



*Southern*  
West Virginia  
Community and Technical College

***Board of Governors***

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**March 16, 2015**  
**Special Meeting Agenda Packet**

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**Members**

Thomas A. Heywood, Chair  
Wilma J. Zigmond, Vice Chair  
Glenn T. Yost, Secretary  
Linda Q. Akers  
Shelley T. Huffman  
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Mary Nemeth-Pyles

Joanne Jaeger Tomblin  
President

**Southern West Virginia Community and Technical College  
Board of Governors  
Mount Gay, West Virginia and by Teleconference\*  
Special Meeting of March 16, 2015 - 4:00 p.m.  
Building C, Room 428, 2900 Dempsey Branch Road**

**AGENDA**

1. Call to Order ..... Mr. Thomas Heywood  
Board Chair
2. Action Items ..... Chair Heywood
  - 2.1 Appointment of the Presidential Search Committee
  - 2.2 Approval of the Presidential Search Committee Procedure
  - 2.3 Approval of the Presidential Position Description and Announcement
3. Possible Executive Session Under Authority of WV Code §6-9A-4(b)2A  
Regarding Personnel and Management Issues ..... Chair Heywood
4. Adjournment ..... Chair Heywood

**Southern West Virginia Community and Technical College  
Board of Governors  
Presidential Search Committee Procedure**

**DRAFT**

**1. Process**

The Board of Governors hereby establishes a **Presidential Search Committee** to evaluate applicants for and choose the next president of Southern West Virginia Community and Technical College. The search procedure for the permanent President of Southern West Virginia Community and Technical College is designed and intended to be swift, effective, and thorough. Accordingly, the College has developed a search procedure for the new president that is consistent with Series 5 and the applicable rules of the West Virginia Council for Community and Technical College Education (“Council”) to achieve these goals.

**2. Search Committee**

- 2.1. The Presidential Search Committee will consist of all the current members of the Southern West Virginia Community and Technical College Board of Governors who will be the voting members of the Search Committee.
- 2.2. The Search Committee will designate a chairperson to coordinate the activities of the search committee.
- 2.3. The Search Committee Chair will coordinate with the Chancellor of the Community and Technical College System to formalize the involvement of the Council in this search process in accordance with the provisions of Series 5 of the Code of State Regulations.

**3. Development of Job Description**

The Board of Governors will develop a job description for the position of President, which will set forth desirable characteristics and qualities for the Presidential position. The job description will be used in the selection and evaluation of the candidates.

**4. Position Announcement**

An announcement regarding the position of President will be prepared and distributed nationally to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position. The announcement and job description will be posted on Southern’s website; sent as part of a press release to the media; and placed in advertisements in appropriate local, state, and national publications.

## **5. Search Firm/Consultant**

One or more search firms or consultants will be retained to assist the College in the search process. Search firm services may include, but not be limited to, assistance in preparing the position announcement; creation of a national advertising strategy; collection of applicant resumes; preliminarily screening of applicant resumes; providing recommendations to the Search Committee regarding applicants; conducting background and credential checks; and performing such other services as the Search Committee may request or require from time to time during the search process.

## **6. Selection Process**

- 6.1. Following the deadline for receipt of presidential nominations and applications, the Search Committee will receive from the Search Firm/Consultants the resumes of the applicants and/or nominees who meet the minimum qualifications of the search. The Search Committee will determine the applicants and/or nominees that will move forward through the search process.
- 6.2. Any Interim President hired by Southern West Virginia Community and Technical College is not and shall not be considered a candidate for the permanent President position.
- 6.3. The Search Committee will identify a short list of candidates to bring on campus for interviews. The likely pool of such short list candidates is anticipated to be not less than three (3) and not more than five (5) candidates, but the Search Committee shall retain full discretion regarding the number of candidates to bring on campus for interviews.

## **7. Meetings and Duties of the Presidential Search Committee**

- 7.1. Meetings of the Search Committee will be called by the Search Committee Chair. All members will be notified at least seven days in advance of a meeting, except that less than a seven day notice may be given if an emergency meeting is necessary. Meetings may take place telephonically, electronically, by any medium agreed to, and/or at a location agreed to by the majority of the committee members.
- 7.2. The Search Committee may meet in executive session for the purpose of discussing candidates for the position or any other purpose permitted by law. Presentations to the Search Committee in open session or in executive session are restricted to members of the Committee and any individuals specifically invited by the Chair of the Committee to address the Committee.
- 7.3. Each member of the Search Committee is entitled to participate fully in all committee activities including, but not limited to, recruitment, interviewing, screening, and evaluation of applicants.
- 7.4. The Search Committee will shape the search process as it sees fit, in order to achieve the goal of identifying and recruiting qualified candidates.
- 7.5. Before the first meeting of the Search Committee at which candidates will be considered, the applications of all candidates will be made available for review

by all committee members. Any distributed information about a candidate must be returned to the Committee Chair once the candidate has been eliminated from further consideration by the Committee.

- 7.6. The Chair of the Search Committee, or the Chair's designee, shall be the spokesperson for the Search Committee.
- 7.7. All correspondence, telephone contacts, and other direct contacts with the nominees and candidates prior to interviews will be handled by the Committee Chair, or the Committee staff at the Chair's direction.
- 7.8. Expenses associated with travel and other expenses of Committee members, travel of each candidate for campus interviews, and all other expenses associated with the search, shall be subject to reimbursement through the Office of the President.

## **8. On Campus Interviews of Finalists**

Interviews with the finalists, as determined by the Search Committee, shall be conducted on campus. During the campus visits, students, classified employees, non-classified employees, faculty members, campus administrators, community leaders, alumni, foundation, and other individuals will be invited to meet with the candidates. Comments and feedback from all such constituents will be considered and evaluated by the Search Committee.

## **9. Confidentiality**

- 9.1. Each member will protect applicant confidentiality including names of applicants and any identifying information relative to the applicant, the applicant's background, or current or former employers. All Committee discussions and deliberations are confidential. All applicant information, including vita, writing samples, etc., is confidential. The Search Committee is required to conduct its meetings and deliberations consistent with this commitment, unless provided otherwise under law.
- 9.2. Members of the Presidential Search Committee may not provide information about the names or backgrounds of any candidates, without their consent, to anyone who is not a member of the search committee, or authorized agents or staff as designated in the search procedures approved by the Council. When candidates are invited to a preliminary interview with the search committee, they shall be notified of the conditions under which confidentiality may be waived as to background checks or other matters. If a candidate is invited for a campus interview, his or her name and background shall be publicly released after he or she accepts an invitation for a formal campus visit.

## **10. Time Frame**

The Board of Governors hopes to select a new President no later than the end of the 2015 Fall Semester. The search process will continue and may be extended for as long as necessary in order for the Search Committee to identify and hire a suitable candidate for President.

## **11. Implementation**

These search process procedures shall become effective upon approval by the Council.

**Southern West Virginia Community and Technical College  
Board of Governors  
Presidential Search Position Description**

**DRAFT**

The Southern West Virginia Community and Technical College Board of Governors invites applications and nominations for the position of President. The President is the Chief Executive Officer of the institution and reports directly to the 12-member Board of Governors, nine of whom are appointed by the Governor of West Virginia. The President is responsible for the leadership, management and development of the College, and is the official channel to the Board for all policy, program, and budget recommendations.

