

SCHOOLCRAFT COLLEGE

18600 Haggerty Rd • Livonia MI 48152-2696

In consideration of the Governor’s Executive Order effective March 24, 2020, 12:01 a.m.

The Schoolcraft College Board of Trustees Special VIRTUAL Meeting for the Presidential Search was held VIRTUALLY at 6:00 pm, April 8, 2020

All interested in the public meeting accessed the meeting

**Board of Trustees Special VIRTUAL Meeting for the
Presidential Search
April 8, 2020**

MINUTES

Members Present	Gretchen Alaniz, Brian Broderick, Dillon Breen, Bill Erwin, Joan Gebhardt, Terry Gilligan, Carol Strom
Call to Order for Special Meeting	Chair Broderick called the April 8, 2020, Special Board Meeting to order at 6:05 p.m.
Introduction of Guests and Comments from the Audience	In attendance: Joan Morehead, Van Nguyen, Alec Thomson, Michelle Randall, Karla Frentzos
Discussion Item	Trustee Gilligan asked that a possible agenda item be considered and added before Board Action item, Consider Approval – Hiring of an Executive Search Firm. The new item, 6-a Consideration of Internal Search, would be added after the interviews of the executive search firms, with further discussion with all the trustees, and if it was deemed necessary.
Presidential Search Process Updates	<p>Chair Brian Broderick noted the committee scoring of the three firms from the Presidential Search Committee pointed towards two leaders. Broderick thought it was prudent that the Board of Trustees interview all three of the executive search firms for final selection.</p> <p>He updated the Board on the Stakeholder Input surveys that were conducted. Surveys closed this morning and data was being analyzed.</p> <ul style="list-style-type: none">▪ Over 400 survey responses were submitted by employees, students and community members.▪ Local school districts and our district municipalities put our survey link on their websites. The link directed interested parties to engage in the survey about the future for Schoolcraft.▪ It was a good response given our changing venues and the COVID crisis which has disrupted so many processes.

Interviews with Search Firms Each search firm was given a time to enter the virtual meeting and the format and timing was the same for all. They had 2-3 minutes to summarize their firms and to introduce themselves with 15 minutes to discuss their action plan and answer questions.

Chair Broderick led the process with Board members asking questions of the three firms.

- a. Stanton Chase 6:15 p.m. connection
- b. ACCT 7:00 p.m. connection
- c. Pauly Group 7:45 p.m. connection

Stanton Chase

Carolyn (Lyn) Alford Cason, Sector Leader, Stanton Chase

Lyn Cason is a Managing Director in the Baltimore, Maryland, office of Stanton Chase and she is co-chair of the firm's Global Diversity Practice. Lyn brings 18 years of professional search consultant experience to Stanton Chase, along with an extensive background that includes work in the media, consumer services, and non-profit and education sectors. In the Executive Search area, prior to Stanton Chase, Lyn specialized in media/telecommunication executive search at Warren & Morris, and with Brad Marks International.

Stanton Chase has an inclusive process. Lyn would like to determine what the role of the search firm would be. Stanton Chase are experts at technology and working online. Schoolcraft has an aggressive schedule, given the current crisis. Cason asked if we have reevaluated the timeline.

Lyn Cason would be the lead in our process with three colleagues. She noted that it is important work and that she respects all that the Board is doing.

Association of Community College Trustees (ACCT)

Dr. Daniel J. LaVista, Search Consultant, ACCT

Founded in 1972, the Association of Community College Trustees (ACCT) is a national nonprofit educational association based in Washington, DC that represents more than 6,500 trustees who govern over 1,200 community, technical, and junior colleges. ACCT Searches has developed an extensive network of community college leaders, both throughout Michigan and across the nation. ACCT Searches also has significant experience leading the selection and ensuring the success of leaders on large campuses and districts. They work with approximately 100 searches a year. Dr. LaVista would be the primary contact and project lead if ACCT is selected for the search.

Dr. LaVista believes that our search timeline is too ambitious and we would need to accommodate more time for the best results. After reading the annual report and the recent HLC report he noted how well positioned we are to find great candidates. The financial position Schoolcraft is in is excellent also. ACCT is currently working on 25-30 searches this year. Dr. LaVista would be working exclusively on our search.

Pauly Group, Inc.

Ms. Angela Provart, President, Pauly Group, Inc.

