



MEETING OF THE UNC-TV GM SEARCH COMMITTEE

***MINUTES APPROVED MARCH 11, 2019***

**November 27, 2018**

**University of North Carolina**

**Center for School Leadership Development, Room 128**

**Chapel Hill, North Carolina**

The UNC-TV GM Search Committee met for its kick-off session on November 27, 2018, in room 128 at the Center for School Leadership Development in Chapel Hill, North Carolina.

**CALL TO ORDER**

Chair Teal called the meeting to order at 9:32 a.m.

**ROLL CALL**

Committee secretary Rebecca Vytlačil called roll.

The following committee members were present:

Eric Teal, Chair	Meredith Didier	Kimberly van Noort
Lindsay Bierman	Joe Ely	Charles Sanders
Charlotte Burnett	Susan King	Shannon Vickery
Gwen Davis	Assad Meymandi	Larry Wheeler

The following committee members were present by conference call:

Don Baer	Caroline Welch
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The following committee members were absent:

Christine Barchick	Don Curtis	Megan Lebda
Anita Brown-Graham	Jim Goodman	

The following representatives of the UNC System Office were present:

Margaret Spellings, President  
Lynn Duffy, Senior Associate Vice President for Leadership and Talent Development  
Marissa Grey, University Program Specialist

The following representative of the search firm was present:

Tom Livingston, Founder and Chief Executive Officer, Livingston Associates

The following representatives of UNC-TV were present:

Kevin FitzGerald (incoming Interim Executive Director and General Manager, UNC-TV)  
Steven Hammel (current Interim Executive Director and General Manager, UNC-TV)  
Anne Schwarz (Director of Human Resources, UNC-TV)  
Brooks Skinner (Associate General Manager and General Counsel, UNC-TV)  
Rebecca Vytlačil (Senior Executive Assistant and Board Liaison, UNC-TV | committee secretary)

## **INTRODUCTION OF COMMITTEE MEMBERS**

Mr. Teal welcomed the committee. All present introduced themselves.

## **CHARGE TO SEARCH COMMITTEE**

President Spellings delivered the official charge (Appendix A) to the committee. Discussion followed.

## **SEARCH PROCESS OVERVIEW**

Ms. Duffy presented materials (Appendix B) providing an overview of the search process, including:

1. requirements related to open meetings, public records, and confidentiality;
2. her own role in support of the search, as well as that of the search firm and the search committee;
3. the requirement to ensure equal employment opportunity (EEO), and the need to keep records that demonstrate such; and
4. the timeline.

Ms. Duffy also reviewed the confidentiality agreement that each committee member must sign and return for the file. Discussion followed.

## **INTRODUCTION TO SEARCH FIRM**

Mr. Teal reported on the RFP process that led to the selection of the search firm Livingston Associates. He then introduced Mr. Livingston.

Mr. Livingston reviewed (1) his experience in public media; (2) Livingston Associates' experience assisting with searches specifically within the public media industry, including general manager searches; (3) the development of the leadership profile; and (4) the process and timeline for candidate sourcing, vetting, and interviewing.

Discussion followed.

## **MEETING ADJOURNED**

There be no further business, the meeting adjourned at 11:38 a.m.

**APPENDICES**

The Appendices are posted on the UNC-TV GM Search website at:

<https://www.unctv.org/about/employment/general-manager-search/>

Appendix A      President's Charge to the Search Committee

Appendix B      Search Process PowerPoint Presentation