

**New College of Florida
Presidential Search Committee**

**Tuesday, November 3, 2020
5pm - 6pm**

I. Call to Order

Establishment of Public Notice and Quorum

II. Opening

Search Committee members are requested to share their aspirations and concerns about the presidential search

III. Presidential Search Process – *Mary Ruiz, Chair*

The Chair will brief the Search Committee on regulatory requirements of the search including responsibilities, steps and estimated timeframes.

IV. Committee Charter – *Ron Christaldi, Vice-Chair*

Review of Committee Charter

V. Florida’s Sunshine Laws – *David Fugett*

General Counsel will present an overview of Florida’s Sunshine Laws as it applies to committee and search processes.

VI. Search Firm Procurement Update – *Loretta Shields*

The Assistant Vice President of Human Resources will brief the Search Committee on the status of procurement for a search firm.

VII. Open Discussion

VIII. Adjournment



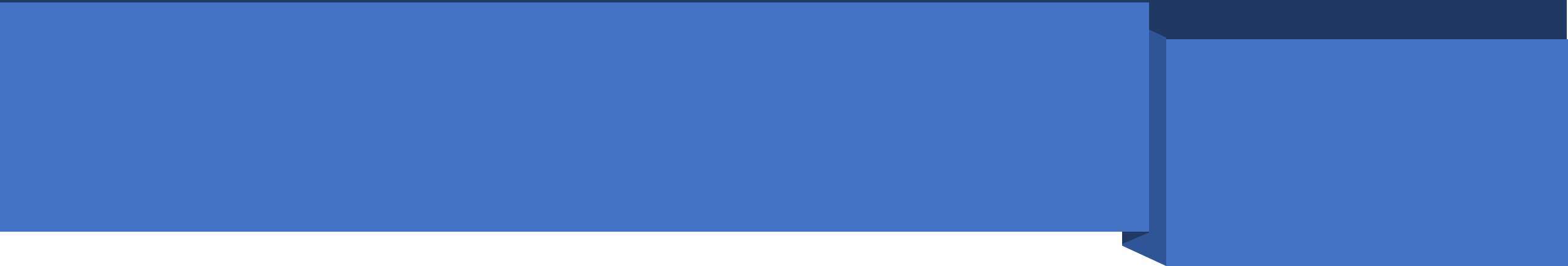
New College of Florida

Presidential Selection Process



NEW COLLEGE OF FLORIDA
FOUNDED 1960

I. Roles in Presidential Selection Process



A. Selecting President:

- The Board is responsible for selecting the new President, subject to ratification by the Board of Governors.
- See, Board of Governors Regulation 1.002 - Presidential Search and Selection.

B. Screening of Candidates

- Initial screening by a search firm.
- The Board Chair appoints a Search Committee, including a representative appointed by the Board of Governors.
- The Search Committee is charged with recommending three to five final candidates.

C. Searching for Applicants

- All members and friends of the New College community may participate.

D. Input into the Process:

Members and friends of the New College community have key input, including:

- Referral of applicants;
- development of a leadership statement;
- participation in on-campus interviews; and
- feedback on final candidates.

II. Preparation for Search



A. Appointment of Search Committee:

- Appointed by the Board Chair.
- A webpage is established to provide current information.
- Everything is done publicly.

B. Procurement of a Search Firm:

- The Procurement Committee consists of the Vice President of Finance and Administration, General Counsel, Associate Vice President of Human Resources, Chief of Staff and the Board Chair.

C. Establishment of a Timeline:

- To be established by the Search Committee in conjunction with the search firm.

D. Development of a Leadership Statement:

- A description of the qualities sought in a president at this stage of New College's development
- Drafted by the Search Committee with input from members and friends of the New College community for approval of the full Board.

E. Approval of a Compensation Range:

- The Search Firm prepares an analysis of compensation based upon market and peer group data for approval of the Board.



III. Search

A. Advertising of Position and Development of Candidate List:

- The search consultant solicits nominations for the position from various sources.
- The position will be advertised broadly.
- Applications and nominations remain open until the finalist selection process is completed.

B. Reference and Background Checks.

C. Determination of Finalists:

The Search Committee selects three to five finalists for campus visits.

D. Campus Visits

- Campus visits for all finalists. These visits feature multiple opportunities for the candidates to interact with representatives from the boards, faculty, students, staff, alumni and the broader community.



E. Final Selection by Board of Trustees and Negotiations

- The Board of Trustees selects the individual to be offered the position of President.
- Subject to ratification by the Florida Board of Governors.

F. Ratification by the Board of Governors:

- The Chair presents an overview of the search process and the President presents their credentials to the Board of Governors for ratification of appointment.

G. Welcome and Transition Activities:

- The Board oversees notification.
- The Board and the new President discuss mutual expectations.
- A series of introductions to the New College campus community and the broader community are scheduled.

H. Contingency Planning:

- Contingency planning includes appointment of an Interim President by the Board of Trustees, if needed.

Presidential Search Key Dates

(Draft October 20, 2020)

The following dates are entirely preliminary for planning purposes only. A more refined and definitive timeline will be developed by the search firm consultant.

October 6, 2020	Announcement by President O'Shea
October 16, 2020	Appointment of Search Committee by Chair of the New College Board of Trustees (BOT)with a representative appointed by the Chair of the Board of Governors (BOG)Florida State University System
October 16, 2020	Issuance of Request for Quote for Search Firms
October 27, 2020	BOT Approval of Search Committee Charter
November 6, 2020	Search Firm Quotes Due
November 25, 2020	Contract with Search Firm
January 2021	BOT Approval of Compensation Range and Leadership Statement
Feb/March 2021	Three to five Final Candidates Selected by Search Committee
March/April 2021	Campus Visits
April 20, 2021	BOT Appointment
April/May 2021	Contract Negotiation
June 1, 2021	Submittal of Contract and Documents to BOG
June 22, 2021	Ratification of Appointment BOG
July 1, 2021	New President Takes Office

NEW COLLEGE OF FLORIDA PRESIDENTIAL SEARCH COMMITTEE CHARTER

The Search Committee is appointed by the Chair of the Board of Trustees with a representative appointed by the Board of Governors. The committee is composed of 15 members including representatives of trustees and foundation directors, faculty, students, staff, alumni and the community. The committee's chair is Trustee Mary Ruiz, and its vice chair is Trustee Ron Christaldi. Staff are General Counsel David Fugett and Assistant Vice President for Human Resources Loretta Shields.

The Search Committee is charged with recommending to the Board of Trustees no later than March 15, 2021 an unranked list of three to five individuals who are highly qualified to lead New College of Florida as its next president. The Search Committee is asked to base its recommendations upon a Leadership Statement adopted by the Board of Trustees with input from the campus community, as well as the Board of Trustees' established equal opportunity and affirmative action policies.

The Search Committee shall be assisted by a search firm to conduct the following activities in discharging its duties:

- Develop a Leadership Statement with input from members and friends of the campus community and with assistance from the search firm for approval by the Board of Trustees
- Actively solicit nominations and applications from a diverse group of highly qualified persons.
- Screen applications using the leadership criteria as the basis for choice.
- Assist in arranging campus visits for finalists.
- Report to the board a summary of campus and community reactions to finalists.
- Ensure that appropriate information about scheduled meetings, minutes and process is provided to the campus community and the public.
- Ensure that appropriate information about the university and the presidency is provided to candidates at each stage of the screening process.
- Submit more three to five qualified candidates to the Board of Trustees for Consideration by March 15, 2021.
- Comply with the requirements of Board of Governors Regulation 1.002 Presidential Search and Selection.

The New College of Florida Board of Trustees extends its gratitude to the members of the Search Committee for accepting this demanding assignment. The future of the university rests upon your wisdom. You have the trustees' warmest wishes for a success in your endeavors.




New College Presidential Search in the Sunshine

Fla. Stat. 286.011 and 119

The first Government-in-the-Sunshine Law was enacted in Florida in 1967 and became part of the Florida Constitution in 1992

Florida has long been proud of its sunshine





Never forget,
however, that too
much sunshine ...

