

**MOUNTWEST COMMUNITY & TECHNICAL
COLLEGE INSTITUTIONAL BOARD OF
GOVERNORS**

MINUTES

January 16, 2020

PRESENT: Heather Ashworth, Ed Bay, Cathy Burns, David Earl, Thomas Gibson, Jeffrey Goad, Dinah Ledbetter, Mark Morgan, Charlotte Dee Preston and Rodney Wiles

ABSENT: Tony Martin and Melvin Miller

ALSO ATTENDING: Interim President, Michael G. Sellards, S. Derek Adkins, Dr. Steven Brown, Kendra Bolen, Stacy Carrol, James Clevenger, Amanda Clark, Latrenda Clay, Sarah Dick, Kim Hall, Karen Horner, Michael McComas, Lisa Penix, Jennifer Porter, Larry Perry, Natalie Roper, Angela Ross, Rhonda Scragg, Mesha Shamblin, Terri Tomblin-Byrd, Jim Wilkerson and Kristy Woods

AGENDA ITEMS:

1. Call to Order, determination of Quorum: Jeffrey Goad, Chairman:
Jeffrey Goad, IBOG Chairman called meeting to order at 8:01 am. A quorum was established.
2. Consent Agenda: Jeffrey Goad, Chairman
A motion to accept the November 21, 2019 and December 3, 2019 minutes was made by Cathy Burns and seconded by Tom Gibson. The motion was approved.
3. Newforce Update: Natalie Roper
Natalie Roper discussed Demo Day on February 11, 2020 and invited all IBOG members to attend.
4. Update status Presidential Search Committee: Jeffrey Goad, Chairman
 - Presidential Search Process and Timeline*
Mesha Shamblin, Director of HR, Employee Development & Payroll reviewed the Presidential Search Process and Timeline. Ed Bays made a motion to accept the Presidential Search Process and Timeline as presented and seconded by Rod Wiles. The motion was approved.
5. Update from the Vet Tech Committee: Jeffrey Goad, Chairman
Mark Morgan explained no updates at this time. Assessing Program and Expenditures. Michael G. Sellards, Interim President explained that he is reviewing all materials this time.
6. President's Report: Michael G. Sellards, Interim President
Jeff Goad introduced and welcomed Michael G. Sellards, Interim President. Mr. Sellards thanked the IBOG for the opportunity to be the Interim President. Sellards shared that Michael McComas, Interim Chief Academic Officer; began recruitment for Dean Career & Technical Division has began and looking forward to meeting individually with all IBOG members. Mr. Sellards is looking forward to looking at Policy Governance with the IBOG.
7. Future Agenda Items: Jeffrey Goad, IBOG Chairman
 - Policy Governance

8. Announcements:

- IBOG Meeting on Thursday, March 19, 2020 at 8:00 am in G07A at Mountwest CTC
Agenda Items are due 2 weeks prior to meeting.
- Annual presentation by the Students: April 16, 2020
- Commencement, Friday, May 8, 2020 at Christ Temple beginning at 7:00pm
- Annual presentation by the Classified Staff: May 21, 2020
- Annual presentation by the Faculty: May 21, 2020

9. Executive Session under the Authority of WV Code §6-9A-4 relating to Property Acquisitions, Leases and/or Personnel Issues

13. **Adjournment:** There being no other agenda items, the meeting was adjourned at 9:29 a.m.

*Action Items – Approval Required



Jeffrey Goad, Chairman



Thomas Gibson, Secretary

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
PRESIDENTIAL
SEARCH
PROCESS AND
TIMELINE**

*Please note that the Office of HR will need to collect affirmative action information on all candidates for reporting purposes.

*The nature of this search is confidential. HR will need confidentiality statements signed.

