Bismarck State College Presidential Search Committee
Meeting Notice and Agenda

The Bismarck State College Presidential Search Committee will meet Wednesday, October 30, 2019 at 1:30 p.m. CT on the Bismarck State College, in the National Energy Center of Excellence, Room 443 located at 1200 Schafer St., Bismarck, North Dakota.

1:30 p.m. CT  Committee Introductions (Dr. Dan Leingang and Mr. Tim Mihalick, Co-Chairs)

1:40 p.m. CT  Review SBHE Policy 601.1 and NDUS Procedure 601.1 – Presidential Searches (Mr. Eric Olson, A.G.’s Office)

1:45 p.m. CT  Review North Dakota Open Meetings/Open Records Law (Mr. Eric Olson, A.G.’s Office)

2:00 p.m. CT  Charge to the BSC Presidential Search Committee and Chancellor’s expectations for the position (Chancellor Mark Hagerott)

2:10 p.m. CT  Report from search co-chairs on their listening sessions with campus constituents and discussion with committee on draft search ad and recruitment options (Dr. Dan Leingang and Mr. Tim Mihalick, Co-Chairs)

2:55 p.m. CT  Review Proposed Search Process and Timeline (Dr. Dan Leingang and Mr. Tim Mihalick, Co-Chairs)

3:10 p.m. CT  Media Inquiries (Dr. Dan Leingang and Mr. Tim Mihalick, Co-Chairs)

3:15 p.m. CT  Committee Questions

Adjourn

Contact Terry Meyer (701) 328-2963 or terry.meyer@ndus.edu prior to the scheduled meeting date if auxiliary aids or services are needed.
1. The SBHE is responsible for appointment of institution presidents within the NDUS. Selection of a president is final only upon SBHE action.

2. The Chancellor is responsible for overseeing the presidential search process in accordance with this policy and corresponding NDUS procedures.

3. Upon indication the position of an institution president will be vacant, the Chancellor shall appoint a search committee to conduct a search for a new president. The SBHE may also retain the services of a consultant to assist the search committee in its work.

The Chancellor also shall recommend to the SBHE an interim president to fill the vacancy until the search process is complete. The SBHE may appoint the recommended individual, ask for additional recommendations, or appoint someone directly. The SBHE shall set the terms and conditions of the interim president’s contract.

4. Upon completion of its work, the search committee shall meet with the Chancellor to obtain the Chancellor’s input on the candidates. The search committee is expected to forward three or more names to the SBHE for further consideration. The SBHE may choose to interview any number of those candidates or reject the committee’s recommendations. If the SBHE rejects all the recommendations, it may choose to interview other candidates or charge the committee with resuming the search process.

5. After the SBHE interviews candidates, it may choose to appoint one of them to the position of institution president or charge the committee with resuming the search process. Upon appointment of a new president, the SBHE shall approve the terms of the new president’s contract.

6. The institution shall pay all costs of a search, including search committee, SBHE, and NDUS office costs.

REFERENCE: NDUS Procedure 601.1

HISTORY: New policy, SBHE minutes, February 18-19, 1982; Amendment, SBHE minutes, May 24-25, 1990; Amendment, SBHE minutes, May 21, 1998; Amendment, SBHE minutes, November 18-19, 1999; Amendment, SBHE minutes, September 27-28, 2001; Amendment, SBHE minutes, December 18, 2002; Amendment, SBHE minutes, August 3, 2007; Amendment, SBHE minutes, November 6, 2008; Amendment, SBHE minutes, September 5, 2012; Amendment, SBHE minutes, September 25, 2013; Amendment, SBHE minutes, November 10, 2015.
Subject: PERSONNEL  

Procedure: 601.1 Presidential Searches  

Effective: November 4, 2015

Purpose

This procedure implements SBHE Policy 601.1 and establishes a common procedural framework for the search and selection of a president for an NDUS institution. Variations from this procedure may be appropriate to serve the needs of a particular institution or its constituents. Such variations are permitted upon the written approval of the chancellor.

Responsibility for Selection and Appointment of a President

The Board is responsible for appointing NDUS institution presidents and, when necessary, interim presidents. The chancellor, search committee and search consultant (if one is engaged) are responsible for ensuring well-qualified candidates are presented to the Board for consideration. NDUS office personnel are responsible for assisting the Board, chancellor and search committee as necessary.

