

**AGENDA**  
Committee Meeting

Council on Postsecondary Education  
Thursday, May 24, 2018  
10:00 AM  
CPE Offices, Conf Rm A

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1. Welcome & Roll Call
2. Approval of Minutes (May 14, 2018 meeting) 2
3. Level 2 Review - RFP 415 1800000164
  - a. Presentation by AGB Search (45 minutes)
  - b. Committee Member Q&A (30 minutes)
4. Break
5. Committee's Discussion and Action on Next Steps (30 minutes)
6. Other Business
7. Adjournment

\*Tentative allotted time

**DRAFT MINUTES**  
CPE President Search Committee  
May 14, 2018

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The CPE President Search Committee held its first meeting on Monday, May 14, 2018 at 3:00 p.m., ET, at the Council offices in Frankfort.

**WELCOME AND  
ROLL CALL**

Committee Chair Ron Beal called the meeting to order and welcomed everyone.

The following committee members were present: Ron Beal, Ben Brandstetter, Kim Halbauer, Donna Moore, Shawn Reynolds, Robert H. Staat, and Sherrill Zimmerman, Michael Benson did not attend.

The following CPE staff were present: Leslie Brown, Ron Carson, Kara Couch, Heather Faesy, Sue Patrick, and Travis Powell.

**COMMITTEE  
OVERVIEW**

CPE's General Counsel, Travis Powell, reminded the committee of the work they will be overseeing and the process of open meetings and what may be conducted in closed session. He provided an overview of the Request For Proposal (RFP) process and the committee's options available to them. He also stated the Council will create a webpage to dedicate to the search process and reminded them that all public comments or media inquiries regarding the process should come from the committee chair.

**EVALUATION  
OF RFP  
RESPONSES**

Per the direction of the CPE Chair, Sherrill Zimmerman, and CPE Vice Chair, Ben Brandstetter, CPE staff issued an RFP solicitation titled, 'Executive Search Firm – to select a president for CPE.' The RFP was issued on March 28, 2018 and closed on April 16, 2018.

Committee members reviewed the submitted RFP response from AGB Search and discussed the criteria in the Level 1 Review and provided scores and comments in each area. The five criteria evaluated were previous experience, capacity and qualifications, plan of action, availability, and references.

**MOTION:** Dr. Staat moved that the committee invite AGB Search to provide an oral presentation so the committee can complete a Level 2 Review. Mr. Brandstetter seconded the motion.

**VOTE:** The motion passed unanimously.

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DISCUSSION OF  
NEXT STEPS

Mr. Powell stated he would contact the firm to arrange a time and location for the presentation. Mr. Beal asked the committee members to identify their availability for CPE staff.

CPE staff will schedule the presentation date and notify the committee members of that date.

ADJOURNMENT

The meeting adjourned at 4:30 p.m., ET.

Minutes by:  
Heather Faesy, Associate, Board Relations & Special Projects  
May 14, 2018

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