



AGENDA ITEM BACKGROUND

TO: GOVERNING BOARD		DATE January 14, 2012
FROM: PRESIDENT		
SUBJECT: Selection of Search Consultant for New Superintendent/President		ENCLOSURE(S) Page 1 of 14
REASON FOR BOARD CONSIDERATION ACTION	ITEM NUMBER C.5	

BACKGROUND:

At the December Governing Board meeting, the Board directed a search committee to move forward quickly and come back with a recommendation for a search consultant firm consultant to assist in the college's search for a permanent Superintendent/President

A request for information was sent to seven consulting firms, asking for a response by December 27, 2012. Six consulting firms responded and the Board subcommittee narrowed their selection to three firms. The Board subcommittee then conducted further research on the three remaining firms. In addition the Board subcommittee made the consultant's proposals available to the Superintendent/President search committee for their review and comments.

Based on their research the Board subcommittee has narrowed the search to the following three firms: Association of Community College Trustees (ACCT), CollegeCEO's Inc., and Community College Search Services (CCSS). The Board subcommittee is continuing its investigation and will have a recommendation at the January 14, 2013 Board meeting.

FISCAL IMPACT:

TBD.

RECOMMENDATION:

The Board subcommittee recommends that the Governing Board authorize the Vice President, Administrative Services to execute an agreement with the Board subcommittee's search firm recommendation to assist the Board in the search process for a new Superintendent/President.

Administrator Initiating Item: Office of the President	Academic and Professional Matter <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Final Disposition Approved
	If yes, Faculty Senate Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Senate President Signature	

President's Office
Cabrillo College
6500 Soquel Drive
Aptos, CA 95003

To the Board of Trustees:

In response to your request, Community College Search Services (CCSS) is pleased to provide information about the services we are prepared to offer to assist you in the search for the next Superintendent/President of the Cabrillo Community College District.

We have facilitated over one hundred fifty full and partial searches in California and Oregon. A complete list of these searches and the institutions served is in the Appendix.

A summary of the services we are prepared to provide to Cabrillo College is as follows: Assistance in developing the Superintendent/President Brochure that contains information about the district, the college, the position and the application process; Recruitment of qualified candidates; Candidate evaluation and assistance with interviews; Comprehensive reference checks on the finalists; Assistance to the Board of Trustees.

Community College Search Services is unique and excels in the methods we use to recruit candidates and the detailed reference information we provide to the Board of Trustees that enables them to make an informed decision.

A brief narrative that describes how these services will be performed follows:

Meet with Board of Trustees

We will meet with the Board of Trustees and/or designated college officials to explain and describe plans for the search process, develop guidelines for the search and develop expectations for the next Superintendent/President. At this initial meeting, the application process, minimum qualifications and tentative calendar would be discussed and finalized as well.

The Search Brochure, Job Description and Criteria

Subsequent to our initial meeting with the designated college officials, we would meet with the search committee and/or designated staff and college wide staff to help clarify institutional priorities and leadership needs for the new Superintendent/President. In addition, we would outline together with the search committee, the personal and professional characteristics sought in the ideal candidate for the position.

CCSS recommends that all the foregoing information derived at these meetings be included in the search brochure and serve as a basis for the evaluation of the candidates. Cabrillo College officials may want to consider an electronic version of the brochure only. This has worked well in other district searches and it saves printing costs.

Candidate Recruitment

Our approach to the Superintendent/President recruitment process includes the following:

First, we provide advice and suggestions on national and regional advertising. Also, the electronic version of the brochure should be posted on the Cabrillo College and CCSS websites.

Second, we aggressively seek nominations. We provide the college with our up-to-date software for mailing brochure information seeking nominations for your position of Superintendent/President of Cabrillo College.

Third, utilizing our target databases, our firm will send a special mailing to selected individuals who possess the qualifications for and may have an interest in the position of Superintendent/President of Cabrillo College.

In addition to the foregoing, we would conduct a national telephone recruitment phase utilizing our telephone network. We are assisted in our national recruitment by Dr. David Ponitz, an associate in Ohio. We follow up on all nominations, inquiries and attend community college conferences and serve as presenters at leadership institutes for recruiting purposes.

Candidate Evaluation

We can assist in assessing the completeness of application materials and the meeting of minimum qualifications. We assist the search committee and facilitate the paper screening process. We provide materials and strategies for evaluation of the applications and selection of candidates for interviews.

Candidate Interviews (for Semi-Finalists)

We assist the committee in the development of the questions for the interview and their congruence with the recruitment brochure. We also provide and/or assist in the development of materials for the interviews. In addition, we provide advice on facilities, scheduling and protocol for the interviews.

All the candidates selected for interviews are typically contacted by the search consultant and provided with timely and pertinent information. The search consultant greets the candidates, introduces them to the search committee, observes and takes notes during the interviews and later, if desired by the candidates, provides telephone feedback.

During the deliberation of the search committee to determine the finalists, the search consultant provides strategies and techniques to assist the committee in its selection.

At the conclusion of the interviews the search consultant informs all the candidates of their status and briefs the finalists on the next steps of the process.

Comprehensive Reference Checks for Finalists

CCSS would undertake comprehensive in-depth background and reference checks on the finalists that will enable the Board of Trustees to select the new Superintendent/President.

In addition to the comprehensive reference checks, we undertake an Internet search on the finalists. Also, we will make follow-up telephone calls to current and former supervisors to make certain that we have all of the crucial background information on the candidates.

Finally, CCSS will include criminal and civil background checks on the finalists.

Board of Trustees Interviews

Prior to the first interview, the search consultant will brief the Board of Trustees on the salient reference information on each candidate and answer all questions relating thereto.

We facilitate the final interviews. The search consultant can handle the logistics and assist with interview questions, appropriate documents and materials required by the Board of Trustees and key staff.

As consultants, we can contact and inform the candidates not selected by the Board of Trustees on the outcome of the interviews. We strongly recommend a site visit to the institution of the recommended candidate and we can assist in the planning of the visit. As requested, we will assist the district in the contract negotiations as needed with the successful candidate.

Services and Fee Structure

Our service fee for conducting a comprehensive search for the position of Superintendent/President for the Cabrillo College is \$25,000 including all CCSS' expenses in conducting the search. The fee includes all of CCSS' expenses for the following:

- All visits to the district including all travel expenses up to twelve days excluding initial consultation.
- Software and assistance for the national mailing.
- CCSS target mailing of the brochure to key candidates in our database;
- Telephone and mailing expenses for recruiting candidates;
- Communicating with the Board of Trustees, or designees, search committee, candidates, and other staff as required;
- Development of search process materials for the search;
- Comprehensive reference checks on the finalists.

If the process established by the Board requires additional workdays by the CCSS consultant, the charge would be \$1000/day plus travel expenses (more than twelve days). The charge for additional reference reports (more than four) would be \$1000 each.

The Board may re-start the search process at any time for any reason at no additional cost to the District. If for any reason the Board of Trustees is not satisfied with the outcome of the completed search, CCSS will undertake the search again for direct expenses only.

The Expenses not included in the CCSS fee are as follows:

- Profile brochure printing if it is decided not to use an electronic brochure;
- Candidate travel;
- All position advertisements;
- Search committee incidentals;
- Search Team visits to candidate institutions.

The tasks expected to be completed by Cabrillo College personnel is the mailing of a letter (that we provide) to a national data base and maintaining the candidate applications.

The consultant assigned to this search would be Dr. Frances White, former Superintendent/President of the College of Marin.

The suggested timeline for this project is as follows:

January 2013

Brochure Development

- Meet with the board and search committee to determine challenges facing the District.
- Review draft brochure and distribute to the board and search committee.
- Finalize brochure for posting.

February 2013-April 2013

Candidate Recruitment

- Solicit candidate nominations from the board, search committee and community.
- Coordinate national mailing utilizing CCSS database.
- Advise on advertisement campaign.
- Undertake telephone recruitment effort utilizing CCSS network.

Late April 2013

Candidate Evaluation

- Facilitate paper-screening process.
- Facilitate selection of preliminary candidates for interviews.

May 2013

Preliminary Candidate Interviews (for Semi-Finalists)

- Prepare or assist in the preparation of questions for interviews.
- Provide all materials for interviews.
- Call and brief candidates selected for interviews.
- Facilitate and observe candidate interviews.
- Provide and facilitate process for selection of finalists.
- Inform all candidates of status after interviews
- Brief finalists.

May 2013

Comprehensive Reference Reports (for Finalists)

- Provide questionnaire for final candidates.
- Prepare comprehensive reference reports on finalists.
- Provide the board with comprehensive reference reports.

June 2013

Board Interviews for Finalists

- Assist the board in the preparation of interview questionnaire and materials.
- Facilitate board interviews.
- Provide information and advice to board as requested.
- Contact finalists on outcome of Board interviews.
- Provide assistance and information on contract issues.
- Provide assistance on finalizing selection process.

Community College Search Services and Dr. White are available immediately to begin the process. Dr. White lives in Marin County and can be at the college in a relatively short time.

We would be pleased to discuss this proposal and answer any questions about it. We look forward to the opportunity to assist the Cabrillo Community College District with this important activity.