**Key Responsibilities**

- Fulfilling the mission and vision of Southern West Virginia Community and Technical College;
- Serving as Chief Executive Officer of the College;
- Envisioning and developing successful models for strategic planning, assessment, data collection, and implementation that can be used in charting the future of the institution;
- Overseeing the development of innovative academic programs that promote student success and growth;
- Managing budgeting approaches and financial models that support the basic needs of the College, encourage growth, and provide for some managed risk strategies;
- Developing and implementing comprehensive fundraising strategies for both programmatic and capital funding needs;
- Facilitating the development of comprehensive marketing strategies for the institution and its programs and services;
- Ensuring that all faculty and staff have a stake in the College's success by encouraging their best work and developing open communications and exchanges of ideas;
- Monitoring trends in higher education and promoting educational strategies to address those trends;
- Building and maintaining stakeholder and community connections and partnerships;
- Facilitating and implementing various uses of technology in both classroom and organization efforts;
- Effectively networking and developing policy with legislative and regulatory bodies whose support is essential to the success of the institution.

**Southern West Virginia Community and Technical College seeks an ethical and energetic president who exhibits the following traits, skills, qualities and characteristics:**

- Has an understanding of the mission and vision of community and technical colleges.
- Has experience in collaborative leadership, such as shared governance with boards and stakeholders.
- Has a record of effective leadership in supporting and promoting economic development and work force preparation, including an understanding of the role of the public college in meeting education and training needs.
- Has strong interpersonal and communication skills, and a proven ability to handle multiple competing demands.
- Has demonstrated success in institutional advancement, such as revenue generation, fundraising, and development.
- Has a record of success as a thoughtful, visionary, effective, team-oriented leader and manager of people.
- A demonstrated ability to develop and motivate staff.
- A demonstrated commitment to building partnerships and coalitions with business and industry, government agencies, public schools, other colleges and universities, and other community groups.
- A demonstrated ability to set, manage, and implement priorities
- Is a decision maker.
- Has the ability and willingness to make tough decisions, based upon research and data.
- Has good organizational and group instincts and abilities, and the ability to interact effectively with many outside organizations as an advocate for the College.
- A demonstrated ability to develop and maintain collaborative relationships with the community.

**Personal Qualifications**

- A demonstrated leader, the President should be a proven manager with the ability to motivate, inspire and instill confidence in others.
- A proven strategic thinker with the highest level of integrity, the President should provide vision and collaborate with all College stakeholders including the Board of Governors.
- The President should be a thought leader with a track record of integrating cutting edge programs and ideas.
- The President should be inspiring and creative; a catalyst with a vision that can create excitement and energy around Southern's mission and encourage others to support the organization.
- The President should be comfortable with high public visibility and experienced with developing partnerships and alliances.
- The President should be an energetic self-starter, flexible and be able to prioritize multiple tasks.

- The President should be a good listener
- The President should be proactive, open and a leader who shares information readily, while respecting the abilities and opinions of others.
- The President should be approachable and accessible to students.

## **Education**

- Education

A Master's Degree from a regionally accredited institution is required; an earned doctorate from a regionally accredited institution is preferred.

- Experience

Demonstrated and meaningful experience leading a dynamic, complex organization.

## **Compensation**

- Salary will be commensurate with experience. The position carries with it an attractive benefits package. This is a non-classified, FLSA-exempt position.

**Southern West Virginia Community and Technical College  
Board of Governors  
Presidential Position Announcement**

**DRAFT**

The Southern West Virginia Community and Technical College Board of Governors invites applications and nominations for the position of President. The President is the Chief Executive Officer of the institution, and reports directly to the 12-member Board of Governors, nine of whom are appointed by the Governor of West Virginia. The President serves as the chief executive officer of the College, and is responsible for executing the institution's strategic plan and the will of the Board. The President is also responsible for developing and making recommendations to the Board on all major policy, program, and budget matters.

The ideal candidate possesses excellent communication and interpersonal skills; is capable of establishing and maintaining effective working relationships with a broad range of individuals from diverse backgrounds; and has a record of building partnerships and coalitions with business, government, public schools, colleges and universities, and other community groups.

The successful candidate will be expected to foster, reinforce, enhance, and expand collaboration with the communities the College serves; actively manage the affairs of the College; and provide effective leadership in supporting and promoting economic development and work force preparation, academic excellence, fundraising, marketing, public relations, and strategic planning.