At all times, the Board, NDUS personnel, search committee members and the search consultant will comply with all applicable laws, including those regarding equal employment opportunity, and Board policies.

Costs of the search, including costs of the search committee, search consultant, Board and NDUS office, will be paid or reimbursed by the institutions for which the search is conducted.

Procedures for Selecting President

1. Upon indication the position of an institution president will be vacant, the chancellor will appoint a search committee to conduct a search for a new president. Additionally, the Board will select one Board member to serve on the search committee. The committee members appointed by the Chancellor will include:

   a. A senior system representative, as an ex officio, non-voting member;

   b. Two faculty members to be selected from a list of at least six nominees provided by the Faculty Senate or equivalent faculty legislative body;

   c. Two staff representatives, including one administrative/professional staff member and one technical/paraprofessional, office support, crafts/trades, services staff
member, selected from a slate of at least three nominations for each group recommended by the Staff Senate;

d. One undergraduate student and, for institutions with graduate or professional programs, one graduate or professional student selected from a slate of at least three nominations from each group provided by the recognized institution student government organization(s);

e. One academic dean or vice president;

f. One alumni representative or foundation member who has demonstrated deep commitment to the institution;

g. One representative of the institution's external constituency with a demonstrated deep interest in and support of the institution, its programs, and its role in community activities; and

h. Chancellor or his designee, as an ex officio, non-voting member.

2. The Board may hire a search consultant to assist the search committee in its work.

3. If an interim president will be necessary, the chancellor will recommend an individual to the Board to fill that position. The Board may appoint the recommended individual, ask the chancellor for additional recommendations or directly appoint another individual.

4. The Board’s legal counsel will prepare a draft employment contract for the incoming president and, if necessary, the interim president. The salary, benefits and other provisions will be subject to negotiation with the selected candidate, however.

5. The chancellor, search committee and search consultant (if one is engaged) will work together to prepare a position profile identifying the characteristics and experience required for the institution president. The profile will establish minimum qualifications that the successful candidate for the position must meet. It also will be consistent with the responsibilities of institution presidents set forth in Board policy, as well as any other relevant expectations and needs of the institution, community or stakeholders. In developing the position profile, the chancellor and search committee will seek counsel from a wide variety of sources, including, but not limited to institution personnel and the community.

6. The search consultant or NDUS office personnel will widely distribute the position profile to begin advertising the position vacancy and developing potential candidate interest in the position.

7. The search consultant or NDUS office personnel will develop an advertisement based on the position profile and will place the advertisement in relevant media sources.

8. The search committee will take additional steps as necessary to develop a broad and diverse pool of applicants and nominees.
9. The search committee will review and evaluate all nominations and applications for the position of president and take such other steps, including interviews, as they deem appropriate in order to narrow the pool of candidates to a number upon which the search committee members agree. The search committee’s evaluation of candidates will be based on the position profile and any other relevant, objective criteria the committee members agree to use.

10. The search committee will meet with the chancellor to obtain his or her input on the candidates.

11. The search committee shall recommend forwarding no less than three candidates to the Board for further consideration. In selecting these candidates, the search committee will thoroughly consider the chancellor’s input, understanding that the president will work closely with the chancellor to carry out the Board’s strategic plan and directives.

12. After the search committee provides its recommendation, the Board may choose to interview all, some or none of the recommended candidates. If the Board chooses to interview none of the candidates, it may direct the search committee to initiate a new search. Alternatively, the Board may select any other individuals it wishes to interview.

13. Once the interview candidates are selected, the Board will conduct interviews.

14. After the Board interviews are complete, the Board may convene an executive session to consider the interviewed candidates. If a candidate wishes to have the Board discuss him or her in an open meeting, however, the Board must do so. The legal basis for the executive session is 15-10-17.1(a), which permits executive sessions for “the consideration of the appointment or removal” of an institution president unless the individual involved objects.

15. The Board will take final action and vote to appoint the new president. If the Board does not wish to appoint any of the interview candidates, however, it may direct the search committee to initiate a new search.

REFERENCE: SBHE Policy 601.1

HISTORY: Chancellor’s Cabinet Meeting, September 12, 2012
Chancellor’s Cabinet Meeting, September 25, 2013
Chancellor’s Cabinet Meeting, August 5, 2015
Chancellor’s Cabinet Meeting, November 4, 2015
OPEN RECORDS
AND OPEN MEETINGS
OCTOBER 30, 2019

Eric D. Olson, Assistant Attorney General
Disclaimer

This presentation is not intended as personal legal advice, and does not establish an attorney-client relationship between you and the presenter. Please consult your assigned attorney for legal counsel when specific compliance questions arise.
Purpose of Sunshine Laws

- The Open Records and Open Meetings Laws ensure that the business of the public is conducted in public, rather than through backroom deals and discussions.

- Actions of public officials should be designed to uphold the letter and the spirit of the sunshine laws, rather than attempting to avoid public disclosure of the public’s business.
OPEN RECORDS

Eric D. Olson, Assistant Attorney General
Open Records Basics

What is covered by open records laws?

- All records
- In the possession of a public entity or its agents
- Regarding public business

N.D.C.C. 44-04-17.1(16) (definition of “record”)
What is a Record?

- Includes recorded information of any kind, regardless of the physical form or characteristic by which the information is stored, recorded, or reproduced.

N.D.C.C. § 44-04-17.1(16)
“Public Business”

“all matters that relate or may foreseeably relate in any way to ... the performance of the public entity’s governmental functions, including any matter over which the public entity has supervision, control, jurisdiction, or advisory power; or... the public entity’s use of public funds.”

N.D.C.C. § 44-04-17.1(12)
What Records are Generally Open?

- Personnel File
  - Job Performance
  - Evaluations
- Business-Related Emails
- Records on Personal Devices
  - Home Computers (e-mail, documents, etc.)
  - Personal Cell Phone (e-mail, text messages)
- Contracts with a public entity, including all prices and costs.
What Records are Open?

- All records are open unless there is a law that specifically says the record is protected.

- The law will typically say the record is “not subject to Article XI of the North Dakota Constitution,” “not an open record,” “closed to the public,” “exempt,” or “confidential.”
What Records Can be Withheld?

Exempt Records
- May be released in the discretion of the public entity – would need a board action.
- May be called a “closed” record.
- Not against the law to release an exempt record.

Confidential Records
- Cannot be released.
- Can only release pursuant to the open records statute.
- Class C Felony to knowingly release confidential records (N.D.C.C. § 12.1-13-01).

N.D.C.C. § 44-04-17.1(2) (“closed record”); (5) (“exempt record”)
N.D.C.C. § 44-04-17.1(3) (“confidential record”)
What Records Can be Withheld?

Examples

Exempt

- Public Employee personal information, including:
  - Month/Day of Birth
  - Address
  - Personal Phone Numbers
  - Photograph
  - Payroll Deduction Information
  - Dependent information
  - Type of leave taken and leave applied for but not yet taken.

- Complaints, for a period of 75 days from the date of the Complaint

Confidential

- Social Security Numbers
- Employee Medical Records
- Computer Passwords
- Cybersecurity-related information
- Emergency response plans
- Employee use of Employee Assistance Programs.
- Draft Audit Reports and related materials, until the audit is finalized.
Search Applications

- Pursuant to Century Code, all applications and related materials, including documents disclosing the names of applicants, are confidential.
- Once finalists (at least three) are selected, then the records of the finalists are open to the public, while all other applications remain permanently confidential.
Responding to Open Records Requests

- Any person has the right to make a request for a public record, inside or outside the system.
- Cannot make a requester fill out a form or put the request in writing, though you can request reasonable clarification.
  - Exception – if you need to verify identity to release an otherwise confidential or exempt record.
- Requester DOES NOT have to give their name or reason for the request.
  - Exception – if you need to verify identity to release an otherwise confidential or exempt record.
- You only have to provide one copy of the record, once.
Responding to Open Records Requests

- Only required to provide RECORDS.
  - Request for information or an opinion is not a request for records.
- Requests should reasonably identify the record.
  - Clarification v. Intimidation tactics
- Only have to provide records in your possession or control.
- Do not have to create new records or put in a new format.
- Exceptions:
  - If the requester requests a paper copy and record is only available electronically.
  - Database information.
  - Text Messages (you do not have to let the requester review the mobile device)
Responding to Open Records Requests

