

MINUTES
Chancellor Search Committee Meeting
February 11, 2008
Benbow Room, EUC

Committee members present: Rebecca Adams, Kate Barrett, John Bryant, Linda Carlisle, Kathryn Crowe, William Hart, Steve Hassenfelt, Louise Ivanov, Carol Matney, Jim Weeks, Suzanne Williams.

Others in attendance: Jerry Baker (via teleconference), Martin Baker (via teleconference), Ann Lemmon (via teleconference), Sharlene O'Neil, Margaret Patton.

The meeting of the Chancellor Search Committee began at 1:05 p.m. Steve Hassenfelt, Chair of the Chancellor Search Committee, called the meeting to order. Chairman Hassenfelt asked if there were any changes or additions to the minutes of the January 23, 2008, Search Committee meeting, the January 23 and 24, 2008 forums, or the January 29 and 30, 2008 forums. A motion to approve the three sets of minutes was made by Kate Barrett, and seconded by Suzanne Williams. The minutes were approved and will be posted on the Chancellor Search website.

Chairman Hassenfelt mentioned that a meeting of the Search Committee will take place on Tuesday, March 18, 2008, from 12:00 p.m. to 2:00 p.m., and boxed lunches will be served. The agenda will be to discuss criteria and characteristics that Committee members will be looking for in reviewing candidate applications. The forums have been very helpful, and the Committee will want to utilize that feedback, as well as other information. Chairman Hassenfelt will create an analysis in advance of this meeting with information on desirable qualifications and input from the forums to assist the Committee in reviewing applications.

Chairman Hassenfelt notified the Search Committee of upcoming meeting dates. There will be a one-day meeting on Monday, March 31, 2008 to narrow the field to 8-12 candidates, two days of airport interviews on Tuesday and Wednesday, April 22 and 23, 2008, and final interviews on Tuesday and Wednesday, May 6 and 7, 2008. The final interviews may take one and one-half days, depending on the number of finalists. The Committee has already been notified via email of a faculty forum to take place on Wednesday, February 20, 2008 and a faculty and staff forum scheduled for Tuesday, February 26, 2008. Margaret Patton will send out an email with all the meeting dates.

Linda Carlisle, Vice-Chairman of the Search Committee and Chairman of the Position Specification Subcommittee, presided over the rest of the meeting. She thanked the Search Committee for all the prior feedback on the job specifications document that Jerry Baker and Martin Baker will be using in their recruitment of candidates. Jerry Baker reiterated that the document would be for prospective candidates, as well as for nominators.

There was discussion as the Search Committee moved through each section of the document, taking into account members' suggestions for changes in wording and content. Changes and additions were made during the course of the meeting. At the conclusion, Linda Carlisle thanked the Search Committee for all their contributions to the final document. The final draft will be sent out to members after the changes are incorporated into the document.

The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,
Margaret Patton
Administrative Assistant
Chancellor Search Committee