

**Meeting Agenda**  
**CMU Presidential Search Committee**  
**February 4, 2021**  
**9 a.m. via Zoom**

- I. Call to Order
- II. Approval of 1/28/21 meeting minutes (attached)
- III. Updates/Announcements
  - A. Advertising postings; search website: <https://www.coloradomesa.edu/presidential-search>
  - B. Email template
    - 1. Instructions for using the template (attached)
    - 2. Draft language (attached)
    - 3. Tracking list of email distribution (attached)
  - C. Candidate inquiries and requests for additional information
  - D. Applicant Tracking System training sessions
    - 1. System training by HR:
      - February 11<sup>th</sup> 4:00 – 5:00
      - February 12<sup>th</sup> 3:00 – 4:00
      - February 16<sup>th</sup> 8:00 – 9:00
      - February 18<sup>th</sup> 8:00 – 9:00 and 12:00 to 1:00
      - 1-on-1 training also available
    - 2. Following are the steps to access the CMU Cornerstone Applicant Tracking System (ATS):
      - a. Click on the following link: <https://coloradomesa.csod.com/>
      - b. Username: xxxx
      - c. Temporary Password: yyyyyy
      - d. Upon initial login with the temporary password, the system will prompt you to change your password
      - e. Going forward, access the ATS link at: <https://coloradomesa.csod.com/>
- IV. Status of incomplete application packets as of 3/1/21
- V. Ratings Instrument
  - A. Weighting worksheet compilation (attached)
  - B. Scoring Worksheet - reminder
    - 1. Return worksheet to Carol by Friday, February 5
    - 2. Draft language for definitions from SC; to be discussed at next meeting
- VI. Upcoming meeting schedule:
  - Wednesday, February 10<sup>th</sup>, 10:30 – noon
  - Wednesday, February 17<sup>th</sup>, 10:30 – noon
  - Monday, February 22<sup>nd</sup>, 10 – 11:30
- VI. Adjournment