

**REGENT CANDIDATE ADVISORY COUNCIL  
MEETING MINUTES  
Wednesday, December 13, 2006  
Room 5, State Office Building**

**Present:**

Bob Vanasek, Chair  
Joe Aitken  
Ken Albrecht  
Jane Belau  
Anthony Bianco, Jr.  
Ardell Brede  
Josi Cecchini  
Paul Dovre  
Patrick Duncanson  
Corey Elmer  
David Fisher  
Frances Gardeski  
John Hyduke  
Richard Ista  
Lois Josefson  
Sylvia Kaplan  
J. David Naumann  
Harriett Porter  
Jo-Anne Stately  
Bert Swanson  
Paul Thatcher  
Gary Willhite  
Billie Young

**Absent:**

The Regent Candidate Advisory Council (RCAC) was called to order by Bob Vanasek, RCAC Chair, at 10:07am in Room 5 of the State Office Building.

**Minutes**

Joe Aitken moved approval of the August 11, 2006, meeting minutes.  
Seconded and **APPROVED**.

**Announcements**

Members introduced themselves. Sandy Keene, RCAC staff, introduced Sherry Lewis, the new Assistant Director of the Legislative Coordinating Commission (LCC), and Christina Hughes, LCC student worker.

Ms. Keene reviewed the materials in member's packets and requested that any corrections or updates on biographies, as well as public and private contact information, be given to her at the end of the meeting or emailed. She instructed new members seeking reimbursement for expenses to provide their social security number at the end of the meeting or to contact the accounting department directly. All members were asked to turn in their expense forms to the Chair at the end of the meeting.

### **Committee Reports**

Billie Young, chair of the Selection Criteria Report committee, reviewed the minor changes made to the report to the Governor after the last meeting on December 13, 2006, when the initial draft was discussed. Billie Young moved approval of the report. Seconded and **APPROVED**.

Mr. Aitken, chair of the Interview Process and Questions committee, reviewed the proposed changes to the list of questions provided to the interviewees; the first change would be to replace the word “possible” with “example,” and the second change would be to add a question regarding conflict of interest. Ms. Keene clarified that the example questions would be sent to interviewees and the list of 25 questions are for Council members as possible interview questions. Mr. Aitken moved approval of the report. Seconded and **APPROVED**

Ken Albrecht, chair of the Candidate Orientation committee, stated that since this was the first year of this new regent selection process, there was not much to report. Mr. Albrecht discussed ways in which the committee may be utilized in the future, possibly in conjunction with the University of Minnesota Alumni Association, and stated that he and the committee members stood ready to serve in any capacity deemed appropriate by the Council. Discussion ensued. The Council agreed there may not be a role for the Candidate Orientation committee this year, but perhaps the next cycle.

Mr. Vanasek reported that the 145 applications received set a record number for the RCAC. Mr. Vanasek extended his thanks Sylvia Kaplan, chair of the Recruitment committee, and to the committee members for their work.

Mr. Vanasek, chair of Document Review committee, reviewed minor changes made to the press release and letters to the applicants. Mr. Aitken moved approval of the report. Seconded and **APPROVED**.

Paul Dovre, chair of the References committee, reviewed the guidelines and procedures for conducting reference checks. Mr. Dovre explained that Council members would be volunteering to complete reference checks on selected candidates. Discussion ensued regarding when reference check reports should be presented to the Council. Mr. Vanasek suggested reference check reports be given after the morning and afternoon sessions each day of interviews. Ms. Keene will contact the University of Minnesota Registrar’s office to confirm student finalists are enrolled in a degree program through the University.

Mr. Dovre moved approval of the report to include the Chair’s suggestion to conduct reference check reports each day after the morning and afternoon interviews. Seconded and **APPROVED**. Members were reminded to have reference checks done before January 8, 2007.

### **Review Procedures for Selection of Interviewees**

Mr. Vanasek reviewed the selection procedures and the Data Privacy Act; reiterating the importance of confidentiality and referring to candidates only by number, not by name. He instructed members that once the finalists are selected for an interview, those names and public portions of their applications become public. Mr. Vanasek also asked members to keep in mind the criteria outlined in the report to the Governor as well as the statement of diversity when voting for candidates.

### Selection of Interviewees

Voting commenced with 21 members present and voting.

#### Student At-Large

First Ballot: Two candidates received a majority vote and were automatically selected for interviews. Candidates receiving no votes were eliminated from the second ballot. Jane Belau moved to eliminate from consideration those candidates with two or fewer votes. Seconded and **APPROVED**.

Second Ballot: Two candidates received a majority vote and were automatically selected for interviews. Ms. Kaplan moved to include anyone receiving 10 or more votes for interviews, which would add two additional applicants to the four already selected. Seconded and **APPROVED**. Mr. Albrecht moved to close the voting for the student at-large with six candidates selected for interviews. Seconded and **APPROVED**.

#### District #5

First Ballot: Two Candidates received a majority vote and were automatically selected for interviews. Candidates receiving no votes were eliminated from the second ballot.

Second Ballot: Two candidates received a majority vote and were automatically selected for interviews. Mr. Albrecht moved to close the voting for District #5 and include candidates receiving eight or more votes. Ms. Josefson moved to amend the Albrecht motion to include candidates receiving seven or more votes. Mr. Albrecht accepted the amendment. A vote was taken on the Albrecht motion, as amended, with seven candidates selected for interviews. Seconded and **APPROVED**.

#### At Large

First Ballot: Four candidates received a majority vote and were automatically selected for interviews. Mr. Thatcher moved that candidates receiving two or fewer votes be eliminated from the second ballot. Seconded and **APPROVED**.

Second Ballot: Three candidates received a majority vote and were automatically selected for interviews. Mr. Thatcher moved to close the voting for the at-large seats. Motion **NOT APPROVED**. Mr. Naumann moved to close the voting and include candidates receiving nine or more votes. Motion **WITHDRAWN**. Mr. Ista moved that candidates receiving seven or more votes should be interviewed and a third ballot completed. Motion **NOT APPROVED**. Mr. Fisher moved to close the voting and include candidates receiving 10 or more votes. Motion **NOT APPROVED**. Discussion ensued. Mr. Thatcher renewed his motion to close the voting for the at-large seats with seven candidates selected for interviews. Seconded and **APPROVED**.

### Request for Volunteers to Attend Upcoming Board Meetings

Mr. Vanasek requested volunteers to attend the 2007 Board of Regents meetings. January 3 - Patrick Duncanson; February 8 & 9 - Ardell Brede; March 8 & 9 - Lois Josefson; April 12 & 13 - Jo-Anne Stately; May 10 & 11 - Anthony Bianco; June 7 & 8 - Harriet Porter.

### Reference Checks: Procedures and Assignments

Ms. Keene took volunteers to make the initial calls congratulating candidates who were selected for interviews and to conduct reference checks. All other candidates would be contacted via e-mail and/or phone call before the press release is sent.

Ms. Keene reminded Council members that the Chair is the only spokesperson for the Council. Questions and media interviews should be directed to Mr. Vanasek.

**Interviews: Procedural Details**

Interviews will be conducted Monday, Tuesday, and Wednesday, January 8, 9, and 10, 2007, in room 400 South of the State Office Building. Staff will be contacting finalists to schedule interviews and a schedule will be emailed to members and posted on the web site.

Ms. Keene asked for a show of hands from members needing parking permits for the three days of interviews. Parking permits will be mailed to them.

There being no further business, the meeting was adjourned at 2:26 p.m.

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Bob Vanasek, Chair