

## **Planning and Appointments Committee Meeting Minutes 2016-2017**

### **August 31, 2016**

In attendance: Jean Churchill, Kris Feder, Frank Scalzo, Dean Rebecca Thomas (*ex officio*)

Dean Thomas reported on the outcomes of searches from 2015-2016 and the status of ongoing searches.

The committee discussed making revisions to the call for proposals, the tentative October proposal deadline and the need for committee members to access the PAC tool.

The committee discussed how best to evaluate position requests and determined that it would be necessary to obtain data on existing faculty positions and enrollments, and to identify programs planning searches in 2016-2017.

Respectfully submitted, Frank Scalzo

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### **September 8, 2016**

In attendance: James Romm, Jean Churchill, Kris Feder, Frank Scalzo, Dean Rebecca Thomas (*ex officio*)

Prof. Romm was elected to chair the committee. Prof. Scalzo agreed to serve as secretary.

The committee set the deadline for non-tenure track position proposals as October 24, 2016 and the deadline for new and replacement positions will be March 10, 2017.

Dean Thomas updated the committee on ongoing searches. Search protocols and protocols for campus visits were discussed. Committee members will communicate with past search chairs to determine how effective the search process is and what if any changes should be made.

The committee decided to invite Ariana Stokas and Myra Armstead to discuss best practices for searches to maximize diversity in candidate pools and hiring.

The committee decided to invite Vice-President Brudvig to meet to discuss the recent change in the bond rating of the college and the impact it has for planning and faculty appointments.

Respectfully submitted, Frank Scalzo

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### **September 15, 2016**

In attendance: James Romm, Jean Churchill, Kris Feder, Frank Scalzo, Dean Rebecca Thomas (*ex officio*)

The committee was joined by Ariana Stokas and Myra Armstead to discuss best practices for searches to maximize diversity in candidate pools and hiring.

The discussion illuminated several potential problems and pitfalls in recruitment, interview and hiring processes with respect to inclusiveness. Several suggestions were made to improve the search and hiring process.

Respectfully submitted, Frank Scalzo

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### **September 29, 2016**

In attendance: James Romm, Jean Churchill, Kris Feder, Frank Scalzo, Dean Rebecca Thomas (*ex officio*)

Vice President Jim Brudvig met with the PAC to discuss the change in bond rating of the college. He discussed liquidity concerns and plans for growing the endowment.

Respectfully submitted, Frank Scalzo

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