



**The University of North Carolina at Charlotte  
Board of Trustees**

**Special Meeting**

Wednesday, August 14, 2019, 9:00 a.m. – 10:00 a.m.  
Gage Undergraduate Admissions Center  
Room 202  
8910 Alumni Way, Charlotte, NC 28262

**Open Session Minutes**

Present

Michael L. Wilson, Chair  
Dennis N. Bunker III  
Chandler A. Crean  
Susan D. DeVore  
Christine P. Katziff  
J. Brett Keeter  
David W. Mildenberg  
Mary Ann Rouse  
Teross Young Jr.

Absent

Sharon A. Decker  
Theresa J. Drew  
Fred W. Klein Jr.  
Carlos E. Sanchez

Staff/Guests in Attendance

Kim S. Bradley, Assistant Secretary and Chief of Staff  
Shari L. Dunn, Senior Executive Assistant to the Chancellor  
Jesh Humphrey, Vice Chancellor of Institutional Integrity and General Counsel  
Melva G. Jenkins, Administrative Liaison for University Governance  
Brenda G. Shue, Executive Assistant to the Chancellor and Division Budget Manager

Call to Order. Mr. Wilson called the meeting to order and reminded Board members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act, in accordance with Chapter 138A of the North Carolina General Statutes and advised members to notify him immediately if anyone should become aware of a conflict of interest or the appearance of a conflict of interest during the meeting.

Discussion Regarding the Chancellor Search Committee and Process. Mr. Wilson reminded the Trustees that under the advice of General Counsel Jesh Humphrey, the discussion regarding the

Chancellor Search Committee and process must take place in open session because the Board will not be discussing individual candidates for the position of Chancellor. Further, Mr. Wilson asked the Trustees to not to mention any names for potential Search Committee membership that were discussed in individual discussions or to offer any additional names for consideration in this meeting. If the need to offer thoughts about the search committee should arise in this meeting, please do so without mentioning specific names.

Mr. Wilson referred to the "Hiring a Chancellor" guide that was distributed to the Trustees in advance of the meeting. He highlighted the provisions that Chancellor searches are confidential in order to give integrity to the searches.

Mr. Wilson stated that there are five searches taking place in the UNC System: Chapel Hill, Charlotte, ECU, Fayetteville and UNC School of the Arts.

Mr. Wilson explained that the best scenario/timeline for the search is for a national search to be conducted in the next nine months. Chancellor Dubois retires on June 30 and we should have a new chancellor ready to step in on July 1. Mr. Wilson stated that Chancellor Dubois has given the University a gift to serve through the year to avoid a gap or period of time with an interim Chancellor. That doesn't always happen and Mr. Wilson thanked Chancellor Dubois for that.

Mr. Wilson asked if there were comments about the nine-month timeline. Mr. Keeter asked if the System President search would affect our timeline. Mr. Wilson replied that it had not been discussed.

Mr. Wilson explained the process for identifying candidates. The Board of Trustees appoints a Chancellor Search Committee. The Committee will conduct the process and recommend three candidates to the Board for consideration. If approved, the Board will submit the three candidates to the President, who will recommend the final candidate to the Board of Governors.

Ms. DeVore asked if the names can be submitted in priority order. Mr. Wilson responded that names are not be ranked but a narrative outlining strengths and weaknesses of each candidate can be provided.

Mr. Wilson stated that there is strong consideration being given to hiring a search firm. The Search Committee will choose the search firm. Mr. Wilson added that we should have no less than two Trustees at each search committee meeting.

All individuals participating in the search process will sign a non-disclosure agreement to keep the integrity of the process and preserve the careers of the candidates. Candidate names are protected information and are not subject to open meetings or public records laws. Mr. Humphrey, Ms. Bradley, and the search firm will help manage the process.

Mr. Wilson stated that we have certainly had the right Chancellor at the right time. He thanked the Trustees for their service and opened the floor for general discussion.

Mr. Bunker stated that the process seems do-able and feels the timeline is perfect. Mr. Bunker noted that Mr. Wilson is the perfect man to lead the search. Mr. Wilson said that the Board will lean on each other. Mr. Sanchez just led a search and may have good insight.

Mr. Mildenberg asked if there is a way to share information between the five institutions which are also undergoing searches. Mr. Wilson replied that it would depend on whether any are sharing the same search firm; however, there would likely be confidentiality issues.

Mr. Wilson acknowledged concern that with five searches going at the same time, the pool of candidates may be diluted; however, the institutions are very different. Mr. Keeter expressed that we should encourage conversation with other Trustees who have done recent searches for pointers. Mr. Crean agreed that he will share what he knows and any information acquired from other Student Government Association presidents.

Mr. Wilson reminded the Trustees that the next time the Board will convene is September 10 and stressed the importance of the Board of Governors training/workshop on October 17-18. He would like to ensure that there is one officer at every event and encouraged Trustees to come to any events they are able to attend.

Motion to Adjourn. Mr. Wilson called for a motion to adjourn.

Action. On a motion by Mr. Keeter, seconded by Mr. Bunker, the meeting was adjourned.

Submitted: Kim S. Bradley 10/8/19  
Date  
Assistant Secretary to the Board  
UNC Charlotte Board of Trustees

Approved: Michael L. Wilson 10.02.19  
Date  
Chair  
UNC Charlotte Board of Trustees