

MEMORANDUM

To: Board of Regents
From: Owen J. Newlin
Subject: Report on Search for Executive Director
Date: July 16, 2001

Recommended Actions:

1. Approve the selection of the search firm for the Executive Director search.
2. Approve the selection of an executive search firm, the duties of the search firm, the membership and composition of the search advisory committee, the duties of the search advisory committee, and the proposed search schedule.

Executive Summary:

In June, the Board authorized the President of the Board to prepare recommendations for an executive search firm for the Executive Director search and procedures for conducting the Executive Director search. These recommendations were to be made to the Board at the July Board meeting. This memorandum summarizes the President's recommendations pertaining to the search firm and procedures.

An ad hoc group composed of Regents Newlin, Becker, Fisher and Neil and Deputy Executive Director Barak interviewed three executive search firms in Des Moines on July 16th and are recommending that Lauer, Sbarbaro Associates be selected to assist the Board and the search advisory committee in the search for an Executive Director for the Board of Regents.

The ad hoc group is also recommending the attached "Duties of the Executive Search Firm", the composition and membership of the "Executive Director Search and Screen Advisory Committee", the "Duties of the Executive Director Search and Screen Advisory Committee", and the "Proposed Schedule for the Selection of an Executive Director".

When these recommendations are approved by the Board, the Search Advisory Committee will commence activities related to the search immediately.



Owen J. Newlin

BOARD OF REGENTS, STATE OF IOWA

DUTIES OF THE EXECUTIVE SEARCH FIRM

1. To assist and advise the Board of Regents, State of Iowa, in its selection of the Executive Director of the Board of Regents.
2. To assist the Executive Director Search and Screen Advisory Committee (committee) in conducting the screening and search for appropriate prospects.
3. To assist the committee in conducting a broad advertising campaign including, but not limited to, appropriate professional groups and organizations, the major education media, affirmative action sources and major state and national media.
4. To ensure that affirmative action/equal opportunity requirements are met in spirit and in word of the law.
5. To review nominations and applications for the Executive Director of the Board of Regents.
6. To provide timely, professional acknowledgments of nominations and other correspondence to prospects.
7. To ensure that files of all qualified prospects are complete. Files should include evidence supporting prospects' claims of meeting the criteria of the Board of Regents, State of Iowa. In all cases, a certified, official copy of the transcripts of all postsecondary education institutions from which the prospects claim to have been graduated are to be a part of the files.
8. To conduct a thorough background search of all final prospects and initial searches on initial prospects.
9. To assist the committee in the evaluation of the nominations by submitting a list to the committee on prospects who meet the Board's criteria.
10. To assist the committee in recommending a final group of at least three (3) finalists who best meet the Board of Regents' criteria, and to conduct an extensive background search of the recommended finalists, including, but not limited to, the authentication of all academic credentials and experiences of the finalists, including Nexus/Lexus and other records.
11. To certify the willingness of the finalists to serve.

BOARD OF REGENTS, STATE OF IOWA
EXECUTIVE DIRECTOR
SEARCH AND SCREEN ADVISORY COMMITTEE

The following process is proposed to be used for the Board of Regents Executive Director Search and Screen Advisory Committee. The President of the Board will nominate an Executive Director Search and Screen Advisory Committee as follows:

Five member(s) of the Board of Regents. The five Regents will include the Board President who will serve as Chair of the Search and Screen Advisory Committee and have overall supervision of the search. The Board Office will staff the Committee.

Any public statements about the actions of the committee or the firm shall be made only by the chair of the committee. Any public statements will focus on the committee's operations and progress, not individuals.

BOARD OF REGENTS, STATE OF IOWA

**DUTIES OF THE EXECUTIVE DIRECTOR
SEARCH AND SCREEN ADVISORY COMMITTEE**

1. To assist and advise the Board of Regents in the search for an Executive Director, Board of Regents.
2. To review criteria for the position of the Executive Director of the Board of Regents.
3. To work with the executive search firm in conducting the screening and searching for appropriate prospects.
4. To conduct a broad advertising campaign including, but not limited to, appropriate professional groups and associations, the major educational media, affirmative action sources, and major state and national media.
5. To evaluate the nominations and applications.
6. To recommend, without ranking, at least three (3) prospects who best meet the Board of Regents' criteria to the Board and to transfer the records of the same to the Board. The recommendations shall include a detailed explanation of the rationale for the recommendations and supporting information.

BOARD OF REGENTS, STATE OF IOWA
PROPOSED SCHEDULE FOR THE
SELECTION OF AN EXECUTIVE DIRECTOR

June 2001

- a) Board authorizes the President of the Board to identify executive search firm and search committee (will clarify with actual motion from the minutes)

July 2001

- a) Authorization of contract with search firm
- b) Approval of procedures for the selection of an Executive Director

August/September 2001

Advertisement of position

October/November 2001

- a) Search and screen of prospects
- b) Interviews of prospects by Search and Screen Advisory Committee
- c) Committee identification of three finalists for review by Board of Regents

December 2001

Interviews by the Board of Regents and selection soon thereafter