


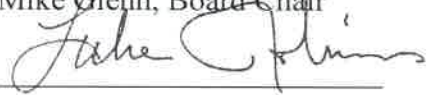
COMMUNITY COLLEGE DISTRICT 1
PENINSULA COLLEGE SPECIAL MEETING OF THE BOARD OF TRUSTEES
August 17, 2021, 1:00 p.m.
HYBRID Meeting (zoom and in person, #J47)

CALL TO ORDER	Mike Glenn called the meeting of the Board of Trustees of Peninsula College to order at 1:05 p.m. Trustees present included Julie McCulloch, Mike Maxwell, and Dwayne Johnson. Also attending were President Luke Robins (who excused himself from the meeting shortly after the call to order), and Krista Francis, Director, Human Resources.
And	
DETERMINATION OF QUORUM	There was no modification to the agenda.
MODIFICATION OF AGENDA	Approval of Minutes will take place at the October 12 Board of Trustees Meeting.
APPROVAL OF MINUTES	There were no introductions.
INTRODUCTIONS	The primary purpose of the Special Meeting of the Board of Directors was to perform a group interview of the three search firm candidates for the presidential search. Please refer to attachment for a transcript of the interviews.
PRESENTATIONS	There were no items of correspondence.
CORRESPONDENCE	There were no public comments.
PUBLIC FORUM	There were no standing reports.
STANDING REPORTS	There was no report by Dr. Robins.
PRESIDENT'S REPORT	There were no Board reports.
BOARD REPORTS	There were no items for Board Study.
ITEMS FOR BOARD STUDY	
ITEMS FOR BOARD ACTION	<u>Search Firm Interviews.</u> The primary purpose of the Special Meeting of the Board of Directors was to perform a group interview of the three search firm consultant candidates for the presidential search. Please refer to attachment for a transcript of the interviews. Following the interviews and related discussions, Trustee Maxwell made a motion to accept the successful consultant proposal, ACCT, and if no significant changes to the terms in the RFP, authorize signature by the Board Chair. Julie McCulloch seconded the motion. All in favor. <u>Search Committee.</u> Krista Francis provided trustees with suggested constituency group representatives (see attached). In addition to those representatives listed, the following will be added: Alumni/Community Supporter; Equity, Diversity, and Inclusion Committee Representative. Krista volunteered to be Ex officio, Campus Liaison. Mike Maxwell made a motion to convene the search committee with suggested changes. Dwayne Johnson seconded the motion. All in favor.
ADJOURNMENT	There being no further business, Mike Maxwell moved to adjourn the meeting of the Board of Trustees. Dwayne Johnson seconded, and the meeting adjourned at 3:30 p.m.



Mike Glenn, Board Chair

October 12, 2021
Date



Luke Robins, President

October 12, 2021
Date

NOTES FROM SEARCH FIRM INTERVIEW CANDIDATE INTERVIEWS

Jill Wakefield and Julie Golder -ACCT

Introductions by Board and the representatives from ACCT

Julie Golder shared a draft Presidential Search timeline. Starting in November, with a target date for receipt of applications in Feb. 1, 2020. The team would be placing confidential outreach calls to potential candidates.

Search committee reviews applications in Early Feb

Early March- search committee does interviews with semi finalists, submits 3-5 candidates to board for final consideration

Suggests that PC has search information on website

Experience with Rural colleges- how is the approach different?

ACCT serves both large and small institutions. It is important that the Presidential Profile captures the essence of our college and who we are looking for. They have worked with small such as a Roanoke Community College (500 students). They rely on the college community for their expertise.

How do you access the candidates for fit?

The best indicator of future success is past success. It is important to get a good diverse group should be selected for the search committee. 12-15 people works well. Jill Wakefield though that the boards suggestions looks good. They recommend that at board member chair the committee and that we may want to consider having 2 board members on the committee. Jill works closely with the chair of the search committee. Communications to the community. The ACCT is available to talk with the committee or public. The process is transparent but the candidates names are confidential.

What do unsuccessful searches/candidates think of ACCT?

They maintain relationships, treat with respect, provide support.

When the potential candidates are presenting to the search committee, how many are typically on it? The committee often asks ACCT to group the candidates and they chose to interview 8-10 and forward 3-5 to the board.

Mike Glenn asks Jill – what are traits of a leader that she finds uniquely important to PC?

PC has a great reputation, BAS degree, known for working with the community, student success and guided pathways.

She would look for: Commitment to student success, how to serve the community, someone that understands the challenges and opportunities of our community, diversity. Importance of onboarding and to be clear of the expectations of the new President. Set the stage for success throughout the search process. The onboarding guide is on the ACCT website.

Conversation ended with ACCT on 1:36

1:40 pm Shawn Hartman, Gwen Joseph, Stacey Foster- Academic Searches

Introductions

More detail of the timeline?

