

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
June 26, 2012**

MEMBERS PRESENT: President MARK WESTERHOLD; Trustees CAROLYN DANKO, GLORIA HEDDERMAN, JOHN HOUSEL, and RICK LAPLANTE.

MEMBERS ABSENT: Trustees MARTY COE and JIM SESSIONS.

OTHERS PRESENT: Dr. Sean Fox, Vice President for Student Affairs; Mr. Mark Kitchen, Vice President for College Relations; Mr. Kim Mills, Vice President for Administrative Services; Ms. Ronda Peer, Interim Vice President for Academic Affairs; Ms. Shelby Wetzel; Mr. Sheldon Flom; Ms. Jill Anderson; Mr. Bob Becker; Dr. Steve Walker; Ms. Ilene Olson, the *Powell Tribune*; and Ms. Cynthia Cicci, Executive Secretary to the Board of Trustees and Foundation.

CALL TO ORDER: A special meeting of the Northwest College Board of Trustees was held on Tuesday, June 26, 2012, at 3 p.m. in the Formal Meeting Room of the DeWitt Student Center (DSC).

A APPROVE THE AGENDA: Two agenda items were added: Appointment of search committee chair and Presidential qualification discussion. **A motion was made by Trustee Danko and seconded by Trustee LaPlante to approve the agenda as amended. Motion carried.**

A PRESIDENTIAL SEARCH FIRM SELECTION: Human Resources (HR) Director Jill Anderson summarized pertinent information regarding three presidential search firms the Board is considering to assist with the NWC presidential search: Cizek Associates, Inc., Association of Community College Trustees (ACCT), and Gold Hill Associates.

HR Director Anderson received no feedback or comments from the campus community regarding any of the potential presidential search firms. According to Faculty Organization (FO) representative Bob Becker, faculty members prefer not to use ACCT. A discussion followed during which each of the Trustees weighed in on their search firm preference. **A motion was made by Trustee LaPlante and seconded by Trustee Danko to approve the hiring of Gold Hill Associates to assist with the NWC presidential search. Trustee HouseL amended the motion to include at a cost not to exceed \$35,000 excluding travel expenses. Motion carried.**

A HIRING OF TEMPORARY SEARCH COORDINATOR: Gold Hill Associates provides no clerical support and recommends hiring a search coordinator in order to keep the HR Director's time free to participate in the process. Board President Westerhold explained that in the last presidential search, the position's duties included taking meeting notes, coordinating visits, copying files, etc. According to HR Director Anderson, the position would amount to about 20 hours/week. In response to Trustee LaPlante's concern regarding the number of hours requested for the position, HR Director Anderson explained that the search chair will control the number of hours the individual works depending on what is requested of them. Using the compensation banding and equity in the College, the position would be paid \$14.64 per hour totaling approximately \$5,000. **Trustee LaPlante moved to approve the position with the stipulation that HR Director Anderson work**

with the search chair to ensure the position is limited to 300 hours. Trustee Housel seconded the motion. Motion carried.

A EXECUTIVE SESSION:

On a motion by Trustee LaPlante, which was seconded by Trustee Danko, the Board moved into executive session to discuss a personnel issue. Motion carried.

The executive session adjourned and the special meeting resumed.

A SEARCH CHAIR:

Trustee Hedderman moved that Board President Westerhold and Trustee Housel be appointed to co-chair the Presidential Search Committee. Trustee Danko seconded the motion. Motion carried.

**PRESIDENTIAL SEARCH
CORE COMPETENCY
DISCUSSION:**

Using the education competency materials that were distributed to Board members, Trustee LaPlante facilitated an exercise in which Trustees and others in attendance were asked to identify functional and behavioral qualities that they believe the next president must possess. After posting them in the appropriate category, he led a discussion on the results, looking to see if there was a pattern. The results will be tabulated and distributed to everyone. Trustees were asked to go back and review the competencies. According to Trustee LaPlante, all of the core competencies must be met before other qualifications are determined. At the next presidential search discussion, the goal will be to pare down the core competencies to four or five.

A EXECUTIVE SESSION:

A motion was made by Trustee Hedderman and seconded by Trustee Housel to move into executive session to discuss a personnel matter. Motion carried.

The executive session adjourned and the special meeting resumed.

A ADJOURNMENT:

On a motion by Trustee Housel and seconded by Trustee Danko, the special meeting adjourned at 5:36 p.m.