MINUTES

1. CALL TO ORDER

The meeting was called to order at 7:08 a.m. by Board Chair, Trustee Cathy McAbee. A quorum was established. Trustee McAbee led the flag salute.

2. COMMUNICATION

A. Comments from the Audience

There were no comments from the audience.

3. TRUSTEES

A. President Search Process

1. Human Resource Director, Lesley Hogan led the trustees through a presentation that identified the pros and cons for using an external search consultant versus an internal executive search. The presentation included an example of the makeup for the search committee, as well as the role and charge of the committee.

   **External Search Consultant versus Internal Executive Search**

   Trustee discussion included various opinions about the use of a consultant, the RFP (Request for Proposal) timeline, and the cost involved. Additional discussion related to identifying strategic materials and job profile/description. Reference was made to the materials shared from the AACC Convention regarding the priorities of an executive search, and to colleges that have used consultants in their search process and those who have not. Even with the use of a consultant, some colleges ended up with failed searches. Both options can also result in successful placement of a qualified president, depending on the depth and breadth of the candidate pool. An external search firm can add value in the national search, but the amount of work on the college is there regardless of the use of a search firm or not. RTC has positioned itself as a leader, which should bring interest in the opportunity. The board will define, guide and set the tone of the search process; requesting that President Hanson, be an integral part of the process. The process needs to be transparent, broad, and deliberate; supporting equity, diversity and equal opportunity.

   **Search Committee**

   Trustees would like to see that campus constituents participate in forums that allow them to provide their insights. An email account can also be established to allow input on the search from both internal and external community. Search committee meetings are public meetings and subject to the Open Public Meetings Act.
Role of the Search Committee

The role/charge of the committee was read aloud by Board Chair McAbee. Discussion included using the title of search committee versus hiring committee. The Board is the hiring authority, Role clarity is valuable in the organization; the hiring authority belongs to the board and the search committee’s charge is to refer the best candidates to the board. A modification was requested to the third bullet:

- Act in the best interest of the entire college in selecting candidates who best meet the needs of diverse and varying student populations; for presentation to the board for consideration.

The Board also requested to include a signature line for the search committee member to attest their commitment to the role/charge of the committee.

The makeup of the search committee includes one Board member; Trustee Palmer expressed her willingness to serve on the committee. Board Chair McAbee appointed Trustee Palmer as the Ex-officio Board member to serve on the search committee.

Following discussion about next steps, a Board Study Session was scheduled for June 2, 2014 at 5:30 p.m. Discussion to include the timeline, presidential profile/job description, attributes and qualifications. The trustees asked that they be sent copies of the College Mission/Vision/Values statement, Core Themes, and samples of president profiles/job descriptions from other colleges.

4. EXECUTIVE SESSION

No executive session was held.

5. ACTION

Trustee Page introduced a motion to proceed with an internally driven search. Trustee Unti seconded and the motion carried.

Trustee Page introduced a motion to adopt the search committee structure as recommended in Ms. Hogan’s sample. Trustee SenGupta seconded and the motion carried.

Trustee Page moved to adopt the Search Committee role/charge as amended. Trustee Palmer seconded and the motion carried.

6. MEETINGS

A. The next scheduled special meeting of the Board of Trustees will be held on June 2, 2014.
B. The next scheduled regular meeting of the Board of Trustees will be held on June 17, 2014.
7. ADJOURNMENT

It was moved by Trustee McAbee to adjourn the Board of Trustees’ meeting at 9:20 a.m. Motion carried.

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CATHY MCABEE, Chair                STEVEN J. HANSON, President
Board of Trustees                    Board of Trustees