THE LAWS:

Fla. Stat. 286.011 - Public Meetings (and records from those meetings)

- *Protects the public from "closed door" decision making*
- *Provides the right of access to government meetings, including records created at the meetings*

Fla. Stat. 119.011 - Public Records of or related to Official Business

- *Provides the right of access to records created or received in relation to the official business of a public body*



PUBLIC MEETINGS

- Public Meetings law applies to all meetings of "any board or commission of any state agency or authority"
- If the Public Meeting law applies, it requires:
 - ❖ Open to the public
 - ❖ Reasonable notice of the meeting
 - ❖ Minutes must be recorded and open to public inspection

What Constitutes a Public Meeting

Formal meetings of the Committee

Discussion of any matter on which the Committee might foreseeably take action:

- Social gatherings
- Phone calls
- Emails*
- Sub-committee Work (but not *fact-finding* sub-committees)
- Workshops
- Serving on a panel
- Circulating a question for comment
- Discussions through an intermediary

Emails

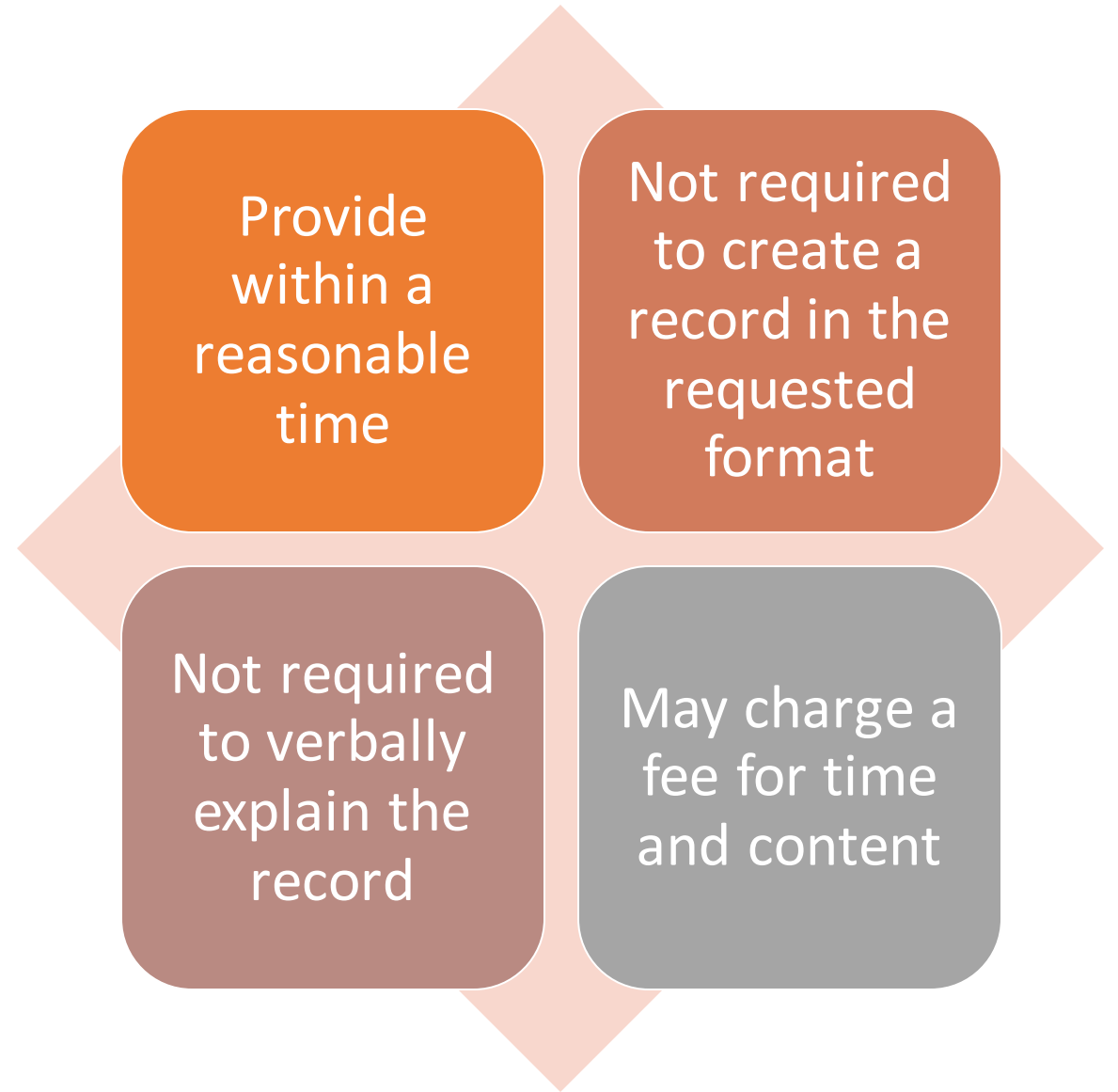
- Committee members may send an email to another committee member about the search – HOWEVER – no replies are permissible
- The email could be discussed at a future committee meeting
- If you have any question, please feel free to call General Counsel (941) 487-4877

