

BP 2431 Superintendent/President Selection

Reference:

Education Code, Sections 87100 et seq.;

Title 5, Sections 53000 et seq.;

ACCJC Accreditation Standards 4.5

In the case of a Superintendent/President vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

1. Management of the Recruiting Process:

The Board, at its discretion, may opt to hire a search consultant to fulfill the duties assigned to the Chief Human Resources Officer. The Board of Trustees shall elect one member from its ranks to service as the Committee Chair for the recruitment. The Chief Human Resources Officer, in collaboration with the Board of Trustees, will be appointed the task of overseeing the hiring process for a new Superintendent/President. The Chief Human Resources Officer will be responsible, directly or in conjunction with the Committee Chair, for performing the following functions:

- a. Working with the Board in establishing the search timeline. The Board will have final approval on the search timeline.
- b. Working with the Board on parameters and other details of the search process;
- c. Providing training for all individuals participating in the search process;
- d. Leading development of the position announcement, providing opportunities for District constituents to share suggested qualities, characteristics and qualifications for the position;
- e. Overseeing the development of related webpages and marketing collateral;
- f. Recruiting applicants;
- g. Screening for minimum qualifications;
- h. Scheduling interviews and other interactions with applicants;
- i. Conducting reference checks on finalists;

j. Interacting on behalf of the college with applicants.

2. Position Announcement:

The position announcement will be reviewed by and approved by the Board of Trustees.

3. Establishment of the Screening Committee:

The Board will establish a search committee representing the constituencies served by the College. The Board may make changes to the list at its discretion. Committee appointments shall be made by Board of Trustees, with consideration of inclusiveness of the campus constituency group member representation. The following representatives will be selected by the Board:

- a. Two Administrators
- b. Two Faculty Representatives
- c. Two Classified Representatives
- d. One Confidential staff Representative
- e. Two Student Representatives
- f. Two Community Members (from two Trustee areas, appointed by the Board)
- g. One Trustee Board Member (Chairperson of the committee. Non-Voting member)
- h. Chief Human Resources Officer or designee (serving as EEO Representative. Non-Voting member)

4. Screening Committee Responsibilities:

All committee members are required to participate in and agree to all aspects of the process, including, but not limited to, the following:

- a. Maintaining confidentiality and upholding the principles of ethical hiring practices;
- b. Training in the policies and procedures governing hiring and equal employment opportunity;
- c. Completing initial evaluation and rating of candidates;
- d. Completing first round interviews of not more than ten (10) candidates; and
- e. Recommending no more than five finalists to the Board of Trustees for final interviews.

By agreeing to serve, committee members are committing to maintaining strict confidentiality throughout the entire hiring process and after the committee concludes its work. A committee member who fails to participate or compromises any aspect of the process may be removed from the committee through consultation with the Committee Chair and Chief Human Resources Officer.

5. Public Forums:

The Board, at its discretion, may direct the Chief Human Resources Officer to schedule public forums to introduce finalists to the college's constituents and community. Feedback from all constituent groups will be requested and thoughtfully considered by the Board of Trustees in the selection process.

6. The Selection Process:

The Board of Trustees will complete interviews of the final candidates. A determination will be made following interviews with the Board, a thorough analysis of summary information provided from attendees in the public forums and information obtained through the reference check process. The selection of the final candidate is at the sole discretion of the Board of Trustees.

7. Board Authority:

The Board retains its authority to modify the selection process and/or to establish any other evaluation methods as it may deem necessary. If search modification is to occur, it will be done in full compliance with the Brown Act.