- You must provide a legal reason for denying production of records, including if the requested records don’t exist.
- Once records are located, review records and redact for confidential information.
- Communicate with requester where possible – provide estimates of time, costs, etc.
- Can refer requester to a website, if the records are available there, unless the person lacks access to the internet or a computer.
- Must provide records within in a “reasonable time”
  - What does that mean? A few factors to consider:
    - Need to consult with attorney about whether the record is open.
    - Redacting or excising exempt and confidential information.
    - Scope of the request and volume of documents reviewed.
    - Accessibility of documents (i.e. are they archived off-site?).
    - Office staff availability, workload, and balancing of other responsibility
Practical Steps to Respond to Request

- Contact your assigned attorney or the system office to discuss the request.

- Locate any responsive records and provide them to the system office or attorney.
  - If your personal email, forward relevant emails to the system office or attorney.
  - If your cell phone, arrange a time for the attorney to review text messages.

- Generally, the system office or attorney will review the documents and then produce records on your behalf.

- The system office will determine whether to charge the requester for locating, redacting, and producing records, and will provide a cost estimate. May not charge requester simply for providing access to records.
QUESTIONS?
Bismarck State College Presidential Search Committee
Charge to the Search Committee

The search for the President of Bismarck State College has begun and is expected to conclude March 2020. As a search committee member, we will ask that you commit to the timeline and search expectations that are presented to you today.

1. Attend and participate in all search committee meetings – it is anticipated that the committee will meet to review candidate applications, participate in preliminary interviews and hold one additional meeting to develop committee recommendations for the board.

2. Treat committee members and candidates in a respectful and unbiased manner.

3. Participate in discussions that relate to the identification of priorities and personal and professional attributes sought in the next President.

4. Draw upon connections to support recruitment efforts.

5. Promote diversity in the applicant pool and ensure no discrimination consistent with State Board of Higher Education (SBHE) Policy 603.2.

6. Review all candidate applications and prepare to identify a short list of candidates for additional screening and consideration.

7. Assist with development of interview questions.

8. Give all candidates fair consideration and identify a short list of candidates for preliminary interviews

9. Participate in preliminary interviews with candidates and following preliminary interviews, identify candidates to be invited as finalists.

10. Assist with interview visits – as needed.

11. Recommend to the SBHE individual strengths and concerns regarding each final candidate. (Those selected as finalists)

12. Following appointment by the SBHE, assist the president with a smooth transition to the College community.

13. Comply with all ND laws and SBHE policies and procedures.

*It is critical that the committee act professionally in the conduct of its business. At no time can committee members discuss committee business outside of the open meeting structure. All public comments should be made exclusively by the search co-chairs. Training on open records and open meetings will occur at the first search committee meeting.
Bismarck State College – Presidential Search

Listening Session #1  Strategic Planning Retreat  July 31-August 1, 2019  21 Participants

COMMENTS FROM OPEN DISCUSSION – Flip Chart Exercise

Innovative
Open to global education
Target Polytechnic experience
Rapport with Legislators/experience
Fundraising experience
Visionary
High energy
Doctorate
Accountability
Four Year & Community College Experience
Builder
Broad professional experience
Experience building relationships and partnerships
Relate to -and connect- to students
Experience in Liberal Arts & Technical Education
Leaving their job on a high note
Integrity/Ethical
Willing to have the tough conversations/conflict resolution
Bring our initiatives forward and support
Listens – open to new ideas
Resilience
Here for long haul “not stepping stone”
Committed to campus life – visible
Personable
Strategic vs micro-manager
Focus on project management
Good business sense (budget understanding, business)
Leadership experience
Creative thinker
Willing to take strategic risks
Data decision maker
Positive social media presence
Ability to delegate
Good fit for BSC and community
Bismarck State College – Presidential Search

