

**Bismarck State College  
Presidential Search Committee Meeting Minutes  
Tuesday, December 2, 2025**

The Bismarck State College Presidential Search Committee met Tuesday, December 2, 2025 at 1:00 p.m. on the Bismarck State College campus, in the Advanced Technology Center, Room 301 located at 1220 Schafer St., Bismarck, North Dakota.

**Call to order**

The meeting was called to order by Co-Chair Mihalick at 1:01 p.m.

Members Present:

- Mr. Tim Mihalick, Co-Chair
- Ms. Karen Erickson, Co-Chair
- Dr. Marko Davinic
- Ms. Kelli Kuether
- Mr. David Sagsveen
- Ms. Cassy Russell
- Dr. Kevin Moberg
- Mr. Scott Becker
- Mr. Cory Wrolstad
- Ms. Brenda Nagel
- Mr. Ayden Olson
- Mr. Todd Brickhouse

Others Present:

- Assistant Attorney General Shaun McNamara
- Commissioner Brent Sanford
- Meredith Larson, NDUS Chief Operating Officer
- Jane Grinde, NDUS Chief of Human Resources Officer
- Chris Pieske, NDUS Chief Compliance Officer
- Eric Jensen, NDUS Director of Strategic Engagement
- Janell Campbell, BSC Executive Assistant to the President
- Juanita Lee, BSC Public Information Officer
- Nicole Mikkelsen, BSC Chief Human Resources Officer

Co-Chair Mihalick asked for a motion to approve the agenda. Becker made a motion to approve the agenda. Sagsveen seconded the motion. Motion passed.

### **Committee Introductions**

Co-chair Mihalick welcomed everyone to the meeting today and gave opening remarks. He shared that hiring a president is the SBHE's most important job.

Co-chair Erickson thanked everyone for serving on the committee. Co-chair Erickson initiated introductions around the room.

### **Review SBHE Policy 601.1 and NDUS Procedure 601.1 – Presidential Searches (Mr. Chris Pieske)**

Pieske reviewed SBHE policy 601.1 and NDUS procedure 601.1. The committee's job is to move forward at least 3 finalists to the Board. It's up to the Board to decide how many to interview. The costs of the presidential search are paid by the institution. The committee's job is to review all the applications. It's up to committee to decide how many interviews they will do. The policy and procedure are linked to the agenda to review in full.

### **Review North Dakota Open Meetings/Open Records Law (Mr. Shaun McNamara)**

McNamara reviewed North Dakota Open Meetings/Open Records Law. McNamara shared that this is not legal advice. McNamara shared his presentation via slides.

Open records encompass all records in possession of a public entity. The full law can be read online. Records can include personnel files, business emails, personal devices, and contracts with the public entity unless the law says it's exempt or confidential. Search applications are confidential initially. Once finalists are selected, then those finalists' records are open record. A legal reason must be given when denying a request. Contact the NDUS system office with any open record requests.

Open meetings are a quorum of a governing body of a public entity discussing public business. Meetings can happen in person, by conference call, or anywhere where a quorum is present. Common violations are using emails or other communication methods where a quorum is involved. You can share documents and information, but you cannot ask for a response. The public must have notice of a meeting at the same time as the governing body's members.

Executive sessions are held to discuss exempt or confidential records, as well as to consult with attorneys and negotiate strategy. No personnel matters are to be discussed. The session must be recorded; no final actions can be taken in executive session.

Committee members have a duty to vote. The most common reason not to vote would be a conflict. The conflict must be disclosed, and then the committee rules upon it.

Anyone can request an AG opinion on a violation of open meeting laws.

Further resources can be found at [www.attorneygeneral.nd.gov](http://www.attorneygeneral.nd.gov).

Larson informed the committee that any open records requests should be sent to Billie Jo Lorius. Your texts and emails can be subject to open record. Any notes you take are also subject to open record.

