UNIVERSITY OF NORTH DAKOTA
SCHOOL OF LAW DEAN SEARCH AND SCREENING COMMITTEE

MEETING MINUTES
WEDNESDAY, DECEMBER 15, 2010, at 9:00 AM

I. Call to Order and Roll Call
Chair Dennis Elbert called to order the first and organizational meeting of the School of Law Search and Screening Committee at 9:00 AM on Wednesday, December 15, 2010, at the Baker Court Room, Room 312, School of Law, University of North Dakota campus.

Mrs. Linda Hurst Torgerson conducted the roll call. The following committee members were present: Patti Alleva, Dennis Elbert, Josh Fershee, Kendra Fershee, Chris Ironroad, Margaret Jackson, Laureen Johnson, Mary Maring (video from Bismarck), Nate Martindale, Jeanne McLean, Brad Myers, Rhonda Schwartz, and Grant Shaft.

Absent: Jim Grijalva.

Others Present: Linda Hurst Torgerson, Paul LeBel, and Julie Evans.

II. Introductions
Chair Dennis Elbert asked committee members and others present to introduce themselves to the committee as a whole. Mrs. Linda Hurst Torgerson distributed a committee roster to each committee member and asked that the committee members review the document and forward deletions, additions, and telephone numbers to her via E-mail.

III. Search Committee Charge – Paul LeBel
UND Provost and Vice President for Academic Affairs Paul LeBel provided the committee with its charge. Dean appointments are made by the Provost, and Provost LeBel said that he would make an appointment after consultation with the President. Provost LeBel stated that the School of Law is, “poised to build on its accomplishments and to articulate and strive to reach ambitious aspirations.” The assignment to this committee is to conduct a search that identifies a pool of highly qualified candidates to be presented to the school’s different constituencies for evaluation. Provost LeBel stated that he did not have a maximum or minimum of candidates that he is asking the committee to recommend to him. He also said that while he would not preclude a non-academic from being considered, he was inclined to favor candidates with a strong record of distinction as an academic. The candidates should have the qualifications to be awarded a tenured position on the law faculty. If tenure is a consideration for the individual to be appointed as dean, the committee was advised that the UND President is responsible for recommending tenure to the State Board of Higher Education, which would then act on the President’s recommendation. The ideal timetable would complete the search and screening in time for the new dean to begin on July 1, 2011. The current interim dean is under contract through June 30, 2011. If completion of the search to accommodate a July 1 start date is not feasible, then the Provost will be responsible for appointing a dean to serve in the interim.

IV. Discuss the Employment of a Search Consultant
The committee continued its discussion of employing a search firm. The committee members shared comments, asked questions, and voiced opinions of advantages and disadvantages of using a search firm. There was discussion regarding the purpose of a consultant, the search competition, potential candidate pool size, how and who should draft a profile and position description, and advertising mechanisms. At this point, the committee moved Agenda Item No. 7.
V. Open Meetings and Open Records
Ms. Julie Evans advised the committee regarding compliance with North Dakota’s open records and open meetings. She also distributed information and guides to open records and open meetings laws.

Following the discussion of open meetings and open records, there was committee discussion concerning the definition of a “quorum” for the search committee. Mr. Josh Fershee MOVED TO DEFINE A QUORUM OF THIS COMMITTEE TO CONDUCT BUSINESS AS TEN (10); the MOTION WAS SECONDED. A roll call vote was taken and the MOTION PASSED UNANIMOUSLY.

VI. Continuation of the Discussion Regarding Employment of a Search Consultant
Following further discussion, Grant Shaft MOVED TO RECOMMEND THAT THE CHAIR OF THE COMMITTEE (1) TALK WITH THE UND PROVOST AND OTHERS INVOLVED WITH THE BUDGETARY AFFAIRS OF THE SCHOOL OF LAW; AND, (2) CONTACT A FEW SEARCH FIRMS TO GET BALLPARK ESTIMATES OF CONTRACT FEES AND SERVICES; the MOTION WAS SECONDED by Kendra Fershee. A roll call vote was taken and the MOTION PASSED UNANIMOUSLY.

VII. Preparations for Draft of Position Profile and Position Announcement
Ms. Linda Hurst Torgerson distributed the following: (1) the 2002 law dean search committee’s description of the “ideal” candidate; (2) the position announcement that was used for the 2002 search; and (3) sample copies of current search announcements.

VIII. Review Search Process and Tentative Timeline
This agenda item was not discussed at this meeting.

IX. Communication of Search Actions and Activities with the Campus and Community
There was discussion about speaking on behalf of the committee to the public. By consensus, the chair of the committee was designated as its spokesperson.

X. Adjournment
The meeting adjourned at 11:30 AM.

Minutes Recorded by Linda Hurst Torgerson