

University of Maine at Fort Kent Presidential Search Committee Meeting 1 Minutes

October 1, 2019

Grindle Conference Room, UMFK

Meeting called to order by Chair, Trustee Kelly Martin at 8:02 am

Committee members present:

Kelly Martin, Joe Becker, Doug Cyr, Camika Davis, Vanessa Degler, Shawn Graham, Don Guimond, Norm Fournier, Mike Michaud, Matthew Morrin, Jenny Radsma, Erin Soucy, Tolu Oyeniyi (student alternate).

Absent committee member: Trustee Jim Donnelly (standing conflict for Tuesday meetings).

Others present: Tamara Mitchell, staff; Jim Sirianni, Mark Halligan and Ruth Wood, (phone) Storbeck, Pimentel & Associates (SPA) consultants

Chancellor Dannell Malloy and Chief of Staff James Thelen joined the committee for the search charge from approx. 9:30 – 10:00am.

The Chair welcomed and thanked committee members and solicited introductions from each member. After introductions, the chair spoke regarding the commitment and demands of being on a presidential search committee. The Chair also briefly noted the importance of **confidentiality** for all candidates and discussions regarding candidate screening and assessment.

It was further noted that the **chair is the only authorized spokesperson** regarding the search process. All inquiries should be referred to Chair Martin. The Chair will issue search process updates to the campus community periodically throughout the search.

Jim Sirianni (SPA) then lead committee members in an overview of the draft **search timeline** and facilitated establishment of meeting dates and times for key meetings throughout the search.

The committee discussed **confidentiality** and the **Code of Ethics** – committee members read and signed the code.

Tamara Mitchell then lead the committee in reviewing **UMS BOT policy 204** and related administrative procedures for selection of presidents, **Maine public access regulations** as applicable to this search, **EO/AA** guidelines and the Maine Human Rights Commission **pre-employment inquiry guide**. *(Question was raised regarding UMS HR's AA/EO training – UMFK HR Business Partner has indicated that in-person training is to be scheduled at UMFK in the near future. Committee members will be notified of this recommended training opportunity when available.)*

After a brief break, Chancellor Malloy and Chief of Staff Jim Thelen joined the committee for the Chancellor to **issue the charge**. The Chancellor spoke briefly to the importance of the committee's task to screen candidates in accordance with established search process and policies and to put forward two to four candidates after appropriate vetting and input from the campus community.

After the Chancellor left, the committee noted the **BOT priorities and criteria** and individual committee members were asked to share their thoughts on the most important qualities and/or characteristics for the next president.

Next steps: Jim and Mark will compile all of the information and input on presidential qualifications, priorities and characteristics from the BOT, Kim Jenkins' visit to campus in August, the consultants' site visit, survey input and committee input on characteristics and qualities and distill it into a position statement to be included in the prospectus (the official public document describing the institution and the position).

The first ("sacrificial") draft of the prospectus will be sent to committee members via e-mail by the end of the day, Thursday, October 3. Committee members will be asked to review and submit edits and/or suggestions by late Monday, October 7. The committee will then meet via zoom/telephone on Wednesday, October 9 to finalize the prospectus. As soon as the prospectus is finalized, the search website will go live and the recruitment and advertising phase of the search will commence.

The meeting adjourned at 10:55 am.