

**WESTERN COMMUNITY COLLEGE AREA
Presidential Search Advisory Committee**

**SPECIAL MEETING
MINUTES
December 7, 2022**

The Western Community College Area Board of Governors held a Special meeting at 1:31 p.m. on Wednesday, December 7, 2022 in the Coral E. Richards Boardroom at Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27th Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the Star-Herald on Tuesday, November 29, 2022.

A current agenda was available in the Board Secretary's office on the Scottsbluff Campus at the time of the publicized notice.

Presidential Search Advisory Committee

Karen Anderson	Absent
Sergio Burchell	Present
Margaret Crouse	Present
Dan Joppa	Present
Lorin King	Present
Lynne Klemke	Present
Katie Markheim.....	Present
Ryan Reiber	Present
Jennifer Reisig	Present
R. J. Savely, Jr.....	Present
Allie Tyree	Present
Grant Wilson.....	Present

Quorum

Chair Klemke declared a quorum was present for the transaction of business.

Board Chairperson Comments

Chair Klemke announced that for public information there is a copy of the Nebraska Open Meetings Act available on the table at the back of the room.

Chair Klemke announced that the Board reserves the right to enter into closed session if deemed necessary for any item on the agenda per §84-1410 of the Nebraska Revised Statutes.

Community Comments

Chair Klemke asked for comments from the community. Pursuant to Board Policy BP-101, Chair Klemke reminded community members who wish to make comments that each speaker will be limited to a five-minute presentation. There were no comments.

Approval of The Agenda

Chair Klemke entertained a motion for approval of the December 7, 2022 Special meeting agenda.

Dr. Crouse MOVED to approve the agenda for the December 7, 2022 Special meeting. SECONDED by Mr. Savely. The vote was, Yes: Crouse, Guzman-Gonzales, Kreman, Packard, Richards, Savely, Klemke. No: None. Abstain: None. Absent: Anderson, Marcy, Perkins, Stickney. Motion carried.

Introduction/Welcome

Chair Klemke introduced Dr. Angela Provart, President of the Pauly Group. The Pauly Group is the firm the Board chose to guide the upcoming presidential search process. Chair Klemke and Dr. Provart thanked members of the Presidential Search Advisory Committee for their assistance with this very important endeavor. Members of the Presidential Search Advisory Committee were introduced.

Ms. Karen Anderson, Governing Board Vice Chair and Presidential Search Advisory Committee Chair

Mr. Sergio Burchell, WNCC Student Representative

Dr. Margaret Crouse, Governing Board Member

Mr. Dan Joppa, Technical Studies Instructor and Applied Technology Division Chair

Mr. Lorin King, Science Instructor

Ms. Lynne Klemke, Governing Board Chair

Ms. Katie Markheim, Accounting Specialist

Mr. Ryan Reiber, PREMA General Manager/Community Member (Alliance Campus)

Ms. Jennifer Reisig, Foundation Executive Director

Mr. R. J. Savely, Jr., Governing Board Member

Ms. Allie Tyree, Workforce Specialist, (Alliance Campus)

Dr. Grant Wilson, Executive Vice President of Educational and Student Services

Chair Klemke explained that even though not all members of the committee are Board members, Search Advisory Committee meetings are required to abide by the open meeting rules. Notice of meetings will be publicized and open to the public. To assist with confidentiality, rather than address candidates by name, individuals will be assigned a number. At the completion of each interview, the committee may request an executive session for discussion of the candidate.

Dr. Provart continued with review of the ground rules for the search advisory committee meetings:

- Listen respectfully, without interrupting
- Listen actively and with an ear to understanding others' views
- Avoid speculation and inflammatory language
- Everyone is encouraged to participate
- One person speaks at a time
- Attempt to build relationships
- Avoid sidebars that will create factions in the group
- A simple majority is required when a vote for a decision is needed

Chair Klemke informed committee members that their role during the search process is to review and rate applications, select semifinal candidates, and interview semifinal candidates to determine three to five finalists for the Board to consider.

Position Profile

Dr. Provart mentioned that the development of a position profile will assist in matching the best person to the position. The profile identifies the job title, describes the duties of the position, as well as the desired qualifications and preferred characteristics of applicants. While the position profile assists applicants in determining whether or not they are qualified for the position, it also serves as a reference for the search advisory committee during review of applications and the candidate interview process.

Applicant Review Process

Dr. Provart noted that candidate selection criteria will be developed and the Board and Search Advisory Committee will be advised on application review and interview techniques. Materials will be provided during the selection process to assist with applicant rankings. Interview questions will be developed and the Pauly Group will conduct thorough reference and background investigations on candidates. Constituency group feedback reports will be provided along with written reference reports. Dr. Provart will assist with reviewing and categorizing applications. The Search Advisory Committee members were cautioned against conducting applicant research via Facebook, Twitter, etc.

Pauly Group Website

Dr. Provart shared information regarding access to the Pauly Group Website. The website will contain information about the candidates as well as their application materials. Applicant information will be available to all Board members once an email from the Pauly Group is received and passwords are reset.

Confidentiality

Dr. Provart touched on confidentiality during the search process. Search Committee members and Board members will have access to private personnel data and precautions are necessary to safeguard the information received. Each member of the Search Advisory Committee was asked to sign a confidentiality statement.

Calendar Review and Future Meeting Dates

Dr. Provart reviewed the timeline for the search process.

January 2023

Week of January 9, ads appear in preferred publications
Electronic mailings go out and recruiting calls begin

February 2023

Recruiting calls conclude
February 13 is set as the close date for applicants
Search Committee reviews the applicant pool
Week of February 13 or 20, Search Committee identifies semifinalists
Interview questions are finalized

March 2023

Week of March 6, begin interviews with semifinalists
Search Committee identifies final candidates
Board of Governors approve the list of recommended finalists
Criminal/civil background checks begin
Final referencing begins
Weeks of April 3 and 10, on-campus interviews are scheduled
Feedback is gathered from the campus communities

April 2023

Final reference report to decision maker
Board of Governors selects successful candidate
Board formally approves selection at April 19, 2023 Regular Board meeting

Summer/Fall, 2023

Selected candidate begins post

Next Regular Meeting

Wednesday, January 18, 2023, Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 3:11 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary