
Washington Community College District 23

AGENDA

**Special Meeting
October 2, 2017
Gateway Hall 352
9:00 – 10:30 a.m.**

TEACHING / LEARNING / COMMUNITY

			<u>Page</u>
9:00 AM	A. Call to Order	Diana Clay	
9:01 AM	B. Introduction of Guests	Diana Clay	
9:03 AM	C. Old Business – Action		
	1. Approval of Charge to Presidential Search Committee (Resolution No. 17-10-1)	Diana Clay	3
9:10 AM	D. New Business – Action		
	1. Approval of Presidential Search Committee Membership (Resolution No. 17-10-2)	Dennis Curran	6
10:20 AM	E. Interim President Discussion	Dennis Curran	
10:30 AM	F. Adjournment	Diana Clay	

Times are estimates only and subject to change.

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President, 425-640-1516.

BACKGROUND**APPROVAL OF PRESIDENTIAL
SEARCH COMMITTEE CHARGE****Subject**

Approval of Charge to the Presidential Search Committee

Background

Dr. Jean Hernandez, President Edmonds Community College, is retiring effective December 31, 2017. The College is conducting an extensive search for its next President. To assist the Board in narrowing down the applicants, the Board will form a search committee to review applications and provide recommendations to the Board on potential finalists. Human Resources will recommend to the Board of Trustees a Charge to the Presidential Search Committee that outlines expectations.

The draft Charge to the Presidential Search Committee was presented for first consideration and discussed during the September 14, 2017 Board meeting. During that meeting, the Board discussed the language on the draft document.

Therefore, the Charge to the Presidential Search Committee is returned for final approval by the Board of Trustees.

Recommendation

Approval of the Charge to the Presidential Search Committee at the October 2, 2017 Board of Trustees meeting.

RESOLUTION NO. 17-10-1**APPROVAL OF PRESIDENTIAL
SEARCH COMMITTEE CHARGE**

Whereas, the College is convening a Presidential Search Committee to assist the Board of Trustees in the selection of the next College President, and

Whereas, the Board of Trustees drafted a charge to provide the Board's expectations to the search committee co-chairs and the search committee voting members, so they understand what the Board of Trustees is requesting of them, and

Whereas, the Board of Trustees reviewed the Charge to the Edmonds Community College Presidential Search Committee at the October 2, 2017 Board of Trustees meeting;

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves the Charge to the Edmonds Community College Presidential Search Committee.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

**CHARGE TO THE
EDMONDS COMMUNITY COLLEGE
PRESIDENTIAL SEARCH COMMITTEE**

The Board of Trustees of Edmonds Community College (EdCC) appreciates the Search Committee's willingness to undertake the important work that will lead to the appointment of EdCC's next President. The Board also supports the leadership of the consultants and Search Committee Co-Chairs in their work and commitment to best practices. The following Charge outlines the Board's expectations with respect to the search process and the authority granted to the Search Committee:

1. The Search Committee will develop a draft statement of desired leadership qualifications and priorities for the presidency that will guide the search and selection process and be shared with candidates and potential nominators. The Co-Chairs will present the draft to the Board for final approval.
2. The Search Committee will adopt a timetable for the search that will permit the appointment of a President in March, 2018, or as soon thereafter as possible.
3. The Search Committee will conduct an active national search to attract highly qualified candidates. The Search committee is authorized to review the applications and select a minimum of six semi-finalists to interview.
4. The Search Committee Co-Chairs will make regular reports to members of the community and to the Board of Trustees (at least monthly) about the progress of the search.
5. The Search Committee will observe strict confidentiality in the conduct of the search. Any member of the Search Committee who breaches confidentiality may be removed from the Committee at the Co-Chairs' discretion without replacement.
6. The Search Committee members will attend all committee meetings. Any member of the Search Committee who misses one or more committee meetings may be removed from the Committee at the Co-Chairs' discretion without replacement.
7. After the Presidential Search Committee's neutral site interviews with the semi-finalists, the Search Committee Co-Chairs will meet with the Board of Trustees to recount the Committee's work and to recommend at least three unranked candidate(s) for the Board's consideration for finalists to participate in on-campus interviews. The Board will vote on the finalists from the recommendations provided by the Search Committee Co-Chairs.

Ms. Diana Clay, Chair

Date Signed

BACKGROUND**APPROVAL OF PRESIDENTIAL
SEARCH COMMITTEE MEMBERSHIP****Subject**

Approval of Presidential Search Committee Membership

Background

Dr. Jean Hernandez, President Edmonds Community College, is retiring effective December 31, 2017. The College is conducting an extensive search for its next President. To assist the Board in narrowing down the applicants, the Board will select members from the local community, a student from the College, and several college employees to form a search committee.

The Presidential Search Committee makeup was discussed at several prior Board meetings. During the September 14, 2017 meeting, the Board decided on the following search committee positions:

- Four non-voting members:
 - o Two Co-Chairs, Trustee Emily Yim and Trustee Quentin Powers
 - o One Observer, the Associate VP of Human Resources, Dennis Curran
 - o A monitor, name TBD
- Eleven voting members:
 - o Three community members, one of which will be a foundation member. The Board asked Dennis Curran to contact Justin Irish from the Edmonds School District and Wally Webster to ascertain their availability. As of September 20, 2017, Justin Irish confirmed his availability. The foundation nominee, Steve Pennington, also confirmed his availability.
 - o Two classified employees
 - o Three faculty employees
 - o One student
 - o One member of the President's Cabinet
 - o One exempt employee

The College received numerous applications from community members, students and employees. Those names, with a brief summary of the applicant's interest in the committee, will be reviewed by the Board.

The Board will discuss and vote on Presidential Search Committee members during their October 2, 2017 meeting.

Recommendation

Approval of the Presidential Search Committee Membership as discussed during the October 2, 2017 Board of Trustees meeting.

RESOLUTION NO. 17-10-2**APPROVAL OF PRESIDENTIAL
SEARCH COMMITTEE MEMBERSHIP**

Whereas, the College is convening a search committee to assist the Board of Trustees in the selection of the next College President, and

Whereas, the Board of Trustees reviewed and discussed the applicants from the College and the local community during the October 2, 2017 Board of Trustees meeting;

NOW, THEREFORE BE IT RESOLVED that the Edmonds Community College Board of Trustees approves the membership on the Presidential Search Committee, as discussed and voted on during the October 2, 2017 Board of Trustees meeting.

Ms. Diana Clay, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary