

Search Committee Meeting #2
4/27/21

Members: Lisa Anderson, Jennifer Bartle, Jeana Albers, and Robert Krueger

1. Arrange a notetaker
 - a. Take notes during meetings- **Jeana will do this**
 - b. Send notes to Carrie to put in the the folder- **Jeana will do this**
 - c. I will send agendas to Carrie to post before the meeting
2. Publicity for this committee
 - a. Send livestream link for this meeting to Carrie- **Jeana will do this**
 - b. Ensure meetings are posted on the MSA webpage at least three business days before the meeting- **Jeana will do this**
 - c. I will email community
3. Make up of this committee and what you want your role to be? **Group of BOD members that help with support. The 3 BOD members are willing to be on subcommittees. Delegate the jobs to the subcommittees, but we will be here for support.**
4. How many final interim candidates do you want brought to the BOD- **Originally had 26 candidates in past search and then brought 3 final candidates to the BOD for the vote. Okay with having two interim candidates.**
5. Length of interim? **Proposed for a year. Bring us back to a community that we desire.**
6. Job Ad (rough draft attached) **When and where should it be posted? Diverse recruiting task force has been working on ad so the interim ad is built off of it. Changed ad requirement to include "current or past administrative licensure."**
 - Board needs to figure out the benefits package (Cody Schniepp is working on ideas).
 - Hoping to have the ad posted by this Friday
 - Goal is to have the end date by Friday, May 21
 - Hiring committee could make sure to meet May 24 to go through resumes and select the candidates
7. Taskforce or subcommittees
 - a. What do we want to call it and why does it matter? **Academics committee had task forces. We will still be transparent with posting of agendas and minutes, but with the time crunch, we might sometimes need to meet immediately or before 3 days.**
 - b. Determine the descriptions (rough draft attached)
 - Interim hiring task force- starts next week (as a goal) and would likely be done by June. Could have members from the Interim hiring task force be on the director hiring task force. Questions used in the past can be utilized and additional questions are being gathered.**
 - Interim transition task force- will also need to write down the process of onboarding so that the procedure can be used in the future. Cheri Howe has a bunch of transition documents that can be utilized.**
 - Director Hiring task force- start in June with a 9-12 month commitment with bringing 3 people to the BOD by the end of February.**

Director transition task force- helping with all of the firsts (ex. First time doing budgets, how to do the first community days, etc).

Value Identification task force- what are the values that the community is looking for. Work most of the summer and be completed in November. Do a community survey. Translate the values into interview questions.

8. Google Form to solicit volunteers for the task forces will go out **ASAP with the goal to be at the end of this week.**
 - a. Should this group create the task forces or do you want me to when we get the results? **Only if the search committee chair needs it. List of people on all task forces need to be sent to the BOD via email. If anyone has an objection, a special meeting or line item on the agenda of a regular meeting will happen to have discussion on it.**
9. Establish a standing meeting time/date for this committee
-Maybe don't need a standing meeting yet until we have chairs of the task forces. Lisa will put out an announcement with the task forces. Send out task force list this week. If people completed it by Monday, May 3, then task forces can receive an email who is interested in being chair. Goal is May 5 at 4 pm (livestreamed and with agenda) for when we meet again to help look over the lists/chairs.

Assignments for next time:

Items for next time (Unless we have time to start today?):

1. Pay/package for interim
2. In addition to the day-to-day operations of the school, what other projects/goals would we like to have the interim work on? Are these part of the pay package, or extra projects/stipends?
 - a. Expansion
 - b. Personnel and Evaluation
 - c. Other ideas?
 - i. **Culture- evaluate and determine the direction of our culture. This could be where the values task force comes in and helps. Help to build the culture that focuses on the mission and vision.**
3. Determine elements that we don't absolutely need in the job description, which committees/task forces does the interim need to be on? **To involve all members of the community, can send out a google form asking them these questions. Need to develop a paragraph as to why we are hiring an interim so that the community understands prior to them providing their ideas.**
4. What type of community/student involvement do you want for the interim interviews, besides participation on the task forces?

