

SBAC II

Draft minutes for the meeting on July 8, 2014
Hartwell Multipurpose Room

Present: D. Adams, O. Beenhouwer, V. Cannistraro, T. Christenfeld, B. Creel, B. McFall, S. Perlmutter, G. Taylor.
Absent: H. Russell, P. Sugar, K. Bassett.

Meeting called to order at 7:05.

M. Pietrapaolo arrived at 7:15.

I. Interview questions.

The Committee reviewed the interview questions for the finalist interviews, scheduled for July 14 and 15, based on a draft prepared by B. McFall and on comments submitted by S. Perlmutter and P. Sugar.

The Committee discussed whether there can be questions that are specifically tailored or should we stick to general questions that we ask all the applicants. If we did want to tailor specific questions, how and when would we do that, given the short amount of time between the receipt of the proposal and the time of the interviews? The Committee decided to adhere to a list of predetermined questions for all the finalists, but to allow time at the end of each interview for follow-up and clarifying questions from any of the committee members, at the discretion of the moderator.

The Committee discussed whether the questions should include some context, as in the draft under discussion. It also discussed what the appropriate number of questions would be, and whether we should include a question about conflicts of interest. On this last point, the Committee decided that concerns about potential conflicts of interest had been adequately addressed in Appendix 4 of the RFQ submissions.

There were further discussions of how to phrase the one or two questions that would elicit useful information about experience and expertise in community outreach, and about whether to include specific questions about the MSBA. There was a decision not to include MSBA as an interview topic.

The Committee conducted a question-by-question review of McFall draft and reached a consensus on the final wording of the interview questions.

II. Interview and selection procedures

The Committee discussed whether it should review the results of the reference checks before the finalist interviews, and decided not to.

A question was raised about whether we could alter the procedure for negotiating a contract with the top-rated finalist. A clarification was offered that we are following a clearly codified set of legal requirements.

The Committee designated M. Pietrapaolo to be the moderator for the finalist interviews and T. Christenfeld to be the timekeeper, and members were assigned specific questions to ask at all four of the finalist interviews.

The Committee discussed the set-up of the room for the interviews and agreed that we would provide slide projectors or other reasonable AV equipment to any finalist who so requested.

The Committee decided that by the conclusion of the fourth finalist interview on Tuesday evening, every SBAC member should have a 1 through 4 ranking of the finalists, which will help to inform the selection discussion that will immediately follow the final interview.

III. Review of minutes

The Committee reviewed the minutes for the meeting of July 1. Upon a motion of S. Perlmutter, seconded by G. Taylor, the Committee unanimously approved the minutes as presented with two revisions.

IV. Adjournment

Upon a motion of S. Perlmutter, seconded by V. Cannistraro, the Committee unanimously approved a motion to adjourn at 9:10 p.m.

Respectfully submitted,

T. Christenfeld