

BRISTOL COMMUNITY COLLEGE
PRESIDENTIAL SEARCH COMMITTEE
MEETING MINUTES

Monday, September 9, 2024
9:00 – 11:00 AM ET
Virtual Meeting via Zoom



I. Call the Meeting to Order (Open Session *begins*)

Search Committee Chair Medeiros called the meeting to order at 9:02 a.m.

II. Chair's Remarks

a. Remote Roll Call Attendance & Votes – Lucinda Poudrier-Aaronson

Chair Medeiros asked Committee Liaison Poudrier-Aaronson to proceed with remote meeting roll call attendance and instruction.

"Good Morning Presidential Search Committee members. As members of the Search Committee will be participating remotely, all votes taken will be by Roll Call Vote.

I would like to remind all present that this meeting is being conducted in Open Session with public access. Besides members of the Search Committee, there may be members of the President's Leadership Team and others present who may be called upon for additional information. Also, in attendance may be members of the general public who will remain silent during the meeting.

I will take attendance by Roll Call and then will hand the meeting over to Chair, Joan Medeiros."

Committee Liaison Poudrier-Aaronson proceeded to take roll call attendance.

2024 Presidential Search Committee

COMMITTEE MEMBER NAME		ATTENDANCE	
		YES	NO
Debra	Anderson	✓	
Paul	Burke	✓	
Stefanie	Deprey	✓	
William	Duffy	✓	
Emmanuel	Echevarria	✓	
Michael	Geary	✓	

Melanie	Johnson	✓	
Silvia	Jones	✓	
Jeff	Karam	✓	
Todd	McGhee	✓	
Joan	Medeiros	✓	
Richard	Riccardi	✓	
Frank	Sousa III	✓	
Judi	Urquhart	✓	
Lucinda	Poudrier-Aaronson	✓	

Others Present: Donna Cramer and Tatiana Oberkoetter, Issacson, Miller

b. Confidentiality

Chair Medeiros reminded committee members about the need for confidentiality, stating the need to protect the candidate's confidence at this stage of the search process. She shared this protection is essential as many candidates for the presidential position may agree to be considered only if they can be assured that their candidacy will remain confidential until they reach the final stages of the search process.

c. Search Process Updates

Chair Medeiros reminded the search committee that they serve in an advisory capacity to the Board of Trustees, which has statutory authority to appoint the next president of the college. She stated the search committee will review and interview candidates for the presidency and then recommend to the Board of Trustees an unranked list of no less than three (3) and no more than five (5) qualified candidates to interview on campus later this fall. Chair Medeiros stated the search committee is asked to provide a summary of perceived strengths and challenges of each candidate, but under no circumstances shall the committee rank order the candidates.

Chair Medeiros also reminded the search committee that we are scheduled to meet on Wednesday, October 9, 2024, with Issacson, Miller for their second presentation of candidates. She stated it is at this point in the process that the search committee will select 8-12 semi-finalist candidates to invite for Zoom interviews previously established for Wednesday, Thursday, and Friday, October 23-25, 2024.

Chair Medeiros stated that at that time, the search committee will be asked to make their recommendation to the Board of Trustees for 3-5 finalists to bring to campus and interview in person in mid-November.

She asked if there were any questions regarding the search process or schedule at this time? Hearing none, Chair Medeiros moved on to consideration of the committee's meeting minutes.

III. Consideration of Presidential Search Committee Meeting Minutes for 07.30.2024

Chair Medeiros stated her hope that search committee members have had the opportunity to review the Search Committee Meeting Minutes from our meeting on July 30, 2024. She noted the minutes were posted electronically last week within the search committee's shared file. She asked if there were any questions or items that need to be moved for discussion.

Hearing none, Chair Medeiros sought a motion to approve the meeting minutes from July 30th as presented. Committee Member Burke made a motion to approve the minutes as presented, and the motion was seconded by Committee Member Geary.

Chair Medeiros called for a vote asking for all those in favor? Opposed? She stated the motion was approved.

Committee Member Burke asked about a point of order and inquired with Chair Medeiros if we needed to take vote by roll call as this was a virtual committee meeting. Committee Liaison Poudrier-Aaronson confirmed the point of order and proceeded to take roll call vote related to the motion to approve minutes from July 30, 2024.

