



Longview, WA 98632

MEETING of APRIL 13, 2011

## LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

### MINUTES

#### 1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Max Anderson called the special meeting of the District 13 Board of Trustees to order at 9:30 a.m., on Wednesday, April 13, 2011 in the Training Room in the Administration Building of Lower Columbia College. When the meeting was called to order, the following individuals were present; there was a quorum.

**BOARD OF TRUSTEES:** Heidi Heywood (by telephone)  
Mindi Linqvist (by telephone)  
Max Anderson

Others in attendance: Nolan Wheeler and Linda Clark

#### 2. ACCEPT LIST OF APPLICANTS FROM THE PRESIDENT'S SEARCH

**COMMITTEE** – Chair Anderson explained that the purpose of this special meeting is to accept the unranked list of candidates resulting from the April 12, 2011 Search Committee meeting, which will be forwarded to our consultant for reference checking. In addition, the Board needs to charge Max to contact the consultant and refine parameters for use in conducting in-depth reference checks.

Chair Anderson explained that expediency is of the essence as the College moves forward in hiring a new President.

**MOTION:** By Heidi Heywood, seconded by Mindi Linqvist,

To accept the unranked list of eight candidates as forwarded by the President's Search Committee

Chair Anderson called for an individual vote since two members of the board were participating by phone. Votes were cast as follows:

Mindi Linqvist – YES  
Heidi Heywood – YES  
Max Anderson – YES

**MOTION CARRIED** unanimously

**3. CONTACT CONSULTANT/REFINE PARAMETERS FOR REFERENCE**

**CHECKING** –Chair Anderson explained that the Board needs to take formal action giving Earl Hale the charge to conduct reference checks using a process that is uniform with all candidates and in accordance with established parameters. Max said he had written parameters following last night’s Search Committee meeting, and after consultation with Bonnie Terada. Heidi Heywood indicated that the qualifications as outlined in the presidential position description contain what the Board is looking for in the next president of Lower Columbia College. Max suggested that he solicit input from Earl and combine his suggestions with those from the Search Committee and Board’s identified qualifications to develop the parameters.

**MOTION:** By Heidi Heywood, seconded by Mindi Linqvist,

The Board of Trustees authorizes Max Anderson to meet with Earl Hale on their behalf to determine a set of criteria, and the process, for conducting reference checks and feedback for the candidates identified and forwarded to the Board on this date by the President’s Search Committee.

Votes were cast as follows:

Mindi Linqvist – YES  
Heidi Heywood – YES  
Max Anderson – YES

**MOTION CARRIED** unanimously

**4. PUBLIC COMMENT** – None

**5. ADJOURNMENT** – With no further business, the meeting was adjourned at 9:45 a.m.

**On April 20, 2011, the Board of Trustees of Community College District 13 approved minutes of the April 13, 2011 special meeting.**

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James L. McLaughlin, Secretary