

**Tacoma Community College  
Board of Trustees Special Meeting  
September 22, 2017 – 2:30pm  
Building 12 – Board Room**

**MINUTES**

**Board Members**

Bob Ryan  
Gretchen Adams  
Lois Bernstein  
James Curtis  
Liz Dunbar

**Administrators/ Staff / Guests**

Mary Chikwinya	Christopher Soren
Rick Brady	Diane Valdez
Shawn McRavin	Mike Goncharuk
Beth Brooks	Polly Robinson
Matt Higgins	Katie Gulliford
Mike Mixdorf	David Straayer
Char Gore	Cliff Frederickson
Kim Ward	Krista Fox
Kerry Ramroop	Deanna Cole
Mary Chen-Johnson	Will Howard
James Newman	Ella Guilford
Mary Fox	Patricia Green

**I. CALL TO ORDER**

Chair **Ryan** called the meeting to order at 2:30 p.m.

**II. PRESIDENTIAL SEARCH FIRM INTERVIEWS**

Chair **Ryan** announced the board would be going into a general session for approximately three hours to interview the three top scoring firms who submitted proposals for the executive search for the President. All presentations would be open to public session and would be performed via Zoom, an internet based meeting share program. Because of the rules of the RFP process, all questions would be asked by the Board members and not for public comment.

The Board then agreed during open session on a list of questions that will be asked of each firm prior to their presentation.

1. What techniques will you employ to attract a diverse pool of candidates? Where will your firm seek candidates to fill our position? What do you consider to be a diverse candidate and how will you champion diversity attributes to our search committee?
2. How will you work with the Board of Trustees, the search committee, college administration, students, faculty, and staff to create an understanding of the value of diversity and how to see diversity in the entirety of the candidate?
3. Please describe your onsite visit at TCC to prepare for the recruitment of our next President.
4. What % of placements and/or where has your firm successfully placed diverse candidates including women, persons of color, LGBT, and persons with a disability?
5. What support do you provide to the College and the new President during the first year of transition for the new administration?
6. How will you establish a relationship with the Board of Trustees to understand the needs of the College? How would you establish the relationship with the community, staff, faculty, and students?
7. Who will actually visit the campus to establish this relationship and work with the search committee and the Board during the process?

8. What was your most challenging recruitment you have conducted? What made it challenging and what was the outcome? What do you believe will be the most challenging aspect of recruiting and placing a new President at TCC?
9. Our country is very diverse and college campuses are no different. How will your firm ensure that we attract candidates who possess the cultural competence to lead an urban campus in the Northwest?
10. The TCC community has demanded a presidential search process that is transparent. What steps will your firm take to ensure our board meets this demand?

**2:50 p.m. - Presentation by ACCT Executive Search Services**

**Presenters: Narcisa Polonio, Jill Wakefield, and Julie Golder**

A verbal presentation was given by the firm discussing ACCT's RFP proposal and included a Q&A session in which board members asked for responses to predefined questions. Board members referred to a printed PowerPoint provided by the firm in a reference binder (copy follows minutes).

3:30 p.m. - Closing statement by Narcisa Polonio

3:32 p.m. - Chair **Ryan** called for a break prior to the next interview.

**3:45 p.m. - Presentation by AGB Search**

**Presenters: Vance Peterson and Dr. Tom Kowalik**

A verbal and PowerPoint presentation was given by the firm discussing AGB's RFP proposal and included a Q&A session in which board members asked for responses to predefined questions. Board members referred to a printed PowerPoint provided by the firm in a reference binder (copy follows minutes).

4:20 p.m. - Chair **Ryan** and Trustee **Dunbar** asked for further clarification on predefined questions that may not have been answered during the presentation.

4:29 p.m. - Closing statement by Vance Peterson and Dr. Tom Kowalik

4:30 p.m. - Chair **Ryan** called for a break prior to the next interview.

**4:45 p.m. - Presentation by Gold Hill Associates**

**Presenter: Walter Nolte**

Gold Hill was not available at the assigned start time due to technical problems on their end. Staff member Christopher Soran assisted the firm representative with accessing the system. At 5:05 p.m. a verbal presentation was given by the firm discussing Gold Hill's RFP proposal and included a Q&A session in which board members asked for responses to predefined questions. Board members referred to printed a PowerPoint provided by the firm in a reference binder (copy follows minutes).

5:20 p.m. Chair **Ryan** and Trustee **Dunbar** asked for further clarification on predefined questions that may not have been answered during the presentation.

5:25 p.m. - Closing statement by Walter Nolte.

**III. EXECUTIVE SESSION**

Chair **Ryan** announced that no Executive Session would be held.

**IV. BOARD DISCUSSION**

Board members discussed their individual thoughts on each firm's presentations, scoring status, and answers to the questions posed by the Board.

Chair **Ryan** assigned the task of obtaining reference checks to the evaluation committee of Trustee **Bernstein**, Board Co-Chair **Curtis**, and Dean **Ward**. Co-Chair **James** referred questions of obtaining references to VP of Human Resources & Legal Affairs **Beth Brooks**. It was determined that the evaluation committee would perform the reference checks.

Chair **Ryan** requested a special board meeting be scheduled for September 29, 2017 at 3:00 p.m. to make a selection and notify the RFP coordinator **Beth Brooks** of their final decision.

Trustee **Adams** thanked the evaluation committee for their work.

**V. PUBLIC COMMENTS/REMARKS**

**Patty Green** requested that a video copy of the interviews be provided to the faculty. Discussion occurred between the Board, Christopher Soran, Beth Brooks, and Patty Green, that it was discovered half way through the Zoom interviews the system was automatically recording the interview sessions in error due to a setting in the program. AG **Brady** and the board members discussed the legal ramifications of the recorded interviews. It was decided that since the error was unknown at the time interviews started and firms were not made aware, AG **Brady** would need to look into the legality of releasing the videos. The Board did, however, remind Patty Green that meeting minutes would be available regardless of the video presentation decision.

**Mary Fox** thanked the Board for going through this process clarifying the process of selecting a firm.

**VI. ADJOURNMENT**

There being no further business, the meeting was adjourned by Chair **Ryan** at 6:15 p.m.

  
Robert Ryan, Chair