

Minutes  
September 19, 2018

CHEMEKETA COMMUNITY COLLEGE

**SPECIAL BOARD OF EDUCATION  
MEETING MINUTES**

September 5, 2018

**A. CALL TO ORDER**

Neva Hutchinson, Chair, called the special board meeting to order at 3 pm. The meeting was held at Chemeketa Eola/Northwest Wine Studies Center, 215 Doaks Ferry Road, NW, in the Chardonnay/Riesling Rooms.

**B. ROLL CALL**

**Members in Attendance:** Ed Dodson; Betsy Earls; Jackie Franke; Ken Hector; Neva Hutchinson, Chair; Ron Pittman; and Diane Watson, Vice Chair.

**College Administrators in Attendance:** Julie Huckestein, President/Chief Executive Officer; David Hallett, Vice President, Governance and Administration; and Jim Eustrom, Vice President, Instruction and Student Services/Campus President, Yamhill Valley Campus

**Guests:** Miriam Scharer, Associate Vice President/Chief Financial Officer; Alice Sprague, Director, Human Resources; and Kevin Walther, Procurement Services.

**C. COMMENTS FROM THE AUDIENCE**

None were heard.

**D. INFORMATION**

**Presidential Search Update**

Alice Sprague reported the college went out for a Request for Proposals (RFP) in August for an executive recruitment services firm, reviewed the process with the board subcommittee of Ed Dodson, Ken Hector, and Neva Hutchinson, screened 11 applications, conducted Skype interviews with four firms, and did reference checks. The Marketing and Public Relations office will be developing a website to share information and progress reports. Also, an all-staff email was sent out during the summer asking interested staff who would like to serve on the Presidential Search Advisory Committee to notify Human Resources (HR); another email will be sent out next week. Jackie Franke asked if a firm was used in a previous search. It was noted that a local consultant, Vicki Willis, was used last time, and this would be the first time the college has used an external search firm.

**E. SEPARATE ACTION**

**Approval of Executive Recruitment Services Contract**

Miriam Scharer introduced Kevin Walther, lead procurement management analyst, who assisted the subcommittee in the process for the selection of an executive search firm. Kevin was thanked for his guidance, organizational skills, and streamlining the process.

Miriam referred to the green sheet in the board folder. Miriam reminded the board that the threshold for bringing contract awards to the board is \$150,000 and above. Although the contract award is significantly lower than the threshold, the college felt it was important to bring the recommendation to the board for approval due to the nature of the contract. All

Minutes  
September 19, 2018

Minutes of Special Board Meeting  
Board of Education  
September 5, 2018  
Page 2

11 proposals were responsive and were evaluated based on criteria. The top four firms were AGB Search LLC, the Association of Community College Trustees (ACCT), Gold Hill Associates, and the Pauly Group, Inc. Based on the applications, interviews, and reference checks, it was recommended that the contract be awarded to the Association of Community College Trustees, Washington, DC, for an estimated contract value of \$54,500.

The subcommittee shared the pros and cons of the four firms. ACCT had a good plan; valued the board and the process; the lead person who would be working with the college is a past community college president and had an extensive community college background; and ACCT had the lowest bid.

Ken Hector moved and Jackie Franke seconded a motion to approve the contract award for Executive Recruitment Services to the Association of Community College Trustees of Washington, DC, for an estimated contract value of \$54,500.

The motion CARRIED.

**Approval of Presidential Search Process and Timelines**

Alice Sprague reviewed the proposed process and timeline and specifically covered the September and October activities. Alice noted that timelines can be adjusted. Ken Hector suggested accelerating the timeline to get the job description out earlier than November due to the recent announcement of two additional community college president vacancies.

Ron Pittman moved and Diane Watson seconded a motion to approve the Presidential Search Process and Timelines as presented.

The motion CARRIED.

**Approval of Composition of Presidential Search Advisory Committee**

Alice Sprague reviewed the composition of the Presidential Search Advisory Committee. Ken Hector moved and Ron Pittman seconded a motion to approve the Composition of the Presidential Search Advisory Committee as presented.

The motion CARRIED.

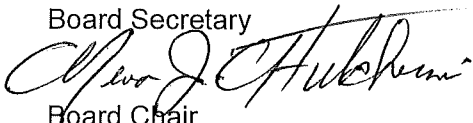
**F. ADJOURNMENT**

The meeting adjourned at 3:20 pm.

Respectfully submitted,



Board Secretary



Board Chair



President/Chief Executive Officer

9/19/2018

Date