

Northeast Wisconsin Technical College District

*Board of Trustees Meeting
Agenda*

October 14, 2022
10:00 a.m.

***In- Person at the NWTC Green Bay Campus – Boardroom
2740 West Mason Street, Green Bay, WI 54303***

Open Meeting & Roll Call

The Board Chairperson called the October 14, 2022, NWTC Board of Trustees meeting to order and requested that roll call be taken at this time. (10:00 a.m.)

Present: Ben Villarruel, Dave Mayer, Richard Stadelman, Gerald Worrick, Cathy Dworak, Jeff Rickaby, Carla Hedtke, Dustin Delsman

Absent: Kim Schanock

Also Present: Janel Karban, Sara Lam, Jennifer Canavera, Erica Plaza

Carla Hedtke entered the meeting at 10:04 a.m.

Academic Search Presentation

Dr. Carlos N. Medina, Practice Lead and Senior Consultant, Dr. Gwendolyn G. Joseph, Senior Consultant, and Victoria F. Ayers, Business Development Manager gave a presentation on Academic Search to the Board.

Academic Search Overview:

- Oldest search organization dedicated exclusively to higher education
- Devoted to developing and placing higher education leaders
 - Owned by the American Academic Leadership Institute (AALI)
 - All marginal revenues support leadership development
- Consultants have “lived-experience” in the institutions and positions in the search process
- 900+ Presidential searches completed
- 90% five-year presidential retention rate
- 64% searches resulting in women and persons of color appointees
- 12-month guarantee – If the selected candidate doesn’t stay in the position for 12 months, Academic Search will start the search over at no cost

Draft Search Process and Timeline:

- Organize: Upon Contract Signing
 - Deliverables: Begin work with search Chair and hiring authority and conduct pre-search visits (via Zoom and/or in-person). Search timeline, position profile, advertisement, advertising plan that ensures exposure to diverse individuals.
- Recruit: Mid-October – Early December 2022
 - Deliverables: Recruitment of a diverse pool of highly qualified candidates updates on search progress, creation of a password-protected website to house candidate materials, etc.
- Evaluate, Select, and Interview Candidates: Mid-January – Mid-February 2023

- Deliverables: Sharing of information gathered on candidates; sample evaluation tool and interview questions; assistance with interview logistics and selection of semifinalists; continued communication with candidates regarding their status in the search.
- Close the Search: Late February – Mid-March 2023
 - Deliverables: Assistance with selection of finalists; background, media, and reference checks on finalist candidates; follow-up communication with candidates; transition-related consultation.

Academic Search Guarantee:

- If not satisfied with the recommended candidates or the search is not concluded for other reasons, Academic Search will offer to conduct either an extended search or a second search. Typically, they ask that a second search be launched within 12 months of the original contract.
- If the appointed candidate is terminated for cause within 12 months of appointment, or the appointee voluntarily leaves within 12 months after first reporting to work, Academic Search will conduct a second search without any additional professional fee, so long as the search commences within three months after the position is vacated.

Additional Context:

- Suggested search committee maximum: 10-15 people
 - Representative from various counties
 - Internal at NWTC
 - Community Members
- Semi-Finalist recommendation: 8-10 applicants
- Finalist Stage recommendation: 3-5 candidates
- Board Involvement:
 - In the first stage, Academic Search would meet with the Board of Trustees to discuss preferences, candidate qualifications, and search committee selection.
 - Search Committee Chair becomes the voice for the search committee and will communicate with the Board of Trustees frequently
 - Board of Trustees members have the hiring authority
- Advertisement:
 - It's important to consider what types of advertisement are directed towards a diverse pool of candidates.

Jeff Rickaby left the meeting at 10:58 a.m.

Dustin Delsman left the meeting at 11:00 a.m.

Presidential Search Discussion

Following the Academic Search presentation, the Board discussed the following:

- Search Firm Selection
- Presidential Search Process and Network
 - Once the Board signs on with Academic Search, the process will be further discussed
- Timeline
 - Academic Search provided an estimated timeline due to change based on the need of the Board
- Communication Plan
 - Once the contract is signed, Cathy Dworak will prepare communication for the college.

Action Item: Janel Karban to add the following topics to the October 19, 2022 agenda:

- Presidential Search discussion
- Status of the Academic Search contract and selection of dates

Richard Stadelman moved that the Board hire Academic Search and accept the contract once reviewed by Attorney Robert Burns.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on voice vote.

Next Board Meeting

The October 19, 2022 Board Meeting will be held on the NWTC Green Bay Campus in the Boardroom located at 2740 W. Mason Street, Green Bay, WI 54303.

Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Adjournment

Richard Stadelman moved that the Board adjourn the October 14, 2022 Board meeting. (11:44 a.m.)

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on voice vote.



Gerald Worrick, Board Secretary

11-9-22
Date