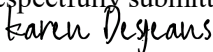


**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES
PRESIDENTIAL SEARCH COMMITTEE MEETING**

Minutes of December 14, 2022

MEMBERS PRESENT	Lanre Ajayi, Cassandra Alexander, Janet Arcena, Robert Awkward, Stephen Bailey, Tiffany Cutting Madru, Raúl Gutiérrez, Olivia Kynard, Amanda Sbriscia, Laura Schlegel, Amreen Shaikh, Vanessa Smith, Anthony Soto, Thomas Stewart, Lori Wayson, Charlotte Wilinsky, and Eleanor P. Williams																																		
MEMBERS ABSENT	Robert W. Gilbert, Jr., Ted Hebert, Ivonne Vidal, and Elizabeth Wheeler,																																		
ALSO PRESENT	Gina Yarbrough, General Counsel, Massachusetts Association of Community Colleges; Angela Provard, President, The Pauly Group; and Karen Desjeans																																		
MEETING CALL TO ORDER	The meeting was called to order at 2:37 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 2:40 pm</td></tr> <tr><td>Stephen Bailey</td><td>Yes</td></tr> <tr><td>Tiffany M. Cutting Madru</td><td>Yes</td></tr> <tr><td>Raúl Gutiérrez</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>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 2:40 pm	Stephen Bailey	Yes	Tiffany M. Cutting Madru	Yes	Raúl Gutiérrez	Yes	Olivia Kynard	Yes	Amanda Sbriscia	Yes	Laura Schlegel	Yes	Amreen Shaikh	Yes	Vanessa Smith	Yes	Anthony Soto	Yes	Thomas Stewart	Yes	Lori Wayson	Yes	Charlotte Wilinsky	Yes	Eleanor P. Williams	Yes
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INTRODUCTIONS	Chair Williams facilitated brief introductions of the Committee members and guests.																																		
OPEN MEETING LAW TRAINING	<p>Ms. Yarbrough thanked the Committee for their service and reiterated the importance of selecting a new President. The role of this Committee is to be an advisor to the Board of Trustees. This Committee will be reviewing applications to put forth finalists to the Board, who will decide to appoint a candidate, subject to the review and approval of the Board of Higher Education.</p> <p>The Committee received training materials in advance:</p> <ul style="list-style-type: none"> • <i>Commonwealth of Massachusetts Open Meeting Law Guide and Educational Materials – January 2018</i> <ul style="list-style-type: none"> ○ <i>Certificate of Receipt of Open Meeting Law Materials Form</i> • <i>Massachusetts Board of Higher Education Guidelines and Procedures for the Search, Selection, Appointment and Removal of</i> 																																		

	<p><i>State University and Community College Presidents – June 2013</i></p> <ul style="list-style-type: none"> • <i>Commonwealth of Massachusetts - A Guide to the Massachusetts Public Records Law – February 2022</i> <p>Ms. Yarbrough provided highlights of the training materials and answered questions from the Committee. Her office is available to assist the Committee in the aid of the duties.</p> <p>The <i>Massachusetts Board of Higher Education’s Guidelines</i> will assist the Committee in fulfilling the statutory and fiduciary obligations. It highlights the various roles that the Search Committee plays.</p> <p>The <i>Commonwealth’s Open Meeting Law Guide</i> is important to this Committee because this Committee is a public body, and is subject to these Open Meeting Laws. The Committee must be fully trained on the laws.</p> <p>The <i>Public Records Law</i> provides guidance when communications are subject to the public records laws. The Committee has also received a Certification form that needs to be completed, signed and returned to the Secretary of the Presidential Search Committee, confirming that you have received these materials and training.</p> <p>A question was asked about certifying the pool of candidates. Ms. Yarbrough, Chair Williams and Olivia Kynard will discuss, and get back to the Committee on how the pool will be certified.</p>
<p>SEACH TIMELINE OVERVIEW</p>	<p>Ms. Provart provided the Committee the following updates:</p> <ul style="list-style-type: none"> • The Presidential Profile was approved by the Board of Trustees on December 13, 2022, and needs to be approved by DHE Commissioner Ortega. It is also being designed by the College’s Marketing Department with pictures and graphics. • Affirmative Action training for the Committee will happen on January 13, 2022 at 2 pm via Zoom. Once the training is complete, the Committee will receive access to the candidate pool. • A meeting is scheduled for March 2 to determine 8 to 10 semi-final candidates to interview. This meeting will go in Executive Session. • Ms. Provart will work with Chair Williams on interview questions for the Search Committee’s review. If any member has questions that they would like to put forth, they should email Ms. Provart. • Semi-finalist interview dates are scheduled for March 22, March 23 and March 24, 2023. A placeholder should be on everyone’s calendar. It is imperative that Committee members be available for all three dates • Ms. Provart reminded the Committee about confidentiality.
<p>ADJOURNMENT OF MEETING</p>	<p>The meeting was adjourned at 3:55 pm.</p>

DocuSigned by:
Respectfully submitted,

Karen Desjeans, Secretary for
The Presidential Search Committee