



OFFICE OF THE BOARD OF TRUSTEES

Public Meeting Notice

December 10, 2015

TO: Southern Oregon University Board of Trustees, Presidential Search Ad Hoc Committee

FROM: Sabrina Prud'homme, University Board Secretary

RE: Notice of Presidential Search Ad Hoc Committee Special Meeting

The Presidential Search Ad Hoc Committee of the Southern Oregon University Board of Trustees will hold a special meeting on the date and at the location set forth below.

The meeting will include presentations of proposals in response to SOU's request for quotes to provide executive search services and the committee's discussion, to be held in executive session, pursuant to ORS 192.660 (2)(f). A discussion of next steps will follow the executive session.

The meeting will occur as follows:

Tuesday, December 15, 2015
8:00 a.m. to 2:00 p.m. (or until business concludes)
Hannon Library, DeBoer Boardroom, 3rd Floor, Room #303

The Hannon Library is located at 1290 Ashland Street, on the campus of Southern Oregon University. **If special accommodations are required, please contact Kathy Park at (541) 552-8055 at least 72 hours in advance.**



**Board of Trustees
Presidential Search Ad Hoc Committee Special Meeting**

**Tuesday, December 15, 2015
8:00 am – 2:00 pm (or until business concludes)
DeBoer Room, Hannon Library**

AGENDA

Persons wishing to participate during the public comment period shall sign up at the meeting.
Please note: times are approximate and items may be taken out of order.

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| | 1 | Call to Order and Preliminary Business | Chair Hennion |
| | 1.1 | Welcome and opening remarks | |
| | 1.2 | Agenda review | |
| | 1.3 | Roll call | Sabrina Prud'homme, SOU, Board Secretary |
| | 1.4 | Consent Agenda: Approval of Minutes from December 04, 2015 Meeting | Chair Hennion |
| | 2 | Public Comment | |
| ~5 hr 30 min. | 3 | Presentation of Proposals in Response to SOU's Request for Quotes to Provide Executive Search Services, and Committee Discussion [Executive Session Pursuant to ORS 192.660 (2)(f)] | Chair Hennion |
| ~ 10 min. | 5 | Discussion of Next Steps | Chair Hennion |
| | 6 | Adjourn | Chair Hennion |



**Board of Trustees
Presidential Search Ad Hoc Committee**

**Friday, December 4, 2015
2:00 – 4:00 p.m. (or until business concludes)
DeBoer Room, Hannon Library**

MEETING MINUTES

Call to Order and Preliminary Business

Chair Lyn Hennion called the meeting to order at 2:03 pm. She welcomed attendees to the meeting and reviewed the agenda.

Roll Call

The following committee members were present: Committee Chair, Lyn Hennion; Trustee, Paul Nicholson; and ASSOU President, Torii Uyehara. Trustee Sheri Bodager participated by phone and Trustee Dennis Slattery was absent. Board Chair, Bill Thorndike and Trustee Joanna Steinman also were present.

Others in attendance included: Jason Catz, General Counsel; Sabrina Prud'homme, Board Secretary; Ryan Brown, Head of Community and Media Relations; John Stevenson, IT User Support Manager; Travis Canoso, Equipment Systems Specialist; and Kathy Park, Executive Assistant.

Consent Agenda

Trustee Nicholson moved to approve the November 11, 2015 minutes as drafted. Ms. Uyehara seconded the motion and it was approved unanimously.

Public Comment

There was no public comment.

Review of Request for Quotes for Selecting an Executive Search Firm

Chair Hennion announced that the committee would review proposals received in response to SOU's RFQ for executive search services, and would determine finalists. Transitioning to the executive session of the committee, Chair Hennion cited:

Pursuant to ORS 192.660 (2)(f), the board will meet in executive session to consider information or records that are exempt by law from public inspection. The bids are confidential. According to Oregon State Standards for Procurement and Contracting 580-061-0110 (2) regarding disclosure, unless otherwise specified in the solicitation document, the name of the entity submitting a bid or proposal should be the only information made public until notice of the intent to award or an award has been issued.

Pursuant to ORS 192.660 (4), representatives of the news media shall be allowed to attend this executive session. But, the governing body may require that specified information be undisclosed. The governing body requires that, “the name of the entity submitting a bid or proposal will be the only information that may be made public until notice of the intent to award or an award has been issued.”

Pursuant to ORS 192.660 (6), no final action will be taken or final decision made in the executive session.

At 2:10 pm, the committee entered into executive session. Due to technical difficulties with the teleconferencing equipment, Trustee Bodager joined the meeting at 2:27 pm.

Concluding the executive session, the public meeting re-opened at 3:44 p.m.

Discussion of Next Steps

Chair Hennion stated the committee selected four finalists to be interviewed on December 15, 16 or 17, in executive session. Trustee Nicholson advised that he may not be available on those dates. Either Ms. Prud’homme or Craig Morris will notify the selected firm on December 18th. In late December or early January, staff will compile the results of the board’s survey and any listening sessions that have been held by that time, for use in the January retreat.

Regarding the survey, Ms. Prud’homme indicated that Trustee Nicholson suggested a change of weighting instead of ranking the presidential qualities. Chair Hennion felt the item was fine, as-is. She further expressed that an open-ended question may result in less participation, as the ranking seemed to be an easier process for respondents.

Responding to Ms. Uyehara’s question about the composition of the actual search committee, Board Chair Thorndike said they would need to determine which policies transferred from OUS would apply to SOU’s search. Mr. Catz pointed out that the inherited policies indicate the board chair formally makes such appointments. However, Board Chair Thorndike stated he was not comfortable making such appointments without input from the board and, therefore, would discuss it at the board’s January retreat. Chair Hennion added that the search firm will help with this process.

Regarding the survey, Board Chair Thorndike asked to rephrase item five to ask, “What are the greatest opportunities for SOU’s future president?” Trustee Steinman recommended acknowledging the timing of the survey. The committee members agreed that Ms. Prud’homme shall distribute the survey without further committee review, after making the requested changes.

Adjourn

Chair Hennion adjourned the meeting at 3:57 pm.