

# ST. CLOUD STATE UNIVERSITY

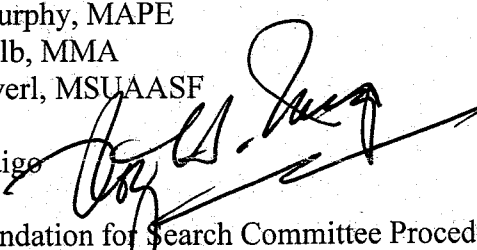
*A tradition of excellence and opportunity*

OFFICE OF THE PRESIDENT

720 Fourth Avenue South  
St. Cloud, MN 56301-4498  
Phone (320) 308-2122

DATE: May 8, 2006

TO: Judy Kilborn, Faculty Association  
Jane Spaude, AFSCME-Council 5  
Dennis Murphy, MAPE  
Randy Kolb, MMA  
Susan Bayerl, MSUAASF

FROM: Roy H. Saigo 

SUBJECT: Recommendation for Search Committee Procedures

Thank you for your recommendation for search committee notification and representation. The memo was dated March 30, but it was received in my office on May 2. Your memo was also addressed to Provost Spitzer, Vice President Ludwig and Director of HR Chambers. I also shared your memo with members of President's Council.

The Student Government President also discussed the same matter with me in a recent meeting. I very much appreciate the input and concern for procedural consistencies.

Your recommendation will be given to Susan Moss, who starts as the new Director of Affirmative Action on June 15. One of her first priorities will be to review and revise the hiring manuals which outline recruitment and selection procedures for administrative positions and faculty positions.

RHS/sp

c: President's Council

Larry Chambers

Susan Moss (with enclosures)

RECEIVED SOS  
RECORDS AND  
REGISTRATION  
MAY 9 2006

RECEIVED SCSU  
RECORDS AND  
REGISTRATION

Date: March 30, 2006

APR 17 2006

To: Roy Saigo, President  
Michael Spitzer, Provost  
Steve Ludwig, VP Administrative Affairs  
Larry Chambers, Director, Human Resources

From: Faculty Association  
AFSCME Council 5  
MAPE  
MMA  
MSUAASF

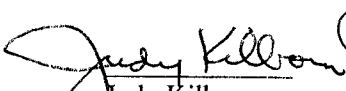
Re: Recommendation for Search Committee Procedures

For the past several months, members of the Faculty Association (FA), AFSCME, MAPE, MMA, and MSUAASF have been meeting to discuss concerns regarding procedural consistencies with regard to search committee notification and representation.

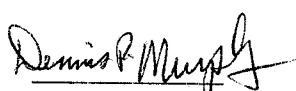
As a result of these discussions, the bargaining units are unified in requesting a consistent process and equal consideration of the following:

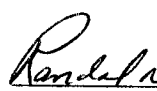
1. All collective bargaining units should be notified in writing and have the right to participate in each of the searches at the Director level and higher. If a position of Associate/Assistant Director supervises members of other bargaining units, those unions should be notified of the searches as well. Notification about impending searches which are delivered at Meet and Confer will continue, in addition to the written notice.
2. Bargaining units will require at least two weeks notice to provide representation for search committees at the Director level and above.
3. Search committee chairpersons/conveners will notify all search committee members, in writing, at least one week prior to upcoming meeting dates.

Sincerely,

  
Judy Kilborn  
FA

  
Jane Spaulde  
AFSCME Council 5

  
Dennis Murphy  
MAPE

  
Randy Kolb  
MMA

  
Susan Bayerl  
MSUAASF