

**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA  
SEARCH COMMITTEE FOR THE NEXT AGENCY DIRECTOR  
August 15, 2023**

**FINAL MINUTES**

Ms. Webb called the all-virtual meeting to order via videoconference at 2:05 p.m.

Committee members present at roll call: Gilbert Bland, John Broderick, Aimee Guidera, Victoria Harker (Co-Chair) and Katharine Webb (Co-Chair). Committee members joining after roll call (2:07 p.m.): Taylor Reveley IV. Committee members absent: Cheryl Oldham.

Staff members present: Alan Edwards, Jennifer Brooks and Kristin Whelan.

Others present: Ken Ampy (Council Chair) and Deborah Love (Office of the Attorney General/OAG).

**REMARKS FROM CO-CHAIRS AND COUNCIL CHAIR**

Ms. Webb and Ms. Harker welcomed members and previewed the agenda, the meeting materials and the intended outcomes of the meeting.

Mr. Ampy thanked members for their service on the committee and noted that he was attending as an observer and would do so in the future, when available.

**DISCUSSION OF FEEDBACK FROM STAKEHOLDERS**

Members reported on feedback received from the stakeholder groups with whom they had conferred since the June meeting regarding the knowledge, skills, abilities and background that the next SCHEV Director should exhibit. Themes among the reported attributes included strong, dynamic leadership, and awareness of Virginia higher education, as well as national trends and best practices. Members contemplated whether and how the desired (proactive) attributes fit with SCHEV's (more reactive) statutory duties, which dictate much of the SCHEV Director role.

**DISCUSSION OF DRAFT POSITION DESCRIPTION (WITHIN CONTEXT OF CURRENT SCHEV CHARTER/STATUTORY DUTIES)**

Ms. Webb asked whether the prior discussion of desired SCHEV Director attributes had accomplished the purpose of this agenda item. Ms. Harker responded that staff should work with the Co-Chairs to incorporate members' and stakeholders' feedback into the working-draft position description that had been used in the Request for Proposals to the search firms identified in the closed session of the June meeting.

Ms. Guidera agreed, stating that the description would be improved by revising it to better capture and convey the importance of the role, the exciting potential of the opportunity and the dynamic leadership and energy expected of the incumbent. She agreed to write and share some quick edits to the draft description while the ideas were fresh in her mind.

### **DISCUSSION OF PROCUREMENT OF A SEARCH FIRM**

Ms. Webb reminded members of the committee's June action directing staff to issue a Request for Proposals (RFP) to the search firms identified in closed session. Staff reported that more than one proposal had been submitted by the RFP's deadline.

**On a motion by Ms. Webb, seconded by Ms. Harker, the committee moved that, pursuant to Virginia Code § 2.2-3711 A.6., it would convene in a closed meeting for the purpose of considering the investment of public funds where competition or bargaining are involved, where, if made public initially, the financial interest of the executive-branch agency would be adversely affected.** Dr. Edwards conducted a roll-call vote, and the motion was approved unanimously (6-0).

**Mr. Bland – Yes  
Mr. Broderick – Yes  
Ms. Guidera – Yes  
Ms. Harker – Yes  
Mr. Reveley – Yes  
Ms. Webb – Yes**

Upon resumption of the open meeting, Dr. Edwards advised that the *Virginia Freedom of Information Act* required members to affirmatively certify individually that, during the closed meeting, to the best of each's knowledge (i) only public business matters lawfully exempted from open meeting requirements under § 2.2-3711 A.6., and (ii) only such public business matters as were identified in the motion were heard, discussed or considered. **A roll call vote was called by Ms. Webb and executed by Dr. Edwards, with members certifying unanimously (6-0) that all relevant closed-meeting requirements had been followed and satisfied.**

**Mr. Bland – Yes  
Mr. Broderick – Yes  
Ms. Guidera – Yes  
Ms. Harker – Yes  
Mr. Reveley – Yes  
Ms. Webb – Yes**

### **ACTION TO APPROVE A SEARCH FIRM AND (TO-BE-NEGOTIATED) MILESTONES AND TIMELINE**

Dr. Edwards offered a draft resolution, which the committee heard and with which members opted to proceed without amendment.

On a motion by Ms. Harker, seconded by Mr. Broderick, the committee approved unanimously (6-0) the following resolution by roll call vote:

**BE IT RESOLVED that the Search Committee for the next SCHEV Director approves the search firm identified as its first choice during the closed session and directs staff to begin contract negotiations with said firm, to include price, milestones and timeline.**

**BE IT FURTHER RESOLVED that the Search Committee delegates to its Co-chairs the authority to represent the full committee in contract negotiations with the approved search firm.**

**Mr. Bland – Yes  
Mr. Broderick – Yes  
Ms. Guidera – Yes  
Ms. Harker – Yes  
Mr. Reveley – Yes  
Ms. Webb – Yes**

### **PUBLIC COMMENT**

Dr. Edwards reported that no requests to offer verbal or written public comment had been submitted in advance of the meeting.

### **NEXT STEPS**

Ms. Webb and Ms. Harker directed staff to contact the approved search firm and to draft and share with the Co-chairs a preliminary negotiation plan, including desired points of negotiation and potential contract terms and conditions.

### **MOTION TO ADJOURN**

Ms. Webb motioned to adjourn the meeting at 3:20 p.m., moved by Ms. Guidera and seconded by Ms. Harker.

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Katharine Webb  
Committee Co-Chair

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Victoria Harker  
Committee Co-Chair

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Alan Edwards  
SCHEV Staff