

**Virginia Military Institute
Superintendent Search Committee Meeting
Monday, 16 November 2020**

DRAFT Minutes

A meeting of the VMI Superintendent Search Committee was held on Monday, 16 November 2020, at 8:30am. The meeting was held virtually through Zoom's conference platform pursuant to § 4-0.01(g) of Chapter 1289 of the 2020 Acts of Assembly. Present from the Committee were:

- Eugene Scott, Jr., Chair
- John W. Boland (ex officio)
- Lara T. Chambers
- Charles E. Dominy
- Hugh M. Fain, III
- Conrad M. Hall
- Michael L. Hamlar
- David Miller
- Samuel Stocks
- Thomas R. Watjen
- Frances Wilson
- Tom Slater
- Emily Miller

Also present:

- Deb Love
- Lee Rakes

Call to Order, Introductions, & Search Timeline

The Chair called the meeting to order at 8:30am. The Chair welcomed the committee, introduced himself and asked that each committee member do the same, and then outlined the agenda. He asked the BOV President, Mr. Boland, to address the group on the search process. Mr. Boland discussed the importance of the task this committee has and reminded them to be open-minded and that not all potential candidates are actively considering the role; they may not yet know that it's a role they should be pursuing; we have a responsibility to actively find and recruit these individuals. Mr. Scott noted that we the committee is charged with presenting no more than four candidates to the Board for consideration.

COL Rakes discussed the draft timeline, which includes five phases: planning/organization, recruitment, screening/evaluation, interviews, and evaluation/nomination.

Mr. Scott noted that the committee is fortunate to have Mr. Conrad Hall as a member, given that he is on Old Dominion University's (ODU) presidential search committee, which is currently active.

Mr. Watjen asked Mr. Hall to discuss his experience with the search, in light of the COVID-19 pandemic, and how it has altered their ability to gather in-person. Mr. Hall stated that the impact had been minimal, with no issues using a virtual meeting platform. He also mentioned that ODU's search committee is committed to doing in-person interviews with finalists.

Mr. Miller asked COL Rakes to discuss the shared folder in Box. COL Rakes clarified that if new materials are added to the folder, he will send a notification email to the committee.

Freedom of Information Act Training Presentation

Mr. Scott turned the meeting over to Ms. Deb Love, Senior Assistant Attorney General/Chief of the Education Section, who provided a presentation on compliance with the Freedom of Information Act (FOIA) and provided general guidance on the search process from a legal perspective.

Motion for Closed Session

The Chair made a motion for closed session, stating: "I move that this meeting be convened in closed session, as permitted by Virginia Code Section 2.2-3711(A) (29) for the purpose of discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders and offerors, and discussion of the terms of scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body." The motion was granted by Tom Slater and seconded by Lara Chambers. Approval of the motion was unanimous.

Reconvene in Open Session & FOIA Certification

At the conclusion of Closed Session, The Chair reconvened the meeting and the following Freedom of Information Act Certification was read: "Any person who believes that the Board discussed items which were not specifically exempted by law or not included in the motion, must now state where they believe there was a departure from the law or a departure in the discussion of matters other than that stated in the motion convening the closed session." The Chair asked for acknowledgement of the certification with a roll-call vote of all voting members of the Committee. Approval of the motion was unanimous.

The Chair noted that the committee interviewed three search firms and that the committee provided him with guidance on their preferences and other considerations. The Chair asked for a motion allowing him to contact the firms interviewed and, in coordination with VMI staff, negotiate a contract with a firm consistent with the discussions held by the committee in closed session. An announcement will be made of the search firm upon successful execution of a contract. The motion was granted by Tom Slater and seconded by Lara Chambers. Approval of the motion was unanimous.

Public Comments

COL Rakes noted that two individuals inquired about registering for public comment. He stated that he clarified the process via email, discussed where to view the livestream, and offered the opportunity to comment through a teleconference platform. Neither of the two individuals followed-up with a requests for access to the platform, therefore there were no public comments.

ADJOURN

With no further business to discuss, the meeting adjourned at 12:50p.m.