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## Executive Committee Agenda

1. **Call to Order/Roll/Declaration of a Quorum** (noon)
2. **Consent Agenda** *Chair Graham*
  - 2.1 Approve [Minutes](#) from the April 13, 2016 Meeting
3. **Action Items** (12:05pm)
  - 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** (12:05pm) *Board Secretary Fox*
  - 3.2 **Recommendation to the Board of Trustees to Establish and Appoint Members to the Presidential [Search Committee](#)** (12:35pm) *Trustee Minty Morris*
4. **Discussion Items**
  - 4.1 **Presidential Transition Plan Update** (1:35pm) *Chair Graham*
5. **Other Business/New Business** (1:45pm)
6. **Adjournment** (2pm)



**Meeting of the  
Oregon Tech Board of Trustees  
Executive Committee  
Telephone Conference  
Room 402 Wilsonville; Mt. McLoughlin Klamath Falls  
April 13, 2016  
8am – 10am**

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**DRAFT MINUTES**

**Trustees Present:**

Lisa Graham, Chair  
Steve Sliwa, Vice Chair  
Jeremy Brown

Christopher Maples,  
President  
Dan Peterson

Paul Stewart  
Fred Ziari

**Other Trustees Present:**

Bill Goloski  
Kelley Minty Morris

**University Staff and Faculty Present:**

Erin Foley, VP of Student Affairs/Dean of Students  
Sandi Hanan, Employment Specialist – Records Manager  
Tracie Houtz, Associate Director of Human Resources  
Jay Kenton, Interim VPFA  
Michelle Meyer, Director of Business Affairs  
Denise Reid, Assistant Director of Business Affairs  
Paul Rowan, AVP/Chief CIO Information Technology Services  
Di Saunders, AVP Communications and Public Affairs

**Others Present:**

Sandra McKinney, The Edge

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

**Chair Graham** called the meeting to order at 8:01am. The Secretary called roll and a quorum was declared.

**2. Consent Agenda**

**2.1 Approve Minutes from the February 22, 2016 Meeting**

**Trustee Stewart** moved to approve the consent agenda. **Trustee Sliwa** seconded the motion. With all Trustees present voting aye, the motion carried unanimously.

**3. Action Items - none**

**4. Discussion Items**

#### 4.1 Update on the Transition Plan for President Maples

**Chair Graham** stated legal counsel was consulted and a draft transition plan is being finalized. She will discuss the draft plan with the president and then bring it back to the Executive Committee for review and approval. The intent of the document is to ensure the president has the ability to remain focused on the university through the end of the school year, supporting the students with his time; and because of his knowledge base and expertise, to have a retainer agreement that allows him to act in an advisory role through the end of year. She stated she wanted to show the Board is supportive of the President throughout the transition.

**Trustee Brown** suggested, to ensure continuity in the transition period, requiring the president to create transitional documents identifying big picture items, sharing his knowledge, and identifying status of projects. **Trustee Peterson**, as the Chair of the Provost Search Committee, stated the committee will send a plan outlining ideas related to the presidential transition, to President Maples based on decisions the Executive Committee makes today.

#### 4.2 Presidential Search Committee Chair Appointment, Committee Selection Criteria, and Draft Charge

**Chair Graham** stated the Executive Committee may act for the board on any matter (except the hiring or removal of the president) and proposed to create a Presidential Search Committee and nominated Trustee Minty Morris as the Presidential Search Committee Chair. She explained that if there was support for these items the next steps would be to work with the chair to put together a slate of positions reflective of the variety of stakeholders and bring that slate to the Full Board for review and consideration.

**Vice Chair Sliwa** and **Trustee Ziari** supported the nomination. **Vice Chair Sliwa** requested authorization to work with Trustee Minty Morris, should she be appointed, on creating the draft charge for the Presidential Search Committee.

**Trustee Brown** recommended consulting outside resources so as not to recreate the wheel.

**Vice-Chair Sliwa** moved to establish the Presidential Search Committee, appoint Trustee Minty Morris as the Chair of the committee. **Dan Peterson** seconded the motion.

