

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SPECIAL MEETING**

August 28, 2006  
3:20 p.m.

Roger W. Dobson Building #13  
Room #203  
Cocoa Campus

**PRESENT:** Mrs. Alberta K. Wilson, Chairman; Mr. James W. Handley; Mr. James Theriac;  
Mrs. Kim Tsamoutales; Mr. Joe D. Matheny, Attorney; Mrs. Terry Martin, Executive  
Assistant to the President/Board Search Liaison

**ABSENT:** Mr. C.R. "Rick" McCotter III

**1. CALL TO ORDER:**

Mr. Handley, Chairman, called the Special Board Meeting to order at 3:20 p.m.

Mrs. Martin provided packages to the Board and Attorney Matheny containing copies of the two proposals received for consultation services for the BCC presidential search. Mrs. Wilson requested copies be provided to the attendees of information from Mr. David Armstrong, Chancellor, Florida Community Colleges and Workforce Education, regarding the presidential search process. Mrs. Martin distributed copies of the document. Mr. Matheny provided the Board with suggested questions for their consideration during the interviews.

**2. INTERVIEW - Dr. Jeff Hockaday, Hockaday-Hunter & Associates**

Dr. Jeff Hockaday, Hockaday-Hunter & Associates, gave a brief presentation on his background and stated he has served as the head of the Virginia Community College System and was Chancellor of Pima Community College for several years after he retired. He has assisted in approximately 50 searches finishing six in Florida and currently assisting with two in Florida at Florida Keys and Gulf Coast Community Colleges. He shared that he will be on-call seven days a week, 24 hours a day and doesn't take more work than he can handle. Dr. Hockaday reported he understands the Florida system and knows the college.

Mr. Handley asked Dr. Hockaday what BCC might expect to pay in salary for the next president. Dr. Hockaday responded he did not get into salaries, but a college the size of Brevard could be as much as \$200,000.

Mr. Handley asked the typical length of a search. Dr. Hockaday responded that he felt it could be done in six months, if things move along well.

The Board members who were present for the meeting alternated asking Dr. Hockaday questions regarding the services he would provide if selected as BCC's presidential search consultant.

1. What is the number of meetings required? Dr. Hockaday responded the Search Committee would meet three times as a group with the charge to reduce the number of candidates to the number determined by the Board. The Search Committee's charge will then have been met. The Board would only require two meetings before they interview the finalists.
2. What is your preferred method of working with the Board? Dr. Hockaday requested a good administrative professional who he may work with to send information out to the Board. He further shared that if there is Board representation on the Search Committee, they would have more knowledge than the others, so communication will need to take place to keep the remainder of the Board members up-to-date.
3. Would having more than one Board member cause any problems with the Sunshine Law? Dr. Hockaday indicated there should be no problem. Mr. Matheny shared that these meetings would be advertised to the public and would be in the Sunshine.
4. What if the candidate did not work out - what then? Dr. Hockaday said there would be no fee charged if there is a mistake made, i.e. he didn't do a correct reference check or something from the past was not discovered. If the Board dismisses someone at the end of one year and it has nothing to do with what he did, they would need to agree on something, i.e. 1/10th, 1/5th of the regular search. However, this has never happened in a presidential search that he has led. He explained that references are thoroughly checked for the finalists. He will look at the total number of candidates and reduce the number to 25 and then the Search Committee will further reduce to 12 and six, or the final number determined by the Board. When Dr. Hockaday completes the thorough background check on the finalists, he will provide a written report to the Board.
5. Do you recommend Board members serve on the Search Committee? Dr. Hockaday said he believed that the selection of a CEO is one of the most important things that the Board will do and the Board should be represented on the Search Committee. Dr. Hockaday stated he did not believe it was good for the Chairman of the Board to serve on the committee, as he/she may need to make a tough decision later on in the process.

He recommended the Search Committee consist of 15 members maximum as follows:

1. 1-2 Board members
2. 3 faculty members
3. 1 administrator
4. 1 professional service/career employee
5. 1 student

6. The remainder of the committee should be community people with representation from UCF, school system, medical community, chamber, EDC, and perhaps one member of the faith community.

Mr. Handley said that the Board would like to see one person from each of the college direct support organizations serve as part of the community representation.

