I. ROUTINE
   • Chairperson Mary Ann Ferrigan called the meeting to order at 5:50 p.m. in Kirtland's Community Room A

II. Roll Call – All above attended except Gail Hughey, who was absent,

III. NEW BUSINESS
   • Mary Ann Ferrigan, Trustee, introduced Angela Provart, president of Pauly Group Inc. Academic Search Consultant, and then each member introduced themselves.

   • Angela explained the search process and ground rules (attached). As a committee, we represent the board of trustees, so we fall under the Open Meeting Act; therefore, all members must be present when decisions are made at meetings. The facilitator can zoom in as she is not a voting member.

   • Pauly Group's process to market and interview possible candidates was explained, and a sample Position Profile and rating sheet were reviewed. The Board of Trustees is required to approve the position profile; this will happen at the September board meeting.

   • Candidates will be required to submit a Resume, Cover letter, and a list of references. There are three requirements to apply: 1) Must have a Master's in education, but a Ph.D. is preferred. 2) Minimum of 3 years of administrative experience, preferably at a Community College. 3) Successful teaching and/or other experience demonstrating knowledge and support of the teaching and learning process. Resumes will be divided into three buckets. The search committee will then review preferred resumes using a rating sheet. (A sample rating sheet was presented.) Resumes will be stored and accessed through Pauly Group's website. It is recommended that members review resumes regularly and not wait and try to review at the last minute. (Instructions for finding the resumes on Pauly Group's website were passed out.)
• Angela explained the rules we need to follow under the Open Meetings Act. For reasons of confidentially, all names will be removed from the applications, and each candidate will be assigned a number.

• After Profile has been posted, the search committee members will receive a password to access the applications. Members received a paper instruction sheet on how to access the website. The rating sheet online is fillable but can also be printed out.

• Confidentiality for candidates and committee members was discussed. Members were asked to sign and return confidential forms to Angela. All members were asked not to discuss candidates outside of meetings.

• Candidate questions will be provided to us. We will have a meeting to discuss and finalize the questions.

• Alternates: The purpose of the Alternates is if the primary is not available to vote, the alternate will vote. They will be expected to review and rank all candidates. The group agreed that the Alternates should be able to participate in discussions during the meetings.

• Meeting Dates: Finalize interview questions. (Virtual & in person) Thursday, 9/28, 12-1
  Choose Semifinalists: (4-hour meeting) Tue. 10/17, 12–4 p.m.
  Interview candidates: Thurs. 10/26, 8:30-5,
                             Fri. 10/27, 1–5 p.m.,
                             Mon. 10/30, 8:30-12

• Jack Kramer, Trustee, thanked everyone for volunteering to do this job.

IV. ADJOURNMENT

Meeting adjourned the meeting at 7:40 p.m.

Minutes submitted by
MaryAnn Ferrigan, board chair
Kirtland Community College - Grayling

Approved by the Board on: