

Leadership Council Meeting

March 25, 2021

1:30 pm

MINUTES

Present:

William Brown
Angie DeBraga
Amber Donnelly
Mardell Dorsa

Mary Doucette
Joyce Helens
George Klebb
Joe Micke
Bret Murphy

Jake Rivera
Kevin Seipp
Jennifer Sprout
Karl Stevens

Absent:

Katie Dempsey
Sonja Sibert
Brian Zeiszler

1) President's Update (Information)

President Helens gave a brief update on legislative activities. All bills that impact students and

No report

3) Faculty Senate Update (Information)

Kevin Seipp reported a smooth Faculty Senate meeting last week. The Faculty Senate appreciates to updates from the Vice Presidents and President. There were two action items that were brought forth at the meeting: the changes to some wording for the 5.15 Recruitment and Selection of Professional Staff policy and the recommendation for retaining Candidate rankings by the Search Committee. A discussion ensued on Personnel Committees recommendations to keep the ranking system. The recommendation states the committee had long discussions with administrative and faculty groups who were in favor of the ranking system, but no one from administration or HR was asked about it. The recommendation also mentions the long tradition of faculty being responsible for choosing their colleagues, because who knows better the needs of their discipline than the faculty themselves. And finally, the recommendation also mentions the disrespect faculty feel when serving on a search committee and their preference is not honored.

President Helens stated

A search committee is a group of people formed to help the responsible administrator recruit and screen candidates for a posted GBC position.

A search committee provides consistency in reviewing candidates and offers the benefit of multiple perspectives and insight.

A search committee is a practical way to share the large amount of work of screening/reviewing applicants and to manage data privacy obligations.

The goal of a search committee is to make the search process more effective for everyone—the hiring authority, colleagues, and in particular the applicants.

The search committee must follow a process for rating candidates which assures that all candidates are provided equal opportunity in consideration and that candidates are not selected on any impermissible basis.

GBC will implement an (1) Applicant Comparison Matrix where search committee members can rate applicants based on criteria found in the official job description such as knowledge, skills, education and abilities.

GBC will implement an (2) Applicant Evaluation Form where search committee members can rate/score individual applicants based on agreed upon criteria.

These documents will be kept in the search files for seven years.

The responsible administrator retains the responsibility to make the final hiring decision.

- 4) Classified Council Update (Information)
No report.

- 5) Student and Academic Affairs Update (Information)
Jake Rivera reported open enrollment for fall and summer will start on April 5. Current spring enrollment has been steady. Late starting spring classes start on March 29.

The GBC Childcare Center proposal on

Amber

POLICY AND PROCEDURE

Title: Recruitment and Selection of Professional Staff
Policy No.: 5.15

D 6JA19 ue6 0 Tw 26IMCI P &ICID 11 BDC BT0.002 Tc 0.002 Tw 9.32 0 0 9.32 69.9 48.208 TmP3 62 lic6 yTJ0 Tc 0 Tw 2.61 0 Td(TET69.

Procedures

1.0 Position Recruitment

1.1. Determination of Open Positions. At the beginning of each academic year, the President of the College shall approve the list of positions for which recruitment may be conducted during the year. This may

announcements must be approved by the supervising **Dean**, Vice President and

information. Confidentiality must be maintained throughout the entire process and after its completion. This includes any communication with people outside of the committee regarding any aspect of individuals having applied for the position being recruited, and any other activity that could compromise the integrity of the search. Search Committee confidentiality is permanent; it shall be maintained throughout the formal searches and after searches are completed. Discussion between members of the Search Committee outside of a committee meeting should be avoided and never conducted in any manner that would be available to unauthorized individuals.

2.4. Committee Training. It is imperative that all committee members receive training on confidentiality and the search process.

Remaining candidates shall be reviewed together at a meeting of the Search Committee. The summary ratings at this level shall be distributed by the Search Committee chair at this meeting. The committee will review and deliberate the qualities of candidates to determine which are best qualified and acceptable for interviewing for the position. Meeting minimum qualifications does not in and of itself assure that a candidate is acceptable for further consideration for a position.

Selected candidates may be considered for interviews. As a general rule, the college may reimburse some travel expenses for up to three candidates based on current reimbursement guidelines. If there are more than three candidates that the committee would like to interview, there may be a round of telephone or virtual interviews to reduce the number of potential candidates. All candidates considered well enough qualified for live interviews shall be interviewed.

