

MINUTES
Bluegrass Community and Technical College
Board of Directors – Special Meeting
Leestown Campus, Building C, Conference Center
August 9, 2018

Members Present: Pamela Brough; Joshua Hoekstra; Dr. Brian Houillion; Florence Huffman, Secretary; Marissa Smith; Theodore Vittos (by phone); Ron Walker, Jr., Chair

Absent: Marc Blunk; Robert McNulty; S. Dudley Taylor, Vice Chair

Others Present: Dr. Jay Box, Jackie Cecil, Dr. Greg Feeney and Michelle Sjogren

I. Welcome / Introductions

Chair Ron Walker called the meeting to order at 6:07 p.m. Board members and others in attendance introduced themselves. Chair Walker then turned the meeting over to Dr. Jay Box, President of the Kentucky Community and Technical College System (KCTCS) and Jackie Cecil, Director of KCTCS Human Resources.

Dr. Box noted that Marc Blunk was elected co-president of the KCTCS Student Government Association. He had an impressive resume. Florence Huffman requested that Dr. Augusta Julian pass along congratulations from the board to Mr. Blunk. The current vice president of Bluegrass Community and Technical College's (BCTC) Student Government Association will serve the remainder of Mr. Blunk's term, and will be the student representative to BCTC's Board of Directors.

II. Presidential Search Process

Dr. Box thanked the members for attending today's meeting. He stated that he and President Julian have discussed her retirement plans and have worked to identify a transition period where the search process could take place with the least disruption for the college. Dr. Box is pleased that Dr. Julian will continue to lead the college during the search because it eliminates the need to name an interim president. Dr. Box remarked that it is important to use the next four months to celebrate Dr. Julian's tenure at BCTC. Not only should the campus community celebrate her, but the broader community, as well. Dr. Box has been asked to write an article about Dr. Julian's service to BCTC and KCTCS. She has been a part of the system since 2001, so she has made a significant impact both here and across the system.

Dr. Box announced that tonight we begin the process to identify a new president for BCTC. He noted that he was named KCTCS President about three and a half years ago, and this is the fourteenth search for a president that he has led. Tomorrow he will start the fifteenth search for a president for Henderson Community College. Of those fifteen, ten have retired and five have moved on to other positions both inside and outside of KCTCS. KCTCS has been in a period of transition systemwide, but he knows that the process will take about four months from start to finish.

Dr. Box introduced Mr. Cecil, who is in charge of day-to-day operations at KCTCS and will guide this process. Mr. Cecil distributed packets of information to the members containing two documents. The first document is the state statute, 164.600, that describes the composition and governance of boards of directors for KCTCS institutions. Some of the information is outdated, as there were 28 colleges when this statute was written, including 15 technical and 13 community colleges. Some colleges had two sets of boards when the colleges were consolidated, so there was some overlap for a period of time. Under (2), the statute details the five responsibilities of the board of directors. Item (a) reads, "Recommend one (1) candidate for college chief executive officer from three (3) candidates provided by the president. The president shall have the authority to make the final appointment and shall not be bound by the recommendation from the board of directors." Dr. Box noted that in the history of KCTCS, there has never been a situation where the recommendation from the board has not been accepted by the president. The reason for that is the way the search process is structured. It is Dr. Box's responsibility to give the board three candidates to interview. Those candidates have been vetted and Dr. Box will be comfortable with any of the three candidates who are sent forward, and all will be capable of fulfilling the duties and responsibilities of the job. The board of director's task is to select the individual who is the best fit. The board has a better understanding of what the college and community wants than Dr. Box does.

Dr. Box remarked that in order to get to the three candidates, we must start the search process. The search process we use involves an 11-member screening committee, which is chaired by the Board Chair, Ron Walker. Chair Walker will be in charge of this process for the next four months. Chair Walker will select five community members to serve on the committee. Dr. Box will be responsible for identifying five members from the faculty and staff to serve. An email and video will be sent to faculty and staff tomorrow morning to explain the process and to request self-nominations to serve on the screening committee. There is a time commitment involved, so people must nominate themselves for consideration. Dr. Box will review the pool and select either three faculty and two staff members, or three staff and two faculty members. Faculty will be represented from the technical side as well as the general education side. Staff will represent both the support staff area and the administrative staff area. Senior administrators are not allowed to serve on the screening committee; nominees must be below the dean level for faculty or at or below mid-management level for staff. Department chairs are eligible to serve if they hold a faculty rank. Dr. Box and Chair Walker will review the candidates and announce their decision. At that point, the process will be turned over to the screening committee. They will be actively involved for the following two and a half months.

The screening committee, Board of Directors, Foundation Board, and Leadership Executive Team will first be tasked with developing the job profile. The screening committee will review all of the applications that are received. Dr. Box anticipates receiving between 40 to 60 applications for this role, as this is one of the most high-profile college presidencies in the United States. BCTC is an outstanding college, and because of the size there will be a great deal of interest. This vacancy creates an

opportunity for a significant career jump, and there will be candidates who are currently serving as college presidents, as well as candidates who have great academic experiences.

Dr. Box noted the presidential search timeline provided in the packet. The following dates were reviewed with members.

