



**Presidential Search Advisory Committee
Minutes
June 12, 2018**

Present: Charmian Tashjian (phone), Dr. Daniel Cates, Dee Beaubien, Diane Hill, Jewell Jackson, Jose Vital, Dr. Kathy Bruce, Laura Brown, Laurie Stone, Nellie Khalil, Niki Safakas, Pat Stack, Rick Kellerman, Dr. Travaris Harris, Dr. Thomas Dowd, Tom Wischhusen, Sonia Hajduk

Absent: Albert Cannestra

The meeting began at 4:00 p.m.

Pat Stack, welcomed the members of the Presidential Search Advisory Committee (PSAC).

Members provided brief introductions and summaries of their backgrounds.

No public comments.

PSAC member responsibilities were defined noting:

- the PSAC will act as an advisory group to the Board of Trustees (BOT),
- the search firm will assist in selecting 3-4 candidates to the BOT,
- the PSAC will follow the Open Meetings Act,
- PSAC will go into closed session whenever confidential matters are discussed. This includes all candidate applications until the finalists are selected.

The question arose regarding how should members of the committee handle questions from the community and/or media. It was determined that all questions should be re-directed to Pat Stack and committee members should not provide any comments or answer any questions.

The documents "Board of Trustees Charge to the Presidential Search Committee" and the "Code of Ethics" were reviewed. All committee members present signed the Code of Ethics document.

Pat Stack and Diane Hill will provide monthly updates to the Board of Trustees.

The role of the search firm was discussed. It was noted that once the firm is selected, Harper will be providing them with various documents which may include the strategic plan, performance measures, finances, student success reports, and student progress rates. The search firm will provide candidates with an informational packet for an overview of Harper College.

It was noted that August, September and October are the prime recruiting periods. The committee is on target for this timeline.

Discussion was held that both internal and external candidates will be vetted, reviewed, evaluated and weighted in the same manner. The final candidates will attend interview sessions on campus with open session interview opportunities for the community to attend. All questions to candidates will be standardized so that the same questions will be presented to all candidates.

The next meeting will be held in mid-August.

The meeting was adjourned at 4:51.

***Respectfully submitted,
Sonia Hajduk, PSAC Administrative Support***