

KIRTLAND COMMUNITY
COLLEGE
Search Committee
Meeting Minutes
August 21, 2023

Date: Monday, August 21, 2023

Type: Search Committee Meeting

Time: 5:50 p.m.

Notice Provided in Advance: Yes

Location: Kirtland Community College, Grayling
Community Room A

Quorum: Satisfied

Present: Mary Ann Ferrigan, Chairman
Jack Kramer, Vice Chairman
Ed Pearen, Secretary
Tom Ritter, Trustee
Roy Spangler, Trustee
Amy Knepp, Trustee
Mark McCully, Faculty
David Green, Faculty
Scott Rice, Faculty Alternate
Nicole Claussen, Faculty Alternate
John Metts, Adjunct Faculty
Susie Marshall, M-Tech
Vanessa Noffsinger, Director of HR

John Thiel, Administration
Nick Baker, Administration
Kemmoree Duncombe, Administration
Matt Biermann, Alternate Administration
Michelle Vyskocil, Alternate Administration
Heather Appold, Foundation
Ron Sharpe, Facilities
Tom Pavelek, Alternate Facilities
Gail Hughey, Community Member (Absent)
Jim Hilgendorf, Community Member
Reverend Bryan Thompson, Community Member
Paige Gailbraith, Student
George Zinkosky, Alternate Student

Kirtland Community College Guest: Angela Provart

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

- MaryAnn 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 Opens 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 confidentiality, 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: