

Minutes UICOA Director's Search Committee 3.06.24 **APPROVED 3.13.24**

In attendance: Peter Cook, Bernadette Lyons, Susan Collins, Curt Cetrulo, Beth Kramer

Welcome: full Committee roster

Peter welcomed the new members. At the Board meeting (3.05.24) those who expressed interest were approved to join the Search Committee.

Members: Peter Cook (CH), Chair; Susan Collins (AQ), Paul Manning (AQ), Curt Cetrulo (CH), Beth Kramer (WT), Toni Cohen (WT), Bernadette Lyons (member at large), Michael Colaneri (WT, alternate). Joyce is a non-voting member of the Search Committee)

Discussed voting for those who are not able to attend meetings - The workload is dependent upon the number of applicants received - this will become clearer after the deadline of March 22nd.

Minutes of February 22, 2024. Curt moved, Beth seconded. Peter - Aye; Bernadette - Aye, Susan - Aye, Curt - Aye; Beth - Aye.

Review of draft timeline

Response to question regarding executive session as part of the process. Beth spoke with Jen Rand, WT Town Administrator. Document will be shared with the group regarding this.

Beth will reach out to Committee members to determine availability and refine dates on timeline

Group will meet 3.13.24 at 2 via zoom to review dates.

Discussion of preparations for interviews of candidates;

Referred to the materials that Kathie has shared regarding process including the possibility of an internal candidate.

Discussed whether early applications may be distributed. Beth will reach out to Maria McFarland, WT Personnel Dept Administrator

Preliminary suggested questions for candidates

Beth shared a draft which she will circulate to group as a starting point. These will be shared with the group, including Joyce, for feedback.

Items not anticipated at posting - there were none

Next meeting: Wednesday, March 13th at 2 pm via zoom