

A meeting of the Executive Director Search Committee was held at the Rhode Island Higher Education Assistance Authority on Friday, December 5, 2014 at 8:30 a.m., in the McKenna Conference Room of 560 Jefferson Boulevard, Warwick, Rhode Island, at 8:35 a.m.

Committee Members in attendance:

Mr. Robert Delaney, Chair

Ms. Christine Jenkins

Dr. William Crosdale

Ms. Faith LaSalle

Committee Members absent:

None

Also attending:

Ms. Gail Mance-Rios

Mr. Joseph Palumbo, Legal Counsel

Mr. Charles Miller

Ms. Linda Makhoul

Ms. Dana Peterson-Fatuda

1. Mr. Delaney called the meeting to order at 8:35 a.m.

2. Discussion of posting of Interim Executive Director Position: Ms. LaSalle read aloud the legislation of the Transparency Act for all

quasi-public state agencies.

Dr. Croasdale made a motion to have Mr. Delaney serve as the Chair of the Interim Executive Director position.

Voted in favor: Ms. Jenkins, Ms. LaSalle, and Dr. Croasdale.

Voted against: None:

Mr. Delaney stated the purpose of this meeting is to bring the committee together and review job descriptions for an executive director.

Dr. Croasdale stated we would like to see the person have a master's degree. Ms. LaSalle stated she would like to see a person with operations or perhaps business experience. Mr. Palumbo distributed model job descriptions.

After review, Mr. Delaney asked if the committee agrees with the job descriptions distributed and if anyone would like to make edits.

The salary range and job classification was reviewed. Mr. Palumbo stated position title and salary range is typically made by the State. A discussion ensued.

Mr. Delaney stated that RISLA (Rhode Island Student Loan Authority)

has done some analyst of executive director's salaries within education and neighboring states. Ms. LaSalle stated that she would like to look at the research done by RISLA before agreeing on a salary range. Mr. Palumbo stated the salary should be kept the same as the previous director, or we may need to go to the Department of Administration to request changes. The current salary range is \$129,000 - \$143,000.

Mr. Delaney stated that a master's degree or equivalent combination of education and experience will be posted. Preferred qualifications should include the understanding of financial aid background stated Ms. Jenkins. Mr. Miller was asked to set-up a generic email box for all job applications.

Mr. Delaney stated that a meeting with Deb Dawson of the Department of Administration is scheduled on December 12th regarding this position vacancy. Mr. Delaney asked Ms. Makhlouf to follow-up with posting the request to fill and to the Budget Office. Ms. Makhlouf stated completed applications should be due three weeks after posting the vacancy notice.

It was suggested to send the position vacancy notice to: the Providence Journal, the Daily Publication, NEBHE, NASFAA, EdWeekly and the Chronicle.

Dr. Croasdale made a motion to accept the job description presented

by Mr. Palumbo, seconded by Ms. Jenkins.

Voted in favor: Ms. Jenkins, Ms. LaSalle, and Dr. Croasdale.

Voted against: None:

Mr. Palumbo will make the changes to the job description and send it to Ms. Makhoul for posting.

With no further business to come before the Committee, the meeting adjourned at 9:45 a.m.