

MINUTES  
Position Specification Subcommittee  
Chancellor Search Committee  
February 6, 2008  
Kirkland Room, EUC

Search Committee members present: Rebecca Adams, John Bryant, Linda Carlisle, Kathryn Crowe, Keith Debbage, Betsy Ervin, William Hart, Stephen Hassenfelt, Ed Kitchen, Carol Matney.

Others in attendance: Jerry Baker, Martin Baker, Sharlene O'Neil, Margaret Patton.

Linda Carlisle, Vice-Chairman of the Search Committee and Chairman of the Position Specification Subcommittee, called the meeting to order at 1:00 p.m. She shared some of the key issues that were brought out at the Business Community Forum that took place at 7:30 a.m. that morning. Other Search Committee members who were present at that meeting spoke of some of the issues that were discussed.

Jerry Baker indicated that he and Martin Baker had met with Chancellor Sullivan that morning, during which time they asked her to share her priorities for UNCG going forward. Chancellor Sullivan indicated concerns about the growth of UNCG and the need for more physical space on campus, and the Gateway University Research Park project. In addition, she asked the Search Committee to emphasize with prospective candidates the environment of shared governance which exists on the campus today. Jerry Baker indicated her passion for UNCG and her personal warmth was very evident in the meeting, and she asked the search firm and the Search Committee to hire someone to continue the good work already underway on campus.

Prior to the meeting, Linda Carlisle had electronically sent the Position Specification Subcommittee the first draft of the "Job Specifications" document. Linda Carlisle opened the floor up to the Subcommittee to discuss the document and offer suggestions for revisions.

There was considerable discussion as the Subcommittee moved through each section of the document, with suggestions offered for change in wording and content. Jerry Baker and Linda Carlisle indicated that they would need to assimilate all the changes that were suggested and a new draft would be forwarded to the full Search Committee prior to the meeting scheduled on Monday, February 11, 2008. Linda Carlisle asked individuals to forward any additional editing suggestions to Jerry Baker by e-mail.

Search Committee Chairman Hassenfelt said that before candidates are brought in for interviews, the Search Committee will need to put together a working document that summarizes the feedback the Committee has received from the forums and the web site. Chairman Hassenfelt mentioned there were six or seven cluster issues the Search Committee could focus on in reviewing candidate files, including personal qualifications,

and past experience. In order to accomplish this, he suggested that the Search Committee have a meeting prior to the first meeting to consider candidates.

Linda Carlisle indicated that Jerry Baker would like to finalize the document in order to keep on track with the timeline for the search. She then suggested that the meeting scheduled for Monday, February 11, 2008 at 1:00 p.m. (Benbow Room, EUC), be opened to the full Search Committee so that everyone would have an opportunity to review and approve the final document. For members that cannot attend in person there will be a meet-and-greet conference call number.

The meeting was adjourned at 3:15 p.m.

Respectfully Submitted,  
Margaret Patton  
Administrative Assistant  
Chancellor Search Committee