

Permanent Director Hiring TF Meeting #1 6.23.21
Zoom Meeting
Tentative Agenda

Members: Isaac Leonardi, Ken La Casse, Jennifer Levitt, Brian Bartle, Jennifer Heydt-Nelson, Annette Smith, Greg Larson, Jeana Albers, Tim Zeller, Wendell Setten, Trung Nguyen, Markell Anderson, Tara Richert

Goal: The goal of this task force is to bring 3 experienced candidates to the Board for a final interview in February.

This task force will complete all parts of the hiring process, with the exception of the final interview which will be conducted by the BOD. The task force will post ads, determine interview questions, interview applicants during the initial process, and complete social media and reference checks. This TF will also organize the 'Day at MSA' next February for the community and organize the BOD interviews.

Time Commitment: This task force will begin their work this June with monthly meetings, which will become more frequent as the timeline dictates. This includes participation in the interview process. Members will be asked to complete work between meetings. This is expected to be a 9 month process.

Agenda

1. Introductions (What is your connection to MSA? How long have you been at MSA? Anything else you would like to share?)
2. Timeline (Lisa)
3. Determine Chair (Lisa)
4. Determine Notetaker (Jeana has volunteered)
5. Shared folder (Lisa)
6. Determine August meeting date (Lisa)

Assignments:

1. Each person should contribute 3-4 interview questions for the August meeting (in the folder)
2. Each person should contribute some ideas to the Day at MSA Brainstorming list for the August meeting (in the folder)
3. If you have evaluation tools that you have used in the past for hiring that you liked, please put them in the folder and be prepared to speak about them. We will need tools to evaluate the following
 - a. Resumes
 - b. Initial Interviews
 - c. Secondary Interviews
 - d. Reference checks (including questions to ask)

e. Social Media Checks