

**Charge from the Chair of the Board of Trustees  
to the  
Chancellor Search Advisory Committee  
September 2010**

Thank you for agreeing to service as part of the Chancellor Search Advisory Committee. The purpose of your service on the committee is to represent Minnesota State Colleges and Universities and the State of Minnesota in assisting the Board of Trustees by identifying and evaluating candidates for the position of Chancellor, based upon Board-approved leadership characteristics. It is desirable that the committee forward to the Board a pool of up to five semi-finalists, with a minimum of three, for the Board's consideration. The Board thanks all of you in advance for your time and thoughtful participation in this process.

Specifically, the Chancellor Search Advisory Committee members shall:

- Act strictly according to the charge given by the Board Chair;
- Act in the system's best interest as defined by the Board and not on behalf of any specific constituency or candidate, while bringing the perspectives of their own experience and constituencies.
- Actively recruit nominations and applications from a wide, diverse group of well-qualified persons;
- Respectfully handle candidate inquiries by referring them to the search consultant, Vice Chancellor Lori Lamb , or the Chancellor Search website, as appropriate.
- Attend all meetings and spend the time necessary to fulfill their duties;
- Thoroughly review all materials presented by the consultant;
- Evaluate candidates based on Board-approved criteria;
- Treat all candidates in a positive manner recognizing that the committee is the ambassador for the system;
- Understand and agree that the Chair of the Search Advisory Committee is the only spokesperson for the search; and
- Maintain confidentiality at all times, both during the search and when the process is completed.

Meetings of the Chancellor Search Advisory Committee are not required to be open. In all its deliberations, the Committee will respect system policies and act in accordance with applicable state laws and regulations.

The Chair of the Chancellor Search Advisory Committee, who is appointed by the Chair of the Board of Trustees, shall:

- Convene meetings of the committee;
- Call committee meetings and preside over them, ensuring the orderly and timely conduct of business; and
- Report to the Chair of the Board of Trustees and keep the Chair informed of the work of the committee.