



MEETING OF THE UNC-TV GM SEARCH COMMITTEE

MINUTES APPROVED APRIL 3, 2019

March 11, 2019

University of North Carolina

Center for School Leadership Development, Room 128

Chapel Hill, North Carolina

The UNC-TV GM Search Committee met on March 11, 2019, 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 1:32 p.m.

WELCOME & COMMITTEE MEMBERSHIP UPDATE

Mr. Teal reported that Lindsay Bierman, Megan Lebda, and Meredith Didier had resigned from the committee due to personal conflicts.

ROLL CALL

Committee secretary Rebecca Vytlačil called roll.

The following committee members were present, constituting a quorum:

Eric Teal, Chair	Assad Meymandi	Shannon Vickery
Anita Brown-Graham	Kimberly van Noort	Caroline Welch
Gwen Davis	Charles Sanders	Larry Wheeler
Joe Ely (<i>by conference call</i>)		

The following committee members were absent:

Don Baer	Don Curtis	Susan King
Christine Barchick	Jim Goodman	

The following representatives of the UNC System Office were present:

Lynn Duffy, Senior Associate Vice President for Leadership and Talent Development
Scott Murray, Assistant Vice President of Executive Search and Leadership Programs

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 (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)

UPDATE ON SEARCH PROGRESS

Mr. Livingston updated the committee on search progress to-date.

All UNC-TV staff were invited to a listening forum on January 9th at UNC-TV. Attending staff had an opportunity to hear from, and ask questions of, panelists Lynn Duffy, Steven Hammel (then interim executive director and general manager of UNC-TV), Joe Krushinsky (Senior Associate, Livingston Associates), Tom Livingston, and Shannon Vickery. The forum generally centered on organizational direction, and key attributes for the leadership profile.

Mr. Livingston also had individual phone calls with each member of the committee to gather input on organizational direction, and key attributes for the leadership profile, as well as recruitment suggestions.

Sources used to advertise the position opening were reviewed.

Livingston Associates conducted initial screening interviews with 20 of the 75 applicants that had applied by the for-best-consideration date of March 1st.

APPROVAL OF MINUTES

Chair Teal entertained a motion to approve the minutes of the November 27, 2018, committee meeting as presented.

The motion was made by Dr. Meymandi, seconded, and carried unanimously.

CLOSED SESSION

Chair Teal entertained a motion to go into closed session under NCGS 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

The motion was made by Dr. van Noort, seconded, and carried unanimously.

The committee went into closed session at 2:06 p.m.

The committee returned to open session at 3:58 p.m.

INITIAL INTERVIEW PLANNING

Mr. Livingston reviewed the process for the initial interviews, scheduled to take place March 19th and 20th. All interviews will be conducted by video, Mr. Livingston will ask the interview questions, and committee members will have an opportunity to ask follow-up questions for clarification or elaboration.

Under Ms. Duffy's lead, the committee discussed the draft interview questions, considering alternate questions, the order the questions should be asked in, and how many questions there should be.

The video interviews on March 19th and 20th will be held at the Center for School Leadership Development in Chapel Hill, North Carolina.

The in-person interviews will take place on April 3rd only, and be located at the North Carolina Department of Transportation (DoT), Division of Aviation.

REMINDER ON CONFIDENTIALITY

Ms. Duffy and Mr. Skinner reminded the committee of the obligation to maintain candidate confidentiality.

MEETING ADJOURNED

There be no further business, the meeting adjourned at 4:23 p.m.