To: Board of Trustees Search Committee
From: Kennard Weaver, Chair
Date: April 13, 2015
Subject: Possible Process for Selection Candidate to Fill Board Vacancy

After our last meeting, we have examined how other boards have filled vacancies and would like to outline how TCAPS filled one of their recent vacancies. This memo contains the following items:

1. Summary of recent TCAPS Board Vacancy Selection Process
2. Suggested NMC adaptation of TCAPS process including meeting times
3. Copy of TCAPS minutes from that process
4. Possible Questions to submit to all candidates for written responses. This list will need to be clarified and reduced in size. Please bring additional questions you would like to discuss to the committee meeting.
5. Listing of candidates

Meeting Agenda
NMC Trustee Search Committee
April 14, 2015

1. Roll call
2. Review of legal qualifications of Candidates to fill the vacancy on the Board of Trustees
3. Recommendation of Candidates to the Board for interviews and selection process
4. Discussion and vote on recommendation that the Board Study Session adopt and follow the Interview Process set forth in the attachment.
Process from the point that application deadline has passed and total number of candidates is known:

Special meeting was scheduled and held.

Item 1. All candidates were sent questions to answer in writing and provided to all sitting Board members prior to the meeting.

Item 2. Meet and Greet with Board – open to public – approximately 45 minutes

Item 3. Each candidate drew a number which represented their order in the presentation/interview segment

Item 4. Candidates gave approximately a three minute presentation of why they should be selected.

Item 5. Individual Board members asked clarifying questions.

Item 6. Upon completion of all candidate presentations and Board questions, the Board identified their top three (3) candidates. This is a public verbal vote. This process continues until three candidates are identified.

Item 7. Top three candidates MAY have been called forward for additional Q&A

Item 8. Board members discussed

Item 9. Board member motion for a roll call vote for a candidate

Item 10. Public Comment solicited

Item 11. Vote taken and new board member selected.

Note that this process was the only purpose for the special meeting other than a consent agenda and minutes approval. (See attached the minutes for this meeting outlining the process.)
Given this as a background, the NMC Committee could consider the following process.

Item 1. Committee to agree upon standard questions for each candidate. Send them out by Wednesday morning to be returned to the President’s Office by Friday at 12 noon. These responses would be sent to all sitting Board members by 5 pm Friday.

Item 2. Special meeting scheduled for 2:00 pm April 20. Meet and Greet with Board – open to public – approximately 30 minutes

Item 3. Each candidate draws a number at beginning of meet and greet which represents their order in the presentation/interview segment

Item 4. Candidates give approximately a three minute presentation of why they should be selected.

Item 5. Individual Board members ask clarifying questions, if any.

Item 6. Public Comment

Item 7. Upon completion of all candidate presentations and Board questions, the Board identifies their top three (3) candidates. This is a public verbal vote. This process continues until three candidates are identified.

Item 8. All candidates are thanked and top three candidates are asked to attend the regular Board Meeting that begins at 5:30 pm, April 20. Special meeting is adjourned.

**NOTE:** In the period between the Special Meeting and the Regular Meeting, no conversations or communications regarding the interviews or candidates should take place. This must all take place in the Regular Meeting.

Item 9. Convene Regular meeting at 5:30 pm

Item 10. Top three candidates MAY be called forward for additional Q&A

Item 11. Board members will discuss

Item 12. Board member may motion for a roll call vote for a candidate

Item 13. Public Comment will be solicited

Item 14. Vote taken and new board member selected.

Item 15. New Board Member must take and sign the Oath of Office for filing Not Later Than April 22
Minutes – Board of Education
Study Session
Monday, January 27, 2014
6:00 p.m.
Approved 02-10-14

Board Members of the Board of Education of the Traverse City Area Public Schools, Counties of Grand Traverse, Leelanau and Benzie, Michigan, gathered at Tompkins Boardman Administration Center, 412 Webster Street, Traverse City, Michigan, on Monday, January 24, 2014, for the purpose of holding a Study Session.

5:15 p.m. The board held a "MEET & GREET" for Board Candidates at the Tompkins Boardman Administration Center in the hallway outside the board's meeting room (Curriculum Rooms). This gathering was open to the public.

President Hall called the board meeting to order at 6:00 p.m.

BOARD MEMBERS PRESENT: Appel, Crandall, Falconer, Hall, Hardy, Puckett
BOARD MEMBERS ABSENT: None
ADMINISTRATORS PRESENT: Cousins

REVIEW/APPROVAL OF AGENDA
The board reviewed the agenda and had no changes.
MOVED BY CRANDALL SUPPORTED BY PUCKETT to approve the agenda as presented. The following vote was recorded.
YES: Appel, Crandall, Falconer, Hall, Hardy, Puckett
NO: None
MOTION PASSED.

PUBLIC COMMENT (Agenda Items Only) - No public comment was heard at this time.

SUPERINTENDENT'S REPORT - No update was reported.

DISCUSSION/MOTION
Interviews and Selection of Interim Board Member
President Hall indicated that of the 14 initial candidates two withdrew (Kelly Clark and Rachel Wicksall) and Arthur Gindin did not show up for the board meeting this evening to be a part of the interview process.

President Hall clarified the steps the board will follow in the selection of their interim board member:
- Board members will take turns asking clarifying questions.
- Each board member will provide their "top three" candidates and votes will be openly tallied.
- Top candidates may be called forward for an additional Q&A.
- Board members will discuss.
- Board member may motion for a roll call vote for a candidate.
- Public Comment will be solicited.
- Vote will be taken and new board member will be selected.

Candidate Statements & Clarifying Questions:
Prior to the start of the meeting each candidate drew a number which represented their order in the presentation/interview segment of the meeting. President Hall called the candidates forward one at a time. The candidates provided statements and board members asked clarifying questions. The details of the individual statements and Q&A are listed in a supplemental document posted along with these minutes on the board's page of the district web site. Candidates were:
Board Members named their "Top Three" candidates and results were openly tallied. Results follow:
The grid below was projected for the public to view as candidates were named.

**INITIAL VOTES FOR BOARD**

<table>
<thead>
<tr>
<th>CANDIDATES</th>
<th>1/27/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruno, Jim</td>
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<td>Dungjen, Bill</td>
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<tr>
<td>Ellery, Doris</td>
<td>KH JP SH GA</td>
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<td>Grigal, Thomas</td>
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<td>Kaiser, Pam</td>
<td>EF</td>
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<td>Kronk, Michael</td>
<td>JP</td>
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<td>Niemer, Joe</td>
<td>MC</td>
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<td>Sanders, Todd</td>
<td>JP SH EF MC GA</td>
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<td>Scrudato, John</td>
<td>KH</td>
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<tr>
<td>Utter, Brian</td>
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<tr>
<td>Wesley, Craig</td>
<td>KH SH EF MC GA</td>
</tr>
</tbody>
</table>

Top three candidates were determined to be: Doris Ellery, Todd Sanders and Craig Wesley.

The board discussed the top three candidates. The notes from this discussion are also contained in the supplemental document posted along with these minutes on the board's page of the district's website.

**MOVED BY PUCKETT SUPPORTED BY HARDY TO SELECT DORIS ELLERY AS BOARD MEMBER TO FILL THE INTERIM POSITION UNTIL THE NEXT ELECTION ON NOVEMBER 4, 2014.**

**Public Comment was Solicited**
- John Scrudato, Traverse City, MI – Direction of Board
- Paul Gonzolus, Traverse City, MI – Support for Ellery

**Roll Call Vote**
- The following Roll Call Vote was taken for Doris Ellery:
  - **YES:** Falconer, Hall, Hardy, Puckett
  - **NO:** Crandall, Appel

Doris Ellery was elected to fill the interim board position. This position will run thru Election Day, November 4, 2014.
OATH OF OFFICE
The newly selected board member, Doris Ellery, took the Oath of Office and assumed her place with the board.

CONSENT
The purpose of the Consent Calendar is to expedite business by grouping items together to be dealt with by one board member motion without discussion. Any member of the board may ask that any item on the consent calendar be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

Approval of Minutes
The Board was asked to approve the minutes of the Board Meeting held January 13, 2014.

MOVED BY APPEL SUPPORTED BY CRANDALL to approve the Consent Calendar as presented and without discussion. The following vote was recorded:

YES: Appel, Crandall, Ellery, Falconer, Hall, Hardy, Puckett
NO: None

MOTION PASSED.

PUBLIC COMMENT
No public comment was offered at this time.

MOVED BY CRANDALL SUPPORTED BY ELLERY and passed unanimously, to adjourn the meeting at 11:06 p.m.

Respectfully submitted,

[Signature]
Keena Tibbetts
Board Recording Secretary
POSSIBLE QUESTIONS FOR TRUSTEE CANDIDATES

1. Why do you want to be a trustee?

2. What are your qualifications to be a Trustee?

3. What connection or experience do you have with NMC?

4. How would you define the role of a Trustee?

5. a. What should be the working relationship between the Board and the President?
   b. What should be the Board’s relationship to the faculty/staff?
   c. What should be the Board’s relationship to the community?

6. What is your definition of a “policy” board, and would you support being a member of a policy board?

7. What is your perception of NMC’s financial condition?

8. What do you know about NMC’s mission?

9. What is your view of how well NMC is fulfilling its mission?

10. What would you change about NMC from where it is today?

11. What other time commitments do you have and how do you see the NMC board fitting in? How do you feel about occasional out-of-town or out-of-state travel for community college conferences or meetings?

