

MINUTES OF THE SEPTEMBER 10, 2013, EXECUTIVE COMMITTEE MEETING

The Executive Committee (“the Committee”) of the Board of Regents of the Smithsonian Institution met on September 10, 2013. Participating were Executive Committee and Board Chair France A. Córdoba, Vice Chair John McCarter, and Committee member Shirley Ann Jackson.

Also present by invitation of the Committee were Secretary G. Wayne Clough; Chief of Staff to the Secretary Patricia Bartlett; Director of the Office of Human Resources James D. Douglas; Supervisory Human Resources Specialist Alison Hopkins; Under Secretary for Finance and Administration Al Horvath; Chief of Staff to the Regents John K. Lapiana; Director of Communications and External Affairs Evelyn Lieberman; and General Counsel Judith Leonard.

Dr. Córdoba called the meeting to order at 11:00 a.m.

EXECUTIVE SESSION

The Committee began the meeting with an executive session. Mrs. Lieberman briefed the Committee on plans regarding the Secretary’s upcoming retirement announcement, and Mr. McCarter followed with an update on the ad hoc Secretary search committee’s activities, including the efforts of the committee’s outside experts, Russell, Reynolds and Associates.

UPDATE ON CHIEF OF STAFF RECRUITMENT

Mr. Douglas provided an update on the recruitment for a new Chief of Staff to the Regents. Dr. Córdoba expressed the Committee’s goal to interview the top finalists on October 22, 2013.

[**NOTE:** Porter N. Wilkinson was selected as Chief of Staff to the Regents on October 22 and started on December 2, 2013.]

OFFICE OF THE REGENTS STAFFING ANALYSIS

Dr. Córdoba reminded members that the Committee requested the Office of Human Resources to conduct a staffing analysis of the Office of the Regents in light of Mr. Lapiana’s departure. Ms. Hopkins directed the Committee’s attention to her report contained in the meeting background materials.

Ms. Hopkins listed the duties and responsibilities of the Office, as well as the current staffing levels. She noted that areas for “adjustment” included increasing use of electronic access for Board meeting materials; consolidation of meeting minute-taking responsibilities; in-office speech-writing capabilities; and more robust new Regent orientation.

OCTOBER 21, 2013, REGENTS' MEETING AGENDA REVIEW

The Committee then reviewed a draft agenda for the October 21, 2013, Regents' meeting. Dr. Córdova noted that the draft reflected comments previously made by the Committee at its July 11, 2013, meeting. She added that she will provide context about those discussions to the Board before the start of the meeting; that the agenda will address the significant events since the June 2013 Regents' meeting; that any outstanding issues from the Secretary's retirement announcement will be addressed; that two new Regent candidates will be considered; and that the afternoon session will be primarily devoted to the annual public meeting. [**NOTE:** Due to the Federal government shutdown, the annual public meeting was postponed.]

The Committee supported the current draft and Dr. Córdova noted that the Committee will again consider the agenda at its October 2, 2013, meeting with the Chancellor.

INSPECTOR GENERAL FREEZE REQUEST

Mr. Horvath explained that the Smithsonian instituted a Federal hiring freeze on August 1, 2013. The freeze anticipates granting of well-founded exceptions, he said. Dr. Córdova noted that the Committee received two exemption requests from the Office of the Inspector General — one for the Inspector General position and another for an operations officer created as a result of an office reorganization. Because the Inspector General reports to the Regents, these requests were directed to the Executive Committee for disposition.

Mr. Lapiana noted that the Smithsonian was required by statute to employ an Inspector General and Mr. Horvath added that exemptions have been granted by management for positions created by reorganizations. Along with the exemption request, the Inspector General provided information demonstrating the cost savings associated with the new operations officer position.

In light of those representations, the Committee authorized the Chair to grant the Inspector General's requests. [**NOTE:** The hiring freeze was lifted on November 1, 2013.]

SECRETARY'S UPDATE

Secretary Clough noted that the Smithsonian recently announced a buy-out/early retirement program for its Federal employees. He said that the program should result in some savings that can offset the anticipated effects of Federal budgetary sequestration.

He praised the staffs of the National Zoological Park and the central public affairs staff for the handling of the "intense interest" in the new panda cub. Secretary Clough also added that the Association of Zoos and Aquariums recently reaccredited the Zoo.

Secretary Clough provided the Committee with an overview of planned Smithsonian activities on endangered tigers in Bangladesh. The activities are funded through the United States

Agency for International Development. He said that the Smithsonian is actively engaged in seeking similar types of international partnerships.

EXECUTIVE SESSION

The Committee conducted an executive session to discuss Board composition matters.

ADJOURNMENT

With no other business to consider, the meeting was adjourned at approximately 12:05 p.m.

Respectfully submitted,

France A. Córdova
Chair