Mr. Handley said he would like to request Dr. Hockaday's assistance with defining what they would like to have in a president. Dr. Hockaday said he would be happy to assist. He shared that he would recommend the college have a public hearing for two hours to invite members of the college and outside community to come and speak up to three minutes on characteristics and qualifications they would like to see in the next president. This will provide ideas to the Board and will make things better for the new president, as the community will already feel they are part of the process.

Mr. Handley reported the college has advertised for people interested in serving on the Search Committee.

6. How do you feel about having candidates providing taped interviews? Dr. Hockaday said he wouldn't recommend it for everyone who applies; however, once the total number of candidates is reduced to 12, he would recommend having those individuals provide taped interviews. One DVD/videotape would then contain all 12 interviews. The Search Committee would be provided with this information to further reduce the number to six, or the number determined by the Board. At that time, the six who were not placed on the list would be removed from the DVD/videotape and the Board members would receive the tape with the 6 finalists, along with the resumes and reference checks. The Board would then complete the interviews of the finalists. Once the Chairman of the Search Committee presents the final list, the Board can add to the list if desired.
7. What is the role of diversity in your search for the president? Dr. Hockaday indicated that he recruits really hard to make sure the candidate pool is diverse.
8. How do you handle information from the candidate? Dr. Hockaday reported he would share with potential candidates that if they are interested in applying for the job that the information will be open for public review due to the public records act.
9. What is the charge for your services? Dr. Hockaday confirmed a \$20,000 fee, plus expenses.

The Board discussed the interview conducted with Dr. Hockaday.

**3. INTERVIEW - Dr. David Pierce, ACCT**

The Board participated in a teleconference with Dr. David Pierce, presidential search consultant, Association of Community College Trustees. Mr. Handley and the Board introduced themselves to Dr. Pierce.

Dr. Pierce provided information on his background and explained that he would like to assist with the presidential search through ACCT, which provides the framework for the service. He explained that if ACCT was chosen they would prepare by working with faculty, staff, Foundation Board, the community and others for the recruitment phase and would develop a profile of the person the Board would be seeking, i.e. personality, skills, characteristics, identifying opportunities and challenges. They should be aware of economic and social events within the college and programs including the funding stream from the state, or anything out there that a new person would need to be aware of. Typically he would work with the Search Committee. He recommended a Search Committee containing representation from the college and community and containing 15-20 members. Each community and college has different requirements. Dr. Pierce reported he would help work with the group to develop a profile and then will work with staff to develop a brochure containing information about the college and community to mail to all community college presidents throughout the country, as well as academic vice presidents and student services vice presidents.

He would also recommend sending out e-mails on two different occasions containing the brochure. That would take about one month to get the brochure printed and published. They would then launch into the recruitment phase which would include placing advertisements, sending e-mails and letters out with the signature of the Chairman of the Board.

Dr. Armstrong would then go into a calling campaign for those he feels would work. About 1/3rd of the applicants would come from that process and the rest from the advertisements. The recruitment phase usually takes a couple of months.

The next step would be to narrow down the finalists to ten candidates. The Search Committee would then rate the individuals and would narrow down the pool to four finalists, who the Board would interview. After the Board completes their interviews, they would come together to make a decision based on the interviews and time spent on the campus. Dr. Pierce would recommend that each person attending prepare a reaction form on these candidates and all would be summarized and this information would be provided to the Board, as well as how the college and community are reacting. Once the final decision is made, the individual would work with the legal counsel to finalize the contract. With a normal situation, he would make four visits. The first three would be working the candidates down to selecting the finalists and the final visit would be towards the interview phase.

Questions were asked by the Board in a rotating sequence as follows:

1. What is the price for full services? Dr. Pierce responded \$35,000 plus expenses. The cost for basic services is \$25,000 plus expenses.

2. If the final candidate does not work out, what then? Dr. Pierce said if the individual worked out only for six months, then there would only be expenses. After that point, it would have to be negotiated.
3. What is the role of diversity? Dr. Pierce responded he is strongly committed to finding the most qualified and diversified group of candidates.
4. What is your preferred method of communicating with the Board? Dr. Pierce responded it depends on what the Board would like. He would meet with the Chairman or Vice-Chairman on the first visit. He said it is important to keep things communicated to the Board regarding the search process. After the finalists are selected, the Board is the owner.
5. Have you done searches in Florida? Dr. Pierce responded no; however, has had experience throughout the U.S. including Washington, Arizona, Iowa, Illinois, Michigan, Oklahoma and Louisiana.
6. Are you familiar with the Florida Sunshine Laws? Dr. Pierce said there are actually several states which have laws that are similar to Florida, i.e. Michigan and Arizona.
7. What number of candidates would you anticipate? Dr. Pierce responded the size of the pool depends on the location and size of the state, and Florida is attractive. He expected about 40 applicants with the only thing impacting the pool being the Sunshine Law. However, he felt it doesn't seem to have a significant impact on the Florida presidents as they are an impressive and highly qualified group.
8. Have all of your searches been successful? Dr. Pierce said they all have worked out and been successful with the exception of one, who lasted only three years.

