

## **Minutes of November 29, 2001 Meeting of The Search Advisory Committee**

The third meeting of the Search Advisory Committee for the University of West Florida presidential search was held on November 29, 2001 at the Institute for Human and Machine Cognition at 40 South Alcaniz.

### **1. Call to order.**

Co-Chairs Dr. Linda Dye and Mr. Eric Nickelsen called the meeting to order at 3:00 PM.

### **2. Calling of the Roll.**

Twenty-seven committee members were present. Absentees included Robert Booth, Jr., Al Coby, Fred Donovan, Evon Emerson, Don Gaetz, Chula King, Joe Scarborough, Karen Summers, Cheryl Swanson, Charlie Switzer, and Deidre Young. Guests included: Trustees Roy Smith, Sharon Hess-Herrick, and Angela Bowler, Keith Goldschmidt, corporate deputy secretary and Vicki Knaack, recorder.

### **3. Approval of minutes, November 15, 2001.**

Eric Nickelsen introduced minutes from the meeting held on November 15, 2001.

A motion was made and seconded to accept the minutes as read. Vote was taken and motion passed unanimously.

### **4. Report from the Selection Criteria Subcommittee- Chula King, chair.**

Dr. Dye reported on the search process and time-line. She noted that the Search Advisory Committee will have maximum involvement throughout the search process. She indicated that Mr. Funk will update the SAC in early February by phone. Approximately 3 weeks before the application close-date, he will meet with the SAC in person to provide information regarding the candidate pool and answer questions. Additionally, he will provide bi-weekly lists of applicants and will include a portfolio and background checks on the final applicants. This close working relationship will necessitate more meetings for the SAC.

Dr. Dye explained that Dr. King was unable to attend.

Dr. Klaus Meyer-Arendt reported for the Selection Criteria Subcommittee. Criteria #4 was reviewed and recommendations for new phrasing made. It was recommended Criteria #1 be divided by (6) bullets as per the handout; discussion ensued.

Dr. Dye called for a motion. A motion was made and seconded to approve the criteria. Vote was taken and motion passed unanimously.

### **5. Report from Advertising/Marketing Subcommittee - Denis McKinnon, chair.**

Mr. McKinnon commended his subcommittee members for a job well done. The three components they worked on and presented to SAC were: a. the proposed advertisement, b. the brochure, and c. the community letter to go to constituents.

a. Advertisement - Diane Barlar passed out ad-copy as proofed by Bill Funk. Discussion followed with note taken of need to correct criteria as per approval by SAC (see item #4 above), need for a statement about start and end date issues, and other various corrections and suggestions were noted.

Mr. Nickelsen called for a motion to accept as edited. Motion was made and seconded. Vote unanimous in favor. Motion passed.

b. Community letter - Kevin Janser passed out draft of the community letter modeled after Mr. Funk's letter to constituents of the University in Miami. The key point is to extend what SAC is doing to a greater number of people. Discussion followed with comments and corrections noted.

Dr. Dye called for a motion to accept as edited. Motion was made and seconded. Vote was unanimous in favor. Motion passed.

c. Brochure - Kathie Jeffcoat passed out proposed brochure, noting the wonderful work done by UWF's Publications and Marketing department with the help of Stephanie Clay and Pat Crawford. Brochure is very clean looking with points of pride, brief history, pictures, and contact information and candidate qualifications on the back. Note was made of intent to correct the criteria per item #4 above. Discussion followed with suggestions including use of more pictures - no repeats, adding quality of students to the points of pride, making Foundation more prominent, several corrections to data, and suggestions as to reordering the piece. It is noted this piece will go with the community letter and to Bill Funk to send out along with letters to sitting presidents. Kathie will make changes and have Stephanie Clay get the rework to Eric Nickelsen.

Mr. Nickelsen called for a motion to approve with changes. A motion was made and seconded. Vote was unanimous to approve with changes.

Other tasks charged to this subcommittee are the design/development of a web page and briefing manual. Mr. McKinnon asked Keith Goldschmidt to update. There is currently a rudimentary page up, but a newly designed page will be up by December 15th. It will include the search process, timeline, criteria, advertisement, brochure, how to apply, SAC membership and Board of Trustee Search Committee members. It will come to SAC for approval. The briefing manual will be ready by February 15th for approval. This will include detailed information on the University and will go to the short list of candidates.

Other steps include figuring out the advertising venues and the subcommittee is working with Bill Funk on that; a community mailing list for the community letter; and notice in the in-house publications. Work is ongoing in these areas.

Dr. Dye offers a chronology of deadlines for advertising: if BOT approves Monday the 3rd, could go 12/14 for publication on 12/21. If this date is missed, next one will not appear until 1/11, so important to move fast to get approval on Monday.

## **6. Report from Interview Subcommittee - Ed Ranelli, chair.**

Dr. Ranelli indicated this group has met, but has no report as yet. The tasks were broken down - interview process, construction of the interviews, questions to ask, how to collect impressions and feedback, timeline-short list by March 19th to invite them to campus March 25-April 12th - with 2 day visits must move them in and out meeting quickly with all appropriate individuals. This group has broken into two subgroups - one covering the campus community interview process - Dr. Pete Metarko is heading this group and the second will handle the structure of the interview process headed by Dr. Judy Bense. It was noted that working in the Florida Sunshine, the group will need input on recording impression/feedback - checking with Counsel Julie Sheppard on this issue to make sure everything is in compliance. They hope to complete their work by the end of February to give to SAC the first of March.

## **7. Other business.**

There were a couple question/comments about timelines. Dr. Dye will check with Bill Funk but probably need to narrow down by March 19th. Dr. Dye will also get back to everyone on a date for the next SAC meeting.

Meeting adjourns at 4:10 PM.

