

**SPECIAL MEETING OF THE  
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**9<sup>th</sup> Floor Conference Room\*  
Boulevard Tower  
1018 Kanawha Boulevard East  
Charleston, West Virginia**

**May 16, 2019  
9:00 a.m.**

**AGENDA**

- I. Call to Order**
- II. Approval of Presidential Search Procedure**
- III. Additional Board Action and Comment**
- IV. Adjournment**

***\*To join by conference call, dial 1-646-558-8656 and enter meeting ID 380-987-909***

**West Virginia Higher Education Policy Commission  
Meeting of May 16, 2019**

**ITEM:** Approval of Presidential Search Procedure

**INSTITUTION:** Bluefield State College

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher Education Policy Commission approves the Presidential Search Procedure adopted by the Bluefield State College Board of Governors.

**STAFF MEMBER:** Sarah Armstrong Tucker

**BACKGROUND:**

Pursuant to Series 5, Legislative Rule, Guidelines for Governing Boards in Employing and Evaluating Presidents, an institutional governing board must adopt a search procedure when it undertakes a search for a new President. The Commission must approve the procedure before the search begins.

During the meeting, Dr. Sarah Armstrong Tucker, Interim Chancellor, will provide an overview of the presidential search procedure as adopted by the Bluefield State College Board of Governors on April 25, 2019 and for which it seeks Commission approval.

# BLUEFIELD STATE COLLEGE

## PRESIDENTIAL SEARCH PROCESS AND TIMELINE

*All dates are suggested deadlines. Changes may be made at the discretion of the Search Chair.*

DATE	PROCESS
April 25, 2019	1. <b>Search process developed.</b> In consultation with the Chancellor of Higher Education, the Board of Governors shall create a method and process to conduct a search and select the next president for Bluefield State College. The presidential search process shall be presented to the Board for its approval.
April 25, 2019	2. <b>Search committee appointed.</b> The Chair of the Board of Governors (“Board Chair”) shall appoint a search committee that shall include: <ul style="list-style-type: none"> <li>• All individuals duly appointed to the Board of Governors</li> <li>• One (1) additional faculty member in a manner determined by the faculty senate</li> <li>• One (1) additional staff member in a manner determined by the staff council</li> <li>• One (1) additional student member in a manner determined by the student government association</li> <li>• No more than Three (3) alumni members selected by the Board Chair</li> <li>• No more than Four (4) additional community leaders and/or benefactors of the college selected by the Board Chair.</li> </ul> <p>The Board Vice Chair shall serve as the Chair of the search committee (“Search Chair”).</p>
May 7, 2019	3. <b>Advertising and profile developed.</b> The search committee shall solicit input from campus constituency groups regarding the characteristics and qualities which the next president of Bluefield State College should possess. The Search Chair shall appoint a Qualification Committee of Board members to prepare a position announcement detailing the professional characteristics (e.g. leadership, ability to communicate, etc.), personal qualities (e.g. honest, integrity, etc.) and qualifications (e.g. credentials, prior experience, etc.) desired of the next president of Bluefield State College. In developing the position announcement, the committee shall take into consideration the input provided by the campus constituency groups. The Search Chair shall approve the position announcement which, upon approval of the search process by the HEPC, shall be transmitted to appropriate newspapers and other media sources, heads of higher education associations and organizations and other appropriate individuals.
May 10, 2019	4. <b>HEPC approval of search process.</b> The Higher Education Policy Commission shall meet to review and, potentially, approve the proposed presidential search process. Once approved, the search will proceed.
May 13, 2019	5. <b>Campus announcement of committee and process. (<i>Pending HEPC approval of search procedure</i>).</b>
May 13, 2019	6. <b>Advertising appears for four weeks.</b>
July 8, 2019	7. <b>Deadline for applications.</b>

<b>July 17, 2019</b>	<b>8. Search Committee completes screening.</b> The Qualifications Committee shall conduct an initial screening of all applicants to eliminate those who do not possess the minimum qualifications set forth in the position announcement. All applicants who meet the minimum qualifications shall be forwarded to the Search Committee for screening for desired professional characteristics and personal qualities. The Search Committee shall select a certain number of semi-finalists for interviews.
<b>Aug. 2, 2019</b>	<b>9. Semi-finalist interviews and selection of finalists.</b> The Search Committee shall conduct Interviews with semi-finalists either off-site or through electronic means (such as Skype). Following the interviews, the Search Committee shall meet and recommend a maximum of three finalists to the Board for consideration.
<b>Aug. 16, 2019</b>	<b>10. Reference checking complete.</b> The Search Chair shall appoint committee members to conduct interviews with references provided by each of the finalists. Prior to any campus visit, the Search Chair shall also cause to be conducted background checks of the finalists which shall include: Global Priority Report, Employment Credit Report, County Criminal Record Check, Misdemeanor Criminal Record Check, County Civil Records – both Upper and Lower Level, Federal Civil Records Search, Employment References, Education Credentials Report, State Driver’s License Records and Drug Testing (final candidate only).
<b>Aug. 26-27, 2019</b>	<b>11. On-campus interview.</b> The Search Committee shall invite the finalists to participate in on-campus visits of approximately one and one-half days in which the candidates shall be provided the opportunity to meet with Board members, Search committee members, students, classified employees, faculty, campus administrators, community leaders, alumni and other individuals who, after which, may provide the Board with their comments.
<b>Aug. 29 – 30, 2019</b>	<b>12. On campus interview.</b>
<b>Sept. 5 -6, 2019</b>	<b>13. On-campus interview.</b>
<b>Sept. 10, 2019</b>	<b>14. Search Committee review and analysis.</b> The search committee meets to discuss information and impressions gathered during the on-campus visits.
<b>Sept. 17, 2019</b>	<b>15. Search Committee recommendation to the Board.</b>
<b>Sept. 26, 2019</b>	<b>16. Board decision.</b> Compensation and other terms of employment discussed and agreed shall be consistent with any guidelines or rules regarding presidential compensation adopted by the HEPC .
<b>October 2019</b>	<b>17. HEPC Confirmation.</b> HEPC will meet in regular or special meeting to confirm the compensation.
<b>October 2019</b>	<b>18. Announcement</b>
<b>January 1, 2020</b>	<b>19. Start date.</b>
<b>TBA</b>	<b>20. AASCU new president’s institute</b>
<b>TBD</b>	<b>21. Inauguration ceremony.</b>