Dr. Pierce reported his style is very much to let the Search Committee and the Board make the decisions. His part would include reference checking and credentials, and a criminal background check. He said he does work hard during the recruitment phase.

Mr. Handley reported the Board has met and are accepting candidates for the Search Committee and have received about 40 to-date.

9. Who would you recommend for the Search Committee? Dr. Pierce responded two Board members at least with a member of the Board serving as Chairman. He recommended a total of 18 members, with at least 1/3rd from the community at-large, i.e. business, government and education and higher education. In addition, there should be a representative from faculty, administration/cabinet, student and the direct support organizations.

Mr. Handley reported the college will close the request for applications for the Search Committee on September 12 and will be making a decision at a Special Meeting on September 18.

10. Do you favor the use of a video presentation by the presidential candidates? Dr. Pierce said normally not but it doesn't mean it can't be done. Normally a taped interview is done to screen at a preliminary level. Members of the Search Committee review the applications and narrow it down, but he would be willing to use videos if the Board would like to go that way. It could reduce costs.

Mr. Handley said that the Board will be back in touch with Dr. Pierce to let him know their decision.

The interview with Dr. Pierce ended at 4:55 p.m.

#### **4. APPROVAL OF PRESIDENTIAL SEARCH CONSULTANT FIRM**

The Board discussed both candidates and felt they both had good attributes; however, were in favor of having a consultant who is familiar with the State of Florida.

Mr. Theriac moved to approve the selection of Dr. Jeff Hockaday, Hockaday-Hunter & Associates, as the consultant for the BCC presidential search. Mrs. Wilson seconded the motion. All those voting in favor of the motion - Theriac, Wilson, Tsamoutales, Handley; opposed - none. Motion unanimously approved. (McCotter was absent.)

Mr. Handley noted that Dr. Hockaday suggested having a meeting to invite the public in before the Search Committee decision is made by the Board. Discussion ensued.

Mr. Theriac noted that both consultants suggested that the Search Committee have two members of the Board as part of the committee. Mrs. Tsamoutales added that Dr. Pierce felt that a Board member should serve as Chairman. Mrs. Wilson felt that the Search Committee should select their own Chairman, as leaders will emerge. Mr. Theriac felt if a member of the Board is on the Search Committee, he/she should serve as the Chairman.

It was the consensus of the Board to hold a public hearing in conjunction with the September 18 Board meeting. The meeting would begin at 4:30 p.m. and continue through to 6:30 p.m. with each community representative being provided three minutes to speak. Mrs. Wilson requested the President's and Attorney's reports be eliminated from the Board agenda for this meeting to provide for more time.

A discussion was held on how the two Board members to serve on the Search Committee will be selected. Mr. Handley said he will bring this up at the Board meeting. Mr. Matheny felt one Board member would be enough.

Mrs. Martin confirmed the following schedule for the Board meeting on September 18, which will be held in the Board Room (#231), Building #2, Cocoa Campus:

4:30-6:30 p.m. - Meeting/Public Forum  
6:30-6:45 p.m. - Break  
6:45 p.m. - Board Selection of Members for the Selection Committee  
at the Special Meeting

The Board requested to meet with Dr. Hockaday in October and then to hold a meeting of the Selection Committee that same day.

Mrs. Martin will send out a public notice regarding the hearing. A registration table will be provided for individuals wishing to speak at the meeting.

Mr. Matheny reported the meeting will open with regular items and then Mr. Handley will announce the public hearing.

Mr. Handley will notify the consultants of the Board decision.

**5. ADJOURNMENT:**

There being no further business, the Special Meeting adjourned at 5:25 p.m.

APPROVED:   
Chairman, District Board of Trustees

ATTESTED:   
Secretary, District Board of Trustees