

**ETHICS COMMITTEE MEETING**  
**May 29, 2014**

**Item 7: Administrator Job Position Update**

The Administrator Subcommittee (Chair Janie Leask, Gary J. Turner, and Joyce Anderson) have been busy preparing the job description, criteria to screen applicants, interview questions, conducting interviews, etc.

Job applications received: 29

All applications have been reviewed and scored on a set of criteria.

Sixteen applicants were selected for Phase I. Out of the sixteen applicants, up to ten will be chosen for Phase 2 which is the phone interview. Phone interviews will be conducted on Friday, May 30, and on Wednesday, June 4 and Thursday, June 5.

The Administrator Subcommittee will review criteria, scores, references, and writing test and pick 3-5 top applicants. In-person interviews will be conducted on Tuesday, June 17, and Wednesday, June 18.

Executive Session Full Committee teleconference meeting on Thursday, June 19 at 1 p.m. to select the top candidate.