

To: Colleagues

From: John R. Conners

Date: July 27, 2016

Re: Presidential search process

I am writing to provide some early information about the coming year's search process for the College's next President and to ask your participation in the next step in that process. Cathy Northrop and I have been charged by the Board of Trustees with assisting them in the process, and we have accepted that charge enthusiastically. As Clerk of the Board, Cathy will coordinate all activities of the search committee, maintain communication between the committee and the Board, and manage all of the details of the process. I will be the liaison to the committee, assisting the committee at every stage of the process, fielding inquiries from potential and actual candidates, and helping to coordinate interviews and other major activities of the search process.

Our first step will be to recruit members of the search committee, which is to include four members of the full-time faculty, one adjunct faculty member, three administrators, and three members of the classified staff. For each of these groups, the process will have two steps:

1 – Anyone interested in serving on the committee must contact Cathy by the end of the day on August 26. She will then prepare a ballot of candidates for the committee.

2 – From Monday, August 29 through Friday, September 9, employees may cast ballots for representatives to the committee from their employee group (e.g., classified staff members will vote only for the representatives of the classified staff). I will then provide the results to Liz Burns, Chair of the Board, for her to issue invitations to serve.

For your information, the committee will also include five trustees, two students, one representative of the Foundation Board, and a representative of the SUNY Chancellor. Though details are still being determined, anyone interested should plan on a commitment like the following:

- A schedule of two meetings per month, likely later in the afternoon on campus, from mid-September through most of the Spring 2017 semester.
- Substantial time devoted to review of candidates' files in the Human Resources Office, probably concentrated in February and early March.
- Phone or skype interviews of 60 to 90 minutes with each of approximately twelve candidates, likely from late February through March.
- On-campus interviews with three to four finalists in March and April.

I hope that many of you will consider serving on this committee and that many colleagues not on the committee will nevertheless participate in the process. Our Board of Trustees takes very seriously its responsibility for selecting the next President and is dedicated to having broad

participation from the College community. This is a great opportunity for you to support the Board in this initiative and to play an active role in shaping the College's future. If you should have any questions about this invitation to serve or any other element of the search process, I ask you to contact me; I will be delighted to speak with you.