The timeline in the proposal was very general. Once they are engaged in the search they will spend a month doing “pre-search” getting to know the college and the people. They will look at the academic calendar and work with the Board Meetings. Help guide though semifinalist process, they will be talking to people, advertising widely. Close the

search in the spring with a new President on board in July. Once they get to the public part, they want an efficient and effective closure to the search.

How is the approach different for a rural college?

Stacey- just finished 3 searches for the U of Alaska. It is a big city in AK but still very rural, did a search in Spokane and Walla Walla CC and Columbia Basin.

Gwen- Coordinating search for 3 rural and served as an interim President at a rural college. Rural environments are relationship orientated. They come in trying to understand the environment and their particular needs.

What is your approach to assessing the “fit” for the candidates?

Their goal is to match the college’s needs with the attributes of the candidates, to ensure it is a good fit. What does the search committee mean but fit, make sure everyone is on the same page. Does not want the word “fit” to eliminate people from the search. How do we open the search process to make sure that we get the best candidate.

What is Academic Search’s approach to communication?

They value honest and open communications. Regular communications, meetings with the search committee, they will be here for us and developing trust is very important. They will community with the board and will ask for a liaison for communications with the campus and community.

It is better to over communication then to let people’s imaginations run wild. They do understand that WA is a open public meetings state. They understand what needs to be public and what can be done in an executive session.

What would an unsuccessful candidate say of Academic Search?

They are mission driven. They are owned by a non profit. They spend time with the candidates. They view their job as building the relationships with the candidates and are working hard to find the right person for the right position. Confidentiality is important.

How many candidates are brought to the Board?

It depends on the committee and the board. Some committees want to see all candidates. They can qualify the pool. The top candidates will be vetted. The search needs to be transparent and to show that due diligence has been done.

What are your thoughts on the boards committee suggestion?

They think it is fine, Presidential searches often have larger committees. The people on the committee will be the advocates for the President coming in. The key to work with a big groups is to make sure they understand the roles.

How do we want to do meetings? Mike M- likes in person better, but understands that it is not always practical or safe because of Covid.

Meeting with Academic Search ended at 2:13pm

2:20pm Dana Cohick, David Soltz, Kira Heath- RPA

Introductions

David Stoltz- would be our consultant if selected. over 40 years in public education, is currently in Ellensburg

More detail on the timeline?

They provided a detailed timeline.

Prep Sept- Oct, listening session (on and off campus), search committee orientation, survey, creation of an add and perspectives

Nov- January- Recruitment – placing the add in many places. Pool their database and do a national outreach, do targeted outreach

Jan- March- Search Committee candidate evaluations/interviews

March-April appointment

How is the approach different for a rural college?

RPA serves all segments of education. Done work with 88 Community Colleges. Central Lakes CC, Harford CC in Maryland, CC system in New Hampshire. They approach ever search differently, there are different opportunities/challenges at each college. It is important when recruiting that you capture the essence of the institution. Most of their work is on the east coast but they have worked with 43 states. David Stoltz has worked closely with community college.

What is your approach to assessing the “fit” for the candidates?

They do video interviews with the potential candidates. Part of the prep is to learn as much as possible about the college to match the interests of the candidates.

What would an unsuccessful candidate say of RPA?

They would describe their experience as open and informative. It prepares them for ultimate success down the line. They see frequent follow-ups from candidates asking for feedback.

What is your approach to communication?

Open and transparent communication is the key to a successful search. It is also important to maintain confidentiality of the candidates. Keeping everyone informed at the level needed. Work with marketing/communications to create a webpage for the general information. Listening sessions and feedback surveys so everyone’s voice can be heard.

What do you think of our search committee suggestion?

They thought the composition looked good, adding an alumni might be a good idea. It is common to have a large committee, it is good to have representation from lots of areas. Everyone needs to be heard so the meetings may be long. They work hard to build a team and to build trust.

Any questions for the Board?

Broad view of what PC is looking for? Someone who understands our community, its needs and challenges. Finding a way to help the workforce needs in our community. We have 3 communities, Forks, PT and Port Angeles. The person needs to be a good listener. Important for the new President to be savvy to build on what is going right, active engagement. There is a lot going right here and a big part is relationships. Position the college for the future, get through the circumstances of Covid and get better. What is our Enrollment like? Are we going back to face to face? We elected to be a vaccinated campus, and are working to go back to in person. Our enrollment has been declining, it is and has been a major issue on our plates.

**PRESIDENTIAL SEARCH COMMITTEE CONSTITUENCY GROUP
REPRESENTATIVES**

As presented to the Board of Trustees at the Meeting

Constituency Group		Number of Representatives
Trustees	2	
Students	2	1 student government, 1 at-large
Classified Employee	2	1 union leader, 1 at-large
Exempt/Admin Professional	2	2 at-large
Foundation Board	1	
Faculty	2	1 union leader, 1 at-large
Community Supporter	1	Recruited by the Board, possible alumni
Local Business Representative	1	Recruited by the Board, possible alumni
Ex-officio / Campus Liaison	1	HR liaison between campus/committee/search/consultant/Board
Total	14	