

**NORTHWEST ARKANSAS COMMUNITY COLLEGE
SPECIAL BOARD OF TRUSTEE MEETING
Wednesday, April 25, 2012**

MINUTES

Chair Alex Vasquez called the Special Board of Trustees of NorthWest Arkansas Community College meeting to order on Wednesday, April 25, at 12:06 p.m. in the Burns Hall 3rd Floor Board Room.

Members Present: Alex Vasquez (Chair), Joe Spivey, Randy Lawson, Mark Lundy, Joan Clifford, Ric Clifford, Johnny Haney, Mike Shupe, and Hadley Hindmarsh

Also in Attendance: Brandi Peters

PRESIDENTIAL SEARCH PROCESS

Mr. Vasquez welcomed the group to the special meeting. He said the purpose of the special meeting was to discuss the next steps to move forward with the Presidential search. He noted that Dr. Paneitz intends to not be a part of the search process. He said that he would keep her informed on anything related to the search which could impact the administration or the College.

Mr. Vasquez said he hoped the Board could leave the meeting with an approved RFP to post for the President Search Consultant and to reach agreement on the search timeline. He said that he expects to finalize the search committee membership at a later time, but hopes to look at the representation of the committee during this meeting.

Timeline

Mr. Vasquez said the timeline draft presented to the Board has the new President being selected and announced by the November Board meeting. He said that when looking at the timeline he was thinking about what was best for the College and the students. He said that Dr. Paneitz gave the Board early notice of her retirement which will allow the Board time to act aggressively but prudently.

Mr. Vasquez told the Board he understands there will be questions about Board elections this year. He said that they currently do not know which current Board members will be with the College after January 1st. He added that it would be an advantage having the current Board members with years of service and with prior Presidential search experience conduct the current search.

Mr. Vasquez said he would like the Board to agree on a general parameter of the timeline with room for adjustments. He told the group the timeline was designed to allow for the person selected as President to make arrangements with their current institution as well as allow for transition time with Dr. Paneitz. Mr. Haney said he liked the notion of hiring a new President this calendar year but would be more comfortable working through a timeline after the College has begins work with a search firm. Mr. Spivey said he liked the timeline but wanted to point out as a caution that it may take longer than expected to select a search firm.

The Board reached consensus on the current timeline with changes to be made as needed.

Search Committee

Mr. Vasquez told the group that the role of the Board is to hire the next President. He said the search committee's role is to support the Board in its role of hiring the President of the College. He reiterated that the search committee will not decide the next President but will assist in narrowing the candidates for the Board. Mr. Vasquez said the consultant will work with the Board and the search committee to define the qualifications and to assist the search committee to narrow the candidates.

Mr. Haney said he would prefer that any information or documentation that goes to the search committee goes to the Board members as well. He said the search firm would do more of the weeding out of the candidates and the search committee would do the review and evaluation of the candidates. Ms. Hindmarsh asked if all Board members received copies of all candidate resumes would that mean that a Board member could individually interject if they see a candidate they like or dislike. Mr. Haney said he was not sure if the Board would or would not usurp the committee's role but they should be able to have the information available to review.

Mr. Vasquez explained that the reason he was recommending the search firm and search committee to narrow the candidates was to avoid the process Mr. Haney described. Mr. Vasquez said the goal is for the process to be as transparent as possible while also working with legal council on what information on the candidates can and cannot be made known.

Mr. Spivey said this decision and process is the moment of trust as a Board. He said this would be the most important decision that the Board will make. He said they were elected to make this decision. He said this will determine the future of our community and students for years to come. Mr. Vasquez said the Board would work closely with the consultant so the vision the Board has for the College is clearly understood and stated in materials used for the search.

Ms. Hindmarsh said allowing the search committee to review the applicants will allow for a diverse opinion. She believes it would be inappropriate for the Board to see all applicant resumes. She said she would like to put trust in the consulting firm and search committee on making decisions. Mr. Haney said the Board is charged with selecting the candidate, not the committee. Mr. Vasquez said his view is that the search committee will be charged to do what the Board asks of them. He said the group would need to decide collectively how they define the committee's role. He said once the Board defines the role he is reluctant to reinsert the Board into the search committee's role.

Mr. Vasquez said there seemed to be consensus on the general role of the search committee. He tabled the question regarding the Boards review of documents during the search committee's process for a later date after they have guidance from legal council. Mr. Lawson said that the current process looks appropriate to him. Mr. Shupe suggested more than one Board member be on the search committee. Mr. Lawson said the meetings would be open to media with more than one Board member attending the meeting.