Public Records

What constitutes a public record?

- All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings (including phone voice mail recordings), data processing software, texts, or other material
- Regardless of physical form or means of transmission
- Made or received in connection with the transaction of official business

Complying with a Public Records Request



EXEMPTIONS TO PUBLIC RECORDS LAWS

None – except for those expressly granted by statute. Some examples:

- *A meeting between a board and its attorney(s) when discussing pending litigation*
- *A strategy discussion or negotiation with a Presidential candidate (there are some strict guidelines to follow, however)*
- *A portion of a meeting (or documents) that would reveal a security system plan*
- *A portion of a meeting during which a confidential and exempt contract, document, record, marketing plan, or trade secret is discussed*

TAKEAWAYS



Public Meetings

Public access; Notice; Minutes

Includes all discussion (in any form) of a matter on which there might be a vote



Public Records

All material (documents, recordings, letters, emails, etc.)

Made or received in connection with transacting official business

TAKEAWAYS (cont.)



There are exemptions, but it must be pursuant to statute



A request for information (by itself) is not a public records request – and the requestor cannot dictate the form of the response

A silhouette of two hands holding a bright sun against a warm orange background. The hands are positioned at the top, with fingers curled to hold a glowing, irregularly shaped sun. The background is a gradient of warm orange and yellow tones. The text is centered in the lower half of the image.

Learn to love the sunshine
(or at least try to like it)!

New College of Florida Presidential Search Committee



MARY RUIZ—Chair

Mary Ruiz is Chair of the New College of Florida Board of Trustees. She is CEO of Ruiz Strategic Advisors and an experienced healthcare Chief Executive Officer and Chief Strategy Officer with specialization in strategic planning, mergers and acquisitions, business development, government relations and joint ventures. Ms. Ruiz is founding President of the New College Alumni Association. MBA University of South Florida BA New College of Florida



RON CHRISTALDI – Vice Chair

Ron Christaldi is Vice Chair of the New College of Florida Board of Trustees. He is a business lawyer representing clients in complex transactions and litigation, and the President and CEO of the public affairs firm Shumaker Advisors Florida. Mr. Christaldi is a past-chair of the Tampa Bay Chamber. J.D. Florida State University M.A. Florida State University B.A., New College of Florida



JOHN CRANOR is a US Army veteran who has held senior executive positions with General Mills, Wilson Sporting Goods, Pepsi Cola North America, Taco Bell, KFC Worldwide and Long John Silvers. Most recently he was Chairman of the Board of Popeye's Louisiana Kitchen. Mr. Cranor currently serves as Chairman of the Board of Plymouth Harbor and the Financial Advisory Board of the Sarasota School Board. MBA Harvard BA New College of Florida (charter class)



DR. WILLIAM C. DUDLEY is a Senior Research Scholar at the Griswold Center for Economic Policy Studies at Princeton University and a member of the Group of Thirty and the Council on Foreign Relations. From 2009 to 2018, Dr. Dudley was the 10th president and chief executive officer of the Federal Reserve Bank of New York. Earlier, he had a long career in the financial services industry, including ten years as the chief US economist at Goldman Sachs where he was a partner and managing director. PhD. University of California Berkeley, BA New College of Florida.



