

TRUSTEE CANDIDATE ADVISORY COUNCIL

MEETING MINUTES

January 9, 2004, at 1:30 p.m.

Basement Hearing Room, State Office Building

Present:

Ben Vander Kooi, Jr., Chair
Muriel Abram
Joe Aitken
Greg Anderson
Nancy Black
George Cassell
Jerry Christenson
Judith Christianson
Yvonne Condell
Kent Eklund
Brenda Elmer
Ruth Orrick
Earl Rasmussen
David Sturrock
Donald Sudor
Chris Wachtler
Billie Young, Vice Chair

Absent:

Susan Hankner
Hubert Humphrey IV
Tony Kielkucki
Connie Morrison
Jody Olson
Larry Zavadil

The Trustee Candidate Advisory (TCAC) was called to order by Ben Vander Kooi, TCAC Chair, at 1:35 p.m. in the Basement Hearing Room, State Office Building.

Announcements were made. The council welcomed Judy Christianson back after being gone for medical treatment. Jody Olson was absent due to the death of her husband.

Agenda

George Cassell moved approval of the agenda. Seconded. **MOTION PASSED.**

Guest Speakers

Linda Baer, MnSCU Senior Vice Chancellor, and Bob Hoffman, Vice Chair of the MnSCU Board of Trustees, spoke to the council. Ms. Baer outlined the desirable characteristics of a trustee: 1) broad thinker; 2) genuinely cares about higher education; 3) is an advocate for the system; and 4) brings diversity to the board. She stated that MnSCU has three times as many graduates as the University of Minnesota and that one-fifth of Minnesota's workforce is MnSCU graduates. Ms. Baer stressed the role MnSCU plays in making Minnesota a stronger state, with the Board of Trustees playing a key role in that accomplishment. She then pointed out that it all goes back to the TCAC and the important function the council plays in recommending excellent candidates to the Governor for his final appointment. Ms. Baer thanked the council for the important work it does.

Trustee Hoffman also congratulated the TCAC on a "process that works." He stated that the board members who have been selected have been outstanding and that the board is diverse and strong. He commended the council members on a job well done. Mr. Hoffman stated that looking at the current board members, the group as a whole has several areas of expertise. He discussed characteristics that are important for a board member to possess: 1) willing to collaborate; 2) leadership skills; 3) passion for higher education and public service; 4) willing to listen to others and not try to develop or carry out their own agenda; 5) willing to put in time and effort; and 6) the ability to challenge, but to also be a team player. He also stressed the importance of diversity on the board. Mr. Hoffman admitted that the time commitment was more than he expected when he

was first appointed. He stated that at least three days a month are dedicated to meetings, reading materials, and staying well informed. In addition to that, Mr. Hoffman said there are many other events that require representation from the board, such as campus visits, meetings at the Legislature, commencements, etc. Mr. Hoffman said it has been a privilege for him to serve on the Board of Trustees and he thanked the TCAC for the opportunity. Ms. Baer and Mr. Hoffman stood for questions.

Chris Wachtler asked if there were any areas of expertise missing from the current board. Mr. Hoffman stated that the board could utilize someone with IT knowledge.

Billie Young asked how Mr. Hoffman felt about term limits. Mr. Hoffman felt that three terms is too long to serve on the board.

The council thanked Ms. Baer and Mr. Hoffman for their time and willingness to speak before the council.

Minutes

Earl Rasmussen moved approval of the minutes from the meeting on October 10, 2003. Seconded. **MOTION PASSED.**

Chair's Comments

Mr. Vander Kooi announced the February 20th deadline for MnSCU Board of Trustee applications to be received in our office by 4:30 p.m. All members received a congressional district map in their handouts. There are four openings on the Board of Trustees: one in 2nd congressional district, one in the 8th congressional district, and two at-large. Chad Thuet, LCC staff, indicated that he had spoken with Inge Chapin in the Chancellor's office at MnSCU who stated that they were in agreement with the recruiting process for those seats.

Subcommittee Reports

Kent Eklund, Chair of the Publicity/Recruitment Subcommittee, submitted his report on the meeting held by conference call on November 5, 2003. All members had been asked to review and submit any changes that needed to be made to the media and friends lists to Sandy Keene, LCC staff. Changes were submitted and staff updated the database.

Mr. Vander Kooi, Chair of the Policy/Procedures Subcommittee, submitted his report on the meeting held December 5, 2003, at the State Office Building. Mr. Thuet explained the changes made to the TCAC Web site and announced that the Board of Trustees application can now be accessed on the Web site and applicants can type directly on the application, print, sign and date, and mail it in. Mr. Vander Kooi discussed the changes the subcommittee recommended to the application materials (Frequently Asked Questions, MnSCU Facts, Criteria Sheet, Responsibilities for Individual Members of the Board of Trustees, Board Member Duties and Activities, Conflict of Interest Statement).

Mr. Rasmussen moved to accept the recommended changes of the subcommittee. Seconded. **MOTION PASSED.**

Policies Regarding Voting Procedures and Term Limits

Mr. Vander Kooi reviewed the recommended amendment to the voting procedures under Section I. General Rules, paragraph G, striking the language "The ballot must be signed by the council member casting the ballot." Discussion ensued. Ms. Young moved to approve the voting procedures as amended. Seconded. **MOTION PASSED.**

Mr. Vander Kooi reviewed the two-term limit policy being recommended by the subcommittee. A trustee who had served two terms would not be considered by the council as a candidate for recommendation to the governor. The subcommittee further recommends that a trustee's stub term be counted as one full term if it is greater than or equal to four years. In this case, only one additional term shall be permitted.

Mr. Rasmussen moved to approve the term limit policy as recommended by the subcommittee. Seconded. **MOTION PASSED.**

Recruitment Update by Staff

Ms. Keene provided an update on recruitment efforts, letters and press releases being sent out, updates on the Web site, and stressed the importance of confidentiality with the applications that will be mailed out to members for their review. All applications will be coded with a number and applicants should only be referred to by that number and not by name. Once an applicant becomes a finalist (has been offered an interview), only then can their name be revealed to the public.

David Sturrock and Mr. Vander Kooi stated they would check on acquiring e-mail addresses for media so that press releases could be e-mailed instead of faxed and mailed.

Don Sudor encouraged members to make personal contacts with media to encourage them to print information about the TCAC recruitment and application process for the MnSCU Board of Trustees. The personal contact often times has more influence than the press release.

Staff will keep members informed of how many applications have been received in case further effort is needed to acquire a strong pool of candidates by the Feb. 20th deadline.

Mr. Thuet reviewed the application form.

Yvonne Condell moved to approve the application form and the application packet. Seconded. **MOTION PASSED.**

Other Business

The council thanked John Berns, Governor's office, for attending the meeting and asked him to please pass on the message to the Governor that the TCAC would appreciate his assistance in encouraging cooperation from the media and spreading the word about the vacancies on the board and the application process.

The next meeting will be held March 5, 2004, with Chancellor James McCormick possibly being the guest speaker.

There being no further business to discuss, the meeting was adjourned at 3:00 p.m.

Ben Vander Kooi, Jr., Chair