



TO: HILBERT COLLEGE COMMUNITY

FROM: MIKE SENDOR
CHAIR, HILBERT COLLEGE BOARD OF TRUSTEES

DATE: OCTOBER 16, 2017

The Board of Trustees held its annual retreat on Saturday, October 14 planning for the upcoming search for Hilbert’s fourth President. The college’s Search Consultant, Dr. Katherine (Kate) Haley of Haley Associates, facilitated the meeting. The meeting culminated with the identification of the composition of the Search Committee and the approval of the Board’s charge to the Search Committee. The Charge is attached to this memo.

Jill Meyer will chair the Search Committee. Ms. Meyer serves Hilbert as a Trustee both in her role as Secretary of the Board and on the Mission Integration Committee. Jill is the Chief Human Resources Officer of Baillie Lumber. The committee will include a total of six trustees, two members of the faculty, a staff person, and a student. Rick Pinkowski will staff the committee. In addition to Ms. Meyer, the trustee members are Laurie Boreanaz Carra (Independent Health), Nancy Dobson (Retired, Uniland Co.), Jim Iglewski (Key Bank), Ted Oexle (Five Star Bank), and Lamont Williams (Hillside Work-Scholarship Connection). In addition to being trustees, Ms. Carra and Mr. Iglewski are alumni of Hilbert.

The Faculty and Staff Senates have been asked to each nominate six persons to serve on the Search Committee. Those lists will be submitted to the Board of Trustees who will then select the representatives for each constituency. The SGA, working with Jim Sturm, will likewise submit nominees to the Board for selection of their representative.

Dr. Haley will return to Hilbert on October 26 and spend the day visiting with each constituent group. Those meetings will allow you to provide input on the qualifications for the new president as well as opportunities and challenges faced by the College. What you share in those meetings will assist in the development of the Search Profile, which will be used as the primary recruitment piece for candidates.

The schedule of meetings for October 26 is as follows:

Staff Senate	11:00	Library Conference Room
Senate Officers (Faculty & Staff)	12:15	Donough Board Room
Administrative Council	1:30	Weaver Conference Room
Faculty Senate	3:15	Library Conference Room
Student Government Association	4:15	SGA Conference Room

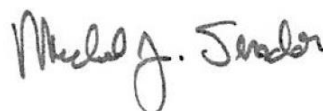
It is expected that candidate recruitment will begin in early November and continue through December with the goal of having Hilbert's next President announced in March.

The College has a webpage dedicated to the Search and updates on the process will be posted as developments occur. <http://www.hilbert.edu/about/presidential-search>

HILBERT COLLEGE
THE SEARCH FOR A PRESIDENT
CHARGE TO THE SEARCH COMMITTEE

I appreciate the search committee's willingness to undertake the important work that will lead to the appointment of Hilbert College's fourth President. The following charge outlines the expectations of the Hilbert College Board of Trustees with respect to the search process and the authority granted to the search committee:

1. The search committee will develop a statement of desired qualifications for the President that will guide the search and selection process and be shared with candidates and nomination sources.
2. The search committee will adopt a timetable for the search that will permit the appointment of a President by March 2018.
3. The search committee will conduct an active national search, with the assistance of our Search Consultant, Kate Haley, to attract highly qualified candidates.
4. The search committee will make periodic reports to members of the Hilbert community and to the board about the progress of the search.
5. Jill Meyer, the Chair of the Search Committee, will be the sole voice of the committee and is the only person authorized to speak about the search.
6. The search committee will observe strict confidentiality in the conduct of the search. Any member of the search committee who breaches confidentiality may be removed from the committee.
7. The search committee will meet with the Executive Committee of the Board of Trustees at the conclusion of the semi-finalist interviews to discuss the interviews and to identify two to three finalists.
8. During the finalists' visits to campus, the search committee will meet with each of the finalists and will participate in the open forums and other events for the candidates. The search committee will recount its experience with each of the finalists and provide counsel to the Board of Trustees regarding its appointment of the fourth President of Hilbert College.



Michael Sendor
Chair, Board of Trustees