DR. DAVID HARVEY is Professor of History and Chair of the Faculty at New College of Florida, where he has taught since 2000. He is a statutory member of the New College of Florida Board of Trustees. Dr. Harvey is the former chair of the Division of Social Sciences and teaches a range of courses in modern European history and has sponsored dozens of theses, tutorials, and independent study projects in related fields. A specialist in French cultural history, he is the author of three books, about a dozen articles, and over a hundred book reviews. Ph.D. and M.A. Princeton University B.A. Rice University

New College of Florida Presidential Search Committee



Dr. EMILY HEFFERNAN is Associate Professor of Biology and Environmental Studies at New College of Florida as well as the Co-Director of the Environmental Studies Program. She completed two postdoctoral research fellowships before joining the University of Michigan-Dearborn as an Assistant Professor of Biology. Dr. Heffernan is the recipient of the prestigious Outstanding Undergraduate Science Teaching Award from the Society of College Science Teachers for her exemplary teaching in biology. Ph D. University of Florida BA New College of Florida.



DR. SARAH HERNANDEZ is Associate Professor of Sociology & Latin America and Caribbean Studies at New College. Since her faculty appointment in 1996, she has served on the Provost Advisory Committee, Faculty Appointments and Status Committee, Provost Search Committee and Student Academic Status Committee. She currently serves as Co-Director of the Initiative for Diversity and Equity in Academics and as representative of the New College faculty to the Advisory Council of Faculty Senates. PhD and MA University of Michigan BA Earlham College.



ALAN LEVINE is Chairman, President & CEO of Ballad Health. He is a Member of the Board of Governors for the State University System of Florida. Prior to his role at Ballad Health, Mr. Levine was the President and Chief Executive Officer of Mountain States Health Alliance. His public service career includes serving as Senior Health Policy Advisor and Secretary for Louisiana's Department of Health and Hospitals appointed by Governor Bobby Jindal and as the Senior Health Policy Advisor and Deputy Chief of Staff for Governor Jeb Bush prior to being appointed by Governor Bush to be Secretary of the Agency for Health Care Administration. MA, BA University of Florida.



SOFIA LOMBARDI is New College Student Association President and a statutory member of the Board of Trustees. Last February, she organized a group of students to travel to Tallahassee to oppose a House bill that proposed to merge New College with the University of Florida. Sofia is a second-year student pursuing a double Area of Concentration in History and Spanish. After New College she plans to attend law school with the goal of becoming a public interest lawyer.



DR. MICHAEL MCPHERSON has served as president of the Spencer Foundation and Macalester College. A nationally known economist whose expertise focuses on education and economics, McPherson spent the 22 years before his Macalester presidency as professor of economics, chairman of the economics department, and dean of faculty at Williams College in Williamstown, Massachusetts. He was a fellow of the Institute for Advanced Study and a senior fellow at the Brookings Institution. He is a president of the board of overseers of TIAA-CREF. PhD, MA and BA University of Chicago.

New College of Florida Presidential Search Committee



DWAYNE PETERSON is the Director of the Center for Career Engagement and Opportunity (CEO) at New College of Florida. He and his team lead the College's efforts to integrate career planning and preparation into the academic experience for all students. Mr. Peterson has held professional roles at Georgia College and State University, the University of Florida, University of North Florida, and the University of South Florida. He is a certified career development facilitator and represents New College as a member of the Florida Career Centers consortium. MS Miami University MBA University of North Florida



DR. SHARON LANDESMAN RAMEY is a member of the Board of Directors of the New College Foundation. A Research Professor and Distinguished Research Scholar at Fralin Biomedical Research Institute at Virginia Tech, she is recognized for her contributions in the field of human development and the role of early experience and interventions on later developmental outcomes. Ph.D. University of Washington Seattle B.A. New College of Florida



