



THE BOARD OF TRUSTEES OF  
TRINITY VALLEY COMMUNITY COLLEGE

BOARD PRESIDENTIAL SEARCH COMMITTEE WORKSHOP

Minutes

September 7, 2022

TVCC – Teleconference Meeting

Members Present

Trustee Steve Grant  
Trustee Mike Hembree  
Trustee David Monk  
TVCC President- Dr. Jerry King  
Director of Human Resources- Janene Dotts

**Introduction**

Mrs. Dotts reported that the purpose for this Workshop is to search for, and to select the next President of TVCC. Mrs. Dotts indicated that the Board of Trustees of TVCC will lead the search process. Mrs. Dotts encouraged the Board to ask questions and engage in robust discussion.

**Presidential Search Process Overview**

**Opening Remarks:** Mrs. Dotts shared a few recommendations to the Board, regarding the search and selection of the next President of TVCC. Dr. King and Mrs. Dotts encouraged the Board committee to exercise their great stewardship during the search process, and to support the College's Leadership team, to provide continuity related to their work at TVCC.

**Orientation to the Search Process**

**Search Phases:** Mrs. Dotts, Director of Human Resources, presented a draft search process, which was distributed to the Board committee. A proposed three-phased presidential search process, including search process planning, active recruitment, and discernment among presidential candidates/selection of successful candidate.

**Equity-Minded Hiring Practices:** Mrs. Dotts discussed that the search process will feature equity-minded hiring practices, which should include:

- Appointment of a diverse Presidential Search Committee.
- Active efforts to advertise and recruit through diverse outlets and networks to ensure a consistent and equitable application process for all candidates.
- Implementation of discernment and selection processes that enable the search committee and the Board to raise awareness of traditional notions of merit and fit;



check unconscious bias in the review of candidate materials; conduct a “talent search” process, not a “screening out” process; review materials, candidate interviews, and feedback with the established profile as the guide, comparing each candidate to the position profile and not to one another; and to challenge biased assumptions, beliefs, and statements in committee deliberations.

**Feedback from Employees, Students, and Community:**

Mrs. Dotts presented a survey draft which College employees, students, and members of the community can provide feedback regarding qualities and characteristics desired in TVCC’s next president. The key themes from the feedback will be provided to the board, as well as posted online.

**Search Committee:** Following full discussion, Trustee Monk recommended that a Presidential Search Advisory committee be commissioned to assist in search activities with the recommended charge that the advisory committee will assist the board committee in providing feedback, assisting with Round 1 discernment process, and Round 2 discernment process (Semi-finalists). Once that is complete the advisory committee will dissolve. It was further discussed that the composition would be 12 members and that two VPs be included. The board search committee will only meet with the advisory committee as needed. Mrs. Dotts was nominated as the administrative representative and will act as the liaison between the committees.

**Search Firm:** Dr. King presented the option of using a search firm to assist with the process, and recommended ACCT as a potential resource. Following full discussion, the board search committee decided against using an external firm at this time.

**Required Qualifications for the Position of President, TVCC:** Mrs. Dotts presented the draft presidential profile, which was distributed to the Board committee. Following full discussion, the board committee recommended for adoption by the Board include the requirements that qualified candidates must have an earned master’s degree, and at least five years of senior level leadership experience in higher education, preferably at a community college or open access institution. A final profile is projected to be provided to the full board for approval at the September regular board meeting.

**Presidential Search Timeline:** Mrs. Dotts presented a draft timeline, which was distributed to the Board committee. Following full discussion, some minor changes were made, specifically, the submit by application date was moved to November 15<sup>th</sup> as proposed by Trustee Grant.



**Presidential Search Budget:** Mrs. Dotts discussed briefly about a budget for the search. After full discussion, once more information regarding the different avenues of advertising was reached a clearer budget proposal could be prepared for approval.