Listening Session #2  Staff & Faculty  October 16, 2019  29 participants

COMMENTS FROM OPEN DISCUSSION – Flip Chart Exercise

Midwest/rural background – lived or has family roots in a rural area
Technical background including business experience in a technical job
Liberal arts and has taught in a classroom in some setting
Good understanding (or experience) of issues with students – mandated reporting, Title IX, mental health
Understand eSports
Terminal degree – JD doesn’t count as a degree
Does a terminal degree add value?
Doctorate not necessary but Masters at a minimum
Strong fundraising background (cultivate relationships in the community)
Background in a polytech or similar to a polytech
Financial background – experience working with State Legislature
Someone with experience working within a university system (a board with oversight over multiple institutions)
Not someone from a private institution or for-profit
Someone who understands international (global) partnerships
Background with the technology we use to deliver education (experience in online education)
Community involvement including on campus events
Snappy dresser 😊😊
Approachable to both students and employees
Team mentality
Person who will be a champion of faculty & academic freedom
Think unconventionally and problem solve (doesn’t get stuck in the “rules”) – creatively looks for solutions
Some who will think strategically with our transition to the polytechnic (project management background)
Someone who’s been through a mission change whether it’s in education or in the private sector
Include BSC’s transition to polytechnic in BSC profile-communicate what we do now & additional bachelor degrees
Relationship building with legislators
High level administrator (an EVP or Provost)
Building relationships with workforce (continuing education)
Background with institutions that have flexible delivery
Candidate who is seeking out this position, not just looking for a job (want to be here & stay)
Someone who can interact with everyone: community, staff, faculty, students, legislators
Someone who is often out of his office (visible to the campus)
Someone who appreciates how far we’ve come but can keep us moving in a positive direction as a campus (growth mindset)
Someone who believes in what BSC can be for our students – passion for education.
Understands we are first educating students
Continue to deliver a good value to the students – understands the trends in education (doesn’t drive up the cost for students)
Increase or be more assertive/aggressive in advertising/marketing (recruitment)
Transparent with communication
Public speaking skills
Someone who understands we have a lot of changes going on now, but also looking ahead at how things will change in the next 10 years
Inclusive/diverse with our pool of candidates (race, gender, background, etc.)

We are still defining polytechnic for BSC, how can we advertise what we are when we don’t really understand yet what this will look like. We need to communicate in the BSC Profile about this transition and how they will be a part of this transition. It’s ongoing and won’t be done before we hire a new president.

Candidates need to understand many of BSC students attending as a transfer college, but not just as place to go and get a general education. Importance of these gen eds are not just something to get completed, but a major part of topnotch college education & experience.

While a president needs to be great at many things to ably lead a college, my hope in the search process is to give priority to a person who has at least ten years classroom teaching experience in one of the liberal arts fields, giving us a better chance of someone who conceives of education in broad and holistic terms and who always has in mind the main stage where education takes place, i.e., in the classroom between faculty and students. This is not meant to denigrate my career/tech program colleagues other than to acknowledge that their work is often more narrowly focused on training for a very specific career. A person coming out of that background might not think disciplines in the arts and humanities as important for work in the world. Nor is it meant to diminish the needed skills offered by the able administrator or business person, but I would argue for someone who is from an educator background first, who trusts the people working hard in these classrooms, because of what they know from their own experience in classrooms. I hope they will standup for academic integrity and freedom.

We are undertaking the change to a polytechnic. I hope the next president can clearly articulate a robust vision for all disciplines at BSC and strengthen our liberal arts transfer program even in the midst of excitement for offering new four-year degrees. If we do get candidates who are foremost either administrators or business people, I hope very hard questions are put to them
to be able to articulate, for example, why drawing or choir or history are critical for success in engineering. I hope puffery and generalizations will be rejected. I want to them to be able to talk about their own lifelong learning through books or works of art or travel. I want this person to be someone I can respect for their scholarship and emphasis on learning, and I want them to respect and support my work in return.
Continue general trajectory that BSC is on – partnerships with area public schools, polytechnic

Friend of the arts (humanities)

Visible on campus – approachable

We are not looking for a change from what Larry is

Responsive to the employment needs and the educational needs of the workforce

Fill a niche that needs filling, not doing something because another institution is doing it

Less duplication between campuses in ND

Accessible to everyone equally (Larry responds to a legislator just as quickly as anyone)

Good partnership with K-12

Creative problem-solving

Calculated risktaker – open to ideas and partnerships (it’s why BSC is where it is today)

Polytechnic mission is critically important to BSC and the state of ND (someone with experience in this arena)

