Special Meeting

of the

Blackhawk Technical College District Board

January 7, 2010

Minutes

A special meeting of the Blackhawk Technical College Board was held on Thursday, January 7, 2010, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Lauri Steeber, Vice Chairperson; Chris Olson, Secretary; Jim Munro, Treasurer (via telephone); Víctor González; Kevin Leavy; and Mary Soddy (via telephone). Board members absent: Tom Westrick, Chairperson; Richard Bostwick; and Heidi Carvin. Staff present: Jackie Pins. Guests: Dr. Don Hunter, Presidential Search Consultant (via telephone).

In the absence of Mr. Westrick, Ms. Steeber chaired the meeting. Acting Chairperson Steeber called the meeting to order at 5:30 p.m.

Acting Chairperson Steeber stated the purpose of the meeting was to hold a discussion with Dr. Hunter on the search timeline, the Presidential Search Committee, and the Public Forum participants. She stated it is important that the Board keeps in mind the calendar should not drive the presidential search process. The Board should not feel rushed in making a decision on the College's next president.

Dr. Hunter stated when a Board approves a search calendar, the important item is the date the Board announces the President. After the announcement, three (3) months may pass until a new president is seated, especially if the individual is a sitting president. Four (4) draft calendars were developed for consideration. The first calls for having a new president at BTC by July 1. Calendars 2 and 3 provide for interviews to take place during the summer months. Calendar 4 provides for interviews after the fall semester has begun. He added he has not encountered a situation in which a search has been unsuccessful and the search needed to be re-opened. The process utilized provides opportunities to weed out candidates in an orderly process. Finalists have all been well qualified people.

Board member consensus was to utilize calendar 2 for the presidential search process. Dr. Hunter requested a date change on calendar 2 due to his participation on a panel at the ACCT Legislative Summit. Calendar 2 indicated the public forums would be conducted on February 9. Dr. Hunter requested the forum be moved to either February 4 or February 11. Board consensus was to schedule the public forums on February 11, pending final input from Board members not in attendance. Dr. Hunter stated a draft profile of the new president would be developed based on Board member input, then staff/community forums would be held to receive input. Any additional information received during the forums would be incorporated into the draft profile. A final draft would be presented to the Board to edit/change and approve. Typically the forums and final approval are done during a one-day period. Mr. Munro agreed with holding a special meeting immediately following the forums to discuss input and to finalize the profile as the information would be fresh on everyone's minds. Dr. Hunter stated not all Board members may
be able to attend all events (forums); sometimes there have been only one or two members in attendance.

Discussion was held regarding the make-up of the Presidential Search Committee (PSC). Board members expressed a concern regarding confidentiality of the process. Dr. Hunter stated all but one of the search committees he has worked with have included a mix of Board members, staff, and individuals from the community. He has not had a problem with breach of confidentiality. When people assemble for first time as the PSC, they sign a very strict confidentiality agreement. Violation of the agreement can lead to sanctions against an individual. If a confidence is ever breached, the agreement is a document supporting the Board's due diligence that confidentiality was upheld. The individual responsible would be held personally liable in the event of a lawsuit. Membership on the PSC is a decision of the Board, and usually is a mixture of staff, faculty, Board members, and community members. As a rule of thumb, he recommended one out of every 4 PSC members be Board members. Board members need to be comfortable with everyone they name to the PSC and individuals should be named to the PSC based on the group they represent. Dr. Hunter stressed the PSC members should not be named until after March 1. Mr. González inquired into how many people should be on the PSC. Dr. Hunter responded larger committees reach better decisions. Typical search committees contain 14 to 16 members. He recommended the Board decide what groups should be represented on the PSC as that will determine how many should be seated on the Committee. In addition, Dr. Hunter stated a Board member usually chairs the PSC. Mr. Olson suggested additional discussion take place at the January Board meeting regarding categories to include in PSC membership.

Final discussion focused on participants for the Public Forums. Consensus was to provide a general notice to staff and the public with invitations sent to special interest groups. Groups suggested included: Rock and Green County Chambers of Commerce, Blue Ribbon II members, community leadership, elected officials, and K-12 representatives. Dr. Hunter will provide a sample notice for the public announcement. As the search process is a Board-driven process, he stated a Board member should facilitate the forums. Acting Chairperson Steeber requested additional discussion be held at the January Board meeting on the groups to invite to the forums.

As a recap of the meeting, the search calendar was decided. Discussion will be added to the January Board agenda to continue dialog on Presidential Search Committee membership, special groups to invite to the public forums, and finalizing the date of the public forums.

It was moved by Mr. Olson and seconded by Mr. González to adjourn the meeting at 6:32 p.m.

Motion carried.

Christopher J. Olson
Secretary