

Permanent Director Hiring TF Meeting #1 6.23.21
Zoom Meeting
Minutes

Members: Isaac Leonhardi, Ken La Casse, Jennifer Levitt, Brian Bartle, Jennifer Heydt-Nelson, Annette Smith, Greg Larson, Jeana Albers, Tim Zeller, Wendell Sletten, 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)- can view in the shared folder. Other task forces met, so timelines are being built in. Values Identification task force really ties into our task force because they will be surveying the community for what we are looking for most in a director. No July meeting. Timeline still needs to be approved by the Search Committee and then the BOD. The BOD is set to tentatively approve the timeline at the regular August meeting, at which point it will become the official timeline for all of the task forces involved with the hiring of the director. January and February will have more meetings.
3. Determine Chair- Jennifer Levitt, Annette Smith will be chair of the Day at MSA (top 3 candidates will meet stakeholders at a day in February), Lisa Anderson will be the chair of the interview (who gets called, that interviews are scheduled, that everyone knows what questions they are asking, etc.)
4. Determine Notetaker (Jeana has volunteered)
5. Shared folder (Lisa)- all members on the task force have access to the shared folder.
6. Determine August meeting date (Lisa)- planned for Zoom, but once school starts likely in person. Potential dates will be sent out via a doodle.

Assignments:

1. Each person should contribute 3-4 interview questions for the August meeting (in the folder)- look at mission/vision and core values.

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

Evaluative tools have been placed in the folder from the interim task force.

*There are currently 2 job descriptions and so the personnel committee has been tasked by the board to select the job description that they would like us to use.