

Minutes of the VSCS Board of Trustees Ad Hoc Search Committee Meeting held Tuesday, June 9, 2020, at 1:00pm via ZOOM – APPROVED

The Vermont State Colleges Board of Trustees Ad Hoc Search Committee met on Tuesday, June 9, 2020, via ZOOM.

Committee members present: Megan Cluver, Ryan Cooney, Lynn Dickinson, Adam Grinold, Churchill Hindes, Karen Luneau, Jim Masland

Absent: Ryan Cooney

Chancellor's Office Staff: Jen Porrier, Administrative Director
Meg Walz, Director, Program Manager

From the Public: Michele Feiner, Coordinator of Disability Services, Northern Vermont University
Cyndi Miller, AFT Vermont
Beth Walsh, President, VSCUP, Northern Vermont University

Trustee Hindes called the meeting to order at 1:07 p.m.

1. Approval of minutes of June 4, 2020 meeting

Trustee Masland moved and Trustee Dickinson seconded the approval of the minutes. The minutes were approved unanimously

2. Review recommendations re draft “basic elements” items

- Assignment description for restructuring year
- Position description
- Qualifications
- Compensation
- Possible advertisement

The committee considered, edited and endorsed the following five “basic elements” for the search and agreed that they will now be forwarded to the VSCS human resources team for further review and refinement.

1. “RESTRUCTURING YEAR” ASSIGNMENT SUMMARY DESCRIPTION

Summary: With the Vermont State Colleges Board and Presidents, and consistent with needs of the state of Vermont, the Interim Chancellor will lead creation of a new future for the VSCS that supports the higher education needs of Vermonters and serves as an economic catalyst for businesses and communities across our state. That new future will include a financially sustainable configuration of the VSCS colleges and universities and their campuses and programs, as well as its organizational and leadership structure and its balance between institutional autonomy and System direction.

This work will be conducted primarily during a “transition year” defined generally as July 2020 through August 2021, with a possible additional but limited period. The transition year efforts will be coordinated with and informed by the Legislative Select Committee on Public Higher Education working to improve affordability, access, retention, attainment, relevance, and fiscal sustainability of public higher education in Vermont.

2. UPDATED POSITION DESCRIPTION

Summary: The Chancellor is the chief administrative officer for the Vermont State Colleges System. The Chancellor is the agent of the VSCS Board of Trustees in implementing its decisions and policies and has general supervision of the academic, financial and business affairs of the System. The Chancellor supervises the Presidents of the four VSCS colleges and universities: Castleton University, Community College of Vermont, Northern Vermont University, and Vermont Technical College.

A. Agent of the Board of Trustees

- Serves at the pleasure of and reports to the Board of Trustees as the agent of the Board.
- The Board sets policy for the system and the Chancellor adopts system-wide procedures in support of those policies.
- The Board sets strategic directions for the system and the Chancellor adopts system-wide tactics in support of those directions.
- Publishes a Policies and Procedures Manual describing the official policies of the Board and procedures adopted by the Chancellor.
- Maintains a close and positive working relationship with Board chair and chairs of board standing committees.
- Provides for maintenance and administration of minutes and other official records of the Board.

B. Vermont State Colleges System Chief Executive

- Serves as the VSCS the chief executive officer with the duties, responsibilities and authority that commonly pertain to that position.
- Expected to develop and maintain ability to anticipate and understand evolving trends and their potential impact on the VSCS, to effectively articulate that perspective to the board and others, and to devise strategies to preemptively address those impacts.
- Responsible for personnel, management and administrative matters as well as general supervision of the academic, financial and business affairs of the VSCS.
- Has other powers accorded the Chancellor under the VSCS By-Laws and the Personnel Handbook.
- Leads management of the external affairs of the System including relationships with the legislative and executive branches of state government and serving as the spokesperson for the System.
- Assures compliance with applicable laws, regulations, rules, policies and procedures.