12. What do you see as NMC’s current biggest opportunity? How should we address it?

13. What do you see as NMC’s biggest future opportunity? How should we prepare for it?

14. Why are you a better candidate than all other persons who applied?
## NMC Board of Trustees
### Candidates for Vacancy
#### April 2015

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Contact Info</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metta T. Lansdale, Jr</td>
<td>209 Midtown Drive</td>
<td><a href="mailto:metta.lansdale@gmail.com">metta.lansdale@gmail.com</a></td>
<td>Letter and materials received</td>
</tr>
<tr>
<td></td>
<td>Traverse City, MI 49684</td>
<td>231-313-8698</td>
<td>Retired Director of TC Public Library</td>
</tr>
<tr>
<td>Christopher Dailey</td>
<td>4774 Walton Road</td>
<td><a href="mailto:christopherjamesdailey@gmail.com">christopherjamesdailey@gmail.com</a></td>
<td>Letter received</td>
</tr>
<tr>
<td></td>
<td>Kingsley, MI 49649</td>
<td>231-203-1303</td>
<td></td>
</tr>
<tr>
<td>Thomas M. Lennox</td>
<td>15324 Smokey Hollow Road</td>
<td><a href="mailto:tlennox85@gmail.com">tlennox85@gmail.com</a></td>
<td>Letter and materials received</td>
</tr>
<tr>
<td></td>
<td>Traverse City, MI 49686</td>
<td>269-838-8264</td>
<td></td>
</tr>
<tr>
<td>Rachel Johnson</td>
<td>771 N West Silver Lake Road</td>
<td><a href="mailto:rjohnson@cherrylandelectric.coop">rjohnson@cherrylandelectric.coop</a></td>
<td>Letter and materials received</td>
</tr>
<tr>
<td></td>
<td>Traverse City, MI 49685</td>
<td>231-620-9591</td>
<td></td>
</tr>
<tr>
<td>James W. Levy</td>
<td>126 W Elmwood St</td>
<td><a href="mailto:Lecount1@gmail.com">Lecount1@gmail.com</a> (home)</td>
<td>Letter and materials received</td>
</tr>
<tr>
<td></td>
<td>Traverse City, MI 49684</td>
<td><a href="mailto:jlevy@indigo247.com">jlevy@indigo247.com</a> (business)</td>
<td>Co-owner and VP of HR iNDIGO Health Prtns</td>
</tr>
<tr>
<td></td>
<td></td>
<td>231-632-7338 (home)</td>
<td>14 years on Board of Education for Northport Public Schools</td>
</tr>
<tr>
<td></td>
<td></td>
<td>231-346-6800 (business)</td>
<td></td>
</tr>
<tr>
<td>Chris M. Bott</td>
<td>374 Neumann St</td>
<td><a href="mailto:chris@bottcpa.com">chris@bottcpa.com</a></td>
<td>Letter and materials received</td>
</tr>
<tr>
<td></td>
<td>Traverse City, MI 49684</td>
<td>231-929-4430 ext. 1</td>
<td>CPA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NMC alum</td>
</tr>
<tr>
<td>Allison Beers</td>
<td>10248 Fishers Run</td>
<td><a href="mailto:allison@eventsnorth.com">allison@eventsnorth.com</a></td>
<td>Letter and materials received</td>
</tr>
<tr>
<td></td>
<td>Traverse City, MI</td>
<td>231-883-2708</td>
<td>From Events North</td>
</tr>
<tr>
<td>Robert D. Hentschel</td>
<td>963 Hammond Rd East</td>
<td><a href="mailto:swamphandy@gmail.com">swamphandy@gmail.com</a></td>
<td>Letter and materials received</td>
</tr>
<tr>
<td></td>
<td>Traverse City, MI 49686</td>
<td>231-944-2868</td>
<td>Grand Traverse County Commissioner</td>
</tr>
<tr>
<td>Andrew Kempf</td>
<td>633 Washington</td>
<td><a href="mailto:Akempf2@gmail.com">Akempf2@gmail.com</a></td>
<td>Letter and materials received</td>
</tr>
<tr>
<td></td>
<td>Traverse City, MI 49686</td>
<td>231-357-9666</td>
<td>President of 4Front Credit Union</td>
</tr>
<tr>
<td>Keith Adler, Ph.D.</td>
<td>3096 Collier Road</td>
<td><a href="mailto:adler@msu.edu">adler@msu.edu</a></td>
<td>Letter and materials received</td>
</tr>
<tr>
<td></td>
<td>Traverse City, MI 49685</td>
<td>231-946-4358 (home)</td>
<td>Retired faculty of MSU, Dir. of Graduate Studies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>231-714-7463 (mobile)</td>
<td></td>
</tr>
<tr>
<td>Jim Morrison</td>
<td>PO Box 64</td>
<td>morrison3cox.net (home)</td>
<td>Lives outside GT County</td>
</tr>
<tr>
<td></td>
<td>Omena, MI 49674</td>
<td><a href="mailto:jim.morrison@ilf.com">jim.morrison@ilf.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>231-944-9732</td>
<td></td>
</tr>
<tr>
<td>Walter “Ray” Draeger III</td>
<td>PO Box 158</td>
<td><a href="mailto:SpartyLivesHere@gmail.com">SpartyLivesHere@gmail.com</a></td>
<td>Lives outside GT County</td>
</tr>
<tr>
<td></td>
<td>Omena, MI 49674</td>
<td>231-709-5328</td>
<td></td>
</tr>
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</table>