**Vice-Chair Sliwa** amended the motion to include authorizing the Chair of the committee to work with the Executive Committee to bring a slate of positions for the search committee to be brought to the Board for approval. **Trustee Peterson** seconded the amendment.

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

#### 4.3 Review of Request for Quotes to Hire a Search Firm for the Permanent President Position

**Secretary Fox** stated if the Executive Committee is okay with the Scope of Work in the draft Request for Quotes (RFQ) it will be let this week. She explained what the interested firms need to submit in their response and that they are shooting for a return date of May 9, 2016.

**Trustee Peterson** stated that hiring a search firm is a new process on campus. **President Maples** clarified that a search firm was used when he was hired. **Vice Chair Sliwa** stated search firms build a candidate pool by reaching out to individuals beyond simply advertising, and they ensure due diligence and background checks are conducted. **Trustee Stewart** asked staff to review and rank the RFQ responses and bring a recommendation the Executive Committee.

#### 4.4 Discussion on a Plan of Action for the Acting/Interim Presidential Position beginning July 1, 2016

**Vice Chair Sliwa** explained one thing the Executive Committee could do to stabilize the environment on campus, given all of the open positions, and to promote the Board's vision of shared governance, is to name a candidate to be appointed to the interim president position. This would allow the board to focus on the presidential search rather than both a search for the interim and the permanent positions. He proposed to nominate Interim VPFA Kenton for consideration as the interim president. He read a prepared motion (on file) outlining the reasons why Dr. Kenton is appropriate for the position and the actions the committee would like the board to take if Dr. Kenton is appointed including:

1. Dr. Jay D. Kenton be presented to the Board of Trustees at a future meeting as the nominee for Interim President and that a meeting of the Board of Trustees be convened in the near future to consider this recommendation.
2. In accordance with the applicable laws and regulations, the Chairman of the Board of Trustees is hereby empowered to consult with appropriate parties within Oregon's executive and legislative branches of government to confirm the acceptance of this proposed nomination.
3. The Chairman of the Board of Trustees is hereby empowered to negotiate appropriate terms and conditions for retaining the services of Dr. Kenton when the motion for his appointment is considered by the Board of Trustees.
4. The Chairman of the Board of Trustees is hereby empowered to draft an appropriate resolution for the consideration of the Board of Trustees.
5. The Interim President shall preside as the Chief Executive Officer of the institution and shall be delegated the same responsibilities, authorities, and accountabilities as the President role as defined in the various policies adopted by the Oregon Tech Board of Trustees beginning July 1.
6. It is recommended that Dr. Kenton be given the following guidance and charge when he is appointed Interim President by the Board of Trustees:  
In addition to the normal roles of President the Interim President shall:
  - a. Obtain advice and recommendations from President Maples as needed and as appropriate during the early stages of this Interim President role.

- b. Provide leadership and management continuity on the campuses to ensure that students are properly served during the leadership transition and that student recruiting and retention programs have the appropriate emphasis.
- c. Promote shared governance activities on campus; ensure that all stakeholder groups are properly engaged; and, that transparency is promoted during this leadership transition.
- d. Represent the university at appropriate meetings with the HECC, Oregon Legislature, and community organizations as needed to promote Oregon Tech and ensure that its state funding is continued.
- e. Work to ensure the campuses operate with an operating surplus and the financial position is protected to the extent possible so the new leadership team will have resources to adapt to future challenges.
- f. Leverage knowledge of operations and metrics from other institutions to help guide OIT to adopt best practices for its systems and processes.
- g. Work with the campus leadership to develop strategies and tactics for managing the many open positions on campus while being cognizant of the budget implications.
- h. Create a welcoming environment for the new President and other leaders that will be joining the university during the coming months and help provide orientation for each role.
- i. While moving the university forward be mindful that the success of the new President could be enhanced if allowed to make certain decision and alignments at the start of her/his tenure and certain initiatives might be timed accordingly.

**Vice Chair Sliwa motioned to recommend Dr. Jay Kenton to the Board for appointment as the interim president and to recommend the Board approve a resolution outlining the actions to be taken, as read into the record. Trustee Brown seconded the motion.**

**Trustee Stewart** proposed a modification to bullet items 3 and 5 in the proposed resolution adding language “upon approval by the Board.” **Chair Graham** clarified that the Board must approve the action items prior to any action taking place. **Trustee Stewart** stated other individuals were interested in the position and he reviewed those candidates’ qualifications but Dr. Kenton’s breadth of experience is superior. **Trustee Peterson** stated that Dr. Kenton has shown he is supportive of transparency, has developed trust on campus, and is able to continue the relationships at the state level. **Trustee Brown** suggested modifying the requirement in 6(d) that the interim president not be held responsible for ensuring state funding is continued but rather that the president will continue to lobby for state funding at the appropriate levels.

**Vice Chair Sliwa amended his motion to recommend Dr. Jay Kenton to the Board for appointment as the interim president and to recommend the Board approve a resolution outlining the actions to be taken, as read into the record, with the modification to 6(d) that the president will “continue to lobby for state funding at appropriate levels” rather than “ensure that its state funding is continued.” Trustee Brown was amenable to the amendment.**

In response to **Trustee Ziari, Vice Chair Sliwa** stated that the Chair would work on negotiations with Dr. Kenton prior to coming back to the Board. In response to **Trustee Peterson, Dr. Kenton** stated that if the position is not filled by January 2017 he is able to work additional hours and will do so until the position is filled. **Dr. Kenton** stated he is humbled to be nominated for this position, appreciates the confidence in his abilities, and, if chosen to be the interim president, would be honored to follow President Maples. He thanked President Maples for, and listed, many of his accomplishments and progress.

VOTE

Lisa Graham, Chair	Yes
Steve Sliwa, Vice Chair	Yes
Jeremy Brown	Yes
Dan Peterson	Yes
Paul Stewart	Yes
Fred Ziari	Yes

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

**5. Other Business/New Business**

**Trustees Brown** suggested reaching out to the campus community during the search process while faculty, staff and students are still on campus and that it is important to move the process along being mindful of the end of the school year.

Trustees thanked President Maples for his dedication and all of his work at the university; they are thankful for Dr. Kenton's willingness to assist the university.

**Vice Chair Sliwa** thanked the trustees who participated in the accreditation review and the staff who put all of the information together which resulted in a positive review. He also thanked Chair Graham for her coordination and work on the various issues facing the board and university.

**Chair Graham** stated an Executive Committee meeting will need to be held soon, as will a full board meeting, to act on the hiring of an interim president, establishing the search committee, and the hiring of a search firm.

**6. Adjournment**

**Trustee Peterson moved to adjourn the meeting. Trustee Sliwa seconded the motion. With all Trustees present voting aye, the motion carried unanimously. Meeting adjourned at 9:06am.**

Respectfully submitted,



Sandra Fox,  
Board Secretary

## **Action**

### **Agenda Item No. 3.2**

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

### **Background**

At the April 13, 2016 Executive Committee meeting Trustee Minty Morris was appointed the Chair of the Presidential Search Committee and authorized to work with the Committee to bring a slate of positions/potential members for the search committee to the Board for consideration. Trustee Minty Morris drafted, for the Executive Committee's review, a Board Charge for the search committee and a search committee statement, outlined a possible schedule, and created a list of positions/potential members for the committee.

### **Recommendation**

Discussion and motion to recommend the Board of Trustees establish and appoint specific members/positions to the presidential search committee, and approve the charge and committee statement.

### **Attachments**

- Proposed Board Charge to Search Committee
- Proposed Search Committee Commitment Statement
- Proposed Search Committee Schedule
- Proposed Search Committee Members

## **Proposed**

### **Charge to the Presidential Search Committee from the Board of Trustees**

The Board of Trustees ("the Board") of the Oregon Institute of Technology ("the University") has created a Presidential Search Committee ("the Committee") to conduct a search for the University's next president who should be available to assume the position as soon as practical but no later than by November 1, 2017. The Board directs the Committee to conduct the search in the manner set forth in this Charge for the purpose of advising the Board on the exercise of its responsibility under ORS 352.096 for appointing the president. The Committee shall dissolve upon the successful completion of the search and election of a president, or sooner if dissolved consistent with board policies)

The Committee shall work with search consultants to conduct an open and inclusive nationwide search which will identify a highly qualified and diverse candidate pool. The Committee shall gather input on a position advertisement, institutional profile and other suitable search materials which shall include a description of the leadership opportunity; the University and its mission; and the desired attributes and qualifications for the next president. Candidates shall be assessed according to the specifications of the position profile, their understanding of and commitment to the University's mission, and other qua

After establishing a candidate pool, the Committee shall identify a body of qualified applicants to be invited for initial interviews, from which the Committee shall identify a limited number of qualified candidates for campus visits. The Committee shall then develop a process by which feedback can be collected from key stakeholder groups on the Klamath Falls and Wilsonville campuses. After assessment of the feedback from the campus visits the Committee shall recommend one or more finalists to the Board.

The Committee and each of its members shall act in the best overall interests of the University, rather than on behalf of any specific constituency. The Committee shall seek input from a broad representation of the University community, including students, faculty, staff, alumni, and others, as appropriate. The Committee shall be authorized to take such actions as are reasonably necessary to advance the presidential search process consistent with this Charge.

Throughout the search, the Committee shall strive to make the process as transparent as possible but consistent with the standard of confidentiality necessary to attract the best candidates. Accordingly, the Committee shall commit to complete confidentiality as to the names of the candidates, the nature of the committee's deliberations, and the details pertaining to the selection.

The Committee, through Chair Kelley Minty Morris, shall report to the Board on the search's progress at milestones, and the chair of the Board of Trustees, Dr. Lisa Graham, will provide updates to the University community as appropriate.



## **Proposed**

### **Expected Commitment:**

Search Committee will begin meeting in May and is expected to hold 1-2 meetings per month in May, June, July, and August. Meetings will be hosted primarily at the Klamath Falls campus but 1 or more may occur at the Wilsonville campus. Telephonic communications will be provided for these meeting so members can attend remotely.

It is expected in August the committee may form a couple of teams who will perform initial screening interviews. These typically take place at a conference room at a major airport and candidates fly in for 1.5 hour interviews. So if you volunteer to be on such an interviewing team, it will involve a full-day commitment about this time frame.

The finalists are expected to be invited to visit the campuses over a 2 to 3 day period in September. Ideally each member will be able to meet the finalists at either the Klamath Falls campus or the Wilsonville campus during this time.

The committee is expected to have a final meeting to recommend the final slate to the full Board of Trustees shortly after the campus visits. This meeting will be held at the Klamath Falls campus and all members will be requested to be present, although telephonic communications will be provided for those for whom in-person attendance will not be possible.

(\*The university will reimburse for travel related expenses according to its policies.)

**Proposed**  
**Milestone Schedule for Presidential Search**

By May 1	Establish Search Committee, Choose Search Consultants, task Staff with drafting Profile
By June 1	Search committee meets to discuss draft advertisement and Profile- seeks feedback from stakeholder groups
By June 15	Final Advertisement and Profile are published
By August 15	Complete Initial Screening of Candidates
By October 1	Complete initial interviews and vetting of candidates Select Finalists for Campus Visits
By October 25th	Finish campus visits and discuss recommendations/ Make recommendations to the Board of Trustees

## Suggested Search Committee Members

Ex officio - Dr. Lisa Graham - Board Chair  
Kelley Minty Morris - Search Committee Chair  
President of Eastern Oregon – Tom Insko  
Dr. Jeremy Brown- Trustee - Exec. Committee  
Paul Stewart- Trustee - Exec. Committee  
Celia Núñez - Trustee  
SophiaLyn Nathenson - Oregon Tech Faculty  
Faculty Senate President or designee  
Ann Cavanaugh - OIT PAC, Klamath Community leader  
Allison Brosterhous - K-12 Educator  
Rep. John Davis - State Representative- Wilsonville  
Nathan Cherpeski - Klamath Falls City Manager  
Bob Wynne - OIT PAC, Klamath Falls Business Owner  
Laura McKinney - VP/ Wilsonville Campus  
Dee Thompson - Oregon Tech Foundation  
Melissa Ceron - Trustee and Student  
Gary Johnston - Alumni  
Sandra Fox - Staff