

**BRISTOL COMMUNITY COLLEGE
PRESIDENTIAL SEARCH COMMITTEE
MEETING MINUTES**

1. Call to Order

The Presidential Search Committee met on Tuesday, July 30, 2024; the meeting was conducted virtually via Zoom. Chair Medeiros called the meeting to order at 12:01 p.m.

2. Chair's Remarks – *Joan Medeiros*, Chair, Presidential Search Committee & Board of Trustees

- Recording meeting notification
- Remote Roll Call Attendance & Votes – Lucinda Poudrier-Aaronson
- Search process updates – logistics and timeline

Committee Liaison, Lucinda Poudrier-Aaronson, announced the meeting was being recorded to provide access for anyone who missed the meeting. She also shared that since members of the search committee would be participating remotely for this meeting, attendance and any votes taken would be conducted by roll call. She reminded all present that the meeting would be conducted in Open Session with public access. Besides members of the Search Committee, members of the college's leadership team and the search firm representatives from Issacson, Miller, may be called upon for additional information. Also, in attendance could be members of the general public, who would remain silent during the meeting.

Ms. Poudrier-Aaronson stated she would take attendance by Roll Call and then hand the meeting over to Chair Medeiros.

Members Present: Joan Medeiros, Chair; Lucinda Poudrier-Aaronson, Board/Committee Liaison; Paul Burke; William Duffy; Emmanuel Echevarria; Michael Geary; Melanie Johnson; Silvia Jones; Jeff Karam; Todd McGhee; Richard Riccardi; Frank Sousa; and Judi Urquhart

Members Absent: Debra Anderson; Stefanie Deprey; and, Alex Demou (DHE)

Others Present: Donna Cramer (Issacson, Miller) and Tatianna Oberkoetter (Issacson, Miller)

Roll call attendance was taken. Once concluded, the meeting was turned over to Chair Medeiros.

Chair Medeiros shared that the position profile was posted and the search officially launched as of Friday, July 26, 2024. She stated that while this was a bit later than initially intended, we remained hopeful the committee's aggressive timeline could be adapted.

3. Consideration of Presidential Search Committee Meeting Minutes for 07.10.2024

Chair Medeiros asked search committee members if they had the opportunity to the meeting minutes from the July 10, 2024, search committee meeting. She asked if there were any questions or items that need to be moved for discussion.

Hearing none, Chair Medeiros asked for a motion to approve the July 10, 2024, meeting minutes as presented. A motion was made by Paul Burke to approve the minutes and was seconded by Todd McGhee. The motion was approved.

Next, Chair Medeiros invited Donna Cramer with search firm, Issacson Miller, to provide search process updates.

4. Issacson, Miller Updates – *Donna Cramer*, Partner, and *Tatiana Oberkoetter*, Managing Associate

Donna Cramer and Tatiana Oberkoetter from Isaacson, Miller provided updates on the progress of the search for potential presidential candidates. As Chair Medeiros shared previously, the position profile was finalized and posted last week (July 26, 2024). They reported that they had already reached out to about 275 people who may be interested in the presidential position and were in the process of narrowing down the pool of candidates. The first presentation of potential candidates was expected in about five weeks (September 9, 2024).

Todd McGhee asked about the timeline and whether we were still on track, to which Ms. Cramer assured they were.

Chair Medeiros invited Emmanuel Echevarria, Bristol's Chief Human Resources Officer, to begin a training session on Human Resources, Equal Opportunity, and Implicit Bias.

5. **Human Resources/Equal Employment Opportunity/Implicit Bias Training** – *Emmanuel Echevarria*, Chief Human Resources Officer, Bristol Community College

Mr. Echevarria led a training session for the committee on equal employment opportunities, implicit bias, and fair hiring practices. He stated the slide deck would be made available to all following the meeting.

He stated this training aimed to familiarize the committee with the principles of equal employment, recognize the types of implicit bias, and review equitable and fair hiring practices at Bristol. Mr. Echevarria, emphasized the importance of understanding and adhering to the Equal Employment Opportunity Act and the Massachusetts Anti-Discrimination Act, which prohibit discrimination based on various protected characteristics. He also clarified that while some personal information may be requested during the application process, certain inquiries, such as age, national origin, and criminal record, are not permissible.

He discussed the concept of implicit bias and its impact on decision-making and interactions in the workplace. He emphasized the importance of being aware of these biases to create a more inclusive and equitable work environment. Mr. Echevarria highlighted the role of implicit bias in discriminatory behavior, particularly in the hiring process, and encouraged the team to focus on candidate qualifications rather than personal characteristics to make fair and unbiased hiring decisions. He also discussed various types of implicit bias and strategies to combat them, including seeing people as individuals rather than focusing on their stereotypes or demographics, constantly challenging any stereotypes, and replacing negative examples with positive ones.

Mr. Echevarria discussed the process and considerations for candidates applying for the presidency at Bristol Community College. He emphasized the importance of understanding the job description, avoiding extracurricular screening, and staying away from social media and other sources that could lead to incorrect information about candidates. He also stressed the need for consistency in the interview process and the importance of disclosing any conflicts of interest or personal connections with a candidate. Lastly, he highlighted the need to avoid nepotism, romantic relationships, and favoritism in decision-making.

He discussed the importance of maintaining impartiality and confidentiality in the hiring process, especially when dealing with candidates who may be personally or professionally connected to committee members. He emphasized

that direct supervisors or those in a direct supervisor relationship should recuse themselves to ensure a fair selection process. Mr. Echevarria also highlighted the need to follow lawful interview practices, avoiding questions that could be considered discriminatory and disregarding any information not related to the job. He stressed the importance of maintaining confidentiality throughout the process, especially when dealing with sensitive information about candidates.

Mr. Echevarria provided guidance on candidate qualifications, interview best practices, and the importance of equal employment opportunity. He emphasized the need for a welcoming approach to interviews, avoiding inappropriate questions, and ensuring consistency in documentation practices. Mr. Echevarria also offered his assistance as a non-voting committee member, providing guidance and addressing any individual or committee concerns or questions about the ethics or fairness of the hiring process. He thanked the committee for the opportunity to present this information and invited questions.

Hearing none, Chair Medeiros thanked CHO Echevarria and stated the .ppt presentation would be shared and accessible to all committee members after this meeting.

6. Old Business

- Meeting Dates Summary Memo – 07.15.2024
- Related Updates to search timeline

Chair Medeiros reminded committee members that the Meeting Dates Summary memo dated 07.15.2024 was available electronically within the Committee's shared files, and that any necessary changes to the search timeline would be shared with the Committee.

7. New Business

- Next Meeting: Monday, September 9th at 9am via ZOOM

Chair Medeiros announced the next meeting date (09.09.2024) and thanked everyone for their time and participation on the Presidential Search Committee.

8. Adjournment

Chair Medeiros asked if there were any remaining questions or thoughts.

Hearing none, the presidential search committee meeting was adjourned at 12:40 p.m.