### **Charge to the BSC Presidential Search Committee and Commissioner's expectations for the position (Commissioner Sanford)**

Larson provided the charge on behalf of the Commissioner to the BSC Presidential Search Committee. We require a quorum, so attendance is crucial. Virtual options will be available for future meetings. Be kind and treat others with respect. Participate in discussions; the more engagement, the better. We ask that you review all applications thoroughly to identify the list of candidates for interview. Participate in preliminary interviews and identify the semi-finalists. The final obligation is to recommend at least 3 finalists to the SBHE to interview. Please comply with all state laws and SBHE and NDUS policies and procedures. Avoid conversations with committee members outside of meetings.

### **Review Search Process and Timeline (Ms. Jane Grinde and Ms. Meredith Larson)**

Grinde and Larson gave a high-level overview of the timeline. A survey will be sent to members to find dates for future meetings. The next few meetings will be virtual. Face-to-face meetings will continue when candidates are brought to campus.

Grinde shared that the draft job announcement will be reviewed by the committee before it's posted. The position will be posted on December 10.

The campus profile will be developed with a showcase of BSC.

Larson shared that we have an opportunity to use a consultant to work with the committee to provide assessments of what you're looking for in a candidate and put together a focused job profile. The consultants also help prepare effective interview questions for the committee. Dates will be provided to the committee to determine a suitable date for completing the assessment.

Candidates will submit applications through a secure email system. Instructions will be sent to members when it's time to review the applications.

Semi-finalists will be interviewed virtually in an executive session. The committee will meet in executive session following the interviews to decide who they will invite to campus.

When the semi-finalists accept their on-campus interviews, their applications become open record.

The last meeting of the committee will be to decide which candidates to forward to the SBHE to interview.

Reach out to Grinde or Larson with any questions.

### **Report from search co-chairs on their listening sessions with campus constituents and discussion with committee on draft search ad and recruitment options**

Erickson shared that the committee has the opportunity to review the summarized feedback from the listening sessions and provide further feedback. The draft search ad lists the characteristics and attributes for the next president of BSC. Erickson highlighted some of the sections in the draft search ad.

The committee shared their feedback on the draft search ad. The feedback from today will be incorporated into the job announcement and sent to the committee for review before it is posted.

The committee took a break at 2:50 p.m.

The committee reconvened at 2:56 p.m.

### **Communications and Media Inquiries (Ms. Juanita Lee and Mr. Jensen)**

Lee spoke about the webpage for the Presidential Search located on the About page on the BSC website. Currently, there is limited information available. It will include committee members with bios; once we have campus finalists, they'll be listed along with the forum schedule. The campus profile will also be available here.

The Campus Profile is a 20+ page snapshot of Bismarck State College. Included is the position profile, opportunities, background of the college/history, programs, strategic plan, mission, vision, values, accreditation, academic offerings, operating budget, continuing education, foundation & alumni, student profile, campus life, athletics, and Bismarck-Mandan community information. It will be posted when the job is posted.

Jensen reiterated any open records requests or any media requests that pertain to the presidential search can be sent to him or Billie Jo Lorus.

Jensen spoke about the press releases that have been sent. They are available on the presidential search webpage. Contact him with any questions.

Grinde reviewed the 2019 campus profile to give the committee an idea of what it looks like.

Grinded shared the advertising plan. A copy was provided to the committee.

Commissioner Sanford shared his thoughts about what is needed in a candidate.

Larson discussed an opportunity for a consultant to provide an assessment to the semi-finalists that is somewhat of a personality test. It will help narrow down the attributes we are looking for in a candidate. Larson will share more details with the committee about this opportunity. The committee supports proceeding with this opportunity.

### **Committee Questions**

Co-chair Erickson opened the floor for questions. There were no committee questions.

Please watch your emails for the draft advertisement for review.

### **Closing Comments (Ms. Karen Erickson and Mr. Tim Mihalick, Co-Chairs)**

Co-chair Erickson thanked everyone again for their time to serve on the committee and for the discussion today and co-chair Mihalick echoed her sentiment.

The meeting adjourned at 3:32 p.m.