Search: when doing references of the finalists really taking consideration of the background and reference checks of these individually

Relationships with UMary and UTTC (BSC has a great partnership with them and that partnership responds well to the needs of the community)

Need to continue doing the technical programs (votecch is very important)

Someone who is open to new programs even if he/she has no background or knowledge of the program

Someone who will work outside his industry

Passion, well-spoken, innovative, humble, sharer,

Understands relationships

Solid understanding of K-12

Understand Local values – as a state and as a city

Deep understanding of BSC and what it can be

Future of Bismarck and this state is the partnerships with BSC and K-12 and the state and K-12

Support and build dual credit (do they have to exist online, in class)
Previous leadership role

If you have the right vision and the right leadership, the rest will fall into place (not focus so much on their degree or previous job)

Not someone who is using this as a stepping stone or at the end of their career – long-term commitment (whatever that means to BSC)

As far as background, it really matters more about that person’s (for example, Larry had a military background but he didn’t seem to fit the attributes of what someone with a military background

 inclusive and work with all the institutions in the state

Not focus on the degree they have, but more on their fit for BSC

Background of teaching in ND

Good teambuilder

Needs to understand the landscape of education

Someone who will serve the community (boards in the

Whoever assumes this role, you need to develop relationships and you need to be visible (games, community events) their visibility will be noticed in the community

Need to be the chief advocate for BSC needs

Build relationships with legislators and present BSC needs in a meaningful way

Recognize that it’s not just Larry who makes it’s successful, but who he surrounds himself with to help BSC meets its needs

People come to campus for different reasons and something that is important is that we’re student focused (future students, current students) – meet the needs of the students first so they can be successful

Focus on healthcare (most open jobs) will be critical

A question to ask a candidate: How would you learn about the community? How are you going to fit in? Someone with a good knowledge of how to get to know the community

What does a success plan look like? What would we (as a community do) to help this person succeed?

Community knows that they are also responsible for helping the president be successful
Needs to support all aspects of what BSC is: continuing ed, 2-yr degrees, 4-yr degrees, certificates, transfers and our move to polytechnic
Knowledge of the college – new when buildings were built, when things started. Someone who cares about BSC and its history
Someone who does their research about BSC and really wants the job
Alumni from BSC
Someone who will or does make connections
Approachable (Larry wears jeans on Fridays) – someone who is easy to talk to
Someone who eats lunch in the cafeteria with campus
Someone who supports athletics
Participates in BSC activities – plays, concerts, etc.
Supports the community by serving on local boards (Larry is on BMSO, State Historical, and many more)
Here for the students not just here for a job
Not high-class
Higher Ed administrative level experience (don’t have to have been a president)
Higher Ed experience (but not necessarily an administrator, but has worked closely with them)
Not interested in a business approach in higher ed
Experience in both academic and student affairs or at least some exposure to both
Needs to be a strong student focus
BSC is strong with a variety of students: non-traditional, first generation, workforce training, diverse ethnicity, age, etc. Partnerships with employers are very important (sources of recruitment and sources of knowledge for what they are looking for out of graduates)
Comments at the 10/22/19 alumni board meeting for the search committee...

Leads by example

Seeing potential in others and helping them attain goals

Approachable and not afraid to get involved in the BSC activities

Keep the fun atmosphere

Open minded and flexible to understanding input

Vision

Personable

Fiscally responsible

Ability to work with industry partners

Someone that is familiar with tech programs

Midwest attitude

Master’s degree – management or business, too.

Polytech experience

Open to new ideas

Help build those industry partnerships

Looks to grow programs

Humility, caring, thoughtful, approachable, good listener, down to earth, commitment to serving staff, servant leadership

Friendly, caring, experienced, intelligence (not just a degree) involved, professional, not an arrogant person, strong public speaking skills ability to interact with the press

Proactive, organized, student focused, affordability, look at colleges out of our state and nation for inspiration and services for students

Humble, approachable, fair, flexible, master’s degree (PHD not required)

Familiar with state/regional issues (ag, energy, etc.) no stepping stone candidates, long history living in ND or upper Midwest

Listen to needs of end users

Work with other community groups

Speaks well, industry driven, honest

Budget consideration, community needs, campus involvement
Military student focus and support

Strategic thinker – visionary

Experience with a large transition in a college

Someone who reads – critical thinking comes from research

Critical thinker

Industry experience (for non-credit training & our move to the polytechnic)

Not afraid to ask for money

Community connectedness but not always saying yes to giving away our facilities

Someone who's not afraid to knock down silos (will take a stand and not worry about always pleasing everyone)

Champion for ND

Connect to students and employees – someone who is visible on campus

Background in both higher ed administration and in higher ed academics (Ph.D.)

