

MINUTES
Chancellor Search Committee Meeting
January 23, 2008
Benbow Room, EUC

Committee members present: Rebecca Adams, Kate Barrett, John Bryant, Linda Carlisle, Kathryn Crowe, Betsy Ervin, Stephen Hassenfelt, Louise Ivanov, Karen McNeil-Miller, Charles Tedder, Jim Weeks, Jonae Wartel, Suzanne Williams.

Others in attendance: Jerry Baker, Martin Baker, Steve Gilliam, Amanda Lehmert, Sharlene O'Neil, Margaret Patton.

The meeting of the Chancellor Search Committee began at 4:30 p.m. Steve Hassenfelt, Chair of the Chancellor Search Committee, presided. Chairman Hassenfelt thanked members for attending the forums that had taken place earlier in the afternoon, and asked John Bryant to thank the two students who attended the student forum and shared their views with the committee. Chairman Hassenfelt welcomed recently hired search consultants Jerry Baker and Martin Baker.

Chairman Hassenfelt asked if there were any changes or additions to the minutes of the January 4, 2008, Search Committee meeting, or the January 9, 2008, Search Consultant Selection Subcommittee meeting. Additions to the January 4 minutes were suggested; a motion to approve was made by Jim Weeks, and seconded by Karen McNeil-Miller. The minutes as amended were approved and will be posted on the Chancellor Search Website.

Chairman Hassenfelt indicated that he asked Linda Carlisle to serve as Vice-Chairman of the Search Committee. She will lead the subcommittee working on the position description, and will provide additional leadership in working with the many 'moving parts' to this process.

Chairman Hassenfelt complimented the great job done by personnel who have worked on the website, which is now live. The address is chancellorsearch.uncg.edu. The website will provide access to many of the public documents, and there will be a place for visitors to the site to provide comments and suggestions to the Search Committee.

Chairman Hassenfelt distributed the draft of the 'UNCG Chancellor Search Communication Plan,' which was prepared by Helen Dennison Hebert of University Relations. He asked members to review the document for a few minutes to see if any Committee members had comments or suggestions. He noted that the draft was a flexible document, and just an information item at this time. Steve Gilliam is our contact with University Relations.

The question was raised: "Can whatever is said in an open meeting be discussed by a Committee member with non-Committee members outside of the meeting?" Chairman Hassenfelt affirmed that Search Committee members may discuss the process and

information disseminated at the open meeting with other individuals, and take any suggestions that come to them, so that everyone can have the chance to give input into the process. He indicated that now is the time to receive the relevant information before the position description is finalized. If individuals send emails with input, please forward them to Sharlene O'Neil or Margaret Patton.

Jerry Baker introduced himself and his son and colleague, Martin Baker. Mr. Baker covered certain background information and indicated he is in his thirty-second year as a search consultant, having completed over 850 searches. He is originally from Kannapolis, NC, and attended Wake Forest University as an undergraduate, and earned a Master of Divinity degree from Harvard University. Baker and Associates is based in Atlanta, and has an office in Winston-Salem, managed by Martin Baker. Most of Jerry Baker's work has been in higher education, with 41 searches conducted in that field in North Carolina in the past 8-10 years. He indicated that the firm will be working to assist the Committee, to assure that the search process is thorough, confidential, and handled with integrity. Their goal is not to control the process, but to make sure that the search goes well.

Jerry Baker discussed the search process and explained his firm's role:

- The State of North Carolina is going to be a wonderful product to sell.
- His firm will spend lots of time with constituent groups, and talk candidly.
- The Search Committee has an important role in the marketing UNCG to the potential candidates.
- The firm will get individuals excited about the position through emails, letters, and phone calls, to tell the 'story' of UNCG.
- Advertisements are being prepared, and a lengthier position description will be sent out.
- He encouraged the Committee to be expansive in its thinking. He also indicated that the Committee should respect and appreciate the confidentiality of the search. The Committee will be dealing with important people who will not want their names known and a search will fall apart if the public learns the names of the confidential candidates.
- He indicated that he would have the primary responsibility for making the contacts with prospective candidates.

Chairman Hassenfelt explained that Jerry Baker conducts only one presidential or chancellor search at a time. Chairman Hassenfelt summarized a timeline of upcoming activities regarding the search:

- The Committee will be soliciting feedback through the forums.
- Linda Carlisle will schedule additional small group forums in the next week or so to solicit feedback for the position description.
- Jerry Baker and Martin Baker will assist Linda and her subcommittee in preparing the position description, which will be distributed to the Committee for approval.

- At that point, the search firm will begin developing a candidate pool. This will be a quiet period for the Search Committee.
- There will be a secure section on the Baker & Associates website for resumes, and the firm will create a location on the site to highlight top prospects.
- After the candidate pool is developed, there will be a Search Committee meeting to winnow the list to 6-12 candidates.
- These candidates will be interviewed during a two-day period and finalists selected.
- Finalists will then be interviewed and the Committee will recommend three candidates that will be approved by the UNCG Board of Trustees and sent to President Bowles in unranked order.
- President Bowles will conduct interviews, then make a selection, which will be presented to the Board of Governors for approval at the June 13, 2008, meeting.

Jerry Baker indicated that the firm will pay special attention to nominees that come from within UNCG. The firm welcomes and encourages the faculty to submit names. The goal is to locate candidates who are really good, not worry about who is recruitable.

Chairman Hassenfelt explained that at this point in the search it is imperative that confidentiality be maintained. It is the Committee's job to find the best candidates, and the Committee has been advised by our search consultant that a confidential search is the best way to find these candidates. He noted that the Search Committee was very large in order to make sure each constituent group was represented. The Committee discussed various aspects of a closed versus an open search. It was agreed that the Committee has been established to represent all constituent groups, and must be trusted to make the right decisions. After discussion, a motion was then made by Karen McNeil-Miller to make this a closed search and Betsy Ervin seconded the motion. The motion was approved unanimously.

Chairman Hassenfelt then distributed a list of 'potential Search Committee meeting dates.' Committee members were asked to indicate if there are any hard conflicts with any of the dates. Committee members will be notified of the specific dates once the information is compiled.

Laminated cards were distributed with the Committee members' contact information.

Linda Carlisle explained that the subcommittee working on the position description will be meeting in the next few weeks with constituents within the business community, WC graduates, various boards, Faculty Senate, and Dean's Council. Small groups of Committee members will attend these sessions to receive input. After the meetings, the subcommittee, with the assistance of the search firm will develop the position description that will be submitted to the full Committee for approval. Times for the meetings will be coordinated through Sharlene O'Neil.

The committee adjourned at 5:45 p.m.

Respectfully submitted,
Margaret Patton
Administrative Assistant
Chancellor Search Committee