Presidential Search Committee
Minutes of the Meeting
Wednesday, November 2, 2016 ~ 12:00pm
Trustees Conference Room ~ 107A

| Members Present: | Susan Mailman, Chair; Linda Cavaioli; Holden Lindblom; Susan McPherson; Don Morin; Ricky Frazier; Liz Woods; Deborah Fratturelli; Brian Chandley; |
| Members Absent:  | Miguel Lopez; Matilde Castiel; Maureen Binienda (Miguel, Matilde & Maureen met with the Search Consultants separately on 12/1/16); Robert Johnson |
| Non-Voting Members Present: | Mike Mizzoni; Anita Bowden, Selina Boria |
| Others Present:  | Eric Richtmyer & Shirley Pippins, Academic Search Consultants |

1) Call to Order: After all members gathered for lunch the meeting was called to order at 12:20pm.

2) Introductions:
Chair Mailman gave a greeting and each member of the committee introduced themselves and their role in the college or affiliation with the college.

3) Charge from the Search Chair:
Chair Mailman read the charge to the Committee and each member received a signed copy of the charge. The search consultants also reviewed the confidentiality considerations and code of ethics documents, expressing the importance of both. Each member is requested to sign the code of ethics document and submit it to Selina Boria.

4) Role of Academic Search:
Academic Search Consultants Richtmyer and Pippins gave their background and role in the search process stressing their role is to facilitate and advise. The Committee members will review applications of candidates. The committee members inquired about any pre-screening of applicants by Academic Search and they informed that they can make indications on applications for those applicants that do not meet minimum requirements. Additionally, there was also a discussion about considering a ranking system in which those that meet the
preferred qualifications are marked with an asterisk for ease of screening all applications.

Consultants Richtmyer and Pippins noted the committee needs to decide fairly soon the mode they want to conduct semi-finalist interviews; either video conference or face to face. Pros and cons were discussed about both options but no decision was made at this time.

5) **Search Timeline and Search Process:**
The Committee members selected dates for the next several meetings, so as to accommodate everyone’s schedules and avoid future conflicts. Dates selected will be shared with absent members to confirm and calendar invites will be sent to all.

12/19/16 - 4:30 – 6:30pm: Committee meeting on logistics, reviewing documents, etc. and begin review of applicants

2/10/17 – 12:00pm: Consultants and Search Committee members meet to select candidates for Semi-Finalist Interviews. The candidate pool will be reduced to 8 to 12 applicants for reference checking and invitation to semi-finalists. Prior to this meeting, committee members will review all applications and select their top picks to be sent to the consultants. This meeting should last approximately 2 to 3 hours.

2/24, 25, 26/17: Potential dates for Semi-Finalist interviews. This is typically a 2 day process beginning approximately 8:am and running to 6:pm. First dates for consideration are Friday and Saturday 2/24 or 2/25. (Post-meeting – committee members were contacted to confirm their schedules and the dates of Sunday 2/26 and Monday 2/27 were confirmed for interviews by all committee members.)

**Final Interviews:** Each finalist will be invited to the QCC campus for two full days. Dates to be determined with a goal of completing them prior to spring break – (3/12 – 3/18).

6) **Operating procedures for the search committee:**
During the discussion of the timeline, all procedural items were discussed highlighting the importance of attendance by committee members, the presidential search website and updates to the community, the role of the committee liaison/spokesperson (Sue Mailman), confidentiality and the confidential website to review candidate materials.

7) **Ad Construction and Placement:**
Mr. Richtmyer and Ms. Pippins will work on the profile over the next few weeks, using information gathered from today’s campus visit, as well as other campus resources, such as the website and marketing materials. Additionally, a survey will go up on our website for all faculty, staff, and students to continue sharing feedback about the search and qualifications for the next president.
8) **Discussion of Presidential Search Profile and Qualifications:**
   The committee shared several thoughts and opinions about the qualifications:
   - Important to maintain community engagement and strong political relationships
   - Finalists interviews are best conducted as conversations and not interviews
   - Faculty strongly want the candidate to have a Ph.D. – there was much discussion over this requirement and whether the minimum requirement should state a terminal Degree or Earned Doctorate with the preferred qualification of a Ph.D.
   - Several key terms were requested to be included such as a proven track record of fundraising, community engagement, and enrollment/retention efforts. It was noted that having a ‘demonstrated ability’ is important.
   - The Academic Search consultants pointed out it is important to keep the minimum qualifications to a minimum (what’s required) and keep the Preferred Qualifications for the desired requirements.
   - Other notes about profile: people need to have a way to vent concerns and have an outlet or opportunities to have their voices heard throughout the process and feelings need to be addressed. The Website will have a survey link as a vehicle for people to participate and give feedback.

9) **Next Meeting:**
   Monday, December 19th – 4:30 to 6:30pm (an email confirmation will be sent)

10) **Adjournment:**
    The meeting adjourned at 2:00pm

Respectfully submitted,

Selena Boria
Recording Secretary