Someone who is willing to teach a class

Involved in campus activities

Supportive of athletics

Experience with community involvement

Builds relationships with other community leaders- both formally and informally

Higher education experience – public vs. private

Reputation for empowering individuals to do their job

Understands the needs of technology on campus (online education)

Student focus as we grow to a polytechnic so all is working smoothly. The right stakeholders are involved. Do what’s right for students

Experience working with industry advisory boards

Someone with polytechnic experience (4-yr BAS degrees)

Don’t necessarily need to have a Ph.D. – maybe have a better fit with someone with a technical background
Entrepreneurial to look into the future – can look at opportunities for the college – think outside of the box for opportunities for the college to pursue that is not traditional

Committed candidate who is with us to stay committed to build our future

Not necessarily from ND, but connected to the MidWest & understands what it’s like

Familiar with the upper Midwest (climate)

Interaction with SBHE: Listener, energetic, thick skinned, stand up for beliefs, patience, relatable, professional, ethical, good communicator, trustworthy, positive

Experience working with a governing board responsible for multiple institutions

Understands the needs of students

Poised professional who has gone through crisis experience/event

Complex large Budget experience

Ability to see how BSC fits into the NDUS and within the community

Finding the right fit is more important than this laundry list of attributes

Can’t be too rigid in the characteristics we are looking for

Optimist during tough times

Female

Promotes a work-life balance and supports wellness

Keep our dress code & flexible hours

Understands the impact of grants & other sources for funding/revenue. Systematic approach.

Focused on CQI of the employees and their professional development

Well rounded, seasoned and bring different experiences to the table

Executive leadership experience (but doesn’t have to have been a president)

Find out why they are really leaving their previous job
Bismarck State College – Presidential Search

Listening Session SGA Meeting – Oct. 23 12 participants

Accountability – what have they accomplished and honest about their mistakes

Visible on campus – interacts with students

 Doesn’t have a vision of making us an “NDSU”

Keep us on our goal for polytechnic, not a liberal arts university

Don’t focus on candidates past experiences so close, but what they can do to move us to the future

Open-minded (politically) – what is good for the campus

Broad in knowledge of groups on campus: ex. Interests in gaming and keeping up with education trends

Keep BSC as individual from other campuses

Someone who will stop and talk to anyone – approachable and easy to talk to

Not stuck in their offices

Stays involved with the students and listens to their opinions

Student focused and understands that without students, there wouldn’t be a BSC

Hear student & faculty voices but also has a voice of their own (not easy told what to do or think)

Strong leader who you want to follow

Knows what they want and can do but knows the right people to seek input from

Someone who isn’t a stop onto a bigger college

Strong headed – knows what he/she wants

Motivational speaker

Understandable

Leadership experience (have led a group) – not necessarily a college

ND oriented – knows how our state functions

Willing to go beyond to research ND – what it means to lead an institution in ND

Previous CEO of an Energy company

Influential to the legislative process – well known on the State level

Will fight for BSC’s funding and budget with the legislature

Cool or calm headed – not on a power trip
Non power driven

Someone from outside of higher education (private sector) – may be able to think more outside the box

Willing to add more programs to expand BSC

On board with the move towards polytechnic – sees that potential and willing to move it forward

More political science classes – Bismarck is the capital city – credit for working with the Legislative Session – more specific classes before moving on to a transfer school

Tech savvy – online education and understands we have multiple methods of delivery

Influential in Saudi Arabia (more females in their schools) – will voice their opinion
Bismarck State College Presidential Search Committee
Timeline/Process
Reviewed and approved by search committee