C. Supervisor of the VSCS Presidents

- Makes recommendations to the Board for selection and appointment of the Presidents of Castleton University, Community College of Vermont, Northern Vermont University and Vermont Technical College.

- Directly supervises the VSCS Presidents.
- Conducts annual performance reviews of the college presidents and makes recommendations to the Board on the compensation, reappointment, non-reappointment, and discharge of each of the Presidents.
- Adopt procedures to guide institution presidents and other VSC officers in the execution of their respective duties.

D. Chancellor's Office Leader

- Leads and manages the operations of the Chancellor's Office.
- Supervises the senior staff members at the Office in their performance of their statutory and other responsibilities including the General Counsel, Chief Academic Officer, Chief Financial Officer, Chief Information Officer, Director of Human Resources and Benefits Administration, Administrative Director and others.

3. LONG TERM INTERIM CHANCELLOR QUALIFICATIONS

Required

- Availability for July hire and engagement through at least August 2021
- Knowledge, skills and abilities consistent with the assignment
 - Demonstrated effective leadership
 - Demonstrated determination and drive
 - Experienced and able to make difficult decisions
 - Experienced and able to manage criticism, push back
 - Demonstrated Politically and politically sensitivity
 - Demonstrate mindedness, with no preconceived solutions to current VSCS challenges and with no bias for or against particular VSC member institutions
 - Demonstrated collegiality and ability to forge positive and effective interpersonal relationships
- Completion of a bachelor's degree

Preferred

- Well qualified Vermonter, who understands Vermont
- Working familiarity with VSC or ability to develop it quickly
- Senior executive experience
- Higher education experience
- Experience as a transition leader
- Demonstrated effectiveness as a change facilitator
- Experience with redesigning and rebuilding
- Experience leading significant change in a large organization such as having had an integral role in execution and management of integration of merged or acquired organizations
- Completion of a master's degree
- Completion of a professional or other terminal degree

4. TERMS AND COMPENSATION

Terms and conditions to be set forth in an annual employment agreement.

- Compensation consistent with most recent permanent Chancellor
- VSCS benefits consistent with most recent permanent Chancellor, including automobile
- If from out of state, and if needed: temporary housing allowance

5. DRAFT SAMPLE ADVERTISEMENT

The Vermont State Colleges System
Seeks Applicants and Nominations for

Chancellor (Interim)

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With the Vermont State Colleges Board and Presidents, and consistent with needs of the state of Vermont, the Interim Chancellor will lead creation of a new future for the VSCS that supports the higher education needs of Vermonters and serves as an economic catalyst for businesses and communities across our state. That new future will include a financially sustainable configuration of the VSCS colleges and universities and their campuses and programs, as well as its organizational and leadership structure. This work will be conducted primarily during a “transition year” defined generally as July 2020 through August 2021, with a possible additional but limited period. The transition year efforts will be coordinated with and informed by the Legislative Select Committee on Public Higher Education working to improve affordability, access, retention, attainment, relevance, and fiscal sustainability of public higher education in Vermont.

Extensive information about the VSCS may be found at www.vsc.edu. Interested applicants should submit a resume and four references to: Yasmine Ziesler at Vermont State Colleges, Office of the Chancellor, P.O. Box 7, Montpelier, VT 05601 or at yasmine.ziesler@vsc.edu. Nominations for this position are welcomed and should be sent to the same address.

3. Other business

There was no other business

4. Comments from public

There were no comments from the public

5. Continued discussion of candidates (executive session)

Executive Session

At 1:51pm Trustee Dickinson moved the VSC Board of Trustees Ad Hoc Search Committee enter executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the employment of a public officer. The motion stated that the Committee would make any final decision regarding any such public officer in an open meeting and would explain the reasons for this final decision during the open meeting. The motion stated that the Committee did not anticipate taking any action during executive session. Trustee Cluver seconded the motion and it passed unanimously.

The Committee exited Executive session at 2:38 p.m. and adjourned the meeting.

The next meeting of the committee will be at 3:00 p.m. on Thursday, June 11, 2020.