MONA RANKIN recently retired as Chief of Staff at State University of New York, College at Old Westbury. She served in other higher education leadership positions at City University of New York and Florida International University. She is among the founders of the Harlem Renaissance Education Pipeline, a Cradle to Career Collective Impact Initiative in Harlem, NY. She is a past participant and presenter in Florida International University's Executive Leadership Enhancement Program. She serves on the board of the West Coast Black Theater Troupe. MA and BA University of Illinois Chicago



FELICE SCHULANER is the former Chair of the New College Foundation and the New College Board of Trustees. Previously she was senior vice president of human resources for Coach Inc., a multibillion-dollar global accessories company. She is currently a Board member for the Community Foundation of Sarasota County and has also served on the boards of Planned Parenthood of Southwest and Central Florida and the Visible Men Academy. BA New College of Florida



DR. JAMES B. STEWART is Professor Emeritus at Penn State University who also served as inaugural Vice Provost for Educational Equity and Director of the Black Studies Program. He has authored, co-authored, edited or co-edited eleven monographs and has published over seventy-five articles in Economics and Black Studies professional journals. He has served as President of the Association for the Study of African American Life and History (ASALH) and the National Economic Association. Ph.D. Notre Dame MA Cleveland State University BA Rose Hulman Institute of Technology

New College of Florida Presidential Search Committee

Search Committee Staff: Loretta Shields Assistant Vice President for Human Resources, and David Fugett, General Counsel

1.002 Presidential Search and Selection

- (1) Pursuant to a delegation of authority from the Board of Governors, each board of trustees is responsible for conducting a search and selecting a candidate to serve as the president of the institution, subject to confirmation of the candidate by the Board of Governors. To ensure that the search process is transparent, robust, and designed to attract highly qualified individuals, each university board of trustees must conduct the search process in accordance with the following criteria:
 - (a) The Chair of the board of trustees, in consultation with the Chair of the Board of Governors, shall appoint the members of a search committee comprised of no more than 15 members, one of whom must be a member of the Board of Governors and at least three of whom are members of the board of trustees. Committee members selected to serve on the search committee should consist of individuals from the institution's faculty, the student body, the institution's foundation board, and, if applicable, the institution's financing corporation board. However, none of the individuals selected to serve on the search committee should hold positions that report directly to the president. In addition, the Chair of the board of trustees should consider appointing alumni, donors, and/or members from the community where the institution is located to serve on the search committee. The Chair of the board of trustees will appoint a trustee member of the search committee to serve as chair of the committee.
 - (b) After the search committee is formed, the board of trustees or its designee:
 - i. shall obtain an executive compensation analysis that encompasses all components (salary, benefits, bonuses, and all other forms of remuneration) and that takes into consideration compensation paid to the current president, presidents of peer institutions, as well as other relevant factors (such as market trends, the available qualified pool and relevant competition for candidates), from which the search committee will establish a range of compensation that will be submitted to the board of trustees for approval and use by the board of trustees or its designee in negotiating the employment contract with the final candidate;
 - ii. may retain the services of an executive search firm/consultant, subject to a competitive procurement process or use of a competitively procured, pre-qualified list, if total compensation will exceed the threshold established in Board Regulation 18.001; and any search firm/consultant that is retained should be familiar, or demonstrate its ability to become familiar, with Florida's Sunshine laws in chapters 119 and 286, Florida Statutes, as applicable to executive searches; and
 - iii. shall provide a charge to the search committee that outlines the scope of the search, the estimated timeline for the search, and the committee's responsibilities.
 - (c) The search committee, assisted by the executive search firm/consultant (if retained), will be responsible for:

