

**Minutes of the S&S Committee for Director
School of Accounting
October 27, 2009
CBC 306**

Present at meeting:

Dr. Jan Greenwood - President & Partner, Greenwood/Asher & Associates, Inc.
Dr. Jean Eisel – Executive Search Consultant, Greenwood/Asher & Associates, Inc.
Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU
Dr. Steve Lin – Search & Screen Committee, FIU
Dr. Lewis F. Davidson (by conference call) Search & Screen Committee, FIU
Dr. Antoinette Lynch – Search & Screen Committee, FIU
Prof. Wendy Gelman – Search & Screen Committee, FIU
Ana Estevill – Recording Secretary, FIU

The committee was treated to lunch and the meeting was called to order at 12:50 p.m.

Dr. Chang introduced Jan Greenwood and Jean Eisel from a consulting company, Greenwood/Asher & Associates, Inc.

Dr. Chang made a motion to approve the minutes of October 16, 2009. The minutes were approved.

Dr. Chang passed around a draft of the advertisement ad and said that he would like to finalize it and get feedback and talk about future meetings.

Dr. Jan Greenwood passed to everyone in attendance a blue folder with very important information and said to please bring the folder to each of the meetings and said that they can be reached 24 hours for questions and even on week-ends.

Dr. Jan stated that nobody from the committee is eligible to be a candidate. She also stated that nothing will be put in writing from something heard about a candidate until the information is checked out and verified.

Dr. Greenwood went over the following documents in the folder:

1. Check List
2. The Draft Position Announcement
3. Evaluation Resumes and CV's
4. Criteria Check List (this list is to be used when evaluating a candidate).
5. To Do List (questions for prospect to be done by the candidate and used as a self assessment tool). Do not change questions 6 and 7.

Dr. Greenwood asked the committee to look at the tentative search calendar schedule. The advertisement has to be finalized this week and pointed out that from now until January 12, the Search Committee will be reviewing leading prospects for consideration.

Round One of Interviews: the Committee will conduct interviews of leading candidates and select candidates for referencing; discuss referencing strategies. January 25, 26, 2010

Reference Feedback Meeting (by phone or video)

February 9, 2010, 12:00 p.m. – 3:00 p.m.

Round Two of Interviews (may need additional days TBD)

February 17-26, 2010

G/A&A and Search Committee Discussion and Recommendation (by phone or video)

March 2, 2010, 12:00 p.m. – 3:00 p.m.

Dr. Greenwood pointed out that it was a team effort to recruit the best candidates and if somebody in the committee knew somebody that was interested in applying to go ahead and give that person a call.

She also asked what were the committee's expectations in selecting a candidate.

The committee decided that they prefer somebody that has been a full professor, tenured, who has done research and publications and gets along with the faculty.

Dr. Greenwood said that the round one of interviews will be done at the Sofitel Hotel because its closer to the airport. They will set up the meeting, but cannot sign the contract with the hotel. Jan or Jean will follow up with Ana.

Ad Placement

Jean asked the committee for the updated ad by Friday, so she can meet the deadline for the Chronicle, Hispanic Outreach and Higher Ed, etc.

Dr. Greenwood asked the committee that by end of this week the ad, position description and questionnaire had to be finalized.

Dr. Jan Greenwood thanked the committee and said that it was a terrific group.

The next meeting is scheduled for November 4th at 5:00 p.m. to revise the questionnaire and position description

The meeting ended at 2:40 p.m.

Respectfully submitted by,
Ana Estevill