

Wednesday September 19, 2018
Lake Havasu Campus, Room #508
3:00 p.m. to 5:00 p.m.

(Action Items are in **bold print**)

I. Call to Order (Phyllis Smith, President) 3:08 pm

II. Pledge of Allegiance

III. Roll Call (Smith)

Bare	Present
McAlpine	Present
Miller	Present
Selberg	Present
Smith	Present

Also present: Chief Human Resources Officer Jennifer Dixon, Director of Marketing and Public Information James Jarman and recorder Amy Curley.

IV. Audience of Any Citizen (Smith)

There were no citizens in attendance wishing to address the Board.

V. Time Line (Smith)

President of Board Phyllis Smith led a discussion to develop a feasible timeline. Secretary of the Board Julie Bare had submitted for review a "Draft of Possible Search Process" based on the anticipated departure date of the current President. District #4 member Susan McAlpine requested clarifying points regarding the proposed timeline, specifically the "No more than 24-hour grace period (NOT business day) before next step proceeds" and "HR Dixon will collect each GBM rubric, collate, and select 6-10 for GB full review". Dr. Bare stated that the 24 hour grace period was *after* the deadline of the 15 day review period and that Ms. Dixon would only be responsible for tabulating the data provided on the submitted rubric, then returning the top 6-10 candidates based on that data. Ms. Dixon stated that rubrics would provide defensible documentation for any unfair hiring practices claims.

Dr. Bare stated that she felt the Board members should constitute the selection committee. All stakeholders will have opportunities throughout the process to provide input to the selection committee.

After further discussion, it was evident that Board members did not want to compress the timeline but rather extend it to allow sufficient time for community input and to avoid scheduling conflicts between Thanksgiving and New Year's. Discussion led to favoring a hiring timeline based on the academic year, with July 1, 2019 as the preferred start date.

Broadly, the timeline would comprise of:

September 24, 2018	Job Announcement placed in applicable websites and publications for applicant consumption with recommended materials submission, opening and closing dates.
09/24/18 through 10/31/18	Survey open for community input *Survey responses will be sent to Board members weekly for review until closed.
October 12, 2018	Special Board Meeting to formalize interim decision and review preliminary Presidential Profile/Job Description. <i>*Special Board Meetings will held immediately following regular meetings</i>
November 9, 2019	Special Board Meeting for discussion of survey responses and to finalize the Presidential Profile/Job Description.
November 12, 2018 January 31, 2019	Application submission period opens Application submission period closes
February/March 2019*	All qualified applicants review begins Governing Board Rubrics Due Semi-finalist (6-10) tabulated Governing Board Review of semi-finalists (Executive Session) Further background, reference checks Finalists (3-4) selected (Executive Session)
April 2019*	Finalists (3-4) on-site interviews, Meet & Greet
Late April/May 2019*	Final Decision (1) (Executive Session) Offer, Negotiation with selected finalist Announce New President
May/June 2019*	New President Starts

*Specific dates to be determined as the search progresses.

Individual members supported hiring an interim CEO to span the period between the current President's departure and the start of a new President.

Ms. Smith led a discussion on hiring an interim CEO. Ms. Dixon stated that it was within the Board's purview to appoint an interim. Three options were considered:

1. Utilizing a firm that provides interim CEO's
2. Asking a current administrator to act as interim
3. Asking a known entity, but not current employee, to act as interim, utilizing local resources

The preferred option was to investigate the possibility of asking a qualified person, familiar with the institution and local community but not interested in the full-time position, to act as interim. Members agreed to finalize the decision at special meeting that would follow the October 12, 2018 regular meeting as outlined above. Ms. Dixon will research candidates that fit the profile.

VI. Composition of Community Advisory Selection Committee (Smith)

Ms. Smith led a discussion regarding community input into the selection process. Several members recommended utilizing an online survey to gather input from constituents. From an organizational standpoint, this would eliminate the need for scheduling listening sessions in each community and potentially excluding constituents that could not attend in person. It would also provide written documentation of constituent's feedback for reference. Those without access to the internet would be able to submit their comments by mail or could utilize the Audience of Any Citizen section of any regular or special meeting. The other members supported this model.

An extended discussion occurred about what questions should be asked in such a survey. The discussion included using questions such as "What qualities would you like to see in the next MCC president?" and "Where would you like to see MCC in the future?" Dr. Selberg stressed that the questions should be tailored to the current strategic plan and College mission. After brainstorming numerous suggestions, it was determined to utilize the presidential evaluation instrument as a template to develop a series of questions. Ms. Smith expressed her desire for some of the questions to be tailored specifically for student feedback. Ms. Dixon and Mr. Jarman will work together to build the survey and present the individual members with a draft for their comments and further feedback. The anticipated launch date would be Friday September 21, 2018 and it would run until October 31, 2018. Mr. Jarman will be responsible for prominently promoting the survey to the community using various traditional media and social media platforms.

The survey will be located on the newly created "Presidential Search Information" webpage that the College has already started to develop and Mr. Jarman revealed to the Board.

VII. Job Announcement and Job Description (Smith)(Attachment)

Job Announcement: a basic announcement shall be placed in applicable websites and publications for applicant consumption with recommended materials submission, opening and closing dates. Having finalized the initial timeline and materials, the job announcement will start being placed on September 24, 2018.

Job Description: Also called a "Presidential Profile" considers current qualifiers; employment / compensation package, desired level of performance and estimate of the overall time investment that falls on the position. All aspects of employment performance will require focus on the Strategic Plan narrative. Utilization of the Annual Presidential Evaluation will be essential. A succinct job description with a competitive compensation offering is the result.

Having extended the timeline, it was agreed that work on developing and finalizing the "job description/presidential profile" could progress in collaboration with Ms. Dixon in such a manner as to be completed by the time the application process opens. Suggestions to incorporate included: "Challenges and Opportunities", "Pride Points", emphasize the rural nature of county, diverse constituencies, level of expectations. Resources available to utilize in development: executive summary of the strategic plan, HLC self-study, CAFR (Comprehensive Annual Financial Report). Ms. Dixon will develop a first draft for the members review and feedback.

Application package to include request for: 3-5 page letter of interest expressing how the candidate would accomplish the expectations set forth in the job description, vitae, letters of reference, transcripts, background check waiver.

Dr. Selberg stated that she would like a writing sample to be included. Possible format would be providing three prompts to choose from and no more than 2 pages. Ms. McAlpine submitted a list of potential prompts from Western Governors University to Ms. Dixon for possible inclusion.

Ms. Dixon led a brief discussion regarding minimum qualifications, specifically educational attainment. After discussion, members agreed to "Doctorate preferred, Masters considered"

VIII. National/Local Search Options (Smith)

Ms. Smith led a discussion on the usage of potential executive search organization(s) and scope of investment. The budget does contain a line for an "Executive Level Search" in an amount adequate to cover the expenses of travel, meetings, etc. Contingency funds could be available to cover the expense of a search firm. A minimum figure to hire a firm would be likely be around 25,000. No members supported using an executive search firm.

IX. Search Protocol

Once the process begins, all search/hiring discussion are confidential. Candidates are not to be discussed outside executive session. No contact between candidates and Board members is allowed. All candidates will be processed through HR up until the semi-finalist stage.

X. Adjournment (Smith)

Ms. Smith thanked everyone for coming. Dr. Bare acknowledged Ms. Smith for the extensive succession planning workshops she organized last year which laid the groundwork for the Board to move forward so swiftly today. Ms. McAlpine thanked the other members for sharing their experience and knowledge.