



Search Committee Launch: Meeting Minutes

FSU Assistant Vice President for Safety and Chief of Police

Meeting:

- Date: 11/4/21
- Location: Via zoom, <https://fsu.zoom.us/j/93647416222>
- The meeting commenced at approximately 12:03 p.m.

Attendance:

- Committee members present:
 - Dr. Warren-Hightower, Committee Chair
 - Dr. Shelley Ducatt
 - Vanessa Fuchs
 - Dr. Carlos Gomez
 - Tracey Pearson
 - Dennis Schnittker
 - Colbi Thykadavil
 - Walt McNeil
- Committee members absent: None
- Session meets quorum: Yes
- Search Firm Representation:
 - Kathy Lavinder
 - Glenn Bass
- Organizational staff present:
 - Kyle Clark
 - April Smatt

Orders of Business

Welcome, introductions and opening remarks:

Welcome and introductions were made and extended to those in attendance. Kyle Clark, Vice President for Finance & Administration, thanked the search committee. Kyle noted Chief Brown's retirement and the challenge of identifying a specialized search firm. Multiple firms were interviewed.

Charge was given to the Search Committee by Kyle Clark:

Someone to: Lead the future. Implement best practices. It's a challenging environment, unusual campus, urban. Opportunity to balance a lot of work with other state agencies. Unique opportunity for real time crime center. There's a strong academic and research program in Criminology school. Leader who could come in and work more proactively to collaborate more with College of Criminology & Criminal Justice in a lot of different ways. Looking for Police Chief in other major research university. Put through ropes and served community before, demonstrated a pattern of excellence, excellent communicator to share positive and non-positive. Someone who understands the challenges and can work through them. Innovation and the ability to think about things different and outside the box.

Someone who reeks of leadership. Pattern and demonstrated history of a very strong leader. This will be a transparent process. Very diverse pool to pick from. PD will be involved in listening session and interviewing the finalists. Very important. Someone who will continue to build on existing goals and build new ones. Build up the Strategic Plan (in-flux), “nimble on feet” because it will change in next few years. Build upon the university’s D&I plan, supports it—we have a very diverse PD, very important to Kyle. Represent a lot of opinions in a very diverse community. Resonate and build relationships—upmost importance. Credibility with faculty and staff. History of earning that respect and handling a very challenging assignment. These things are not very different from what community wants. Very positive relationship with students. Continue to build and go to greater heights. Very supported—can build upon some investments, technology, lot of success in solving crimes, continue to assist. Would like three candidates unrecommended.

Public Records Requirements :

Craig Miller from the FSU Office of the General Counsel gave a presentation on Florida’s sunshine law requirements.

HR Requirements:

I, April Smatt from the FSU Office of Human Resources, covered the role of a search committee. I will be sending the committee links to the university's EEO statement and Staff Search Training to be completed at their earliest convenience. I noted Vice President Clark shared the Search Committee Code of Ethics earlier today, meeting participation, how the committee will receive communications, and the collection of meeting materials at the end of the process.

Confidentiality Discussion, Role of Search Firm, Search Process Overview, and Discussion of Listening Tours:

Kathy Lavinder from SI Placement indicated there are a number of high-profile organizations in this niche. Maintaining confidentiality—held discreet and confidentially. Uphold that trust. She spoke to identifying, evaluating and screening candidates; LEO backgrounds and academic acquaintances; leveraging expertise and accurately communicating. Honest and direct with candidates. As transparent as possible. Nationwide—pretty confident can leverage for good outcome from similar searches. Very important talk about diversity. SI Placement has track record of diverse candidate slates and hiring. She listed organizations where they’ve had placements. A 22 year reputation for D&I, integrity, keeping confidences, and respecting all. D&I is in their blood. Representation of women and underrepresented groups increased. Movement beyond status quo. Kathy discussed pillars from Former President Obama’s Taskforce of 21st Century Policing Guidelines.

Kathy contextualized moment in which we are recruiting—pandemic. There’s a national reckoning on systemic racism—policing at forefront. Not the easiest moment. Front lines of pandemic. Demands and stressors. Some will not want to make a change. Current roles by baby boomers retiring. Great resignation particularly true, but main talent pool not completely drained. Gen X and millennial leaders are stepping up. Daunting search, but not impossible. Optimistic—will draw on the committee’s guidance, priorities. They encourage nominations for considerations. Advertise publicly: IACLEA, NOBLE, discreet listservs to get the word out. Open to other suggestions. Deliberative, thoughtful, intentional. Forward movement. Beginning, middle, end. Reviewed timeline for search. Will be an opportunity to review position description. Finalize compensation analysis in tandem.

On November 19th: post and announce the launch of the search—broader community. All FSU touchpoints—campus newspaper, websites, broader external community. They like to move quickly.

Mapping candidates in the interim. Aggressive timeline. Early December, candidate intros—calibration discussion.

They will be putting forth their draft of questions for interviews. Questions are assigned, consistently set. Follow-up questions are allowed. Roadmap. Case study, behavior-based questions—anything illuminating. It will be a challenge in November/December when candidates are naturally distracted. The firm is persistent—will make every effort. Social media and press articles, they try to review, but they do not have all the tools our media office/public affairs has. April was asked to check on any media arm or tools available to check social media and do web searches. End of January—action-oriented timeline. References—leadership and the firm conducts them.

Committee member contact list to be provided to the firm. There will be an interview agenda—who is asking what questions. Travel information is to be prepared—about the community, quality of life information in Tallahassee. Kathy asked the committee how they felt about the plan. Dr. Warren indicated that it is an aggressive timeline, it's important to aggressively take on the tasks to move forward, identify the candidates that can serve community and partnerships well. The two-day listening tour was discussed. Identifying stakeholders. Would like committee to be face to face in room, but could join virtually if needed.

A draft itinerary for the tour and stakeholder groups were presented to the committee, and discussion ensued. Draft questions for listening tour committee prompts will be provided by the firm. They will deploy as it makes sense.

Craig reminded the group that listening tours are open meetings—anyone could walk in. Dr. Warren asked about the timing for posting public notices. Per Craig, the notice for meetings should be posted withing a reasonable time. There is not a hard and fast rule, sometimes things happen, but as much notice as possible and agendas are posted.

Next Steps:

Dr. Warren indicated that we would be communicating to campus as soon as possible about the listening session. Per Craig, regarding listening tour notes—public records exemption applies to individual committee member's notes, but if shared, then they are public. Highlighting an answer from a candidate, does not make it a public note.

Dr. Warren encouraged the committee to take notes from the listening session—what were the broader themes that emerged which will help inform finalizing the advertisement. Debrief date pending.

Craig will serve as legal liaison for the committee.

The meeting was adjourned.

Minutes submitted by: April Smatt

Minutes approved by: Search Committee, 11/16/21