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>October 2019</td>
<td>Listening Session</td>
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<td>• BSC HR conduct listening sessions</td>
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<td>• Listening sessions at Bismarck State College and Bismarck community</td>
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<td></td>
<td>• BSC HR meet/call Chancellor and office staff</td>
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<td>• BSC HR meet with public information/Web designer</td>
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<td>October 30</td>
<td>First Meeting of Search Committee</td>
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<td>• Welcome and introductions</td>
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<td>• Legal Counsel reviews presidential search policy/procedure, open records and meeting laws with Committee</td>
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<td>• Chancellor outlines Presidential Search Committee charge</td>
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<td>• Committee/BSC HR review search process</td>
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<td>• Committee discusses timeline</td>
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<td>• BSC HR provide draft communication/advertising plan</td>
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<td>• Committee reviews information from listening sessions and provides position attributes/requirements</td>
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<td>• Chair discusses means of communication with Committee</td>
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<tr>
<td>November 13</td>
<td>• BSC HR deliver draft advertisement and profile to Committee Chair and Chancellor; feedback requested</td>
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<td>November 18</td>
<td>• Committee Chair/Chancellor/BSC HR finalize draft advertisement</td>
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<td>• Approved advertisement and profile shared with committee members</td>
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<td>• College office develop Web site presence for Committee/public access</td>
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<td>November 20</td>
<td>• President search is launched</td>
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<td>• College opens president search Web site</td>
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<td>• Online advertisements placed for immediate posting</td>
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<td>• Communication plan enacted</td>
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<td>December 1</td>
<td>• Print advertisement in <em>The Chronicle of Higher Education</em></td>
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<tr>
<td>November 21</td>
<td>• Confidential Web site created for all applications</td>
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<td>January 10, 2020</td>
<td>• BSC HR actively recruit candidates</td>
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<td>• BSC HR receive inquiries/applications/nominations</td>
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<td>January 10, 2020</td>
<td>• Deadline for applications (best consideration)</td>
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<td>January 17</td>
<td>• Search Committee receives access to applications</td>
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<td>January 29 (p.m.)</td>
<td>Second Meeting of Search Committee</td>
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<td>• Committee meets to identify top candidates for IVN interviews</td>
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<td>• Questions developed</td>
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<td>January 30</td>
<td>• BSC HR contact top candidates, re: interview process for IVN/neutral interviews; dates given for on-campus meetings/interview with Search Committee if selected for semifinalist interviews</td>
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<td>• BSC HR begin to conduct listed reference checks</td>
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<td>February 20-21</td>
<td><strong>Third Meeting of Search Committee</strong></td>
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<td>• Committee interviews top candidates via technology</td>
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<td>• BSC HR deliver report on reference checks</td>
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<td>• Committee narrows list to finalists for campus meetings/Search Committee</td>
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<td>interview</td>
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<td>February 24</td>
<td>• BSC HR begins due diligence process on semifinalists</td>
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<td>• BSC HR conduct off-list reference checks</td>
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<td>• BSC HR provide draft interview questions, as requested</td>
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<td>March 3-5 (days, as needed)</td>
<td>• Finalists meet on campus with broad-based internal and external constituencies</td>
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<td>• Committee interviews finalists</td>
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<td>March 5</td>
<td><strong>Fourth Meeting of the Search Committee</strong></td>
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<td>• Committee hears off-list reference check information</td>
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<td>• Committee narrows list to final candidates</td>
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<td>• Committee forwards list of unranked candidates to Chancellor</td>
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<td>• Committee concludes formal work</td>
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<td>Following March 5 meeting</td>
<td>• BSC HR contact finalists and those not selected</td>
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<td>• BSC HR requests background/credit checks with approval of finalists; report delivered to Chair (or designee)</td>
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<td>• BSC HR provide interview questions and other support to Chancellor, as requested</td>
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<td>• Chancellor recommends finalists to the SBHE</td>
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<td>• BSC HR contact finalists</td>
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<td>March 26, 2020</td>
<td><strong>SBHE Meeting – BSC Campus</strong></td>
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<td>• SBHE meets and interviews finalists and appoints next president of BSC</td>
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<td>• NDUS Chief of Staff Meyer receives background/credit check reports from BSC HR (confidential mailing)</td>
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<td>• Feedback from constituency meetings is reported to the SBHE</td>
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<td>• Offer extended to successful candidate</td>
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<td>On or about July 1, 2020</td>
<td>• Next BSC President assumes office</td>
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