



**PROCEEDINGS OF THE PRESIDENTIAL SEARCH COMMITTEE MEETING  
LAKESHORE TECHNICAL COLLEGE DISTRICT BOARD  
LTC-Cleveland, Lakeshore Conference Room  
November 3, 2016**

Committee Members Present: Chappy, Lukas, Smith, Koller, Gruenke, Irving, Lemerond, Hang, Slager, Sy, Soodsma  
Committee Members Absent: Sheehan, Torke, Jacobson, Belot  
Staff Present:  
Students Present:  
Guests Present: Provart, Albertini

**Call to Order**

The meeting of the Presidential Search Committee of the Lakeshore Technical College District Board was called to order by Chair Sharon Chappy at 2:35pm. It was reported that this meeting had been publicized in accordance with requirements of the Wisconsin Open Meeting Law.

**Public Input**

No public input was given.

**Welcome and Introductions**

The Committee members introduced themselves.

**Search Process**

Pauly Group individuals Angela Provart, President and Rebecca Albertini, Project Manager reviewed the search process including the Committee's Role (develop profile; review, screen, and rate all applicants; narrow the field and interview 10-12 applicants via distance technology; narrow applicants to 3-5 to present to the Board for on-campus interviews), Pauly Group's Role (develop profile using data collected from internal and external stakeholders; provide guidance, input, and feedback to Search Committee; solicit potential applicants; function in the Human Resources role for the search process; conduct extensive background checks on the finalists; assist with final negotiations; oversee the entire process until a final candidate is hired) and the Board's Role (interview finalists on campus, make the final selection for the President position).

**Review Profile**

A preliminary draft of the Presidential Profile was reviewed. Information so far has been collected from existing documents. More information will be added based on data collected during on-campus meetings with internal and external stakeholders. Search Committee members should review the document and provide any feedback to Angela Provart.

**Review Rating Sheet**

Angela Provart presented the rating sheet and reviewed the process for its use.

**Application Process and Confidentiality**

The Application process was reviewed and committee members signed a confidentiality statement. It is critical to maintain strict confidentiality to protect both internal and external candidates.

### **Formation of Interview Questions**

The process in which interview questions are prepared and formulated was reviewed.

### **Review Calendar**

Committee members reviewed the calendar time line. Important future dates were set. The Pauly Group will begin recruiting the week of November 21, 2016. Applications will close January 23, 2017. The Search Committee must have ratings of each applicant to Angela by 0900 on January 30, 2017 (members should keep detailed notes, but all Angela needs from the committee is a “yes”, “no”, or “maybe” rating by this date. The Search Committee will meet on Tuesday, January 31 from 3:00 pm-6:00 pm to select 10-12 candidates for interviews. Interviews will be scheduled via distance technology on February 27, 28, March 1 from 8:00am-5:00pm. Search Committee members must be present for all interviews on all three days in order to participate in making recommendations to the Board.

### **Access to Pauly Group Website**

Angela provided the committee with access to the Pauly Group Website, where applications will be housed. Search Committee members can begin viewing applications any time they come in. Angela will send periodic updates to members to remind them to review applications. Applicants will be grouped into three categories. Members may want to focus more on the preferred (meet or exceed all qualifications) and qualified (meet minimum qualifications). Those applicants in the third category are those who do not meet the minimum qualifications.

### **Adjourn**

Meeting was adjourned at 4:45pm.

Respectfully submitted,

Dr. Sharon Chappy  
LTC Board Chair