



Connecticut State University System

*Developing a State of Minds*

BR#03-35



## RESOLUTION

establishing

### A BOARD OF TRUSTEES' SEARCH COMMITTEE AND A UNIVERSITY ADVISORY COMMITTEE FOR THE PRESIDENT OF SOUTHERN CONNECTICUT STATE UNIVERSITY

June 13, 2003

WHEREAS, Michael J. Adanti announced his retirement as President of Southern Connecticut State University, effective June 1, 2003, therefore be it

RESOLVED, That the Chairman of the Board of Trustees for the Connecticut State University System shall chair and name six other Trustees to a Search Committee to seek and to recommend to the Board a candidate for appointment as President of Southern Connecticut State University, and be it further

RESOLVED, That the Search Committee shall be aided and advised by an nine member University Advisory Committee for the Presidential Search made up of four members of the teaching faculty, selected in a manner prescribed by the University's Academic Faculty Senate, and two members of the administrative faculty selected in a manner prescribed by the University's Administrative Faculty Senate, two students selected in a manner prescribed by the Student Government, and one alumnus to be selected by the Board of Directors of the Southern Connecticut State University Alumni Association, and be it further

RESOLVED, That the search shall proceed according to the Affirmative Action Policy of the Board of Trustees and Southern Connecticut State University, and other guidelines as the Trustees' Search Committee shall establish, provided such guidelines are consistent with Affirmative Action, and be it further

RESOLVED, That the Chancellor of the Connecticut State University System is responsible for the administration of the search, including the keeping of the official records of the Trustees' Search Committee, and, under the direction of the Trustees' Search Committee, for designating and supervising a search firm, and be it further

RESOLVED, That the Chancellor shall have, in conjunction with the search firm and under the direction of the Trustees' Search Committee, the sole and exclusive responsibility for contacting candidates under consideration for the Presidency; however, the Trustees' Search Committee may require the Chancellor of the Connecticut State University System to bring such persons before the University Advisory Committee, The Trustees' Search Committee, the Board of Trustees, and such other individuals or groups as the Search Committee believes appropriate, and be it further

RESOLVED, That all members of the Search Committee and the University Advisory Committee for the Presidency shall have access to resumes and such other information as is available for those candidates under consideration for appointment as President of Southern Connecticut State University, and be it further

RESOLVED, That the names of all candidates under consideration and any other information and/or material related to the search process be held in strict confidence by all persons having access to such information, and be it further

RESOLVED, That the Board of Trustees, following a recommendation from the Connecticut State University System Chancellor and the Trustees' Search Committee, shall decide by majority vote whether to offer the position to the candidate recommended.

A Certified True Copy:

  
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Lawrence D. McHugh, Chairman

**ITEM**

Establishment of a Board of Trustees' Search Committee and a University Advisory Committee for the President of Southern Connecticut State University

**BACKGROUND**

Connecticut General Statutes 10a-89 (a) authorize the Board of Trustees to "appoint or remove the chief executive officer of each institution within its jurisdiction." The appointment process has historically been conducted through the establishment by Board action of a Trustees' Search Committee and a University Advisory Committee. With the retirement of the President of Southern Connecticut State University, it is necessary to establish the two committees and proceed with the search process.

**ANALYSIS**

The creation of dual committees to conduct a search for a university president has proven to be a most efficient and inclusive method over the years producing consensus on many fine candidates and outstanding presidents at the universities.

The University Advisory Committee assists the search process by providing input into the criteria for the selection of the new president, reviews the resumes of those candidates under consideration for appointment, participates in the interview process for the finalists, and makes its recommendation to the Trustees' Search Committee for nominees to be considered for appointment.

The Trustees' Search Committee makes its recommendation to the Board of Trustees for the nominee to be named president after reviewing the resumes of candidates under consideration for appointment, conducting personal interviews and taking into consideration the recommendations of the University Advisory Committee.

The process to be followed for the search for a president at Southern is slightly different in that successful experience has been gained from using search firms for other executive positions. Therefore, the Chairman of the Board of Trustees has recommended that the service of a professional higher education search firm be retained to assist the Trustees' Search Committee and University Advisory Committee.

The search firm retained will develop and place advertisements, solicit or identify potential applicants, screen all applicants and present to the committees only those candidates who meet the criteria as determined by the Trustees' Search Committee and shall perform requisite background checks for the finalists. The selection of the search firm will be as a result of an RFP process that has been nationally advertised and will be selected against standardized criteria for review. Upon review of the proposals, the Chancellor shall recommend to the Search Committee a qualified firm for their approval.

The appointment of the president is decided by a majority vote of the Board of Trustees.

**CHANCELLOR'S RECOMMENDATION**

Approve the establishment of a Board of Trustees' Search Committee and a University Advisory Committee for the President of Southern Connecticut State University

**ITEM**

Amendment to Board of Trustees Bylaws

**BACKGROUND**

Connecticut General Statutes 10a-89(a) authorize the Board of Trustees to appoint the chief executive officer (President) of the universities under its jurisdiction and the executive secretary (Chancellor) of the CSU System.

**EXECUTIVE SUMMARY**

Historically, the formation of a search committee and advisory committee for presidents and the chancellor has occurred through a formal Board of Trustees resolution for each search. The process has given the Chairman of the Board the authority to call for the establishment of a Trustees' Search Committee and a University/Systemwide Advisory Committee and to determine the size and composition of each.

The Executive Committee has recommended that the search procedures that have been utilized successfully over the years be codified into the Board Bylaws in order to clarify the authority of the Chairman with regard to the establishment of the committees and to permit initiating the search process without waiting for formal Board approval.

The proposed language is not intended to be prescriptive but to provide the flexibility to modify the process as necessary for each search to fit the unique needs of that university or the CSU System.

As required by the bylaws, any amendments must be introduced to the full Board for review at a regularly scheduled meeting and approved by the Board at the next regularly scheduled meeting.

**RECOMMENDATION**

Approve the amendment to the Board of Trustees Bylaws.