

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

Wednesday, October 9, 2024

3:00 – 5:00 PM ET

Virtual Meeting via Zoom

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

Search Committee Chair Medeiros called the meeting to order at 3:10 p.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 afternoon 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 23; Thursday, October 24; and, Friday, October 25, 2024, with Issacson, Miller, to conduct first round interviews via Zoom with 8-10 semi-finalist candidates. These are the dates previously established by the search committee members in July. She shared that if this allotted time is insufficient for the recommended number of semi-finalists, then we may need to consider additional date(s) to complete semi-finalist interviews and committee deliberation to determine 3-5 finalist candidates.

Chair Medeiros reminded the search committee that they are asked to make their recommendation to the Board of Trustees for 3-5 finalists to bring to campus and interview in person in mid-late 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 09.09.2024

Chair Medeiros stated her hope that search committee members have had the opportunity to review the Search Committee Meeting Minutes from our meeting on September 9, 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 September 9<sup>th</sup> as presented. Committee Member McGhee made a motion to approve the minutes as presented, and the motion was seconded by Committee Member Jones.

Chair Medeiros asked if there was 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.

Committee Liaison Poudrier-Aaronson proceeded to take roll-call vote related to the motion to approve minutes from the September 9, 2024, meeting.

### 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 September 9, 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 Burke made a motion to enter Executive Session for the search committee's preliminary screening purpose. The motion was seconded by Committee Member Karam.

Committee Member Burke raised a point of order. He asked if the committee would be coming back into an open session after the Executive Session's end. Committee Liaison Poudrier-Aaronson stated that was the recommended course of action by the Office of General Counsel. Chair Medeiros shared there was no need to re-enter an open meeting after ending the Executive Session.

Chair Medeiros asked for any additional discussion on the motion. Hearing none, Chair Medeiros asked Committee Liaison Poudrier-Aaronson to conduct a roll-call vote on the motion to enter Executive Session for the search committee's preliminary screening purpose 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 3:16 p.m.

At the conclusion of Issacson, Miller's second presentation of candidates and semi-finalist candidate discussion, Chair Medeiros called for a motion to end the Executive Session. As discussed previously, Committee Member McGhee made a motion to end the Executive Session and adjourn the meeting. The motion was seconded by Committee Member Johnson.

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	<i>This committee member left at 4:40 p.m.</i>	
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 adjourn the meeting was approved by unanimous vote.

#### **V. Closing Items and Adjournment (Open Session)**

Chair Medeiros announced, *“The Search Committee will now end the Executive Session and adjourn the Meeting at 4:54 p.m.”*

**Next Meeting:** Semi-Finalist Interviews: Wednesday – Friday, October 23-25, 2024