

Executive Committee Agenda

- 1. Call to Order/Roll/Declaration of a Quorum (11am)**
 - 2. Consent Agenda** *Chair Graham*
 - 2.1 Approve Minutes from the May 5, 2016 Meeting**
 - 3. Action Items (11:05am)**
 - 3.1 Approve Presidential Transition Plan** *Chair Graham*
 - 4. Discussion Items (11:30am)**
 - 4.1 June 29, 2016 Agenda Items** *Chair Graham*
 - 5. Other Business/New Business (11:45am)**
- Adjournment (noon)**



**Special Meeting of the
Oregon Tech Board of Trustees
Executive Committee
Telephone Conference**

Public sites: Room 402 Wilsonville; Diamond Peak Klamath Falls

**May 5, 2016
Noon – 2pm**

Draft Minutes

Trustees Present:

Lisa Graham, Chair
Steve Sliwa, Vice Chair

Jeremy Brown
Dan Peterson

Paul Stewart
Fred Ziari

Other Trustees Present:

Bill Goloski

Jill Mason

Kelley Minty Morris

University Staff and Faculty Present:

Erin Foley, VP of Student Affairs/Dean of Students
Paul Rowan, AVP Information Technology Services/CIO
Di Saunders, AVP Communications and Public Affairs (on phone)

Others Present:

1. Call to Order/Roll/Declaration of a Quorum

Chair Graham called the meeting to order at 12:03pm. The Secretary called roll and a quorum was declared.

2. Consent Agenda

2.1 Approve Minutes from the April 13, 2016 Meeting

Trustee Brown moved to approve the consent agenda. **Vice Chair Sliwa** seconded the motion. **With all Trustees present voting aye, the motion passed unanimously.**

3. Action Items

3.1 Selection of a Presidential Search Firm and Authorization of Staff to Issue a Notice of Intent to Award Contract and Enter into a Contract

Board Secretary Fox stated a Request for Quotes was published on the Oregon Public Universities Business and Bid Opportunities web site and directly emailed to various search firms on April 13 with a submittal deadline of April 29. Two firms, Witt/Kieffer

and Parker, submitted responses; the Executive Staff team reviewed the responses and recommends the university contract with Witt/Kieffer.

Trustee Brown stated both firms are qualified but he is disappointed that more firms did not submit proposals. He requested staff obtain, from each firm that responded to the RFQ, a detailed list of candidates that it placed. Stated he would like to review the proposal from Parker for comparison purposes.

Vice Chair Sliwa moved to select Witt/Kieffer as the presidential search firm and authorize staff to issue a Notice of Intent to Award Contract and enter into a contract with the firm subject to the RFQ protest period. Trustee Ziari seconded the motion.

Trustee Stewart arrived at 12:10pm.

Discussion regarding possible reasons why only two responses were received. **Trustee Stewart** stated he has worked with Witt/Kieffer to recruit for medical positions and has had no issues.

Trustee Minty Morris joined the call at 12:18pm.

Trustee Brown is concerned if we do not have an adequate pool of candidates. **Vice Chair Sliwa** suggested adding language to the agreement to the effect that if we don't achieve a qualified pool of by candidates by our time line they are obligated to work with us until we do have a qualified pool. **Trustee Brown** would like to ensure the firm understands our expectations to have a qualified pool of candidates on our short timeline.

With all Trustees present voting aye, the motion passed unanimously.

3.2 Recommendation to the Board of Trustees to Establish and Appoint Members to the Presidential Search Committee

Trustee Minty Morris gave an overview of the individuals proposed to serve on the list. **Chair Graham** stated that we are required to have a president from an Oregon university serve on the committee. She walked through the matrix showing the areas each individual represents. **Secretary Fox** reminded the Chair to be conscientious of a quorum of a committee or the board, Trustee Ceron is listed as a student representative but will graduate in June, and to consider adding a represented/classified staff member to the committee. **Trustee Peterson** is willing to step down from the committee and voiced concern that there is no representation of a full professor nor faculty from Wilsonville.

Executive staff will work with Trustee Minty Morris to review the list and identify potential members to address the concerns identified, prior to the Board meeting scheduled tomorrow.

Trustee Goloski reminded the committee that the Search Committee could outline the number of interactions available for trustees, faculty, staff, and students with the search committee and candidates, to alleviate the need for everyone to be appointed to the search

committee. **Vice Chair Sliwa** stated that one of the duties of the search committee will be to design the process for candidate interaction with the campus community.

Vice Chair Sliwa moved to recommend the Board establish the search committee and appoint members/positions to the committee based on an amended list from Trustee Minty Morris to be presented at the May 6th meeting. Trustee Brown seconded the motion.

Vice Chair Sliwa amended his motion to read: to recommend the Board establish the search committee and appoint members/positions to the committee based on an amended list from Trustee Minty Morris to be presented at the May 6th meeting, and approve the proposed charge to the Committee. Trustee Brown amended his second. With all Trustees present voting aye, the motion passed unanimously.

Trustee Minty Morris exited the meeting at 1pm.

4. Discussion Items

4.1 Presidential Transition Plan Update

Chair Graham stated she worked with the Board Secretary and legal counsel to put together a draft transition agreement. President Maples has not spoken to Chair Graham yet but requested his attorney speak with our legal counsel to go over language. The Board Secretary will reach out to the President to determine a potential time line for review.

5. Other Business/New Business

Chair Graham asked trustees to think about how hiring decisions, for vacant positions that report to the president, might be handled during the presidential transition.

Vice Chair Sliwa reported on the actions of the Finance and Facilities Committee from the meeting yesterday.

6. Adjournment

Trustee Brown moved to adjourn the meeting. Trustee Peterson seconded the motion. With all Trustees present voting aye, the motion passed unanimously. Meeting adjourned at 1:09p.m.