Candidates the committee considers acceptable for live interviews, may be more than the actual number to be interviewed. The candidates ranked highest by the Search Committee at this point shall be given the first

candidate and committee by a selected member of the Search Committee. All questions must be asked of all candidates and in the same order, preferably by the same person. The full committee should be in attendance for each interview. Those who cannot attend all interviews must abstain from any vote for candidates advancing in a pool.

- 1. Preliminary Interviews.** It may be deemed appropriate by the Search Committee to have preliminary interviews of several applicants to assist in deciding the finalist interview pool. This is not a required step. These interviews are typically of shorter duration and with fewer and different questions than finalist interviews. They are typically carried out at distance, either by telephone or other electronic communication method. Interview communication must be the same for each candidate. For example, there shall be no mixing of telephone and other types of electronic communication in interviews for the same position.

From the preliminary interviews, finalists may be selected for in-person interviews based on their qualifications as stated in their applications and answers to the preliminary interview questions.

- 2. Finalist Interviews.** The finalist pool of applicants shall be interviewed in-person on a GBC campus. In exceptional circumstances other arrangements, ~~such as video virtual (Bluejeans or Zoom)~~ may be used. Exceptions will be approved by the appropriate Vice President and in consultation with the VPBA. The finalist pool will typically have the top three candidates as determined by deliberation of the Search Committee. More than three candidates may be interviewed with approval of the VPBA. The committee may interview less than three candidates if less than three are deemed acceptable for interview or if less than three candidates accept an offer for interview.

Interview settings for each finalist must be in the same format. There may be no mixing of phone and in-person interviews. Finalist interviews shall always consist of at least an in-person interview with the Search Committee and a personal meeting with the position supervisor – usually Vice President or Dean – to discuss salary, benefits, conditions of the position, and the general setting and attributes of the College. Finalist interviews may also include a teaching demonstration or other demonstration of professional abilities and a meeting with the President. Other components of the interview may be included so long as they relate to determining the professional ability and appropriateness of the person(s) being interviewed and that all interviewees for the same position are given the same requirements.

4.3. Reference Checks. There must be an attempt to contact applicant references by telephone for at least

1. The names of the candidates interviewed
2. Which candidates, if any, are recommended as acceptable for the position
3. The ranking of the acceptable candidates from ~~acceptable candidates should be listed~~ highest to lowest based on their individual strengths and weaknesses.
4. A brief summary of the strengths and/or weaknesses that led to the recommendations

The approval of recommendation by the Vice President shall be forwarded to the President. Final approval of recommendation to offer a position to a candidate and the salary to be offered are at the sole discretion of the President, based on the information and recommendations received.

The Vice President or Dean supervising the position shall contact the ~~highest ranked and~~ approved candidate to offer the position with salary and other relevant information. If the ~~highest ranked approved~~ candidate does not accept the position, the process will continue down the rankings until reaching the end of the list of acceptable candidates. Soon after a candidate has verbally accepted an offer of a position, a professional new hire contract agreement worksheet will be completed by the Dean or Vice President and forwarded to Human Resources. Human Resources will ~~mail~~generate an official offer letter to the candidate for signature through the NSHE recruiting software. The same individual making position offers to candidates shall also be responsible for contacting the in-person candidates for whom an offer will not be made.

If no acceptable candidates accept the offer of the position, the search shall be declared finished. The options of reevaluating the need for the position or re-advertising for the position shall be deliberated as if the search is beginning anew.

6.0 Closing the Interview

Once an offer has been accepted by a candidate, or if no suitable candidate has been placed in the position, the search is closed. Search Committee members must destroy all applicant materials. Confidentiality is maintained after a search closes. The Human Resources department will work with the Search Committee chair and appropriate Dean or Vice President to ensure that all paperwork related to the search is completed.

Justification for Retaining Candidate Ranking by Search Committees

The Personnel Committee wishes to retain the long-held search process. The search process of both administrative and teaching faculty were in favor of retaining the current process. There were a few dissenting voices, mostly citing that hiring authority is not clear. Faculty work hard on search committees, it is a long and time-consuming process.