

LUTGERT COLLEGE OF BUSINESS
Dean Search Advisory Committee Minutes

Date: August, 22, 2019

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

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

Conference Call Attendees: Mr. Stephen Smith

Guests: Sara Hernandez (scribe)

Absent: Mr. Jeff Fridkin

Call to Order

- Dr. Snyder convened the meeting at 1:31 pm;

A. Updates

- Dr. Snyder provided a brief recap of the previous search committee meeting held on July 26th, and the update provided at the Lutgert College of Business Retreat in mid-August.

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

- Mr. Mestepey discussed the status of applicants which have been vetted. The committee was encouraged to review each applicants' materials prior to the Slate Meeting tentatively scheduled for mid-October;
- Dr. Morrisson encouraged the committee to be mindful of the candidates on-hold. Are we on the right track? There are specific notes about each applicant on the status report;
- Dr. Morrisson, and Mr. Mestepey emphasized to the committee that the status report is a short summary on each applicant and they should look further into each candidates' profile for a full understanding of their respective experience and background;
- Diversified Search Firm has started the preliminary screening of active candidates;
- Diversified Search will develop the interview questions based on the job description;
- The Slate meeting will be an in-depth discussion about the applicants and selecting those that will be invited for the video conference interviews;
- The video conference interviews will be held the week of October 21st and will invite eight to ten prospective candidates to interview;
- Discussion to further inform recruitment efforts by Diversified during the next month.

C. Next Steps

- September Progress Report meeting confirmed for Friday, September 20th at 10:30 am in Lutgert Hall - 4200;
- Planning in progress for the Committee's Slate Meeting in 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;
- Meeting concluded at 3:00 pm.