COMMUNITY. SPIRIT. JUSTICE.

DRAFT

**Nomination & Governance Committee**
**May 21, 2026**
**MINUTES**

**Present:** Kevin Berg; Anita S. Duckor, CSJC; Karen Gervais; Jean Wincek, CSJ

**Staff:** Lacy Sietsema; Matt Halley

**Excused Absence:** Steve Kenney; Anne Weyandt

**Location:** Via Zoom – Meeting began at 8:31 a.m.

**DEI:** Anita read the Accola DEI Statement.

**Spiritual Centering:** Karen led the committee in spiritual centering.

**Approval of Agenda**
Anita presented the agenda for approval. Hearing no changes to the agenda, Kevin moved to approve and Karen seconded. All present members voted to approve the agenda.

**Minutes**
The April minutes were presented for approval. Hearing no changes or corrections, Kevin moved to approve the minutes and Karen seconded. All present members voted to approve the minutes.

**Building an Inclusive Board – Moving Forward**
A document about building an inclusive Board was reviewed. The committee agreed that this document should be shared with the full Board and made a regular agenda item, with specific work assigned to Board members around its implementation. Board members can also use this information as way to reflect on Board work and Board commitments. The committee discussed the need for a clear mission/vision/values statement and how this aligns with DEI and utilizing a Board Education Session to review this document. The committee discussed updating foundational documents and Board recruitment processes. Anita and Kevin will develop a one-page Board recruitment brief. The role of committee chairs mentoring new Board members was reviewed. The importance of ensuring that all Board members have the same information to facilitate decision-making was emphasized. It was suggested that the work with Atum Azzahir continue through the next round of strategic planning.

**2026-2027 Board Recruitment Plan – Professional Skills, Resources, Backgrounds and Experience, Demographics, and Community Connections**
The committee reviewed the Board Recruitment list, including core competencies and community presence. It was suggested that additional linguistic and cultural competency be added as criteria. The committee discussed re-electing Board members whose first terms expire in June. It was suggested that terms be staggered to ensure an appropriate rotation of members. Anita and Jean will draft a schedule. It was suggested that Anita should extend her second term. The current Board roster was reviewed and will be edited appropriately. Jean reported that Angela Schreiber will not be returning from her extended absence on the Board. Kevin will reach out to Steve regarding Board term extensions.

**Board Officers Selection Process**
The committee discussed potential Board recruits and onboarding. Anita proposed drafting a Board Officer Handbook that contains Board processes and developing an annual calendar for key Board activities.

The Board Handbook will be reviewed and revised as needed. It was suggested that the handbook be printed out for those who want it and revised pages can be added as needed.

**Design an Officer Onboarding Program**
The committee discussed the possibility of creating an Officer onboarding program. It was suggested that a set of guidelines be drafted and that a list of key documents should be created for Officers coming on and off. Matt will develop a list of best practices. Matt recommended that current Officers draft some notes about their responsibilities/work cycle.

**Board's Proposed President Annual Performance Evaluation Process and Timeline**
The Proposed President Annual Performance Evaluation Process/Timeline was reviewed and it was requested that the committee affirm this document. Hearing no further discussion, Jean moved and Karen seconded the affirmation. All present members voted in favor of this process and timeline.

**Process and Guidelines for Board of Directors and Executive Sessions**
Jean reported that Matt reviewed and expanded the process and guidelines for Executive Sessions. Matt explained the best practices and explained the types of discussions that should be closed to the President.

The committee will bring these guidelines to the Board with the recommendation for adoption. Anita stated that this will be included in the Board handbook. Hearing no further discussion, Kevin moved to forward this to the Executive Committee, then the Board for adoption. Karen seconded the motion and all present members voted in favor.

**2025-2026 Surveys**

Lacy reported that the surveys have been drafted. These assessments will be emailed out to Board/Committee members on Monday, June 1, with a reminder email being sent on Monday, June 8. The deadline for completion will be June 15.

**Board Attendance**
The committee reviewed Board attendance to date. It was suggested that staff could also keep track of member attendance at events as well. It was suggested that a draft of expectations regarding attendance at events be written. Matt suggested asking the Advancement Committee to refine this process.

The committee discussed revising the commitment form in the Board handbook. This document will be presented to each Board member in August and turned in. The commitment form for the Board of St. Catherine University was brought up as an example. Matt will ask Joel to put this topic on the next Advancement Committee agenda.

**Meeting concluded** at 9:57 a.m.

**Respectfully submitted by:** Lacy Sietsema, Accola