Since 1990, Pauly Group, Inc., has provided search services to community and technical colleges seeking expertise in their senior administrative searches. Pauly Group consciously chooses to work exclusively with community and technical colleges. It is their objective to provide comprehensive search support in an ethical and cost-effective manner while remaining impartial and transparent to the process. Ms. Provart has been with Pauly Group since 1996.

Ms. Provart will be our primary search consultant, her role is to be a facilitator for the process and to lead as needed. It is important to the success of the next President that the committee and Board makes the decisions about who to interview and buy-in to success early in the search process.

Goals include:

1. ensuring that the committee members are equipped with all information necessary to assess candidates and make timely decisions,
2. ensuring that the committee members understand, enjoy and see the value of their input into the process,
3. supporting the Board with information and guidance as requested and providing full support of the Board's hiring decision.

Pauly Group limits the number of searches they take on during a season. They utilize their staff so they do not interfere with our staff. Ms. Provart will make a number of trips to the College to keep us informed. Pauly Group maintains and utilizes their own database of 20,000 potential candidates, using phone calls to speak with potential individuals. They talk with 500-700 different people per search, working to get the word out to individuals who may be well qualified.

She would like to meet the Presidential Search Committee and make sure that all steps are covered.

Pauly Group puts candidates in three tiers. A typical search will yield the following approximate number of candidates.

1. Not as qualified - 2-3 candidates
2. Qualified (may not meet all preferred qualifications) 20-30 candidates
3. Well Qualified (meet many preferred qualifications) 20-30 candidates

As applicants apply, Pauly will do a social media check, and listed references are checked. After the first round of checks they do further research on the candidates. First round of interviews are done virtually with Zoom. Before inviting candidates for live interviews and it is public, Pauly does further background, credit and criminal checks so no one is embarrassed. With the current situation we may have to be flexible with when we meet up with the candidates. Pauly Group is working on the process at another Michigan community college using virtual meetings.

Any thoughts that you have about Schoolcraft and our search?

Ms. Provart noted that sometimes following a well-respected and beloved president, is a tough act to follow and may discourage candidates. If SC has strong internal candidates, she would like to speak to the Board about this so we do not deter outside candidates from applying. Candidates will be pleased that the Schoolcraft Board has a solid history with long-time board members and some new members who bring fresh ideas. We have a good balance as a Board. Ms Provart hopes that all enjoy the presidential search process as a Board, since it is a very important responsibility.

Discussion Regarding Search

6-a

Trustee Gilligan noted that we have some very qualified candidates who are internal and that we will save money by exclusively interviewing them, we should consider this. He proposed an in-house only search and opened this up for discussion. Each Trustee addressed this statement.

- The Board all agreed that we have some very excellent candidates in-house.
- A good idea to do that.
- It is important to move forward with a national search process. The College deserves the best president for the position and we must do the most thorough search possible.
- Important that the College pursues the search as it is an investment in the future of the College. Going through the process is very good for all in the College. Do not want to forsake the search for the expense.
- We have good candidates here and it is not unprecedented. We may look at partial service of a firm - it is worth discussing to aid in the process.
- I agree with everyone so far. Because of the time frame and limitations I am concerned. Maybe it is a good idea if we interview internally and if they do not meet our qualifications we could go outside. We could give a one year trial basis. I would like to see this as a motion.
- At this point in time I think we should discuss without a motion.
- We agree that this is a tight time frame and we may have to consider lengthening the schedule. What about an interim president?
- It would be a mistake not to do a national search. Our internal candidates should participate in this process and would be evaluated with others. We do not want to limit ourselves at this point with the College's growth. We need the best possible candidate for our needs.
- A trial basis for a president would be very dangerous. If we need more time we can do an interim, very short term. We need to be assured that internal or external, we have the best possible person for the College.
- Our internal staff candidates are excellent. The constituents need their say and to be part of the process. Not sure that will happen with only internals interviewed. It will be responsible to spend the money and get the best candidate available and that does not mean that it is not an insider. The faculty and staff need to have a say in this process.

