

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
PRESIDENTIAL SEARCH COMMITTEE MEETING**

Minutes of January 13, 2023

MEMBERS PRESENT	Lanre Ajayi, Cassandra Alexander, Janet Arcena, Robert Awkward, Stephen Bailey, Tiffany Cutting Madru, Robert W. Gilbert, Jr., Raúl Gutiérrez, Ted Hebert, Olivia Kynard, Amanda Sbriscia, Laura Schlegel, Amreen Shaikh, Vanessa Smith, Anthony Soto, Thomas Stewart, Ivonne Vidal, Lori Wayson, Charlotte Wilinsky, and Eleanor P. Williams																																								
MEMBERS ABSENT	Elizabeth Wheeler,																																								
ALSO PRESENT	Angela Provart, President, The Pauly Group, and Karen Desjeans																																								
MEETING CALL TO ORDER	The meeting was called to order at 2:04 pm by Eleanor P. Williams, Chair of the Presidential Search Committee, and was conducted through Zoom.																																								
ROLL CALL ATTENDANCE	<p>Chair Williams called the Roll Call for attendance as follows:</p> <table style="margin-left: 40px;"> <tr><td>Lanre Ajayi</td><td>Yes</td></tr> <tr><td>Cassandra Alexander</td><td>Yes</td></tr> <tr><td>Janet Arcena</td><td>Yes</td></tr> <tr><td>Robert Awkward</td><td>Joined at 2:10 pm</td></tr> <tr><td>Stephen Bailey</td><td>Joined at 2:06 pm</td></tr> <tr><td>Tiffany M. Cutting Madru</td><td>Yes</td></tr> <tr><td>Robert W. Gilbert, Jr.</td><td>Joined at 2:24 pm</td></tr> <tr><td>Raúl Gutiérrez</td><td>Yes</td></tr> <tr><td>Ted Hebert</td><td>Yes</td></tr> <tr><td>Olivia Kynard</td><td>Yes</td></tr> <tr><td>Amanda Sbriscia</td><td>Yes</td></tr> <tr><td>Laura Schlegel</td><td>Yes</td></tr> <tr><td>Amreen Shaikh</td><td>Yes</td></tr> <tr><td>Vanessa Smith</td><td>Yes</td></tr> <tr><td>Anthony Soto</td><td>Yes</td></tr> <tr><td>Thomas Stewart</td><td>Yes</td></tr> <tr><td>Ivonne Vidal</td><td>Yes</td></tr> <tr><td>Lori Wayson</td><td>Yes</td></tr> <tr><td>Charlotte Wilinsky</td><td>Yes</td></tr> <tr><td>Eleanor P. Williams</td><td>Yes</td></tr> </table>	Lanre Ajayi	Yes	Cassandra Alexander	Yes	Janet Arcena	Yes	Robert Awkward	Joined at 2:10 pm	Stephen Bailey	Joined at 2:06 pm	Tiffany M. Cutting Madru	Yes	Robert W. Gilbert, Jr.	Joined at 2:24 pm	Raúl Gutiérrez	Yes	Ted Hebert	Yes	Olivia Kynard	Yes	Amanda Sbriscia	Yes	Laura Schlegel	Yes	Amreen Shaikh	Yes	Vanessa Smith	Yes	Anthony Soto	Yes	Thomas Stewart	Yes	Ivonne Vidal	Yes	Lori Wayson	Yes	Charlotte Wilinsky	Yes	Eleanor P. Williams	Yes
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INTRODUCTIONS	Chair Williams greeted the Committee and emphasized the importance of affirmative action as necessary training to ensure the Committee is equipped to be great stewards as we begin the process of reviewing application files.																																								
AFFIRMATIVE ACTION TRAINING	Olivia Kynard, Affirmative Action Officer, Title IX Coordinator and the Interim Director of Equity, Diversity and Inclusion presented the following:																																								

HCC PRESIDENTIAL SEARCH AFFIRMATIVE ACTION TRAINING

JANUARY 13, 2023
OLIVIA KYNARD
AFFIRMATIVE ACTION OFFICER
TITLE IX COORDINATOR
INTERIM EXECUTIVE DIRECTOR OF EQUITY, DIVERSITY AND INCLUSION

AAO CERTIFICATION PROCESS

- Search Committee Reviews and Selects candidates for interview
- Search Committee Chair contacts Affirmative Action Officer (AAO) to review candidates and certify the pool
- AAO reviews selected candidates for qualifications, consistency (incomplete vs complete) and accuracy of screening
- If there are any discrepancies AAO will contact the search chair to discuss
- If no discrepancies the pool is certified, the chair is notified and can move forward with scheduling interviews

THINGS TO CONSIDER

- Incomplete vs Complete Applicants
- Equivalency Statement
- Disclosure
- Interview Questions
- Zoom & Chat Features
- Bias
- Confidentiality

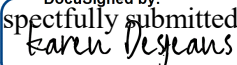
Olivia discussed with the Committee to consider incomplete versus complete applications when reviewing candidates. She suggested there needs to be a decision by the Committee. The College typically requires a resume, cover letter and three references. Angela Provart suggested allowing 48 hours to receive incomplete documentation, and if not received, the candidate would be considered not qualified. The Committee agreed with Ms. Provart's suggestion.

CLOSING INFORMATION

Chair Williams re-emphasized the confidentiality amongst the Committee.

Ms. Provart went over next steps in this process for the Committee to receive

	<p>an email from noreply@paulygroup.com with a link to set up a password. This link is time sensitive, so the Committee should let her know if they do not receive it. She also recommended that the Committee stay current with reviewing applications as they come in. Rating sheets are due to Ms. Provart by 12 noon on March 1, 2023. The position closes on February 21, 2023.</p> <p>The next Committee meeting will be on March 2, 2023 from 1 to 5 pm in person at Holyoke Community College (Room TBD). The Committee will determine eight to ten candidates to interview and finalize interview questions. As a reminder, dates have been set aside for these interviews where the Committee will be in person, and the candidates will be virtual are March 22, March 23 and March 24, 2023.</p> <p>Semi-finalists are scheduled to be on campus on April 6, April 10, April 11 and April 12, 2023. Karen Desjeans will be sending a Doodle Poll to the Committee for those who can be available to greet these finalists. The Committee decided that a minimum of 8 members commit to attend on each date would work best.</p>
ADJOURNMENT OF MEETING	The meeting was adjourned at 3:51 pm.

DocuSigned by:
Respectfully submitted,

Karen Desjeans, Secretary for
The Presidential Search Committee