

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING**

January 19, 2021

MEMBERS PRESENT: Vice President/Secretary DR. LARRY TODD; Treasurer MS. CAROLYN DANKO and Trustees MR. JOHN HOUSEL, MS. TARA KUIPERS; MR. BOB NEWSOME, MR. DUSTIN SPOMER

MEMBERS ABSENT: Board President DR. MARK WURZEL

OTHERS PRESENT: MS. JILL ANDERSON; MS. DEB JACOBS; MR. BRYAN LEE; MS. JENNIFER LITTERER- TREVIÑO; DR AMY MCKINNEY; MS. MADYSON RIEDINGER; MS. AMY SOLOMON; MS. SHELBY WETZEL; MR. KEVIN KILLOUGH, *Powell Tribune*; and MS. MARSHA WILSON, Sr. Office Assistant for Human Resources

CALL TO ORDER: A special meeting was held by the Northwest College Board of Trustees on Tuesday, January 19, beginning at 12:00 p.m. via Zoom.

DISCUSSION: Members of the Presidential Search Committee are as follows: Trustee John Housel, Co-Chair; Trustee Larry Todd, Co-Chair; Trustee Tara Kuipers, Search Steering Committee; Trustee Carolyn Danko; Trustee Bob Newsome; Trustee Dustin Spomer; Board President Mark Wurzel; Mr. Brian Erickson, Professional Staff Representative; Dr. Gerald Giraud, Administrative Staff Representative; Ms. Deb Jacobs, Classified Staff Representative; Mr. Bryan Lee, NWC Foundation Representative; Ms. Jennifer Litterer-Treviño, Faculty Representative; Dr. Amy McKinney, Faculty Representative; Ms. Madyson Riedinger, Student Representative; Ms. Amy Solomon, NWC Alumni Representative; Ms. Jill Anderson, HR Director/Ex Officio Search Committee member; Ms. Shelby Wetzel, Ex Officio Search Committee member.

Co-Chair Housel welcomed everyone and stated that according to the Wyoming Public Meetings Act, the search committee meetings will be open to the public. Meetings where candidate information is discussed will move into Executive Session, where all comments and materials are confidential.

HR Director Anderson presented the Search Committee the search timeline and stated the need to comply with Board Policies and legal requirements. She then read Board Policy 5610 *Equal Employment Opportunity*. She also referred the Committee to Americans w/Disabilities Act (ADA) Guidelines; Pre-Employment Inquiry Guide; Interviewing Skills Tutorial

(webinar that members were provided a link to); Role of Search Committee & Search Chair; Online Application System; and Confidentiality & Records Retention.

Trustee Kuipers facilitated Presidential Profile Input Session; Presidential Requirements and Preferred Qualifications Input Session; Competencies – Behavioral Success Factors & Success Profile (10 behavioral characteristics).

Information gathered from the scheduled Constituency groups and community Presidential Profile Input Meetings will be compiled and presented at the February 9, 2021 Search Committee meeting.

The special meeting ended at 2:00 p.m.

LARRY TODD, Vice President/Secretary

Date