The Chancellor Search Committee convened in the W. G. Pearson Dining Hall, Chancellor’s Dining Room, Second Floor on the campus of North Carolina Central University on April 24, 2017. Chairman George Hamilton called the meeting to order at 1:00 p.m.

ROLL CALL: Present: Mr. George Hamilton, Mr. John Barbee, Mr. Brett Chambers, Mrs. Oita Coleman, Mr. Samuel Cooper, Attorney Phyllis Craig-Taylor, Dr. Harriet Davis, Mr. Geoffrey Durham, Mr. Michael Goodman, Attorney Kimberly Grainger, Dr. Donna Grant, Ms. Alesha Holland, Mr. Michael Johnson, Dr. Bert L’Homme, Judge Elaine O’Neal, Dr. Dwight Perry, Ms. Frankie Perry, Ms. Demetria Robinson, Dr. Kenneth Tindall, Dr. Ingrid Wicker-McCree and Dr. Carlton Wilson
Absent: Ms. Joan MacNeill and Dr. Phail Wynn
Others Present: Mrs. Euris Belle, Ms. Laurie Charest, Attorney Hope Tyehimba and Ms. Dottie Fuller

Chairman Hamilton welcomed the Search Committee members thanking them for their attendance, participation and input in the Chancellor Search process.

OPEN SESSION

ADOPTION OF THE AGENDA: It was moved by Mr. Barbee and properly seconded by Ms. Perry that the agenda be adopted. The motion carried.

It was moved by Mr. Johnson and properly seconded by Dr. Wilson to approve the minutes dated February 10, 2017 and April 20, 2017. The motion carried.

Next Chairman Hamilton recognized Dr. Kenneth Tindall, Chairman of the Chancellor Search Committee - Subcommittee on the Applications/Process.

Dr. Tindall indicated the role of this Subcommittee was to review, discuss and refine a set of interview questions and add any that is felt benefits the search process. The Subcommittee was also charged to develop an evaluation scorecard that could be used during the interview process. The scorecard should be tailored to fit the list of questions posed for this search.
During the initial meeting of this Subcommittee held on April 13th via telephone conference call, the draft Interview Questions and Scorecard were reviewed and discussed. The original list consisted of 18 questions. There was further discussion to include additional topics.

After completing discussion and review of the Interview Questions, the Subcommittee reviewed the Evaluation Scorecard. The Subcommittee unanimously voted to approve the Evaluation Scorecard for use in the Chancellor Candidate interviews.

At the conclusion of this meeting Ms. Euris Belle, Diversified Search, was to revise and refine the Interview Questions List.

On April 20th the Subcommittee met again to review the revised Interview Questions List. Ms. Belle compiled the comments of the Subcommittee from the previous meeting and updated the questions. After further review, comments and discussion there were additional minor modifications. In addition, all questions were assigned to either the first or second candidate review. The goal of this Subcommittee meeting was to obtain final approval and present the Interview Questions List to the full Search Committee today along with the Evaluation Scorecard.

It was moved by Dr. Tindall and properly seconded by Mr. Barbee to approve the Interview Questions and Evaluation Scorecard. The motion carried.

Chairman Hamilton reminded the Search Committee that this Committee will be responsible for recommending three (3) finalists, unranked, to the NCCU Board of Trustees. These finalists should be individuals that this Committee believes can serve with distinction as Chancellor of NCCU. After review and consideration by the NCCU Board of Trustees the recommended three (3) finalists, unranked, will be forwarded to President Spellings for consideration.

Also Chairman Hamilton reminded the Chancellor Search Committee is a public body subject to the Open Meetings Act. The Committee must give notice of its meeting and meet in Open Session unless an exception applies.

Chairman Hamilton reinforced the Confidentiality Agreement each committee member executed back in January at the Chancellors Search Committee Kickoff meeting. By doing so all of us agreed to follow the provisions on the disclosure of Confidential Information as a condition of our participation in the Search Process. It is important that the integrity of the process be maintained and that all candidates can trust that the Committee will adhere to the parameters that have been established regarding the nature of the search. Failure to do so, candidates are put at risk, if confidentiality is breached. This is vitally important to prevent misinformation and leaks.

It was moved by Mr. Johnson and properly seconded by Mr. Chambers to go into Closed Session pursuant to NCGS 143-318.11(a)(6)to consider the qualifications, competence and character of individual prospective employees. He motion carried.

CLOSED SESSION

Ms. Belle provided the committee with information regarding the candidate process. Discussion regarding the pool of candidates occurred. After much discussion the Committee agreed seven (7)
candidates should go forward for further review; however one (1) additional candidate may be included in the pool.

The Search Firm will notify those candidates who will not be considered and notify the candidates to be further reviewed by the Search Committee.

There being no further business for Closed Session, it was moved by Dr. Perry and properly seconded by Mrs. Robinson to reconvene in Open Session. The motion carried.

**OPEN SESSION**

When the meeting reconvened it was moved by Mr. Johnson and properly seconded by Mr. Barbee to move forward with the seven (7) selected candidates chosen in Closed Session and that said candidates be notified and scheduled for in person interviews on May 5<sup>th</sup> or 6<sup>th</sup>. The motion carried.

**CHAIRMAN’S REMARKS:**

- The in-person interviews are scheduled to occur on May 5-6, 2017. The interviews will occur in Durham, site being finalized.

- The list of candidates will be narrowed down to three (3), unranked, on May 5-6.

- Diversified Search will be conducting references and background checks of the candidates.

- Three (1) finalists will visit NCCU Campus and meet with stakeholders (faculty, students and staff) during the week of May 15<sup>th</sup>.

- During the week of May 15<sup>th</sup> there will be a Special Call meeting of the NCCU Board of Trustees to review candidates and recommend approval of three (3) unranked candidates and forward to UNC/GA for final approval of one (1) candidate.

The Chairman again thanked the Committee Members for their attendance, participation and input in the Chancellor’s Search.

There being no further business to come before the Search Committee, it was moved and properly seconded to adjourn. The motion carried.

Respectfully submitted:

Dottie Irving Fuller
Recorder