

**LUTGERT COLLEGE OF BUSINESS**  
**Dean Search Advisory Committee Minutes**

**Date:** Friday, July 26, 2019

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

**Attendees:** Dr. Paul Snyder (Chair), Dr. Tim Allen, Mr. Jonathan Kenny, Mr. Bill Rice

**Conference Call Attendees:** Dr. Tanya Benford, Ms. Lois Knox, Mr. Jeff Fridkin; Dr. Kim Morrisson, Mr. John Mestepey

**Guests:** Sara Hernandez (scribe)

**Absent:** Ms. Shontra Powell, Mr. Stephen Smith

**Call to Order**

- Dr. Snyder convened the meeting at 11:02 am;

**A. Updates**

- Dr. Snyder provided a brief recap of the previous search committee meeting held on May 29<sup>th</sup>, and provided information on the placement of ads, and building the candidate pool.

**B. Executive Search Firm Updates – Dr. Morrisson, and Mr. Mestepey**

- Dr. Morrisson provided an overview of the Egnyte website, and how to navigate the website;
- Dr. Morrisson, and Mr. Mestepey explained the candidate(s) screening, and categorization process;
- Diversified Search Firm has reached out to 272 potential candidates;
- Status Report: Organizing the “must-haves”, and how to proceed with the calibration process;
- Dr. Morrisson asked that committee members pay close attention to the inactive part of the status report for further discussion and possible reconsideration since these candidates were deemed less compatible with search criteria;
- Each candidate's information on the status report was reviewed and discussed by the committee members;
- Discussion to further inform recruitment efforts by Diversified during the next month.

**C. Next Steps**

- Planning in progress for the Committee's Slate Meeting in September or early October (3-hours in person meeting);

- Planning in progress for late October videoconference interviews (2 consecutive full-days);
- Provide an overflow room for faculty/staff (and others) to view interviews. Plan to record interviews to make them available to those who may not be able to attend but who wish to review and provide feedback to the committee later that same week. Will provide a questionnaire to attending faculty/staff to garner recommendations;
- Final candidates to visit approximately two-three weeks after the videoconference interviews;
- August Progress Report Meeting confirmed for Thursday, August 22<sup>nd</sup> at 1:30 pm in Lutgert Hall - 4200;
- Meeting concluded at 12:33 pm.