

Presidential Search and Advisory Committee Minutes  
August 12, 2005

Present: Kenneth Gilliam; Thomas Holder; Steven Prather; Sarah Robbins; Ben Setzer; Ann Smith; Jonathan VanGeest; Peter Witte; Christine Ziegler, and Joseph Meeks.

Absent: Thomas Cotton and Suzy Millwood

Guests: Dr. Randy Hinds, KSU's Chief Information Officer and Chris Ward, KSU's Webmaster

The meeting was called to order at 2:05PM

The committee chair welcomed Dr. Hinds and Mr. Ward and explained to the committee that Dr. Hinds and Mr. Ward would assist the committee in launching a website to keep the community informed of the progress of the presidential search and to provide a venue for the community to provide input into the search process.

The committee chair announced two appointments to a subcommittee that will work with Dr. Hinds and Mr. Ward on establishing the website. They are Mr. Peter Witte, Chair of the Department of Music and Ms. Suzy Millwood of the Office of the Registrar. Both had expressed to the committee chair an interest in helping to establish the website. The committee chair asked for an update on the website progress at the August 19 meeting.

The committee chair also reiterated an item from the August 4 meeting of the committee which was that each faculty member of the committee should get on his/her opening of college meeting the week of August 15 so that they can let the personnel in their area know that they can provide input to the committee member. The committee chair stated that there would be reserved seating at the opening of university meeting on Monday, August 15, for those members of the committee attending that meeting. He indicated that he would make a two-minute speech to those assembled announcing the anticipated launching of the website as well as introduce the members present and letting the audience know that they can have input into the search by contacting a committee member directly or via the website.

Next on the agenda was the approval of the August 4 meeting minutes. Suzy Millwood had sent a request via e-mail that the statement saying that the new president supports sports should be changed to: "Support the competitive move of KSU to NCAA Division I as well as all KSU athletic programs." It was moved and seconded that the minutes be approved with that one amendment.

A discussion then followed regarding the position announcement. After discussion it was moved and seconded to approve the ad provided by the search firm, Baker-Parker, with one amendment: The opening sentence of the announcement should state that

Dr. Siegel was stepping down after 25 years as president at KSU. The dean will forward the amended announcement to the committee during the week of August 15 for their final approval.

The committee chair reminded the committee that they are to prepare two questions apiece that they would like to ask the candidates during the interview phase. These questions were requested by Baker-Parker at the August 4 meeting and will be provided to the firm. The committee chair requested that the committee provide their questions at the August 19 meeting.

A discussion regarding protocol followed.

Sarah Robbins, chair of the sub-committee who will generate the "white paper" and the job description spoke. As discussed at the August 4 meeting, the "white paper" will give an overall description to the committee requesting input of KSU. The chair of the committee stated that the agenda of the August 26 meeting may consist of discussing and approving the white paper and position announcement because both have to be provided to Baker-Parker by September 1.

It was agreed that all future meetings would be held on Fridays from 2-4PM in the lower level of Jolley Lodge. Although there may be some meetings that are cancelled during the early part of the advertising process, committee members were advised to keep their calendars as clear as possible from November 11 through November 18, when a meeting will be held to decide on the ten candidates (more or less) who will be invited to Atlanta for interviews. The committee chair said that the committee should plan on the November 18 meeting being an all-day session, unless the committee decides otherwise. Those unable to attend will provide written recommendations and possibly dial in at the meeting time to participate in the final deliberations.

The meeting was adjourned at 3:56PM.

Respectfully submitted,

Melissa M. Fryer  
Secretary to the Dean  
College of the Arts