- August 9: the first notation is for tonight's meeting.
- August 10: an email will be sent to faculty and staff, who will have until 5:00 p.m. on August 17 to nominate themselves to serve on the screening committee. Chair Walker will use that time to identify community members to serve.
- August 20: Chair Walker and Dr. Box will finalize the screening committee members. Selected members will be notified by Dr. Box of their role.
- August 23: two workshops will be conducted on that date. The first workshop will include the screening committee and college leadership executive team and is scheduled from 11:00 a.m. until 12:30 p.m. The second workshop will include the Board of Directors and Foundation Board members and is scheduled from 1:00 until 2:30 p.m. The search consultant will lead both workshops and will take groups through the process to identify the desired skills set and characteristics for the next president.
- On August 27, faculty and staff will be asked to provide input regarding the competencies identified in the position profile by means of a survey tool. Faculty and staff will prioritize all of the characteristics and skills that were identified in the workshops. No new items will be added; items will only be prioritized. Following the workshop and completion of the survey, Mr. Cecil will take the information from both workshops and compile it into the template for the job announcement. The announcement will be posted nationally in various places, including the *Chronical for Higher Education*, *Inside Higher Education*, *Community College Weekly*, *Linkedin*, and other national publications that we believe will be beneficial to recruiting the best candidates. We will also advertise the position in the *Herald Leader* and in other newspapers in Kentucky, as well as in any place the consultant deems appropriate.

Dr. Box remarked that a search consulting firm works with us for every search we conduct. In this instance, KCTCS is using a large firm, the Association of Community College Trustees. They work with boards all across the country and are very well known. We have been assigned Ms. Julie Golder as the consultant. She is a senior-level employee with this firm and will do an excellent job with this search. Ms. Golder will lead the workshops and be responsible for recruiting individuals who meet the profile and have the style and characteristics to fit with BCTC. BCTC is positioned well and Dr. Julian has spent the last few years preparing the institution to grow and move forward. The search will focus on someone who is interested in the forward and progressive movement of the institution. BCTC does not need a caretaker or someone to fix financial troubles or internal turmoil.

Dr. Box noted that after the August 23 workshop, board members will not have any involvement until December 10 and 11. The work that takes place between those dates is

confidential. The screening committee members will sign confidentiality agreements regarding the search. Candidates must remain confidential because many are already employed and do not want others to know they are seeking employment elsewhere. We promise to maintain the candidate's confidentiality until the finalists are named on November 29. On that date, an announcement will be made through the media.

On December 10 and 11, the board members will interview one candidate in the morning and one in the afternoon. The candidates will attend forums with faculty, staff, and students as well as community members. Candidates will interview with the college leadership team, as well as the KCTCS president's leadership team, which includes the fifteen other presidents and Dr. Box's cabinet. Another important role of the president is to be a good team member with the other presidents, so they will interview with that group. Evaluation forms are given to everyone who attends the meetings and forums, so they can evaluate and rate the match of each candidate. All of this information is tallied and provided to the board members as information about the performance in the other forums and interviews. After the interviews on December 11, deliberations will begin.

The board will go into executive session and remain so during the interviews and deliberations. The board will go into recess after the conclusion of an interview, then return to executive session when the next interview begins. The preferred candidate is communicated to Dr. Box, and he will make the call to see if the candidate will accept the offer. Dr. Box stressed that each finalist is also interviewing the college to see if this situation will work for them, and some may decide the job is not a good fit after the visit is complete. If the board decides that none of the candidates will meet expectations, the search will begin a second round. It does not happen often, but does happen occasionally.

Dr. Box will negotiate the start date for the president, but hopes that they agree to February 1, 2019. There is some flexibility, but he hopes to stay within this time constraint.

Chair Walker asked when the screening committee names needed to be provided. Dr. Box will call Chair Walker on August 20 to discuss. Chair Walker was advised to put together a pool of eight to ten people so there could be a good balance of diversity, gender, and representation from the communities that BCTC serves. Dr. Box will have a pool of seven to ten faculty and staff members to discuss and the pool will be negotiated to ten members.

Marissa Smith asked about potential weather delays on December 10 and 11, and what would happen if a significant weather event occurred. Dr. Box noted that we will deal with any weather situations if they arise. Dr. Box remarked that the Henderson search is tracking one week behind this search, so dates are firm.

Dr. Box noted that board members would be welcome to attend the community forum and the faculty/staff/student forum. It is often enlightening to hear candidates in this setting. He stated that the board's interview will have a specific list of questions that will be utilized, and the board members will have input into those questions. Each candidate

needs to be asked the same questions to get a comparison. Board members are allowed to ask follow up questions related to any stated questions if a candidate did not answer to a satisfactory level, or if there is a specific that was not addressed.

Ms. Huffman remarked that she appreciates the process. Dr. Julian has a stellar reputation in the community and has done a fine job. Dr. Box agreed and said that it sets the bar very high. Dr. Box asked the board member to focus in on the great characteristics that Dr. Julian has that we want to maintain, and what are areas that the new president ought to focus on that will take BCTC forward.

Ms. Huffman asked if candidates would be provided with copies of the budget, information about faculty and staff, or other data or information. She wants to ensure that we have someone with experience at this level of financial responsibility. Dr. Box said that successful candidates will do the research to find out more about BCTC. If they do not know about the budget, success rates, best programs, and other important facts, they will not be the right person for this position. The information is out on the website and candidates will do the research if they are interested.

Chair Walker thanked Dr. Box for providing this information and he looks forward to working together through the next several months. Chair Walker noted that it is with bittersweet anticipation that we go forward to celebrate Dr. Julian and start this process. He asked board members to suggest community members who may be interested in serving on the screening committee. He will ask the Foundation Board members for suggestions, as well. He believes that all members have a good feel for the college, what we are looking for, and the kinds of people who can help us choose a candidate who will lead us forward. He appreciates any help with that process.

Dr. Box stated that if anyone cannot be present for the workshop, please provide input on skills and characteristics to Chair Walker so he will have that information to bring forward.

III. Adjournment

Chair Walker thanked Dr. Box and Mr. Cecil for the information presented tonight. A motion to adjourn was made by Joshua Hoekstra and seconded by Dr. Brian Houillion. At 7:54 p.m., with no further business to come before the board, the meeting was adjourned.

Respectfully submitted,

Tammi O'Neill
Office of the President