

**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

**SPECIAL MEETING  
Friday, October 12, 2012**

**Final Minutes can be found on the University of Wyoming Board of Trustees website  
at [www.uwyo.edu/trustees](http://www.uwyo.edu/trustees)**

**THE UNIVERSITY OF WYOMING  
“SPECIAL” MEETING OF THE BOARD  
MINUTES OF THE TRUSTEES**

**Friday, October 12, 2012  
10:00 a.m.-12:00 p.m. (Old Main 404) and 1:00-2:15 p.m. (Old Main Boardroom)  
Laramie Wyoming campus**

**AGENDA**

|   |   |
|---|---|
| Call to Order .....   | 1 |
| Roll Call .....   | 1 |
| Public Session (10:00 a.m.-12:00 p.m.)  |   |
| 1. Presidential Search Process, Bostrom.....  | 1 |
| Public Session (1:00-2:15 p.m.)   |   |
| 1. Discussion of Presidential Search Process Resolution .....                             | 5 |
| 2. Approval of Search Consultant.....   | 6 |
| 3. Approval of Presidential Search Process Resolution.....                                | 6 |
| Adjournment .....   | 6 |
| Attachment: <i>Resolution of the Board of Trustees of the University of Wyoming</i> ..... | 7 |

### **Call to Order**

Board President Trustee Dave Bostrom called the meeting to order at 10:15 a.m.

### **Roll Call**

Deputy Secretary for the University of Wyoming Board of Trustees Shannon Sanchez took visual roll call. Trustees who participated: Dave Bostrom, Dick Davis, Betty Fear, Warren Lauer, John MacPherson, Jeff Marsh, Brad Mead, Dave Palmerlee, Ann Rochelle, and Howard Willson. Ex-officio Trustees Tom Buchanan and ASUW President Joel Defebaugh also participated. Ex-officio Trustee Governor Matt Mead was not in attendance; Mary Kay Hill Education Policy Advisor to the Governor participated on his behalf. Trustees Neiman and Trosper and ex-officio Trustee State Superintendent for Public Instruction Cindy Hill were not in attendance.

### **Public Session**

#### **1. Presidential Search Process, Bostrom Old Main, room 404**

Trustee President Dave Bostrom discussed with the Board the plan for the morning interviews, noting that the committee will have an opportunity to ask questions, then pass the questions to the full Board.

Trustee Davis recommended the Board not inquire about fees and/or cost of service as the committee of the Board will follow-up when appropriate during conversations regarding contract negotiations.

All interviews were handled in a similar fashion and provided the same introductory information and interview questions. At the beginning of each call, Trustee Davis welcomed the consultant and provided some information regarding the interview process, noting that the firm is one of three being interviewed.

#### **Interviews with Search Consultants**

#### **Greenwood & Asher – Betty Asher**

##### **10:20 a.m. via teleconference**

Q: (Trustee Davis) What do you see would be the unique challenges as well as the opportunities at the University of Wyoming.

Asher: The greatest opportunity is the way that Wyoming has planned education, having a single major university, with a land grant mission, is very attractive to people. Also, UW is in a good position with respect to capital planning and the work the current president has done thus far. The greatest challenge for an incoming administrator will be to follow the current president and maintain the momentum of the institution. Dealing with the current number of retiring administrators and the current amount of open positions, the talent pool is shallow.

Q: (Trustee Davis) Describe your firm’s unique qualities which will bring a strong pool here to be considered.

Asher: Our firm has 97% repeat business and our work is respected and valued. Our clients look upon us favorably. Our firm has a phenomenal record with respect to diversity. We have been successful in this geographic area, as we understand the environment and how to bring people to the table.

Betty Asher then described the process and tools her firm uses to attract candidates. Trustee Davis discussed the Board’s proposed plan for a confidential process and the need for the website being used to maintain confidentiality of potential applicants. Ms. Asher discussed how her firm’s site is used to load all applicant information and create a confidential database. She stated, “.to promise confidentiality to candidates.”

Trustee Davis inquired if Ms. Asher would be conducting the search, and she responded that she and her business partner would both be intimately involved.

Trustee Lauer inquired about forums and/or town hall meetings, and Ms. Asher stated that town hall meetings are important in order to get feedback, especially in a state where towns are so spread out.

