

University of North Dakota Presidential Search Committee Meeting Notice and Agenda

The University of North Dakota Presidential Search Committee will meet Wednesday, August 21, 2019 at 2:30 p.m. CT by conference call. The call will originate from the University of North Dakota campus in the Gorecki Alumni Center, Burgum Suite, 3501 University Ave., Grand Forks, ND.

- 2:30 p.m. CT Call to Order (Dr. Casey Ryan and Dr. Dennis Elbert, Co-Chairs)
- 2:35 p.m. Approve July 24, 2019 Meeting Minutes
- 2:40 p.m. Update from search committee members on additional listening sessions with campus constituents
- 2:50 p.m. Presidential Search Report -- Search Consultants, Dr. James McCormick and Ms. Janice Fitzgerald
- 3:10 p.m. October 2, 2019 Search Committee Meeting - (Dr. Casey Ryan and Dr. Dennis Elbert, Co-Chairs)
- 3:20 p.m. Committee Member Questions

Adjourn

Contact Terry Meyer (701) 328-2963 or terry.meyer@ndus.edu prior to the scheduled meeting date if auxiliary aids or services are needed.

**University of North Dakota
Presidential Search Committee Meeting Minutes
Wednesday, July 24, 2019**

The University of North Dakota Presidential Search Committee met Wednesday, July 24, 2019 at 1:30 p.m. on the University of North Dakota Campus in the Idea Lab, Center for Innovation, Ina Mae Rude Building, 4200 James Ray Drive, Grand Forks.

Call to order and Committee Introductions

The meeting was called to order by committee co-chairs, Drs. Casey Ryan and Dennis Elbert. Members present:

Dr. Casey Ryan, Co-Chair
Dr. Dennis Elbert, Co-Chair
Mr. Steve Burian
Mr. Howard Dahl
Mr. Joshua DeMorrett
Ms. Graci Lian
Dr. Cynthia Lindquist
Ms. Whitney Maine
Dr. Daphne Pedersen
Dr. Paul Todhunter
Ms. DeAnna Carlson Zink
Dr. Brian Van Horn, ex officio
Chancellor Mark Hagerott, ex officio

Others Present:

Assistant Attorney General Eric Olson
Terry Meyer, NDUS Chief of Staff
AGB Search, Jim McCormick, Janice Fitzgerald, and Rod McDavis

The co-chairs welcomed committee members and guests introduced themselves.

Review SBHE policy 601.1 and NDUS Procedure 601.1 – Presidential Searches

Eric Olson reviewed the policy and procedure governing presidential searches in North Dakota. The State Board of Higher Education has authority to hire and the Chancellor has authority to appoint search committee members. Olson reviewed SBHE policy 601.1 and NDUS Procedure 601.1 Presidential Searches and explained how it is pertinent to the search committee and the search process. The search committee is expected to forward three or more names to the SBHE for further consideration.

Dr. Ryan asked Eric Olson to provide committee members with his phone number and email address to committee members.

Review North Dakota Open Meetings/Open Records Law

Assistant Attorney General Eric Olson provided an overview of the North Dakota Open Meetings/Open Records Law for the State of North Dakota. He did note that his presentation is not intended as personal legal advice and does not establish an attorney-client relationship. A copy of his presentation is on file in the NDUS Office and will be shared with committee members.

Olson said records for the search will need to be retained for two years. Any search committee member that doesn't have an NDUS/UND email will be issued one. And, if there are UND employees that prefer an NDUS email address, that can be done as well.

Charge to the UND Presidential Search Committee and Chancellor's expectations for the position

Chancellor Hagerott provided the charge to the UND Presidential Search Committee and his expectations for the position. Discussion was held.

Report from Search Co-Chairs on the listening sessions that were held/Review Draft Ad

Ryan said three listening sessions were held July 9, 10, 11, two with faculty/staff and one with community. The search co-chairs plan to hold one additional session later August/September and will bring that input back to the search committee. Elbert reviewed the comments from the open discussions with committee members, which was attached to the agenda.

The search co-chairs are willing to host additional listening sessions this fall. The co-chairs mentioned that they have been invited to several meetings outside the ones they scheduled.

Ryan suggested that the 2015 listening session notes be shared with committee members, so committee members can see how similar from what was asked for in 2015 to what is asked for now in the traits people want to see in the next president of UND.

A Word Cloud was distributed to committee members based on the comments received from the listening session.

There is some interest from committee members to hold additional listening sessions outside of the Grand Forks area. The co-chairs will take that under advisement.

Search committee members expressed an interest in longer contracts for presidential contracts. Olson said at the June SBHE meeting, he was tasked with drafting such a contract to be taken to the SBHE Governance Committee. Depending how those discussions go, the plan is to have it in place by the time the next President of UND is selected.

Co-Chair Ryan distributed a draft advertisement to search committee members asking them to review and provide input by Monday, July 29. Committee members asked that 'connection and/or' be removed from the last bullet point, which committee members agreed with. The intent is that the search will be launched July 29, 2019.

Dahl moved, seconded by Carlson Zink to authorize the search co-chairs to finalize the document. Lian, Lindquist, Maine, Pedersen, Todhunter, Carlson Zink, Burian, Dahl, DeMorrett, Ryan and Elbert voted aye.

Presidential Search Contract

Dirk Hugget, Assistant CIO, Administration, CTS, said there are four executive search contracts in place that were renewed in 2018 for an additional three years. For this search, the four firms were asked to submit a bid based on 10 criteria, which is 10 less than normally asked for. The bids ranged from \$57,530 to \$145,000. Based on the SBHE motion at the May 2019 meeting, the search committee is the body that needs to approve a contract for a search firm.

Search Co-Chairs Elbert and Ryan recommended to the committee that AGB Search be awarded the bid for the presidential search.

Burian moved, seconded by DeMorrett to approve the contract for AGB Search. DeMorrett, Lian, Lindquist, Maine, Pedersen, Todhunter, Carlson Zink, Burian, Dahl, Elbert, and Ryan voted aye.

Review Proposed Search Process and Timeline

Search Co Chairs Elbert and Ryan reviewed the proposed search process timeline. It was suggested that a meeting be held the end of August to get an update on the status of the search.

There were concerns raised with the timeline on when semifinalists come to campus, how does that reconcile with the intent of the law to keep candidates private until they become finalists. In previous searches, AGB Search worked with the semifinalists asking them if they are willing to provide a release to AGB Search that when they come to campus, they are considered a finalist.

It was suggested that the wording on the timeline for Nov. 12-18 read, 'Semifinalists interview with board-based internal and external constituencies.'

Maine moved, seconded by Carlson Zink to change the wording for Nov. 12-18 dates to read, "Semifinalists interview with broad-based internal and external constituencies" and the addition of an August regular meeting by technology. Lindquist, Maine, Pedersen, Todhunter, Carlson Zink, Dahl, DeMorrett, Lian, Elbert and Ryan voted aye. Mr. Burian stepped out of the room.

It was suggested that when candidates come to campus for their interviews that they be identified as finalists.

Media Inquiries

Co-chairs in consultation with Melony Linder, Billi Jo Lorus, and Terry Meyer will respond to any inquires. Search Committee members should forward all requests to the Co-chairs.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,
Terry Meyer
NDUS Chief of Staff

DRAFT