A special meeting of the Blackhawk Technical College Board was held on Tuesday, November 3, 2009, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Tom Westrick, Chairperson; Lauri Steeber, Vice Chairperson (via telephone); Chris Olson, Secretary; Jim Munro, Treasurer; Richard Bostwick; Heidi Carvin (arrived at 4:37 p.m.); Víctor González; and Kevin Leavy. Board members absent: Mary Soddy. Staff present: Jackie Pins. Guests: Frank Schultz, Janesville Gazette reporter.

Chairperson Westrick called the meeting to order at 4:30 p.m.

Chairperson Westrick stated the purpose of the meeting was to begin the search process to replace Dr. Larson. He called for discussion on the draft Request for Proposals document. Mr. Munro stated the document was an extremely detailed proposal, containing the necessary components. He commented on the evaluation criteria and the respective evaluation point assignments and questioned whether specific criteria should be weighted. Mr. Olson suggested the evaluation points for each criteria be eliminated from the proposal. Board members would determine the potential rating points prior to reviewing the proposals. Mr. Bostwick concurred and cited the vendors should respond to the criteria listed without knowledge of how the criteria will be scored.

An additional modification requested involved the tentative search timeline. The consensus was to list December 1, 2009, as the date on which proposals would be evaluated.

Mr. Olson requested the document be reviewed for consistency in the usage of the terms "BTC" and "Contractor" as defined within #2.1 under Financial Conditions and Contract Provisions. He also requested the language in item #2.7.2 be modified to reflect the District Board Chairperson would be responsible for contract amendments.

Ms. Steeber questioned whether the document should be reviewed by legal counsel. The consensus of members was the document's purpose is to seek proposals and is not a binding agreement. Therefore, legal counsel review should not be necessary. Legal counsel would review any final contract between the selected firm and the College.

Ms. Carvin inquired into allowing electronic submission of proposals instead of paper copies. The consensus of members was to request the proposals be provided in paper copy format. Documents could be made available in electronic format for the evaluation process to Board members preferring that format.

It was moved by Mr. Munro and seconded by Mr. Bostwick to approve the issuance of the request for proposals, as modified, for presidential search services to identified executive search firms.

Motion carried.
Chairperson Westrick stated a decision also needed to be made regarding who should be issued invitations to submit proposals. Mr. Munro suggested the national firms ACCT and Isaacson Miller be asked to submit proposals as they have conducted a number of presidential searches within the WTCS. He further suggested additional proposals be requested from search firms who would be more local, i.e. those located in Wisconsin or Illinois. Mr. Munro also provided contact information for Dr. Larry Ebbers. Mr. Munro met Dr. Ebbers at an ACCT Conference session and requested Dr. Ebbers be invited to submit a proposal. Dr. Ebbers is a professor at Iowa State University and does provide search services as an individual, not as someone who is affiliated with a firm.

Ms. Carvin stated looking at regional firms makes sense, especially due to the costs the College would incur for travel. In addition, she stated the RFP should be sent to as many firms as possible.

Mr. Munro suggested the RFP be sent to all firms/individuals identified on the listing provided for review and to Dr. Ebbers. In addition, he requested the RFP be placed on the College's website. An astute search firm will seek out opportunities on the internet regardless of whether an invitation to submit a proposal was received.

It was moved by Mr. Olson and seconded by Mr. Leavy to add Dr. Larry Ebbers as a vendor on the listing of suggested search firms and to send all vendors on the list the Request for Proposals on presidential search services.

Motion carried.

The deadline for receipt of proposals is November 30, 2009, at 4:00 p.m. CST. It was decided the bid opening would be held immediately following the 4:00 p.m. deadline, with Chairperson Westrick present. Any Board member wishing to attend should let Ms. Pins know by November 24, 2009. A special Board meeting was also scheduled for December 1, 2009, at 4:30 p.m., to evaluate all proposals received by the deadline and select search firm finalists to interview. Interviews of the finalists will be scheduled for December 8, 2009, at 5:00 p.m. in the Board Room. Ms. Carvin suggested the interview date for firms be stated within the RFP.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting at 5:12 p.m.

Motion carried.

Chris Olson
Secretary