Members Present: Mr. Art Blauvelt, Ms. Rebecca Chaffee, Ms. Denise Portmann

Members Absent: Dr. Harry Carthum, Ms. Fawn Sharp

Others: Ms. Kristy Anderson, Dr. Ed Brewster, Ms. Laurie Clary, Ms. Jane Goldberg, Mr. Jason Hoseney, Ms. Cindy Hough, Mr. Darin Jones, Mr. Justin Kjolseth, Ms. Barbara McCullough, Mr. Keith Penner, Ms. Gina Topp, Ms. Gail Winkelmann, Ms. Sandy Zelasko

1. Call to Order
   Ms. Portmann called the meeting to order.

2. Agenda changes
   Dr. Brewster asked to add agenda items to discuss the following: a change of date for the September Board meeting, an MOU between the College and the GHC Federation of Teachers, and announcement of a new TRiO grant.

3. Approval of Minutes
   It was moved and seconded to approve the June 16, 2015 Board minutes. Motion carried.

4. Public Comments
   None

5. Vice President for Administrative Services (Ms. Barbara McCullough)
   a. Quarterly Budget Status for March 31, 2015 - The budget status report was included in backup materials received prior to the meeting. Ms. McCullough reviewed the following budgets:
      1) State General Fund by Program
      2) State General Fund by object
      3) Multi-Year Comparison of Tuition Collected
      4) Cash Position Analysis

      Ms. McCullough noted that we are on target with prior years. The year-end financial budget analysis reports for June 30, 2015 will be presented at the September Board meeting.

   b. Approval of Exempt Salary Rates with 3% COLA – Ms. McCullough reviewed the revised exempt salary rates for FY 1516. They include the 3% cost of living rates approved by the Legislature in the 2015-17 budget. It was moved and seconded to approve the revised exempt salary rate schedule for FY 1516. Motion carried.

      Dr. Brewster reported we have a Memorandum of Understanding between the college and the GHC Federation of Teachers to approve a 3% increase for full-time and part-time faculty; a 3% adjustment to ancillary salary schedule rates A, F, and G; move faculty to earned STEP and PIU increments; and pay all earned stipends. Dr. Brewster noted that this is the first time the legislature has approved payment of increments out of college funds. It was moved and seconded to authorize the Board chair to sign the proposed Memorandum of Understanding. Motion carried.
Dr. Brewster announced that the college just received word we are the recipient of an additional TRiO grant that will enable us to expand the TRiO program to work with one hundred and twenty students in the health sciences program. Mr. Hoseney noted that we are the only college in Washington to receive this grant.

Dr. Brewster reported he needs to attend the State Board meeting in eastern Washington on the scheduled September 16th Board meeting date. After discussion, it was decided Ms. Zelasko will poll Board members to determine which September dates they would be available to meet.

6. Presidential Search Process (Ms. Cindy Hough)
Dr. Brewster introduced Ms. Hough who led a discussion with how to move forward with the presidential search. Highlights of her presentation included:
• The pros and cons of hiring a search consultant.
• Steps necessary to prepare for the search.
• Engaging the college faculty and staff and the community in the search.
• Establishing a presidential search committee.
• Being transparent with the process.
• Committee forwards recommendations to the Board.
• The Board reviews the final candidates and decides who to interview.
• Hold open forums for candidates.
• The committee is dissolved and trustees take over the process and make the final decision.
• The interview process will probably begin in March, 2016, and the new president named in April.
• Board needs to be mindful of the Open Public Meeting laws.
• It is imperative that all Board members participate in the interviews.

A copy of Ms. Hough’s outline is attached to the minutes.

7. Discussion of Next Steps in Process and any Actions Needed
Ms. Chaffee, Mr. Blauvelt and Ms. Portmann decided to move ahead with an RFP for a search consultant. It was moved and seconded to appoint Ms. Portmann, Mr. Darin Jones and Dr. Brewster to finalize the RFP and issue it for solicitations. The response date for the RFP will be one month from the date of publication. Motion carried.

It was moved and seconded to convene the Board within two weeks of receipt of the proposals to review them and make a decision on whether or not to invite the finalists for the search consultant for a face-to-face interview before deciding on the award of the contract. Motion carried.

Dr. Brewster noted it may be necessary to hold special meetings of the Board to maintain the recommended timeline.

8. Executive Session
None
9. Action Items as a Result of Executive Session
   None

10. Adjournment
    The meeting was adjourned at 3:43 p.m.

__________________________   ______________________________
Edward J. Brewster, Secretary              Rebecca Chaffee, Chair
Grays Harbor Presidential Search Meeting Outline

Opening/introductions
   My background & caveat

Change causes angst – you can calm it – or stir it up

When the faculty return in September, meet them with:
   • Search firm (or not)
   • Timeline
   • Process
   • Assure Information flow
   • Trustees own the final decision – stress open to input, but decision rests with you

Search consultant? (Pros and Cons)
   • Search Firm;  No search firm;  Hire part-time employee to manage the search
   • Cons to Search Consultant:
     o Viewed as too expensive
     o Unfamiliar with college
     o Unethical consultant—placement agency rather than search
   • Pros to Search Consultant:
     o Professional experience – avoid mistakes
     o Assistance in developing qualifications, profile, and ads (help you with the process – not the result)
     o Recruitment and background checks
     o Neutral participant – “referee”
   • Staffing:
     o With a Search consultant, designate staff person for clerical details; and Trustee for policy/process matters
     o With no Search consultant will need clerical staff PLUS at least a half time search process manager. (Not HR) Best with experience.

Trustees have to be seeking the same person
   • Board retreats; college forums, public forums (elaborate)
   • Study the mission, vision, Core Themes, Strategic plan
   • Know where the college is today and where it needs to go tomorrow
   • Trustees need to be looking for the person with the same qualifications (change agent vs cautious)
Make the Most of this Search -- Good Opportunity
Take advantage of this time -- Positive opportunity for college Market the college
- Engage the community in thinking about their college
- Bring the college “family” together
- Constant communication

Steps to Take to Prepare for the Search:
- Who will conduct the search?
- Select the lead Trustee (or co-chairs)
- Designate lead staff person
- Establish Presidential Search Committee structure/ Constituency Groups: who/how many/selection
  - Who from the community/who selects?
  - Who from the Foundation/who selects?
  - Who from administration/who selects?
  - Who from the faculty? Selected by the union? Faculty senate? Criteria?
  - Who from the classified? Who selects?
  - Students – Government? Athletics? Other groups?
- Have staff start designing the Presidential search website
- Forums – facilitated or not?
  - At least one community–come one, come all? Invitation only? Combo?
  - At least one campus-wide
  - In person AND? Electronic survey?
  - Who collects and organizes the input?
- Trustees meet to review input and develop the profile plus salary range and contract language
- When thinking of the characteristics – think beyond the technical skills and include “soft skills” or Emotional Intelligence. Include value systems.
- In addition to the profile – what should be addressed in the cover letter, maximum length?
  - Paper filing? Electronic only? Addressed to whom?
- In addition to cover letter and resume, references? Affidavit. Release.

Announce the Presidential Search Advisory Committee, the search plan and timeline – Process is as important as the final decision

First Meeting with the Search Committee
- Emphasize ADVISORY Committee! Trustees seek input – but own decision
- Emphasize Confidentiality, Confidentiality, Confidentiality! (Sign contract)
- Discuss profile and desired characteristics with them
- Set Timeline – how many times will they meet and when
Release your job announcement and place your ads
- To whom is the application addressed?
- How will the applications be stored? SECURED
- Who will send out the confirmation of receipt?
- Who will be designated to answer questions from prospective applicants?
- Who will screen for minimum qualifications?

Search committee selects (10?) semi-finalists
- Committee members review application packets – how? Where? Time frame?
- Semi-finalists contacted
- Given additional questions to answer (six to ten)
- Those not selected need to be notified – phone or letter? By whom?
- Initial background check done on the semi-finalists

Search Committee meets for last time
- Reviews responses to questions
- Narrows field to four or five
- Sends recommendations to the Board
- Trustees thank the Committee members and committee is dissolved

Trustees take over
- Trustees review final candidates (can also review non-finalists)
- Trustees decide which of the recommended (or all) candidates to interview
- Finalists notified – confirm their continued interest – told reference checks will begin and legal checks
- Non-finalists are notified – who whom and how?

Interview Process
- Remember, Candidate is interviewing the college and you as you interview the candidate
- Full date process – if not two days
- Multiple interviews
  - Cabinet
  - Foundation and community leads
  - Open forum
  - Trustees
- Tour of campus – tour of Aberdeen/Hoquiam
- Campus visitations?
Legal Deliberation

- How will you receive feedback from the interviews/forums?
- Open public meeting laws need to be observed
- In exec session – may discuss but not vote
- SPSCC story – ask for confidentiality from Audience
- Renton story
- Public records laws
- Vote in public – Disagree in private, be unanimous in public

Dick Wadley’s 14 Points

Pitfalls

Closing the deal – keep your AAG close

- Clark and Bates Stories
- DON’T SETTLE – “Failed search” is better than a bad hire

Now your job begins

- The success or failure of your new president is largely up to how you help in the first year

Dick Wadley’s experience at SPSCC – 14 Points

David Stolier’s legal aspects to consider

Open meetings laws; public records; salary contracts

Closing the “deal” is important – keep your experts around you!

Typical mistakes

- Confidentiality; Give Candidates an opportunity to interview the college;
- Unanimous vote

Don’t “settle” – Better decision to call it a “failed search” than to make a bad hire

Q & A