October 17, 2019

1. Search committee appointed.

The Chair of the Board of Governors ("Board Chair") shall appoint a search committee that shall include:

- **Tom Gibson (Board Secretary – Chair of Search Committee)**
- **Dee Preston (Classified Staff representative)**
- **Ed Bays (Faculty Representative)**
- **Heather Ashworth (Student Representative)**
- **Jeff Goad (Board President)**
- **Vicki Dunn-Marshall (Mountwest Foundation President)**
- **Tony Martin (Board Member)**

December 9, 2019

2. Search process developed.

In consultation with the Chancellor of Higher Education, the Board of Governors shall create a method and process to conduct a search and select the next president for Mountwest Community & Technical College. The presidential search process shall be presented to the Board for its approval. Once approved, a copy of the process should be shared with the Chancellor. *The Office of HR will preemptively solicit search firms for proposals.*

**December 17, 2019-
January 16, 2020**

3. Advertising and profile developed.

The search committee shall solicit input from campus constituency groups regarding the characteristics and qualities which the next president of Mountwest Community & Technical College should possess. The Search Chair shall appoint a Qualification Committee of Board members to prepare a position announcement detailing the professional characteristics (e.g. leadership, ability to communicate, etc.), personal qualities (e.g. honest, integrity, etc.) and qualifications (e.g. credentials, prior experience, etc.) desired of the next president of Mountwest Community & Technical College. In developing the position announcement, the committee shall take into consideration the input provided by the campus constituency groups. The Search Chair shall approve the position announcement which, shall be transmitted to appropriate newspapers and other media sources, heads of higher education associations and organizations and other appropriate individuals.

The constituency groups are:

- Faculty
- Staff (classified & non-classified)

- Students
- Administration (President's Council)
- Community Members (such as Board and Foundation)

January 16, 2020	4. Board Approval of Search Process; Approved process forwarded to Chancellor's Office.
January 16, 2020	5. Campus announcement of committee and process.
January 16, 2020	6. Advertising appears for four weeks.
February 13, 2020	7. Deadline for applications.
February 24, 2020	<p>8. Search Committee completes screening. The Qualifications Committee shall conduct an initial screening of all applicants to eliminate those who do not possess the minimum qualifications set forth in the position announcement. All applicants who meet the minimum qualifications shall be forwarded to the Search Committee for screening for desired professional characteristics and personal qualities. The Search Committee shall select a certain number of semi-finalists for interviews. <i>If the search committee at this time feels that there are not enough qualified candidates, a search firm will be selected and the timeline will be modified to allow for the search firm to recruit candidates. The same general steps will be followed with the addition of utilizing a search firm.</i></p>
March 9, 2020	<p>9. Semi-finalist interviews and selection of finalists. The Search Committee shall conduct Interviews with semi-finalists either off-site or through electronic means (such as Skype). Following the interviews, the Search Committee shall meet and recommend a maximum of three finalists to the Board for consideration.</p>
March 23, 2020	<p>10. Reference checking complete. The Search Chair shall appoint committee members to conduct interviews with references provided by each of the finalists. Prior to any campus visit, the Search Chair shall also cause to be conducted background checks of the finalists which shall include: Global Priority Report, County Criminal Record Check, Misdemeanor Criminal Record Check, County Civil Records – both Upper and Lower Level, Federal Civil Records Search, Employment References, State Driver's License Records, and educational credentials.</p>
April 13-14, 2020	<p>11. On-campus interview. The Search Committee shall invite the finalists to participate in on-campus visits of approximately one and one-half days in which the candidates shall</p>

be provided the opportunity to meet with Board members, Search committee members, students, staff employees, faculty, campus administrators, community leaders, alumni and other individuals who, after which, may provide the Board with their comments. **A member from the CCTC needs to be invited as well.**

April 15-16, 2020

12. On campus interview.

April 20-21, 2020

13. On-campus interview.

April 23, 2020

14. Search Committee review and analysis.

The search committee meets to discuss information and impressions gathered during the on-campus visits.

April 27, 2020

15. Search Committee recommendation to the Board

May (Special Meeting)

16. Board decision. Compensation and other terms of employment discussed and agreed shall be consistent with any guidelines or rules regarding presidential compensation adopted by the WVCCTC.

May (Special Meeting)

17. WVCCTC Confirmation. WVCCTC will meet in regular or special meeting to confirm the compensation.

June 2020

18. Announcement

July 1, 2020

19. Start date.

TBD?

20. Inauguration ceremony.