

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING**

**(Presidential Search Committee Meeting)**

**September 19, 2012**

- MEMBERS PRESENT:** President MARK WESTERHOLD; Treasurer RICK LAPLANTE; Trustees CAROLYN DANKO and GLORIA HEDDERMAN.
- MEMBERS ABSENT:** Vice President/Secretary MARTY COE; Trustees JOHN HOUSEL and JIM SESSIONS.
- OTHERS PRESENT:** Other Presidential Search Committee members: BOB BECKER (Transfer Faculty Representative), HOLLY BERRYMAN (Classified Staff Representative), REBECCA DOWNS (Student Senate Representative), DEE HAVIG (Professional Staff Representative), Vice President MARK KITCHEN, BRYAN LEE (NWC Foundation Representative), ANTHONY POLVERE (Career Program Faculty Representative), SHAWN WARNER (Alumni Board Representative), Human Resources (HR) Director JILL ANDERSON *ex-officio*, and NWC Foundation Executive Director SHELBY WETZEL *ex-officio*.
- Others present: Gold Hill Search Consultant PRESTON PULLIAMS and Search Secretary LORILYN BECK.
- CALL TO ORDER:** A special meeting of the Northwest College Board of Trustees was held on Wednesday, September 19, 2012, at 1:00 p.m. in the Trapper Room of the DeWitt Student Center (DSC).
- A APPROVE THE AGENDA:** Appointment of a Student Senate representative to the Presidential Search Committee was added to the agenda. **A motion was made by Trustee Danko and seconded by Trustee Hedderman to approve the agenda as amended. Motion failed for lack of a quorum but was approved when Trustee LaPlante arrived.**
- APPOINTMENT OF STUDENT SENATE REPRESENTATIVE** At the recommendation of Student Affairs, Search Chair Westerhold appointed Rebecca Downs to represent the Student Senate on the Presidential Search Committee.
- OVERVIEW OF SEARCH PROCESS:** HR Director Anderson gave an overview of the search process and reviewed documents in a handbook prepared for Presidential Search Committee members.
- Equal Employment Opportunity (EEO) Statement and Pre-Employment Inquiry Guide
  - Search Committee's charge
  - Confidentiality
  - Documents to be submitted by candidates
  - Official spokesperson(s) for the search
  - The Americans with Disabilities Act (ADA) Guidelines for Search Committees
  - Consistency in treatment of candidates
  - Luncheons/receptions/dinners are part of the interview
  - Suggested ground rules for search committee meetings
  - Timeline
  - Ranking candidates (The Committee decided to use a "yes, no, maybe" format.)
  - Video interviewing process
  - Accessing resumes (Ms. Beck demonstrated the Simplehire procedure.)

Bob Becker, Carolyn Danko, Dee Havig, Gloria Hedderman, Mark Kitchen, and Rick LaPlante agreed to serve on a sub-committee to develop interview questions.

**FINALIZE PRESIDENTIAL PROFILE:**

The Presidential Search Committee made a decision to require an earned doctorate from a regionally accredited institution. "Senior-level leadership experience" was defined as one who reports directly to a president. After discussing and making a few changes, the Committee finalized the presidential profile.

**OPPORTUNITIES/ CHALLENGES:**

The Committee discussed the list of "Opportunities and Challenges" that resulted from Board and constituent group meetings. A few changes were made after which the Committee accepted the list of "Opportunities and Challenges" pending College Council's approval of the *2012-2017 Strategic Plan*.

**GENERAL INFORMATION:**

Presidential Search Committee members reviewed and made some changes to the General Information that will appear on the Website and in the brochure. The Committee thanked Vice President Kitchen for his work on updating and obtaining facts of our area.

**GOLD HILL PRESIDENT PRESTON PULLIAMS:**

Dr. Pulliams provided background information on Gold Hill and explained his role. Gold Hill is a small firm and may conduct only five or six searches a year. He emphasized the importance of the Committee's participation in the process. Thus far, the search has been very well organized, which will be apparent and attractive to candidates. Gold Hill works for NWC and Dr. Pulliams will share whatever he learns; there will be no secrets. Personal recruitment yields the most successful candidates, which is what Gold Hill does. The company will match candidates with the qualities NWC is looking for because a good fit for the position is essential. Dr. Pulliams will serve as an advisor and make suggestions, but the Presidential Search Committee will make the final decision. He will be back to help with the semi-finalist selection. Gold Hill will continue to work with the College until a successful candidate is identified or the firm will not accept a fee.

Dr. Pulliams will provide a list of places to send the brochure, but the best recruitment is with individuals who may not even be thinking of leaving their jobs at this time. Gold Hill has the network to access this type of candidate.

In preparation for his next meeting, Dr. Pulliams requested that Committee members read and be prepared to discuss each of the applications.

**A ADJOURNMENT:**

**On a motion by Trustee LaPlante and seconded by Trustee Hedderman, the special meeting adjourned at 4:30 p.m.**