

**Southern West Virginia Community and Technical College
Board of Governors Presidential Search Committee
Meeting of November 6, 2019
6:00 p.m.
2900 Dempsey Branch Road, Building C, Room 428
Mount Gay, West Virginia and by Teleconference**

OFFICIAL MINUTES

Board Members Present: Lisa Haddox-Heston, Chair; Mason 'Ed' White, Vice Chair; Eddie Joe Canterbury, Secretary; Bill Alderman, Jacob Frye, Janice Olive, Dianna Toler, by phone: Stephanie Abraham, Chris Adkins, Samuel Stewart

Board Members Absent: Howard Seufer, Pat Joe White

College Staff Present: Emma Baisden, Recorder; Samuel Litteral, Tom Cook, Russell Saunders

Others Present by Phone: Dr. Walt Nolte, Lead Search Consultant, Gold Hill Associates

1. Verification of Quorum and Call to Order

Chair Heston declared a quorum present and convened the meeting at 6:00 p.m.

2. Introductions

Self-introductions were given by all individuals present. Dr. Nolte also provided his background and the background of Gold Hill Associates for Board members.

3. Discussion and Approval of Presidential Search Timeline

Dr. Walt Nolte led the review and discussion of the proposed timeline, provided an explanation of deadlines and steps in the search process, offered guidance on the selection of a search liaison, and discussed the importance of confidentiality. He explained that a thorough presidential search would require five to six months, and timing is paramount to the success of the search.

The advertisement plan was reviewed and various options were discussed. It was determined that by December 6, 2019, the job announcement would be posted on the college website, on the *Chronicle of Higher Education* electronic site, and on the Gold Hill Associate's website. Dr. Nolte would begin a one-on-one recruitment and broad, qualification focused, personal e-mail recruitment. On January 7, 2020, the print job announcement would appear in The Chronicle of Higher Education, in *Higher Education Jobs*, and in local and regional newspapers. The deadline for applications is January 31, 2020 and July 1, 2020 is the target date to fill the position. The Committee appointed Emma Baisden as the search liaison.

Procedures, expectations and communication plans were explained and discussed. All public information concerning the search will be housed on the College's Presidential Search website.

Chair Heston called for a motion to approve the proposed Presidential Search Timeline. Bill

Alderman made a motion to approve the timeline with the caveat that minor adjustment will be made by the consultant and search liaison as discussed and disseminated to Board members. Mason 'Ed' White seconded the motion. The motion carried unanimously, and Chair Heston declared the timeline adopted as amended.

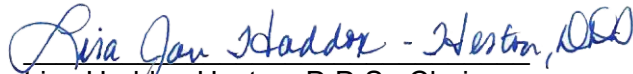
4. Approval of Presidential Position Description

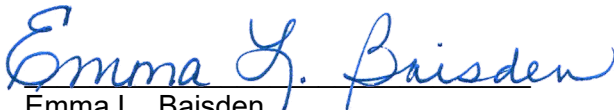
Dr. Nolte reviewed and discussed the draft Presidential Position Description which was developed by the Presidential Search Committee. Committee members voiced opinions and provided input regarding qualities, priorities, and qualifications of the next president.

Chair Heston called for a motion to approve the Presidential Position Description. Eddie Joe Canterbury made a motion to approve the Position Description as presented. Dianna Toler seconded the motion. The motion carried unanimously, and Chair Heston declared the Presidential Position Description adopted.

5. Adjournment

There being no further business, upon a motion by Bill Alderman and a second by Mason 'Ed' White, Chair Heston declared the meeting adjourned at 7:05 p.m. Time will be set aside to discuss the Presidential Search at the December 17, 2019 Board of Governors regular business meeting.


Lisa Haddock-Heston, D.D.S., Chair


Emma L. Baisden
Executive Assistant to the President
and Board of Governors

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Approved 06/16/2020