

University of Maine at Fort Kent Presidential Search Committee Meeting 2 Minutes

Meeting 2 - Zoom Conference Call
Wednesday, October 9 8:00 – 9 am

Committee members present:

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

Absent committee member: Doug Cyr, Jim Donnelly, Norman Fournier (schedule conflicts).

Others present: Tamara Mitchell, (joined late); Jim Sirianni, Mark Halligan and Ruth Wood, (phone)

Call to Order – Chair Kelly Martin called the meeting to order and thanked committee members for reviewing the materials over the week-end as needed to get feedback to Jim by Monday afternoon.

Motion to go into executive session – Made by Mike Michaud, Jenny Radsma seconded. Motion passed.

Motion to come out of exec session – Made by Mike, seconded by Shawn Graham. Motion passed.

Motion to accept the prospectus as discussed – Made by Mike, seconded by Jenny. Motion passed.

Jim S provided detail to the committee regarding **next steps** for finalizing the prospectus (final language to be sent for final review via email later this morning. Prospectus (with photos) to be ready for posting within 24 hours.

Advertising and recruitment to begin Thursday, October 10, 2019

Committee work before the next meeting:

- *Early November - email inviting committee members to activate their SPA portal log-on;*
- *Around November 13 – e-mail from SPA indicating "reading guide" and preliminary candidate materials are posted on the portal*
- ***Committee members preview/read preliminary candidate materials between Nov 13 - 19 in order to come into the meeting (Wednesday, November 20, 8-10 am, in person at UMFK) prepared to discuss the candidate characteristics and profiles that most interest the committee. (Plan on more than a couple hours – several 1-2 hour blocks recommended.)***
- *While marking calendars for candidate file reading-time, committee members encouraged to also **schedule time in early to mid-December (Dec 9 -17)** for carefully reviewing all applicant materials prior to the Wednesday, Dec 18 meeting.*

Chair Martin again thanked the committee for their work so far and the work to come.

8:47 am Motion to adjourn made by Jenny, Seconded by Cameika Davis.