

## REGENT CANDIDATE ADVISORY COUNCIL

### MEETING MINUTES

Thursday, December 11, 2008

Room 10, State Office Building

#### **Present:**

Dave Fisher, Chair  
Joe Aitken  
Ken Albrecht  
Jane Belau  
Tony Bianco  
Bill Brady  
Ardell Brede  
Sonia Cairns  
Paul Dovre  
Patrick Duncanson  
Jennifer Godinez  
Lois Josefson  
Sylvia Kaplan  
Kerstin Larson  
Hariett Porter  
Jo-Anne Stately  
Bert Swanson  
Paul Rexford Thatcher  
Billie Young

#### **Excused:**

Shelley Buck  
Steve Claypatch  
John Hyduke  
Richard Ista  
Daniel Kauppi

Dave Fisher called the meeting of the Regent Candidate Advisory Council to order at 10:07 am. A quorum was present.

#### **Agenda**

Ardell Brede moved approval of the December 11, 2008 meeting agenda. Seconded and **Approved.**

#### **Minutes**

Jane Belau moved approval of the August 20, 2008 meeting minutes. Seconded and **Approved.**

#### **Announcements**

Mr. Fisher informed the Council that the candidate interviews will be taking place at the McNamara Alumni Center due to a scheduling conflict at the State Office Building. Mr. Fisher then reviewed the four seats open this cycle on the Board of Regents. They are one seat respectively in Minnesota's first, fourth, sixth and seventh congressional district.

Mr. Fisher reviewed items in the members' folders speaking specifically to the diversity statement as well as the current make up of the Board.

### **Committee Reports**

Recruitment Subcommittee: Sylvia Kaplan gave an update on the 2008 recruitment efforts. Ms. Kaplan explained that it was a difficult recruiting year as three of the incumbents were seeking re-election to the Board and there were no at-large positions available. Mr. Fisher added that subcommittee members made phone calls in an effort to recruit candidates and that staff sent out over 700 friend letters including personalized letters to previous applicants.

Selection Criteria Subcommittee: Billie Young reviewed the updated Selection Criteria Report. Ms. Young explained the Subcommittee modified the criteria slightly changing the order of the criteria and made minor language changes. Ms. Young also pointed out that the Subcommittee did send the report to Ann Cieslak, Executive Secretary to the Board of Regents, for review. Paul Rexford Thatcher moved adoption of the Selection Criteria Report. Second and **Adopted**.

Interview Process and Questions Subcommittee: Joe Aitken gave an overview of the interview process and interview questions that had been reviewed and updated by the Subcommittee. Mr. Aitken requested all RCAC members advise the Subcommittee on the questions that had been developed. Member discussion relating to the interview questions ensued. Members discussed different types of questions and whether the questions for the incumbents would be different than for non-incumbents.

Members then discussed whether the questions should be sent to the candidates prior to the interviews. Ms. Belau moved that the interview questions not be sent to the candidates prior to the interview and to include the following sentence in the interview confirmation letter: "The interview will be a wide ranging question and answer format, with all questions focused on the plans, policies, operations and impact of the University." Seconded and **Approved**.

Reference Committee: Paul Dovre reviewed the guidelines and procedures for conducting reference checks. He explained that there were no changes from the 2006-07 reference guidelines. Mr. Dovre pointed out that Council members would be volunteering to complete reference checks on selected candidates. Discussion ensued regarding when reference check reports should be presented to the Council. It was decided that the reference checks would be given prior to the interviews. Mr. Thatcher moved approval of the Reference Committee Report. Seconded and **Approved**.

Document Review: Mr. Fisher reviewed minor changes made to the press release and letters to the applicants.

Orientation Committee: Ken Albrecht explained the purpose of the Regent Candidate Orientation is to give the candidates an idea of what to expect after they are recommended by the RCAC to

the Legislature. The Regent Candidate Orientation has been scheduled for Thursday, January 15<sup>th</sup> from 1:00 pm to 3:30 pm. Mr. Albrecht explained the agenda will include presentations covering the legislative perspective of the process, the history of regent duties, promoting your candidacy at legislature, as well as the University Alumni perspective on the regent selection process.

### **Selection of Interviewees**

Mr. Fisher reviewed the selection procedures and reiterated the importance of confidentiality and referring to candidates only by number, not by name. Voting commenced with 19 members present and voting.

Mr. Thatcher moved that each of the three incumbent candidates' automatically receive an interview. Seconded and **Approved**.

#### **District #1:**

First Ballot: Three candidates received a majority vote and were automatically selected for interviews. Mr. Thatcher moved to close the voting for District #1. Seconded and **Approved**.

#### **District #4:**

First Ballot: Three candidates received a majority vote and were automatically selected for interviews. Mr. Thatcher moved to close the voting for District #4. Ms. Kaplan moved to amend the Thatcher motion to include candidate number 10 in the selection for interviews and then close the voting. Mr. Thatcher accepted the amendment. A vote was taken on the Thatcher motion, as amended, with four candidates selected for interviews. Seconded and **Approved**.

#### **District #6:**

First Ballot: Two candidates received a majority vote and were automatically selected for interviews. Mr. Brede moved to close the voting for District #6. Seconded and **Approved**.

#### **District #7:**

First Ballot: Two candidates received a majority vote and were automatically selected for interviews. Mr. Brede moved to close the voting for District #7. Seconded and **Approved**.

### **Reference Checks: Procedures and Assignments**

Mr. Fisher took volunteers to make the initial calls congratulating candidates who were selected for interviews and to conduct reference checks. All other candidates would be contacted via mail.

### **Interviews: Procedural Details**

Members decided that since there would only be 14 interviews this cycle to schedule all the interviews within a two day period. Mr. Fisher stated that staff will schedule the interviews for Wednesday, January 7<sup>th</sup> and Thursday, January 8<sup>th</sup>. Staff will be contacting finalists to schedule interviews and a schedule will be e-mailed to members and posted on the web site. It was then decided that the RCAC member that conducts the reference check on the candidate will introduce the interviewee to the Council.

**Request for Volunteers to Attend Upcoming Board Meetings**

Mr. Fisher requested volunteers to attend the 2009 Board of Regents meetings. February 12 & 13 – Hariett Porter; April 16 & 17 – Kerstin Larson; May 7 & 8 - Dave Fisher.

There being no further business, Mr. Fisher adjourned the meeting at 12:51 pm.