2024 Presidential Search Committee

COMMITTEE MEMBER NAME		VOTE	
		YES	NO
Debra	Anderson	✓	
Paul	Burke	✓	
Stefanie	Deprey	✓	
William	Duffy	✓	
Emmanuel	Echevarria	NON-VOTING	
Michael	Geary	✓	
Melanie	Johnson	✓	
Silvia	Jones	✓	
Jeff	Karam	✓	
Todd	McGhee	✓	
Joan	Medeiros	✓	

Richard	Riccardi	✓	
Frank	Sousa III	✓	
Judi	Urquhart	✓	
Lucinda	Poudrier-Aaronson	NON-VOTING	

The motion to approve the search committee meeting minutes from July, 30, 2024, as presented, was approved by unanimous vote.

IV. Move to Executive Session for Issacson, Miller's Presentation of Candidates

At this time, Chair Medeiros announced the recommendation for the Search Committee to enter into an Executive Session pursuant to Massachusetts General Law chapter 30A, section 21(a)(3) for the following purpose: *"To consider or interview applicants for employment or appointment by a preliminary screening committee. It is my determination that deliberation over this matter in an open meeting may have a detrimental effect on obtaining qualified candidates."*

Chair Medeiros asked for a motion to enter Executive Session for this purpose. Committee Member McGhee made a motion to enter Executive Session for the search committee's preliminary screening purpose. The motion was seconded by Committee Member Sousa.

Chair Medeiros asked for any discussion on the motion. Hearing none, Chair Medeiros asked Committee Liaison Poudrier-Aaronson to conduct a roll-call vote on the motion with a simple YES or NO response.

2024 Presidential Search Committee

COMMITTEE MEMBER NAME		VOTE	
		YES	NO
Debra	Anderson	✓	
Paul	Burke	✓	
Stefanie	Deprey	✓	
William	Duffy	✓	
Emmanuel	Echevarria	NON-VOTING	
Michael	Geary	✓	
Melanie	Johnson	✓	
Silvia	Jones	✓	
Jeff	Karam	✓	

Todd	McGhee	✓	
Joan	Medeiros	✓	
Richard	Riccardi	✓	
Frank	Sousa III	✓	
Judi	Urquhart	✓	
Lucinda	Poudrier-Aaronson	NON-VOTING	

The motion to enter Executive Session for the purpose presented, was approved by unanimous vote.

Chair Medeiros announced, *"The Search Committee will now enter executive session."*

Executive Session began at 9:11 a.m.

At the conclusion of Issacson, Miller's first presentation of candidates, Chair Medeiros called for a motion to end the Executive Session and re-enter an Open Meeting. Committee Member Burke made a motion to end the Executive Session and re-enter an Open Meeting. The motion was seconded by Committee Member Geary.

Chair Medeiros asked for any discussion on the motion. Hearing none, Chair Medeiros asked Committee Liaison Poudrier-Aaronson to conduct a roll-call vote on the motion with a simple YES or NO response.

2024 Presidential Search Committee

COMMITTEE MEMBER NAME		VOTE	
		YES	NO
Debra	Anderson	✓	
Paul	Burke	✓	
Stefanie	Deprey	✓	
William	Duffy	✓	
Emmanuel	Echevarria	NON-VOTING	
Michael	Geary	✓	
Melanie	Johnson	✓	
Silvia	Jones	✓	
Jeff	Karam	✓	
Todd	McGhee	✓	

Joan	Medeiros	✓	
Richard	Riccardi	✓	
Frank	Sousa III	✓	
Judi	Urquhart	✓	
Lucinda	Poudrier-Aaronson	NON-VOTING	

The motion to end the Executive Session and return to Open Meeting was approved by unanimous vote.

Chair Medeiros announced, *“The Search Committee will now end the Executive Session and re-enter an Open Meeting.”*

Executive Session ended at 11:04 a.m.

V. Closing Items and Adjournment (Open Session)

Chair Medeiros invited discussion for any final procedural items or questions for search committee consideration.

Hearing none, Chair Medeiros reminded the search committee members that our next search committee meeting is scheduled for Wednesday, October 9, 2024, via Zoom at 3:00 p.m. The Zoom link is included in the Outlook calendar invite which was sent on July 15, 2024.

Chair Medeiros declared the presidential search committee meeting adjourned at 11:05 a.m.

Approved 10.10.2024 LPA