 600 letters. In the last 18 months, his firm has done three public AAU searches, but the University of Virginia search is generating more interest than any search in the last five years. He said the Committee will be able to consider some of the very best talent in the field for the position. One-half of the sitting presidents of AAU institutions were recruited by R. William Funk and Associates.

Ms. Wood said the communications plan includes the forums which will be audiotaped and the tapes will be put on the website. Ms. Wood has a list of questions that Committee members may be asked, and she advised that in response Members should say that the search information is confidential and they are unable to discuss it. All media inquiries should be directed to Ms. Wood. The Chair added that only he and Ms. Wood should speak for the Committee in public.

Mr. Abramson then made a motion to convene in Executive Session which was approved:

That the Special Committee on the Nomination of a President go into Closed Session for discussion or consideration of nominees and prospective candidates for president of the University, and for consultation and to seek the advice of legal counsel regarding legal issues related to the presidential search process, as provided for in Section 2.2-3711 (A) (1) and (7) of the Code of Virginia.

At 5:05 p.m., upon the following motion, the Committee resumed the meeting in open session:

That we vote on and record our certification that, to the best of each Board Member's knowledge, only public business matters lawfully exempted from open meeting requirements and which were identified in the motion(s) authorizing the closed session, were heard, discussed or considered in closed session.

The Chair adjourned the meeting at 5:10 p.m.

SGH:jb

These minutes have been posted to the University of Virginia's Board of Visitors website.

<http://www.virginia.edu/bov/specialcommminutes.html>