

# TRUSTEE CANDIDATE ADVISORY COUNCIL

## MEETING MINUTES

October 10, 2003

300 North, State Office Building

### Present:

Ben Vander Kooi, Jr., Chair  
Muriel Abram  
Greg Anderson  
Nancy Black  
George Cassell  
Yvonne Condell  
Kent Eklund  
Brenda Elmer  
Connie Morrison  
Jody Olson  
Ruth Orrick  
Earl Rasmussen  
David Sturrock  
Donald Sudor  
Chris Wachtler  
Billie Young, Vice Chair  
Larry Zavadil

### Absent:

Joe Aitken  
Jerry Christenson  
Judith Christianson  
Susan Hankner  
Hubert Humphrey IV  
Tony Kielkucki

The Trustee Candidate Advisory (TCAC) was called to order by Ben Vander Kooi, TCAC Chair, at 1:30 p.m. in Room 300 North, State Office Building.

Mr. Vander Kooi started introductions since the last meeting was April 2 – 4, 2002, and there were several new members.

### Minutes

Billie Young moved approval of the minutes from the meetings on April 2 – 4, 2002. Seconded. **MOTION PASSED.**

### Chair's Comments

Mr. Vander Kooi stated that with the number of new members on the council, orientation might be necessary. After discussion and input from the new members, it was agreed that they would catch on as they go and ask for additional help if necessary.

### Election of Council Chair and Vice Chair

Ms. Young nominated Mr. Vander Kooi to be Chair. Larry Zavadil seconded the motion. There being no other nominations, the vote was taken. **MOTION PASSED.** Mr. Vander Kooi was elected Chair.

David Sturrock nominated Ms. Young to be Vice Chair. There being no other nominations, George Cassell moved to close the nominations and elect Ms. Young as Vice Chair. Jody Olson seconded. **MOTION PASSED.** Ms. Young was elected Vice Chair.

### Staff Updates

Mr. Vander Kooi introduced Sandy Keene, the new Administrative Assistant for the Legislative Coordinating Commission.

Chad Thuet gave the Regent Candidate Advisory Council (RCAC) recruitment cycle report on the past session. He emphasized the importance of recruiting ahead of time to avoid having to extend the application deadline. Don Sudor agreed and also stressed the importance of publicity and getting the word out.

Mr. Vander Kooi explained the member contact information handouts and stressed the confidentiality of the private contact list. He further explained that the public contact list contains information that is given to the public. He requested that if any information was incorrect, that members make changes on their sheets and turn them in to Ms. Keene or Mr. Thuet.

Mr. Thuet discussed the impact of the 15% cut to the TCAC budget. The current budget is \$15,500. With each meeting costing approximately \$2,000, the TCAC would be able to hold seven meetings to stay within budget. The remainder of the money would be used for postage, printing, copying, and mailings.

### **MnSCU Board Status and Recruitment Timeline**

There are four vacancies on the board that must be filled: two at-large positions, one District 2 position, and one District 8 position. The four members whose terms are expiring included: Mary Choate, District 3; Andrew Boss, District 4; Daniel Coborn, District 6; and Jim Luoma, District 8. Since the board does not have any current representation from District 2 or District 8, expiring members' terms notwithstanding, recruitment will be done for those two districts in addition to two at-large positions.

Discussion ensued regarding term limits. Mr. Thuet explained the RCAC policy, which states that members may not serve more than two terms of six years each. Stub terms of three years or less do not count as a term. However, if the stub term is four or more years, it shall count as a full term. Earl Rasmussen suggested that the council members think over the policy and further discussion will take place at the next meeting. Mr. Sudor pointed out that of the members who might be seeking reelection, none of them had served two terms yet, so there was no imminent decision to make regarding term limits. All members were in agreement.

Muriel Abram asked if the council would consider the eight applicants who were interviewed, but not appointed to the board, during the last round of the selection process. Discussion ensued. It was decided that a courtesy letter could be mailed to those eight who were interviewed to inform them that another round of recruitment would be taking place if they are interested in reapplying.

