

# Board Roles, Responsibilities, Timeline

Date	Action	Board Meeting
7/31/24	Select Finalists	Public Special Meeting 5:30PM Zoom only
8/5-8/21/24	If available, participate in Reference Checks	
8/26/24	Interview Finalists	Executive Session 8/26/24 9:00AM to 5:30PM (lunch provided) Lincoln County In-person
8/27/24	Begin review of all input* materials (received 6:00PM 8/27)	
8/28/24	Complete review of all input* materials & fully prepared to: <ul style="list-style-type: none"> <li>• Determine next step: Round 2 or Preferred Candidate</li> <li>• Affirm delegation to Chair to finalize contract</li> </ul>	6:00PM Executive Session Public Meeting
TDB 9/4/24	<i>If needed, initiate Virtual Round 2: # of Finalists TBD</i>	TBD
9/11/24	Potential Announcement of Next President	<i>Regular Public Meeting</i>
	<i>If needed, schedule additional Special Meeting</i>	

## \*Inputs for Board Decision

- Application Materials (CV, Cover Letter)
- Board Interviews
- References
- Writing Sample
- Employee Forum Input Summary (& ASG if available)
- Community Partners Input Summary
- Interview Summaries for Executive Team and All Managers Group



# Role of College Staff and HR

Joy Gutknecht, College Director of Human Resources

- Logistics and support of finalists
- Logistics and support of finalist activities
- Process Compliance for Participants
- Community Tour
- Participation of Stakeholders
- Maintain President Search Website
- Media Communications (include Board leadership when time).

