

LUTGERT COLLEGE OF BUSINESS
Dean Search Advisory Committee Minutes

Date: Monday, April 29, 2019

Location: Chico's Executive Board Room (LH 4200)

Attendees: Dr. Paul Snyder (Chair), Dr. Tim Allen, Dr. Tanya Benford, Mr. Jonathan Kenny, Ms. Lois Knox, Mr. Jeff Fridkin, Ms. Shontra Powell; Dr. Kim Morrisson, Mr. John Mestepey (Diversified Search)

Guests: Dr. Michael Martin, Dr. James Llorens, Ms. Vee Leonard, Ms. Waneka McFarlane, Ms. Precious Gunter; Sara Hernandez (scribe)

Absent: Mr. Bill Rice

Call to Order

- Dr. Snyder convened the meeting at 8:38 am;
- Dr. Snyder welcomed and thanked everyone for their participation in the Search process;
- Introductions (roll call);
- Dr. Snyder introduced the guests and their roles at FGCU.

A. Charge to the Committee

- Dr. Martin and Dr. Llorens charged the committee members

B. Search Guidelines (Legal, Human Resources, and Diversity)

- Ms. Vee Leonard presented Sunshine Laws & Requirements including Public Records;
- Ms. Precious Gunter presented EEO and Compliance guidelines;
- Ms. Waneka McFarlane presented HR and the Search Guidelines;
- FGCU Human Resources will be posting the Dean's position on EagleJobs website, and will direct the applicants to the search firm to provide their application materials.

C. Executive Search Firm

- Dr. Morrisson, and Mr. Mestepey discussed the search process, proposed timeline, and draft of position description;
- Dr. Morrisson covered the process of sourcing candidates, and building a qualified applicant pool of candidates;
- Nominations will be accepted, and the search firm will contact the potential applicant to

determine interest in the position;

- Diversified Search will evaluate candidates based on the position description that is developed;
- A hosted portal will be provided with personal passwords for each committee member to review candidates' materials as well as status reports;
- A weekly status report will provide an ongoing picture of the search process;
- A draft of job related interview questions will be developed from the finalized job description. This draft will be reviewed by the committee for input;
- Slate meeting(s) will be scheduled to collectively decide the candidates to be initially interviewed by the committee (via videoconferencing);

A recommendation of 8 – 10 candidates for the first round of interviews;

Following initial committee interviews, a recommendation of 4 – 5 finalists for onsite campus interviews;

- The job description was discussed and some input obtained from the members. The committee has been requested to submit their recommended changes to the job description draft when available individually to the Search Firm. A word document will be provided to the committee and a request to track changes to the document submitted;
- Bi-weekly phone call with the Chair for updates will be scheduled;
- Reference and background information checks of the candidates will be handled by the search firm;
- The draft timeline was discussed, and will be reviewed and/or revised as necessary. The position will be open until filled. Anticipated hire date possibly January 2020 with latest start date depending on availability but no later than July 2020.

D. Next Steps – Chair Snyder

- Dr. Snyder discussed the next meeting should be scheduled for the week of May 20, 2019;
- Meeting concluded at 11:00 am