Mr. Vander Kooi discussed the proposed 2003-2004 TCAC schedule. Due to scheduling conflicts, some of the proposed dates were changed. All members present agreed to the changes and an updated schedule will be distributed. Discussion ensued about the proposed 1:30 p.m. meeting times. Members agreed it was best for those traveling to keep the meetings in the afternoon. Mr. Cassell moved approval of the schedule. Seconded. **MOTION PASSED.**

Discussion took place regarding how the council should screen applications. Last biennium, the applications were copied and mailed to every council member. Prior to that, there was a screening committee of eight people and only those eight received copies of all the applications. It was decided at one point in time that the screening committee would be disbanded as it was a small representation of the whole council and not everyone was able to participate in the screening of applications. Discussion ensued and it was decided that all members would receive copies of the applications.

### **Guest Speaker**

John Berns, Appointments Coordinator for Governor Pawlenty, thanked the council members on behalf of the Governor for their hard work and the number of hours they dedicate to making MnSCU a better place. The Governor would like to see that continue. He recognized the important role the TCAC plays in recommending qualified candidates for the Board of Trustees. He went on to discuss the Governor's "MnSCU Board of Trustees Selection Criteria." Mr. Berns explained that after the Governor receives the council's recommendations, he will likely conduct personal interviews with the finalists. Mr. Berns stood for questions. Kent Eklund asked if the Governor or Mr. Berns would be making calls to recruit candidates. Mr. Berns stated that they have not made any calls and he does not know of plans to do so at this time. Mr. Eklund requested that if the Governor has people in mind, it would be helpful if their names and applications got into the pool of applicants and that they go through the TCAC process. Mr. Thuet explained that the application and application-related information will be available on the Web. Mr. Vander Kooi pointed out that the application is not available yet as updates will be made soon. The council thanked Mr. Berns for his time and the information he shared on behalf of Governor Pawlenty.

**TCAC Procedures**

Mr. Thuet reviewed the proposed amendments to the Procedural Rules in regards to giving the Chair authority to extend the deadline for applications, changing the council’s biennial meeting to the fall, and removing Section IV’s Action without Formal Meeting. Discussion ensued regarding the language of the “executive committee” extending the application deadline. Since the TCAC does not have an executive committee, it was suggested that two members be named along with the chair and vice chair to make that decision. It was agreed that it would be discussed further at the meeting in January. Ms. Young moved approval of the amendments. Connie Morrison seconded. **MOTION PASSED.**

Next, volunteers were taken for the following two subcommittees:

**Publicity/Recruitment**

Kent Eklund, convener  
Muriel Abram  
Brenda Elmer  
Connie Morrison  
Jody Olson  
Earl Rasmussen  
Larry Zavadil

**Policy/Procedures (Application and Interview Questions)**

Ben Vander Kooi, convener  
Joe Aitken  
Greg Anderson  
George Cassell  
Judy Christianson  
Ruth Orrick  
Earl Rasmussen  
Don Sudor  
Billie Young  
Yvonne Condell

It was agreed that the subcommittees could use phone conferencing and/or e-mail. If they chose to meet, mileage would be paid, but not per diem.

Mr. Eklund took suggestions for a meeting time of the Publicity/Recruitment Subcommittee. It was agreed that they would have a conference call Wednesday, November 5, 2003, 9:00 - 11:00 a.m. Mr. Eklund requested that the subcommittee members inform him and staff of the phone numbers where they can be reached on that date and at that time.

Mr. Vander Kooi took suggestions for a meeting time for the Policy/Procedures Subcommittee. It was agreed that the subcommittee would meet on Friday, December 5<sup>th</sup>, 2003, at 1:30 p.m.

**Suggestions for Future Guest Speakers**

Ms. Young suggested Chancellor McCormick.

Mr. Vander Kooi suggested MnSCU Board of Trustees leadership or leadership from the House and Senate

Yvonne Condell suggested hearing from one of the new members on the Board, perhaps Ann Curme Shaw because of Ms. Shaw’s experience in balancing a full-time job with her work on the board.

Mr. Eklund suggested sending an invitation to the Board and leaving it up to the Trustees to decide whom to send as speakers. He further suggested that it would be helpful if the council could learn about skill sets/life experiences that would be helpful to have on the Board.

Mr. Cassell suggested having the Board members educate the council on what Trustees spend their time working on and their priorities.

These suggestions will be considered as the Chair and staff work to schedule future guest speakers.

There being no further business to discuss, the meeting was adjourned at 2:55 p.m.

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Ben Vander Kooi, Jr., Chair