

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held a Special Board Meeting September 11, 2019, at 9:00 a.m. in the ATEC Hardin Community room in Building 1800 on the Big Bend Community College campus.

### Call to Order

Present: Anna Franz  
Jon Lane  
Stephen McFadden  
Juanita Richards  
Thomas Stredwick

### 1. Negotiated Agreement

VP Kim Garza provided highlights of the negotiated agreement process and final product. She said the most significant change was the increase to the base salary for faculty members. BBCC has been in the fourth quartile (lowest) regarding faculty salary levels in the state. Increasing the salary base from \$48,224 to \$55,000 (14.05% increase offset by a 3.2% increase and turnover savings) makes BBCC more competitive for recruiting and retaining faculty members. Two promotional steps were also added for full-time faculty. Part-time faculty rates were not increased but another promotional step will be added for part-time faculty members. The Faculty Association ratified the agreement September 6, 2019.

President of the Faculty Association Salah Abed reported that faculty were very pleased with the agreement. Salary was the chief concern of the faculty members, and there were some discussions over the calendar.

Motion 19-30 Trustee Thomas Stredwick moved to approve the negotiated agreement. Trustee Jon Lane seconded, and the motion passed.

Stephen McFadden shared that in the past, the board meetings were being recorded on Mediasite. The equipment became antiquated and expensive to maintain; the meetings are now recorded for YouTube and available 24 hours after the meetings.

President Leas left the meeting to avoid the appearance of influencing the presidential search process.

### 2. President Search Chair

Board Chair Stephen shared that the trustees will decide about conducting an internal or external search. He also quoted policy governance regarding the board chair's responsibilities. Board Chair McFadden stated he plans to lead the presidential search process and feels he is qualified due to his experience searching for a president in 2012. He has cleared his calendar to allow dedicated time for the search and has prepared a detailed timeline for the board to review. Trustee Jon Lane said he is also

willing to serve as lead of the search process and feels he is also qualified due to his experience with the past search and work with ACT and ACCT.

Motion 19-31

Trustee Anna Franz moved to appoint Board Chair Stephen McFadden as the Chair of the Presidential Search Advisory Committee (PSAC) and Trustee Lane as the second trustee to serve on the committee. Trustee Juanita Richards seconded, Trustees Franz, McFadden, Richards, and Stredwick voted in favor of the motion, and Trustee Lane voted against the motion. The motion passed.

**3. Presidential Search Process**

Deputy Executive Director of Business Operations at the SBCTC John Boesenberg shared a presentation detailing presidential search processes including internal versus external searches, search committees, trustees' role, and timeline. He stressed the importance to assess the current climate within the college and community when determining desired candidate strengths. About 50% of the WA community colleges conduct internal searches. An external consultant may bring some objectivity, and their experience in the process is helpful. Consultant costs vary depending on the tasks assigned to the consultant. Internal search committees increase buy in and usually include two trustees to avoid a quorum, campus community members, and service district community members. Trustees usually identify and recruit external community group members. A committee of 15 members is representative and more manageable than a larger group for a participatory process. Boesenberg stated a presidential search is one of the most important roles of the board. It is important to discuss the mission and vision of the college with the committee and clearly define the committee's role as advisory. The board must be as open and transparent as possible while maintaining confidentiality for candidates and observing the Open Public Meetings Act; Assistant Attorney General advises on executive and open sessions and decision making during the process.

The Board Chair regularly updates the board as the search moves forward. Members may disagree and need to work collaboratively to select the best candidate and make a unanimous decision. The board chair conducts communications to the public. Colleges usually have a webpage devoted to the search process. It is important to remember that the candidates are deciding how they think and feel about the institution too. The community is also grading the trustees based on how they manage the search process. Onboarding the new president is important and adjusted to the incoming president's experience and knowledge.

Trustee Lane asked about the current availability of presidential candidates. Executive Director Boesenberg responded that WA State has slightly lower salaries and that can affect the candidate pool; many new presidents in WA State do not have presidential experience. Understanding the community and what you are looking for, and staying open minded with broad criteria increases the number of choices and helps avoid a failed search.

The final selection of a president needs to be in a public meeting. The board often delegates negotiations with the final candidates to the board chair. Once the president is selected, it is important to consider how they will be introduced to the community and how the community will be introduced to them.

Board Chair McFadden thanked Boesenberg for sharing his expertise. He also thanked VP Kim Garza and Executive Assistant Melinda Dourte for their assistance preparing for the presidential search. He referenced the draft calendar timeline with a hire date of March 31.

The trustees asked staff about their ideas regarding internal or external searches. There is no formal job description for the president. In 2012, Policy Governance, feedback from the campus and community, and the trustees' thoughts determined the criteria for presidential candidates. The vice presidents agreed that an internal search requires work and saves money while also providing the campus and community control over commitment to the process and timing and organization of the search. The campus community trusts the Human Resources Department.

Faculty Association Salah Abed said an external consultant is expensive, and there are existing concerns about finances. Many faculty members are interested in serving on the Presidential Search Advisory Committee. It is important to include a wide cross section of the campus and community to minimize bias and ensure transparency. Financial and logistical concerns are dwarfed by the need for an unbiased and transparent process.

Motion 19-32 Trustee Anna Franz moved to use an internal presidential search process. With no second the motion did not pass.

More discussion revolved around the Employee Focus Group Report (EFGR) and accreditation and the importance of openly sharing the campus challenges with the candidates. Faculty Association President Abed stated the EFGR addressed more symptoms than causes, and the core issues are communication and transparency.

VP Humpherys stated that many colleges have similar issues; will the external consultants bring a bigger pool to the college? With its digital connections, BBCC can advertise across the nation.

Chair McFadden stated approximately \$30,000 was spent on the search in 2012. The presidential salary survey is in the board packet. Salaries are usually raised for new presidents. BP 3011 details additional leave for the president and was implemented due to economic difficulties in the past that discouraged a raise and additional leave was provided instead. VP Garza will offer revisions to BP3011 at the next board meeting on October 10, for action November 14.

**Motion 19-33** Trustee Thomas Stredwick moved to use an internal presidential search process. Trustee Juanita Richards seconded the motion, and the motion passed.

Trustee Stredwick stated his support of an internal process was based on staff recommendations, the calendar, and the inclusion of multiple voices helping to avoid bias in the process. Trustee Richards said she was leaning toward an external search and after hearing more information agrees with an internal search process. Trustee Lane stated the detail of the timeline by Chair McFadden and the lead time provided makes BBCC better prepared for an internal search focused on transparency.

The trustees requested a side-by-side comparison of salary and benefits with other WA community college presidents for the meeting on October 10.

The trustees discussed the PSAC. Internal campus groups will nominate their members. Trustees will offer community members' names but not reach out directly to community members yet. One current student plus an alternate will be included in the PSAC. The board will focus on diverse representation on the PSAC and may take action October 10.

Chair McFadden reported that he will update the campus community monthly, and Director of Communications Killebrew will use Chair McFadden's update to inform local media. Chair McFadden will share the progress made today with the campus community at the campus in-service Monday, September 16.

#### **4. Study Session**

At the next study session the trustees will discuss several parts of the presidential search process, including the president's job description, salary and benefits, campus community survey, brochure, and internal and external surveys. The board may refine survey questions, and they will want to hear input from the leadership team. Action on the items listed above may be taken during the regular board meeting October 10.

The trustees discussed holding the initial PSAC meeting in November to share expectations, define the advisory role, ensure commitment, and sign confidentiality statements. The HR software, NeoGov, will help with confidentiality and convenience as members can review candidate information from home.

During the regular meeting on November 14, the trustees plan to review survey results, act on the recruitment materials, approve revisions to BP3011, and approve the launch of the 21-day recruitment process. The PSAC will meet the beginning of December for an initial candidate review and begin reducing the candidate pool to the top ten. VP Garza and Chair McFadden will make reference calls together.

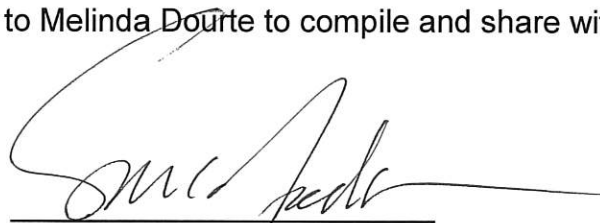
The anticipated timeline includes trimming the candidate pool to the top five in January and presenting those names to the board during their January meeting. In February and

March, the board will make final selections and conduct interviews and campus visits with a goal of naming BBCC's next president by March 31.

Motion 19-33 Trustee Juanita Richards moved to set a study session on Thursday, October 10, 9:00 a.m. - noon to review presidential search items. Trustee Anna Franz seconded, and the motion passed.

Trustees will send inquiries and information to Melinda Dourte to compile and share with Chair McFadden.

The meeting adjourned at 10:57 a.m.

  
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Stephen McFadden, Chair

ATTEST:

  
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Terrence Leas, Secretary