- i. oversight of a webpage on the institution's website that includes a link to the home page for meetings of the search committee (notices, agendas and materials), updated lists of persons who have submitted applications, and information on the means of providing stakeholder input, which shall be maintained for purposes of transparency;
 - ii. establishing a calendar of public events for the process as they are planned that takes into account the need to align the timing of the selection process with the estimated timeline specified by the board of trustees to the extent feasible, and meeting dates of the board of trustees, and of the Board of Governors for purposes of the confirmation process;
 - iii. developing recommended position criteria that are consistent with the institution's mission, strategic plan and aspirational goals, which shall be approved by the board of trustees;
 - iv. approving a marketing plan, that will be submitted to the board of trustees;
 - v. identifying individuals who may apply, be nominated, or recruited, taking into consideration their experience, qualifications and leadership capabilities under the position criteria to produce a pool of qualified applicants;
 - vi. vetting applicants by, at a minimum, ensuring that available public records and online resources are checked in order to narrow the pool of qualified applicants who will be invited to participate in interviews with the search committee and that the references of candidates to be referred to the board of trustees are thoroughly checked;
 - vii. determining, under the position criteria, the applicants to be interviewed by the search committee and conducting those first applicant interviews; and
 - viii. recommending an unranked list of applicants who are qualified under the position criteria to further the institution's mission, goals and priorities for on-campus meetings or forums with faculty, students, and other stakeholders and for consideration and on-campus interviews by the board of trustees. The search committee is required to submit more than two qualified applicants, selected by a majority vote of the search committee, to the board of trustees for consideration, other than in exceptional circumstances making fulfillment of this requirement infeasible. If more than one candidate is not coming forward, the board of trustees must be notified of the reason and may decline to act.
- (d) The board of trustees or its designee, with the assistance of the executive search firm/consultant (if retained), shall then be responsible for:
- i. ensuring that at least a preliminary criminal, financial, education and professional background check is conducted for the candidates who are recommended by the search committee to interview with the board of trustees; ensuring that additional screening of those candidates is conducted by contacting other persons or entities that can provide additional

- information relevant to the position criteria on the candidate's job performance in his or her current and past positions, an assessment of the candidate's leadership capabilities and management style, ability to work with various stakeholders, and expected effectiveness as an advocate for the institution and the State University System; and ensuring that a background check of the president-elect is finalized prior to recommendation of the president-elect to the Board of Governors for confirmation;
- ii. selecting final candidates for on-campus meetings with faculty, students, the board of trustees, and other stakeholders;
 - iii. selecting a final qualified candidate under the position criteria as president-elect for recommendation to the Board of Governors for confirmation;
 - iv. drafting an employment contract covering the financial and key performance terms, to be reviewed by the Board of Governors general counsel prior to execution for compliance with state law, that is consistent with the compensation range approved by the board of trustees, and that is contingent upon confirmation of the candidate by the Board of Governors; and
 - v. submitting a written description of the selection process and criteria, the president-elect's qualifications, and a copy of the employment contract to the Board of Governors for consideration in the confirmation process. The president-elect is not eligible to commence employment with the institution or execute the employment contract prior to confirmation by the Board of Governors.
- (2) The Board of Governors' member who serves on the search committee shall be responsible for reporting on the progress of the search and selection process at each regularly scheduled meeting of the Board, and shall serve as a member of any search committee subcommittee established for the purpose of analyzing the appropriate range of compensation for the final candidate. As part of the member's report to the Board, the member will keep the Board informed on matters relating to the range of compensation and other material terms of any proposed employment contract discussed by the search committee or the board of trustees during the search process.
- (3) The Chancellor shall brief the president-elect in preparation for the meeting at which the candidate shall be presented to the Board of Governors for confirmation.
- (4) The president-elect shall personally appear before the Board of Governors at a scheduled meeting for an interview as part of the confirmation process. The Chair of the board of trustees, or designee, will describe the search process and the material terms of the proposed employment contract, and introduce the president-elect to the Board. The president-elect should be prepared to respond to questions related to the institution's mission under its strategic plan, general awareness of

institutional and system metrics, and any priorities established by the Board of Governors for the institution.

Authority: Section 7(d), art. IX, Fla. Const.; History: New 06-23-16, Amended 08-31-17.