RFP

Mr. Vasquez told the Board it was his hope to post the RFP following the meeting. Ms. Hindmarsh asked if the new College positioning statement could be included in the RFP. Mr. Vasquez answered that he

agrees more information about the College could be included in the document. Mr. Lundy pointed out the search brochure from Dr. Paneitz's search.

Mr. Shupe suggested adding a due date to the RFP.

Approval to Post RFP to Solicit Applications for Presidential Search Consultants with Slight Adjustments to be made by the Board Chair

Mr. Spivey moved and Mr. Shupe seconded the motion to approve posting the RFP to solicit applications for presidential search consultants with slight adjustments to be made by the Board chair. The motion passed unanimously.

Search Consultant Funding

Mr. Vasquez recommended approaching the Foundation about providing funding for the search. He said that funding through the Foundation would allow for the search for the search consultant to begin right away. Ms. Clifford asked if Mr. Vasquez had an estimated cost. Mr. Vasquez said based on common search firm practice the cost would be around a third of the new Presidents first year salary.

Mr. Vasquez told the Board he would like their permission to approach Mr. Dennis Smiley, Chair of the NWACC Foundation Board, with a request for the NWACC Board of Trustees asking the Foundation to consider providing the funding the for the presidential search consultant. Mr. Vasquez added that he would like to approach the Foundation regarding other costs related to the presidential search.

Approval to Empower the NWACC Board Chair to Approach the NWACC Foundation to Fund the Cost of the Presidential Search Process

Mr. Lawson moved and Mr. Spivey seconded the motion to approve the NWACC Board Chair to approach the NWACC Foundation to fund the cost of the presidential search process. The motion passed unanimously.

Timeline

Mr. Vasquez said he would like to post the RFP for one week starting as early as tomorrow. He said his thought was to bring two or three of the consulting firms in to present their proposals at the May 14th Board meeting. Mr. Shupe said he thought posting the RFP for three to four weeks would be best. Mr. Vasquez said the other option would be to hold a special meeting in mid-May to discuss the search consultant applicants. Mr. Haney suggested forming a committee of three trustees to review the applicants.

Mr. Vasquez said that given the discussion his recommendation would be to post the RFP as soon as the following day with a deadline of submission before the May meeting. He said this would allow the Board to discuss how to narrow down the applicants in the May meeting. He said they would then schedule a special meeting in May for the search consultants to present their proposals.

Mr. Vasquez asked for questions from the Board. Mr. Shupe said that he can't support the timeline for the RFP to be posted. Mr. Vasquez said the College would post the RFP on the College website and would send the documents to firms recommended by the Board. Ms. Hindmarsh suggested posting the RFP on the ACCT website, Twitter, and Facebook. Mr. Spivey suggested the document to be posted with the Chronicle of Higher Education, Higheredjobs.com, the Community College Times, and with national search firms. Mr. Vasquez said the RFP would be posted as broadly as possible.

Search Committee Membership

Mr. Vasquez asked the Board to look through the draft search committee membership document. Mr. Lawson suggested that the Board member sitting on the committee should chair the group. Mr. Spivey said a Cabinet level member was missing. Ms. Hindmarsh asked if someone reporting to the President should be on the committee. Mr. Marty Parsons said it is not unusual for a President's direct report to be in on the search process. Mr. Spivey said a senior Cabinet member may be able to bring perspective as to what the President's role looks like.

Mr. Vasquez asked the College representatives to comment on any positions lacking on the membership draft. Mr. Jim Hall said a representative from the Expanded Cabinet group would be a good addition to the list. Dr. Marvin Galloway explained that academic deans and non academic deans hold different roles. He suggested that they would be two separate groups to be represented. Mr. Haney suggested that the community representatives could be appointed out of both the Rogers and Bentonville school districts.

Mr. Vasquez said that he would make revisions to the search committee and place this topic on the May Board agenda. He thanked the group for their work. He said it was a very strong indication of the Boards commitment that all Board members were at the meeting.

Ms. Hindmarsh said she was late to the meeting because she spoke at the Administrative Professionals Luncheon. She appreciated Ms. Miranda Smith for her work. Mr. Vasquez appreciated Ms. Smith's role as Board Liaison during the search process.

ADJOURNMENT

The meeting adjourned at 1:20 pm

Mr. Alex Vasquez, Chairperson

Mr. Randy Lawson, Secretary