I. Call to Order and Roll Call
Chair Elbert called to order the School of Law Search and Screening Committee meeting at 12:00 PM on Thursday, January 20, 2011, in Conference Room 3001, School of Medicine and Health Sciences, University of North Dakota campus.

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

Others Present: Linda Hurst Torgerson.

II. Approval of Minutes
A motion (1) was made by Ms. Fershee and seconded by Mr. Shaft to approve the minutes of the meeting of December 15 2010. The minutes were approved as distributed.

III. Report: Search Consultant Proposals and Funding Sources – Dennis Elbert
Chair Elbert reported on the contacts he made with several search consultants. Contacts were made with Academic Search, Inc., Witt/Kieffer, Pace Group, and John McRae. The committee was advised that the search budget from Academic Affairs is set at $10,000; the balance of expenses incurred for the search would be the responsibility of the School of Law. Chair Elbert had been advised that the Law School has $80,000 in carry-over funds are approved for search expenditures. There was discussion regarding search consultants and extensive discussion regarding the cost. There was also discussion to the benefits of an external search consultant as a neutral party, validation of the search process, and investment in the future of the Law School.

Justice Maring moved to proceed to hire a search firm. The motion (2) was seconded by Mr. Myers and a roll call vote was taken. The motion passed.

A motion (3) was made by Mr. Martindale and seconded by Mr. Grijalva to move forward with Academic Search, Inc. and to authorize Chair Elbert to negotiate the contract for services and costs. There was further discussion regarding concerns with cost containment for the entire search. A roll call vote was taken and the motion passed.

IV. Options for Preparations for the Draft of the Position Profile and Position Announcement
Development of a position profile is included in the search consultant services.

V. Review Search Process and Tentative Timetable
Ms. Linda Hurst Torgerson distributed a tentative timetable worksheet. The timetable will be considered in coordination with the search consultant. By consensus it was determined that 4:00 PM on Mondays would be the best time for the majority of the committee and meetings would be scheduled at this time, to the extent possible.

VI. Adjournment
It was moved (4) by Ms. Fershee and seconded by Mr. Fershee to adjourn the meeting. The motion passed and the meeting adjourned at 1:30 PM.

Minutes recorded by Linda Hurst Torgerson.