Appointments Team  
October 31\textsuperscript{st}, 2011 at 9:00am  
Academic Building 3, Room 295 or via phone using Rondee

Call meeting to order

Minutes from Last meeting

   Attendees: Tom Bevins, Rachel Cooke, Susan Hibbard, Pam Seay
   Guest: Doug Harrison, Senate President
   1. Doug Harrison reviewed the bylaws with our charge.
   2. Susan Hibbard was nominated and voted as team facilitator.
   3. No senate liaison was identified – still needed.
   4. Team guidelines were drafted by Pam Seay and approved by the rest of the team.

Approval of minutes from last meeting, Megan motion to approved, Tom second. All present members approved.

Attendees:

   _X_ Tom Bevins
   _X_ Rachel Cooke
   _X_ Susan Hibbard
   ______ Raymond Placid
   _X_ Megan McShane
   _____ Pam Seay

Old Business: N/A

New Business:

1. Search Committee for Assistant Vice President, Director of Human Resources
   1.) A representative for the Search Committee to hire a new Assistant Vice President, Director of Human Resources.
      1) Search Committee for the position of Assistant Vice President, Director of Human Resources.
      2) It is a search committee and their duties are the same as every search committee.
      3) One appointee will be sufficient.
      4) The time commitment will depend upon the number applicants, the number of individuals the committee wishes to interview by phone and then in person. The committee will begin to review applicants in early January.
      5) No specific qualifications are necessary. Almost everyone on campus will at one time or another use the services of an HR department. The faculty member will automatically bring the faculty perspective about an HR office.
      6) The role is the same as any of the other search committee members.

   Megan is going to send this request to Tiffany Jackson for nominees.

2. Search Committee for Beautification of the Library Lawn
   2.) A representative to a committee to discuss and plan for the layout and beautification of the library lawn. The students have been awarded a grant for the purchase some trees for the library
area. They are very excited about the prospect of what the area may look like over many years. There is a desire to formulate a plan for the area. It is understood that with financial restraints that it could take 10 years to accomplish the goal completely. The bottom line, in my opinion, the students are excited that they received the grant and are excited about leaving their mark as the ones who got the ball rolling. [FYI: The students have requested that Dr. Everham be considered]

1) Committee to plan the development of the area known as the library lawn.
2) To develop a plan for the best usage of the library lawn.
3) One appointee please.
4) Sorry I am not exactly sure how long. Certainly not the 10 years to complete, just through the planning phase. I would not expect a huge time commitment because I think the University will hire a landscape architect to help with the plans.
5) I think knowledge of native plants would be an advantage to the committee.
6) The role is to try and develop a workable plan for the development of the space.

Win Everham was contacted by Susan Hibbard for acceptance of nomination for this committee.

3. AVP for Research/Dean of Graduate Studies

1) Brief description of the committee, its charge/duties, and scope of activities;
   a. Perform standard functions associated with a search for an administrative hire at the deans level.
2) Number of nominees or appointees needed;
   a. Will provide
3) Time commitment anticipated from each committee member, including term of service;
4) Specific qualifications required or desired (e.g. faculty assignment; membership in a specific college; years at FGCU; expertise in a specific field; etc.);
   a. In a unit with a graduate program/s; experience with extramural grant acquisition
5) Role and responsibility of the faculty committee member.
   a. Advisory to Provost/VPAA; review applications, participate in search activities.

Rachel is going to send this request to Tiffany Jackson for nominees.

4. Identifying all teams with faculty representation on campus:

From Doug Harrison: The most recent version of the draft attempt by Faculty Senate to identify all the committees on campus that require faculty representation. It is very rough and incomplete. As I believe I mentioned at the Team’s first meeting, I recommend the group identify a subgroup of members to take this list and contact each Vice President’s office, asking for that office to list all the committees it convenes that requires faculty representation and to provide the data points identified in the spreadsheet. I might suggest starting with Mike Rollo’s office, as many of the committees that require student representation also require faculty representation. Mike has suggested contacting Stacy Hopkins in his office.

Susan Hibbard will contact Stacy Hopkins to begin this task. January 2012 will be when the team begins this process.

For the good of the order
Next meeting

Monday, November 7th at 11:30am. Room TBA

Monday, November 14th at 11:30am. Room TBA