

2715 Dickinson  
Miles City, MT 59301  
www.milesc.edu



(406) 874-6100  
Fax: (406) 874-6282  
*Equal Opportunity in  
Education and Employment.*

September 23, 2019

Thank you for agreeing to serve as members of the search committee for the new president of Miles Community College (MCC). The MCC Board of Trustees is grateful for your participation in this pivotal process. The Board has designated Trustee Okerman and myself as co-chairs and have assigned Dean Phipps as human resources liaison to the search committee.

The final hiring authority rests with the Board of Trustees, as such, the board kindly requests that the committee analyze a candidate's strengths in the following areas for the board to review: (1) leadership and decision making; (2) strategic planning and vision; (3) innovation; (4) attracting and retaining students; (5) growing and maintaining partnerships with business, industry, legislators and other regional colleges; (6) desire and willingness to work with faculty to advance the academic mission and create valuable applied learning opportunities; (7) cultivation of a positive, inclusive, professional and productive campus working environment; (8) and fundraising and financial stewardship.

We ask that committee members serve without predetermined bias for or against any prospective candidates nominated, referred, or discovered in the search process. Moreover, committee members should agree to review candidates without regard to race, religion, creed, or national origin. In all deliberations, committee members will adhere to Miles Community College policies and act in accordance with applicable state and federal laws through the guidance of Dean Phipps.

Committee members must preserve the confidentiality of the search process and candidate identities. Such confidentiality is essential to the successful outcome of the search and must be maintained with professionalism and diligence at all times throughout the process. Public communication regarding this search is to be done by the co-chairs or a Board designee.

Finally, the Board of Trustees recognize the extraordinary time and attention that is involved in conducting a search of this importance, and we very much appreciate your willingness to undertake this critical role. We ask that you please do what you can to rearrange your schedule where possible to accommodate search committee meetings and interviews so that you are able to participate to the fullest extent. Please note that it may be important for the search committee to meet during the evening or over a weekend, in preparation for inviting candidates to campus for public interviews during the fall semester.

From all of us on the Board of Trustees, thank you for your service.

Sincerely,

Debbie Morford, MCC Board of Trustees Chair

*START HERE — Go Anywhere*