There was further discussion regarding the website and confidentiality of names of candidates. Trustee Rochelle inquired about one of the tools used by the firm in ranking candidates, a sort of grid system, and how that would be used.

Ms. Asher commented that searches are successful when all the planning is done on the front end so everyone is clear of the expectations. She stated that she agrees, the best process for identifying a strong pool of candidates is through a confidential search as this is how you will potentially attract sitting presidents.

Ms. Asher provided recommendations regarding a timeline for completion of the search with conclusion in early spring.

Trustee Davis thanked Ms. Asher for participating and Ms. Asher thanked the Board for providing her the opportunity to be considered.

**Academic Search – Jessica Kozloff**  
**10:48 a.m. via video teleconference**

Q: (Trustee Davis) What do you see would be the unique challenges as well as the opportunities at the University of Wyoming.

Kozloff: Finding the person who is the right fit for your culture and environment will be a challenge. This is not an urban institution and not close to an urban environment. The person

identified would need to fit with the academic mission but also be happy, and have a family who is happy, living this lifestyle.

Q: (Trustee Davis) Describe your firm’s unique qualities which will bring a strong pool here to be considered.

Ms. Kozloff provided background about herself and service in administrative roles as well as her colleagues and their experiences in academic administrative positions, stating that her firm understands the importance of finding a fit for the person with the institution.

Ms. Kozloff discussed the employees at her firm and how they are involved in these searches and the process as it would unfold at the University of Wyoming. She discussed providing opportunities for open forums, meeting with current UW administrators, students and people in the community. She then discussed how her firm would recruit for the position, pulling from their database, networking with colleagues and making calls and once candidates were identified, and how the firm would assist the Board with the process of identifying the best candidates for the positions.

Trustee Lauer inquired about the importance of outreach around the state and holding town hall meetings or forums. Ms. Kozloff recommended video conferencing with people around the state. She then discussed how she would help attract candidates to an expected “shallow” pool. Ms. Kozloff stated that to attract the largest strongest pool of applicants a confidential search is recommended.

Ms. Kozloff then discussed the secure website provided, noting that her firm can create an option where there is no downloading or printing materials.

Trustee Davis thanked Ms. Kozloff for participating and Ms. Kozloff thanked the Board for providing her the opportunity to be considered.

**Storbeck/Pimentel – Alberto Pimentel**  
**11:27 a.m. via video teleconference**

Q: (Trustee Davis) What do you see would be the unique challenges as well as the opportunities at the University of Wyoming.

Mr. Pimentel stated that his firm has extensive knowledge of land-grant institutions and full knowledge of the mission of land-grant institutions. His firm would work to recruit an individual who would embrace that. Mr. Pimentel’s firm specializes in recruiting presidents. He then discussed the challenges with some states, including Wyoming, which have very strict open meeting laws.

He then discussed how his firm would find ways to attract individuals for this position and discussed examples of recent search processes and how they were handled by his firm. Mr.

Pimentel noted that process is important, and including all relevant stakeholders is necessary, i.e. students, faculty, staff, etc.

Mr. Pimentel discussed the systems available from his firm to assist with maintaining confidentiality in the search process, while meeting state law requirements. He noted that the firm’s site is private and password protected. Mr. Pimentel discussed who would provide staffing for this search and how his firm operates with involvement from other colleagues, etc.

Mr. Pimentel then discussed how his firm would recruit candidates and stressed that to attract the best candidates from top places; ideally the search would be completely confidential. This would allow for the strongest and largest pool of candidates for consideration.

Mr. Pimentel noted that for the firm to have an effective relationship with its client there be “brutal honesty.” He then discussed how his firm would assist the committees and Board with identifying the best candidates through a system of categorizing by use of their strengths and weaknesses.

Trustee Davis thanked Mr. Pimentel for participating and Mr. Pimentel thanked the Board for providing the opportunity to be considered.

**Adjournment**

Board of Trustees President Dave Bostrom adjourned this session of the meeting at 12:11 p.m.

Respectfully submitted,



Shannon Sanchez  
Deputy Secretary, Board of Trustees

**Friday, October 12, 2012**  
**1:00-2:15 p.m. (Old Main Boardroom)**  
**Laramie Wyoming campus**

1. Discussion of Presidential Search Process Resolution
2. Approval of Search Consultant
3. Approval of Presidential Search Process Resolution

Trustee Davis moved that the Board select Storbeck/Pimentel as their preferred presidential search firm subject to discussions regarding services and negotiations of terms of contract; second by Trustee Lauer. Trustee Marsh made a friendly amendment to the motion to authorize negotiations and execution of contract if the question regarding website security and the ability to provide confidentiality is clarified and/or resolved. The friendly amendment was accepted and the motion passed unanimously.