- All firms think our plan is ambitious. I felt from the get-go that our employees have done what the search firm should have done. I feel it should be done by an outside firm. That being said I do not have a problem interviewing internally. Will it be enough time for a search? I don't think we have allowed enough time to run a national search. I am open to interior candidates only.
- ACCT said that our work so far is excellent. They praised us on the candidate profile that we presented in the RFP. I think we can handle this, the seven Board members can do this with a search firm. With the new technology and the right search firm we can do a national search. That is why we hire the search firm. We are cutting ourselves short if we only look in house. We are not giving ourselves all the opportunities that are out there.
- It will be national once we choose an executive search firm. The national search broadens the candidate pool and helps solidify the decision both internally and externally. If we need to give extra time and the Board agrees we can give a little more. Interviewing only internal candidates will not serve the College in the long run.
- This is an attractive job and an attractive place to work. The firm will have until the end of April and May to work for the search identifying candidates. Hopefully things will open up.
- When will we hear about the survey? Too short and cut off too soon. I get it, it is a sign of the times. We have to deal with it.
- Just finished today, this morning - 401 responses.
- I don't think 401 is very good.

- Is it appropriate to make a motion for a firm now?
- Where is Gretchen? We may have lost her.
- Michelle Randall respectfully asked to address the Board.
- Is it appropriate to hear a comment from Michelle Randall? How does our Board feel about this? Any objections? None. Then okay.
 - Trustee Alaniz left the meeting at approximately 8:40 p.m.
 - Chris Misiak came into the meeting at approximately 8:40 p.m.

- Michelle Randall asked to address the Board.

Thank you for all your hard work from the employees. This is not a commentary on internal candidates but a comment on the process. We heard tonight that it is essential to have the stakeholders (staff and community) accept the process and the candidate. Having a national search, means that you have choice between many potential candidates. You set the president up for success or for resistance if you don't have acceptance going in. If the process is viewed as not a legitimate process, the candidate will not be accepted. An open, national search allows choice and you can validate the choice made. If an internal candidate is the right choice it will be very apparent. This is a short term cost for a decision that will last a long time. We must do the best job possible. I appreciate the opportunity to speak with you.

- Did the faculty representative on the search firm committee indicate that they wanted a national search?
- (Faculty representative, Chris Misiak) We need the best candidate and we should not exclude external candidates. It is money well invested and the right thing to do. We must do everything to find the best candidate where ever they come from.

- What does our VP of HR think about the process? Comments?
- I don't know if it is appropriate to make comments at this time.
- You have not offered your thoughts during the search committee meetings but have staffed the meetings. It is your call if you would like to share your thoughts.
- It is an ambitious timeframe. I think a national search helps broaden the candidate pool. It allows you to compare candidates to each other rather than to compare only to the internal pool. It helps solidify the decision. With time constraints we can use Zoom and slow the process down a little with the search firm's input. What do we do with a time gap? Interim president? This is up to the Board of Trustees. Thank you.

Trustee Gilligan indicated that based on the good input from the Board as well as faculty, he will withdraw the idea of making an in-house only search. He appreciated the discussion.

All the trustees thanked Trustee Gilligan for bringing the topic up and agreed that the discussion was beneficial for all and solidifies them as a Board.

Chair Broderick said that he would bring up the possibility of extending the search once the search firm was chosen.

Consider Approval – Hiring of Executive Search Firm **2020-23** Moved by Trustee Gebhardt, seconded by Trustee Gilligan, that the Board of Trustees awards a purchase order to, Pauly Group, Inc., to manage the recommendation of candidates and the selection process of a new president for Schoolcraft College.

Roll Call Vote

Ayes: Breen, Broderick, Erwin, Gebhardt, Gilligan, Strom
Nays: None
Absent: Alaniz
Motion carried.

Comments from the Audience Chris Misiak, appreciates the hard work of the Board of Trustees and the process. Thank you.

Comments from the Trustees Trustee Strom said that she appreciates that as Board members we could discuss our opinions civilly. We had no inappropriate behavior. We have a great Board and she is pleased to be part of it.

Trustee Erwin appreciated that Trustee Gilligan came forward and that the Board really went through discussion carefully. It clarified many things. Thank you.

Trustee Gilligan thanked everyone for their consideration.

Trustee Gebhardt noted that the staff have stepped up and she looks forward to our presidential search. Thank you Michelle Stando. Thank you Joan Morehead for all you have done. Thank you Brian Broderick, you took all of my wrath!

Adjournment Chair Broderick adjourned the meeting at 9:18 p.m.

Karla W. Frentzos, Associate Secretary

Brian D. Broderick, Chair

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18600 Haggerty Road, Livonia, Michigan
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CERTIFICATE

I hereby certify that the attached is a true copy of the approved minutes of the Special Board meeting held on the 8th day of April, 2020, and that said minutes have been available for public inspection at the address designated on the posted public notice of said meeting from and after the 23rd day of April, 2020.

Karla W. Frentzos
Associate Secretary
Board of Trustees