

Meeting Minutes - CMES/MCM Search Committee Meeting

05 April 2018, 8-9:30am, Lecture Room

Attendees: Molly O’Shaughnessy, Liesl Taylor, Michelle Walker, ~~Liza Davis~~, Liz Coenen, ~~Melissa Santrach~~, Jean Melancon

Item #	Agenda Item	Meeting Notes/Action Items
1.	Meeting called to Order – guests may comment at this time	No guests attended.
2.	Site Visits – when to schedule – see below for availability <ul style="list-style-type: none"> • Arranging the day – see an example 	<ul style="list-style-type: none"> • Candidates had given us their available days the weeks of April 9th and April 16th and we reviewed these WRT how they would best fit with the school schedule. • The out of town finalist will be scheduled for Wed, April 18th. • The local finalist will be scheduled for Mon, April 16th. If this doesn’t work for the finalist, the alternate date is Wed, April 11th. • We started a preliminary schedule for a day-long site visit. Liesl will continue filling in classroom visits and email to Jean.
3.	Next Steps <ul style="list-style-type: none"> • Contact 2 finalists this morning – solidify site visit day • Contact other 2 candidates that aren’t advancing • Start reference checks – who? • Start background checks – who? • Board reviews salary ranges, benefits pkg, covering any moving expenses, etc. 	<ul style="list-style-type: none"> • Jean to confirm site visit dates with finalists. Spouses are also invited. We will cover airfare for the finalist site visit. • Jean will contact the other candidates not advancing to site visits. • Reference checks will be started for the finalists. We need to determine who will do these. Jean will follow-up with core team members once we have confirmed finalists site visits. • Background check will be done for only the person recommended for hire. • We discussed salary range requests and confirmed that they are within the research done by Melissa WRT years of experience, geographical location, etc. • We will entertain covering moving expenses that are within our HOS transition budget which we believe also has to cover any salary overlap between current and new HOS depending on the new HOS start date.
4.	When to update the web site with HOS info? Once site visits are confirmed with finalists – probably Mon/Tues, 9-10 April <ul style="list-style-type: none"> • Resumes and Leadership Statement to web site • Coordinate this with announcement by Liesl about site visits, time to meet finalists, etc. 	<ul style="list-style-type: none"> • Jean will prepare the next web site update which is planned for early the week of April 9th and will be made concurrent with an announcement to the community by Liesl. The web site update and community announcement will be made once we have confirmation of who is proceeding with site visits. The web page will include each finalist resume and Leadership Statement.
5.	Status of MCM Outreach position – Molly	<ul style="list-style-type: none"> • Molly shared that an outstanding offer is pending for the Outreach position.
6.	Status of CMES “mentor” role - Liz	<ul style="list-style-type: none"> • Liz distributed the most current job descriptions to members of the committee for review.
7.	Any other business	<ul style="list-style-type: none"> • We discussed the importance of having the search committee convene after the committee work is completed. Of value would be hearing about everyone’s experience on the committee. We would also discuss ideas for formation and role of a transition team.
8.	<ul style="list-style-type: none"> • Next Full Search Committee Meeting – Determine recommendation to Boards for next HOS, Tuesday April 24, 4:30 • Next Core Team meeting date TBD 	As described on left