There was discussion regarding the resolution related to the presidential search process. Trustee Mead moved that the Board adopt the resolution as presented, with the insertion of the name of the firm Storbeck/Pimentel; Trustee Marsh seconded the motion which was followed by discussion by the Board.

Trustee Marsh commented that the authority has been given to enter into negotiation of acceptable contract by the Board of Trustees.

Trustee Lauer commented on the resolution, #3 regarding the search committees and the verbiage that, “... as appointed by the President of the Board”, recommending the language be changed to read, “... the president will make appointments of the committees upon the advice of the Board of Trustees.”

There was discussion by the Board about this being the task of the president in his position and how the resolution will be presented to and/or interpreted by the newspapers. Trustee Bostrom commented that the committee appointments will be made upon advice which has been received.

Trustee Bostrom stated that following the passing of the resolution, he will begin making calls to those recommended for the committees. Upon acceptance of the position, a formal letter with a confidentiality agreement will be presented for signature.

Trustee Palmerlee stated that he accepts the resolution with President Bostrom’s contribution. Trustee MacPherson called for the vote. [Find the full *Resolution of the Board of Trustees of the University of Wyoming* attached to these minutes.]

Deputy Secretary for the Board Shannon Sanchez took roll call vote:

| <b><u>Trustees</u></b> | <b><u>Vote</u></b> |
|------------------------|--------------------|
| Bostrom, Dave          | Yes                |
| Davis, Dick            | Yes                |
| Fear, Betty            | Yes                |
| Lauer, Warren          | Yes                |
| MacPherson, John       | Yes                |
| Marsh, Jeff            | Yes                |
| Mead, Brad             | Yes                |
| Neiman, Jim            | Absent             |
| Palmerlee, Dave        | Yes                |
| Rochelle, Ann          | No                 |
| Trosper, James         | Absent             |
| Willson, Howard        | Yes                |

Trustee Rochelle provided the following comments regarding this action of the Board:

*I respect my fellow Trustees’ reasoning but respectfully dissent. My fellow Trustees have valid reasons for their decisions and have allowed me to air my concerns. I respect the need for confidentiality but also respect the value of inclusion of the voice of the State of Wyoming as to the three finalists. I will respect my fellow Trustees’ vote because it reflects thoughtfulness.*

The motion passed with majority decision.

There was discussion by the Board regarding timeline and conversations with the search consultant to be scheduled in the coming weeks. A meeting with the consultant would be scheduled in the near future. Trustee MacPherson stressed the importance of developing the draft position profile.

The Board discussed public records requests regarding the presidential search, open records and what information is discoverable, and the ability of the search firm to keep all materials secure. Trustee Bostrom said that the resolution states Vice President for Governmental and Community Affairs Chris Boswell will serve as the spokesperson for the Board with respect to the presidential search process.

**Adjournment**

Board of Trustees President Dave Bostrom adjourned the meeting at 2:20 p.m.

Respectfully submitted,



Shannon Sanchez  
Deputy Secretary, Board of Trustees

## **RESOLUTION OF THE BOARD OF TRUSTEES OF THE UNIVERSITY OF WYOMING**

WHEREAS, Dr. Thomas Buchanan has announced his retirement as President of the University of Wyoming; and

WHEREAS, it is the desire of the Board of Trustees of the University of Wyoming (“Board”) to assure that the best qualified candidates apply for the position of President of the University of Wyoming; and

WHEREAS, it is the further desire of the Board to assure all interested stakeholders are afforded an opportunity to participate in the initial selection process, with the final decision naming the next President of the University of Wyoming to be made by the Board; and

WHEREAS, as the Board moves forward, it is anticipated that the following process and timetable will be used in the selection of a new President of the University, recognizing that any process or timetable must be flexible to allow for changes or modifications should the facts warrant such action and as approved by a majority of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board that the following presidential search process be and is hereby adopted and will be used in the search for a new President of the University of Wyoming:

1. Confidential Search Process. Unlike previous presidential searches, the process will be a “confidential search” that does not make known the names of candidates who have applied and who are being considered for the position of President. The confidential search process will maintain candidate confidentiality until the Board has made its final decision and is ready to introduce the 24<sup>th</sup> President of the University to the University community and the State of Wyoming. A “confidential search” is necessary to encourage “sitting” presidents or other highly qualified applicants who, for many reasons, require confidentiality before they will consider submitting their applications for the position. This is an increasingly common format for presidential searches at major universities.
2. Position Profile. The Board will develop a “Position Profile” delineating the necessary and preferred attributes and qualifications of a new President of the University, together with an overview of the issues the University must address in the next three to five years.
3. Presidential Search Committees. A three-tiered committee structure will be used in the selection process. The three-tiered committee structure will be as follows:
  - A. Initial Screening Committee. The Initial Screening Committee will be comprised of five members of the Board of Trustees, with an additional eight to ten representatives from the student body, faculty, staff, UW Foundation, and external constituent groups as appointed by the President of the Board.

The Initial Screening Committee will be charged with reviewing the applications posted on a secure web site and evaluating each applicant’s strengths and weaknesses. The Committee

will identify no fewer than 12 candidates who warrant further consideration. This Committee will not rank order, nor will they vote on the candidate pool, but will forward their list onto the Board of Trustees to then be forwarded to the Secondary Screening Committee.

B. Secondary Screening Committee. This Committee will consist of the five members of the Board of Trustees not sitting on the Initial Screening Committee, with and additional five to seven representatives from the student body, faculty, staff, UW Foundation, and external constituent groups as appointed by the President of the Board.

The Secondary Screening Committee will refine the applicant pool following much the same protocol as the Initial Search Committee with the goal of further reducing the candidates to a smaller subset of finalists. The Secondary Screening Committee is further charged with background and reference checking. Consistent with the work of the Initial Screening Committee, there will be no voting or ranking of candidates. The Secondary Screening Committee will meet to recommend no fewer than five best qualified applicants for consideration by the full Board.

C. Board of Trustees. The entire Board of Trustees will have viewing access to the full candidate pool and the work of both screening committees. After the secondary screening, the full Board will assign a small group of Trustees to any additional vetting of applicants deemed necessary. The entire Board of Trustees will interview each finalist in person. This interview will be off campus and held in strict confidence in accordance with the Executive Session provisions of the Open Meetings Act, W.S. § 16-4-405. The Board of Trustees will then confer to select the 24<sup>th</sup> President of the University of Wyoming.

4. Board Confidentiality. Each member of the Board acknowledges that it is extremely important that the work of the Board and the Committees, including the names of the candidates, all discussions, information, deliberations and all other matters dealing with the presidential search remain **strictly confidential**. At no time will Committee business be discussed outside of the Committee structure without the prior consent and approval of a majority of the Board by formal Board action. These conditions are consistent with W.S. § 16-4-201 *et seq.* and § 16-4-401 *et seq.*, the Public Records and Public Meetings Acts.

5. Committee Confidentiality. To assure the confidentiality of the process, members of the Committees, other than the Trustees who are already bound by resolution, will be required to sign the Acceptance of Conditions in the form attached hereto as Exhibit “A” and made a part hereof by this reference.

6. Search Firm. The search firm of Storbock/Pimental is hereby retained to assist the Board and Search Committees in the hiring process, subject to the successful negotiation of a contract by the President of the Board of Trustees.

7. Timetable. The following timeline is hereby adopted:

|                       |  |
|-----------------------|--|
| <b>October</b>        |  |
| 1                     | BoT Special Meeting<br><ul style="list-style-type: none"> <li>• Finalize process</li> </ul>  |
| 12                    | BoT Special Meeting<br><ul style="list-style-type: none"> <li>• Identify search consultant</li> <li>• Approve “Board of Trustees Resolution on Presidential Search Process”</li> </ul> |
| 24                    | <ul style="list-style-type: none"> <li>• Position announcement out</li> <li>• Screening Committee members announced</li> </ul>   |
| <b>November</b>       |  |
| 15-16                 | BoT Regular Meeting  |
| <b>December</b>       |  |
| 10                    | Initial Screening Committee forwards names of no fewer than 12 names to the Board of Trustees for further consideration by the Secondary Screening Committee.                          |
| <b>January</b>        |  |
| 17-18                 | BoT Regular Meeting  |
| 24                    | Secondary Screening Committee forwards the names for no fewer than five names to the Board of Trustees   |
| 28                    | BoT Special Meeting<br><ul style="list-style-type: none"> <li>• Review final pool of applicants and select top candidates for interview</li> </ul>                                     |
| <b>February</b>       |  |
| By no later than 27th | New UW President introduced  |

8. Retention of Independent Legal Counsel. Hickey & Evans, LLP have been retained to advise the Board and the Committees on legal matters involving the selection and employment of a new President of the University and are hereby authorized and approved.

9. Spokesperson. Chris Boswell is hereby designated as the sole and official spokesperson for all Presidential Search Committees, the Board of Trustees and the University of Wyoming for all matters dealing with the presidential search and selection process.

ADOPTED this 12th day of October 2012.

University of Wyoming - Board of Trustees

By: David J. Bostrom  
President

**ACCEPTANCE OF CONDITIONS OF SERVICE ON THE UNIVERSITY OF WYOMING PRESIDENTIAL  
SEARCH COMMITTEES**

**Presidential Search Committee Member**

You have been selected to serve on one of the Presidential Search Committees (“Committees”) for the University of Wyoming. It is extremely important that the work of the Committees, including the names of any candidates, all discussions, information, deliberations and all other matters dealing with the presidential search remain **strictly confidential**. As a condition of serving as a Committee member, we ask that you commit to the confidentiality of any and all information that you may receive as a Committee member. In addition, and depending on which Committee you have been asked to serve on, we ask that you accept the following expectations, as conditions of your service on the Committee:

1. Initial Screening Committee. The Initial Screening Committee will be comprised of five members of the Board of Trustees, with an additional eight to ten representatives from the student body, faculty, staff, UW Foundation, and external constituent groups as appointed by the President of the Board.

The Initial Screening Committee will be charged with reviewing the applications posted on a secure web site and evaluating each applicant’s strengths and weaknesses. The Committee will identify no fewer than 12 candidates who warrant further consideration. This Committee will not rank order, nor will they vote on the candidate pool, but will forward their list onto the Board of Trustees to then be forwarded to the Secondary Screening Committee.

2. Secondary Screening Committee. The Secondary Screening Committee will consist of the five members of the Board of Trustees not sitting on the Initial Screening Committee, with an additional five to seven representatives from the student body, faculty, staff, UW Foundation, and external constituent groups as appointed by the President of the Board.

The Secondary Screening Committee will refine the applicant pool following much the same protocol as the Initial Search Committee with the goal of further reducing the candidates to a smaller subset of finalists. The Secondary Screening Committee is further charged with background and reference checking. Consistent with the work of the Initial Screening Committee, there will be no voting or ranking of candidates. The Secondary Screening Committee will meet to recommend no fewer than five best qualified applicants for consideration by the full Board.

3. Board of Trustees. The entire Board of Trustees will have viewing access to the full candidate pool and the work of both screening committees. After the secondary screening, the full Board will assign a small group of Trustees to any additional vetting of applicants deemed necessary. The entire Board of Trustees will interview each finalist in person. This interview will be off campus and held in strict confidence in accordance with the Executive Session provisions of the Open Meetings Act, W.S. § 16-4-405. The Board of Trustees will then confer to select the most qualified candidate as the 24<sup>th</sup> President of the University of Wyoming.

It is critical that the Committees and each individual member of the Committees commit to total confidentiality. At no time can Committee business be discussed outside of the Committee structure without prior consent and approval of a majority of the Board by formal Board action. These conditions are consistent with W.S. § 16-4-201 *et seq.* and § 16-4-401 *et seq.*, the Public Records and Public Meeting Acts.

By signing below, I agree not to disclose any information obtained by me as a Committee member relating to the presidential search for the University of Wyoming. I further agree that if this pledge is violated during the selection process that I will resign and consent to be removed from the Committee and banned from any further involvement with the selection process at the discretion of the President of the Board. I accept this condition as an essential term of my service on this Committee.

Upon completion of the selection process, I agree to return all documents and written materials obtained as a member of the Committee to the President of the Board. No copies of any material shall be maintained by a committee member. After signing and dating this document, return one copy to the President of the Board. Please retain the second copy for your records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Exhibit “A”