NCCU CHANCELLOR SEARCH COMMITTEE
SUBCOMMITTEE ON THE APPLICATIONS/PROCESS
MINUTES

APRIL 13, 2017

The NCCU Chancellor Search Committee, Subcommittee on The Process Applications/Process, met on Thursday, April 13, 2017, via telephone conference call at 4:00 p.m. A quorum was established.

MEMBERS PRESENT: Dr. Kenneth Tindall, Mr. John Barbee, Attorney Phyliss Craig-Taylor, Dr. Donna Grant, Mr. Michael Johnson, Judge Elaine O’Neal, Dr. Ingrid Wicker-McCree and Dr. Phail Wynn

OTHERS PRESENT: Ms. Euris Belle, Ms. Jayne Traurig, Ms. Ayana Hernandez and Ms. Dottie Fuller

Chairman Tindall indicated the role of this Subcommittee is to review, discuss and refine a set of interview questions and add any that is felt benefits the search process. The Subcommittee is also charged to develop an evaluation scorecard that can be used during the interview process. The scorecard should be tailored to fit the list of questions posed for this search.

Next Chairman Tindall recognized Ms. Euris Belle (Diversified Search) who developed the interview questions and scorecard for the NCCU Chancellor Search. Ms. Belle discussed the development of the draft interview questions and how they were shaped to suit the Chancellor Search at NCCU. Also Ms. Belle noted specific questions that were developed as a result of input from the listening sessions. Both forms were circulated to each Subcommittee member prior to this meeting for review.

The Chairman opened up the review of interview questions one by one. The original list consisted of 18 questions in the following categories:

- Opening Question
- Strategic Vision
- Leadership
- Fundraising
- Management – Personnel & Financial
- Building Upon NCCU’s Legacy As An HBCU
- Building External Relationships
- Building Research Capacity
- Faculty Relations
- Student Engagement
- Alumni Relations
- Values and Character
- Wrap Up

There was some discussion to include other topics, e.g. athletics, political landscape, governing structure, staff engagement and commitment to diversity.

After completing discussion and review of the interview questions, the Subcommittee reviewed the Evaluation Scorecard. The Subcommittee unanimously approved the Evaluation Scorecard for use in the Chancellor candidate interviews.

During the actual interview process, each candidate will be allowed 1 hour and 15 minutes to answer a series of questions to evaluate the candidate’s qualifications against the requirements as outlined in the Leadership Statement and ask the Search Committee any questions. One half hour is set aside between candidates to allow the Search Committee to discuss each candidate.

Finally, Ms. Belle will revise the Interview Questions and the Subcommittee will be provided a copy before these matters are presented to the Full Chancellor Search Committee for approval at a later date.

There being no further matters to come before the Subcommittee, it was moved and properly seconded to adjourn at 5:35 p.m.

Respectfully submitted:

Dottie Irving Fuller