

5-1-2014

## Membership minutes 05/01/2014

Membership Committee

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Membership Committee meeting  
May 1, 2014

Present: Matt Zaske (chair), Stacey Aronson, Judy Kuechle, Lori Kurpiers, Alex Stangel,  
Nancy Carpenter, Jodi Sperr, Roger Roger, Zach Johnson, Jeff Lamberty

Guest: Jacqueline Johnson

**Minutes from April 17, 2014 were unanimously approved.**

**Conversation with Chancellor Johnson**

Chancellor Johnson said she has already met with the Consultative Committee to talk about process, timeline and search committee for the Vice Chancellor for Academic Affairs and Dean position. The new Constitution gives Membership Committee the charge to work with the chancellor to form and convene the search committee. When Cheryl Contant left UMM three years ago, we launched an internal search for that position knowing that we have real talent within UMM. After the internal search, Bart Finzel was the recommended choice and was appointed interim dean with a two-year appointment. In the second year of that appointment, Johnson consulted and met with the faculty to see if they would agree to an extension of two more years; Finzel is now in the third year of his appointment. The plan is to launch a national search with a start date of July 1, 2015. A national search would not preclude anyone internally from applying for that position. The Consultative Committee's sense is that we should have the search ready to go relatively early in the fall and announce the appointment at the end of fall semester. For positions like this, a search firm supports most searches and she expects that is how we would proceed. The University of Minnesota has a list of 7 or 8 search firms that we are preauthorized to use for executive searches. Johnson will share the list of firms with this committee and would like members to look at the websites and provide feedback. She will speak with the principles in three or four of those firms in the next couple of weeks and will make a selection. Typically search firms have a portfolio of names they've already worked with. The search consultants will make at least one visit to campus to conduct listening sessions and meet with a variety of people from all constituencies. Out of that visit, they will form an extensive profile and use that to develop a pool of candidates. She would like the firm to do some of the pre-screening of applicants. The hope is to have a description and profile fully formed before we return in the fall. Typically, the search will proceed with a short interview at a neutral site with the search committee. That pool gets winnowed down and then those candidates are invited to campus for a 2-3 day interview. According to Katie Stuckert in the President's Office, most firms have a flat fee and we cover all of the travel expenses for the consultants as well as travel for the candidates. Some of the firms also require a percentage of the final negotiated salary. Johnson believes the search will cost somewhere between \$75,000-100,000.

Johnson is looking for guidance on the composition of the search committee. She believes each division should be represented including at least one division chair; that a member of the leadership team should be included; that there is employee group representation; and, of course, a student voice. Due to expense and the challenge of scheduling, a smaller search committee would be her recommendation.

Zaske asked who will support the search committee and what she would like from this committee. Johnson said she is looking for suggestions on who might support the search and she would like names and suggestions for who might chair the search committee. Johnson believes the chair needs to be a strong leader who is respected by the faculty. Carpenter believes that people will be upset that some of this is taking place over the summer. Johnson said the search could be slowed down a bit if that's the sentiment but she believes some of the work can take place over the summer and people can participate in various meetings/settings electronically. Johnson said the timing also depends on what she finds out from the search firms. Once she has received suggested names from this committee, she will take those into consideration along with the names Consultative suggested. She will come back to chair of Membership with the potential makeup of the committee.

### **Committee Standing/New Business**

Zaske suggested that another meeting be scheduled to discuss potential names to submit to the chancellor. Minutes from the last meeting will be sent out electronically for approval.

He reported that the Steering Committee has decided to roll the Membership Committee's by-law amendment request for the Academic Support Services Committee into a broader discussion about Constitution and By-laws.

Zaske reports that the University Senate uses Simply Voting for their election processes. There are some nuances but it appears like this could work for our election voting in the spring. We would need to amend the by-laws which currently state for each open seat there needs to be a ballot. Membership could put forward a proposal to allow them to administer ballots outside of assembly or do something during the meeting. MPR has a wonderful video on how to deal with multiple seats in ranked-choice voting, as the count process is very complicated and not a process the committee could administer in front of the Assembly. Multiple seat ranked-choice voting would need to be handled electronically. Rose suggested having computers set up in the Assembly meeting so people could vote immediately after the meeting and the Membership Committee would be there to assist if necessary.