

Minutes
Search Committee
Dean, College of Engineering
April 1, 2009, 3:00 p.m.
307 Weil Hall

Attendees: Committee Members Present: Sivaramakrishnan Balachandar, David Bloomquist, Ben Dunn (Chair), Karen Kirkman, David Mazyck and Martin Uman; Members present via teleconference, Frank Gillette, John Kraft and Richard Simonian, Absent: Sartaj Sahni, Susan Sinnott; Non-members present, Robin Bielling and Parker Executive Search Firm (teleconference)

Dr. Dunn called the meeting to order at 3:05 p.m.

Katie Bain and Laurie Wilder of Parker Executive Search Firm (PES), via teleconference provided the committee with the third verbal update; to-date there are 70 nominations, 21 have committed and submitted materials, 6 have expressed verbal interest and 22 are considering.

PES and Dr. Dunn encouraged committee members to reach out to those individuals who were considering, or have expressed verbal interest in the position.

The committee and PES discussed recruitment methods, the selection process for the candidates who will be invited for "Airport" interviews and campus interviews, as well as the actual process for each.

PES stated that they would ask each candidate to complete a questionnaire that would provide helpful information to the committee, prior to the candidates interviewing. PES will distribute the questionnaire to committee members for review and input.

The committee discussed providing the College faculty and staff with an update of the search and the time line for interviews. Dr. Dunn stated that he would draft an update for committee review and then asked Robin to coordinate the distribution.

The committee discussed a key constituent list for the campus interviews. Robin will provide the committee with a draft for consideration.

Dr. Dunn asked Robin to clarify with PES their timeline for upcoming meetings between the committee and PES and send an e-mail to the committee clarifying those meetings.

With no further business the meeting adjourned at 4:40 p.m.