Sincerely,

Dr. Al Fernandez

APPENDIX

REFERENCES

For reference purposes, feel free to contact your counterparts and/or the chief executive officers or chief human resource officers in the aforementioned districts about our services. Specific references follow:

Dr. Helen Benjamin
Chancellor
Contra Costa Community College District
Telephone: 925.229.1000 x 1210
hbenjamin@4cd.edu

Mr. John Didion
Executive Vice Chancellor, Human Resources and Ed Services
Rancho Santiago Community College District
Telephone: (714) 480-7489
didion_john@rsccd.edu

Mr. Jeff Horsley
Vice Chancellor, Human Resources
North Orange County Community College District
Telephone: (714) 578-8402
jhorsley@nocccd.edu

Dr. Edward Ortell, former Board President
Citrus Community College District
B 626.914.8821; R 626.303.5051
Edortell@citruscollege.edu

Dr. Daniel La Vista, Chancellor
Los Angeles Community College District
Telephone: 213.891.2201
lavistadj@email.laccd.edu

Dick Running, Former Board Chair
Linn-Benton Community College District (Oregon)
Telephone: 541.917.4204

Norma Hernandez, Board member and chair of the search committee
Southwestern Community College District
Telephone: 619.482.6301
nhernandez@swccd.edu

John Zumwalt, Trustee and former Board President
Sequoias Community College District
Telephone: 559.582.1056
jzumwalt@sti.net

Mark W. Rocha, Superintendent/President
Pasadena Area Community College District
Telephone: 626.585.7201
mwrocha@pasadena.edu

SEARCHES CONDUCTED

Community College Search Services

Current Active Searches

Chancellor

Portland Community College (District President) (Viera)

Superintendent/President

Mt. Hood Community College (Viera)

Barstow College (Walker)

Glendale Community College (Conrad)

President

East Los Angeles College (Hernandez)

Vice President of Administrative Services

Antelope Valley College (Romo)

Completed Full Searches Conducted

State Chancellor

California

Chancellor

Los Rios Community College District

West Valley-Mission Community College District

Peralta Community College District

Ventura County Community College District

South Orange County Community College District

Los Angeles Community College District

Rancho Santiago Community College District

San Jose-Evergreen Community College District

Grossmont-Cuyamaca Community College District

San Bernardino Community College District

West Valley-Mission Community College District

North Orange County Community College District 2

Los Angeles Community College District 2

Chabot-Las Positas Community College District

Los Angeles Community College District 1

Yosemite Community College District

San Diego Community College District
North Orange County Community College District 1

Superintendent/President

College of the Sequoias
Southwestern College
Victor Valley College
Napa Valley College
Linn-Benton Community College
MiraCosta College
Citrus College
Santa Barbara City College
Cuesta College
Imperial Valley College
Pasadena City College
College of the Desert
Victor Valley College
Rio Hondo College
Long Beach City College
College of the Sequoias
Glendale Community College
Allan Hancock College
Southwestern College
Cerritos College
Mira Costa College
Citrus College
Imperial Valley College
Mount San Antonio College
Lassen College
Rio Hondo Community College District
Antelope Valley Community College District
Palomar Community College District
Palo Verde Community College District
Sequoias Community College District

President

Portland CC, Southeast Campus
Contra Costa College
Los Medanos College
Evergreen Valley College
Cuyamaca College
Los Angeles Mission College
San Jose City College
Mission College
Cerro Coso Community College
Coastline Community College

Cuyamaca College
Compton College (Provost)
Los Angeles City College
Bakersfield College
Los Angeles Southwest College
Los Angeles Mission College
San Bernardino Valley College
Grossmont College
Cerro Coso Community College
West Los Angeles College
Los Angeles Trade Technical College
Los Angeles Pierce College
Porterville College
Los Angeles City College
Bakersfield College
Santa Ana College 3
Reedley College
West Valley College
Los Angeles Trade Technical College 2
San Bernardino Valley College
Santiago Canyon College 2
West Los Angeles College
Moorpark College
Oxnard College
West Hills College, Coalinga
Los Angeles Southwest College
Los Angeles Trade Technical College 1
Los Angeles Harbor College
Los Angeles Mission College
Santiago Canyon College 1
Santa Ana College

Vice Chancellor or Educational Services & Planning

State Center Community College District

Vice Chancellor of Human Resources

Coast Community College District
Ventura County Community College District 2
Contra Costa Community College District
Ventura County Community College District 1

Vice Chancellor, Planning and Resource Development

Contra Costa Community College District

Vice Chancellor North Centers

State Center Community College District

Vice President, Administrative Services
Pasadena Area Community College District
Mira Costa College

Vice President of Instruction and Student Services
Los Medanos College- Contra Costa Community College District

Vice President of Academic Affairs
Cerritos College

Vice President, Educational Services
Pasadena Area Community College District

Vice President, Student Services
Pasadena Area Community College District

Vice President, Human Resources
Cerritos College
Pasadena Area Community College District

Vice President, Information Technology
Pasadena Area Community College District

General Counsel
Pasadena Area Community College District

Partial Assistance Searches

Chancellor

San Jose-Evergreen CCD Interim
State Center Community College District
South Orange County CCD

Superintendent/President
Southwestern, Interim
San Joaquin Delta, Interim

President
Cypress College
Fullerton College
Diablo Valley College
Evergreen Valley College
American River College
Los Angeles City College

Cuyamaca College
West Los Angeles College
Cypress College
Fullerton College
Grossmont College
Santa Ana College
Brookhaven College (Dallas)

Provost, School of Continuing Education

North Orange County Community College District 2012
North Orange County Community College District

Executive Vice Chancellor of Administrative Services

Ventura County Community College District

Vice Chancellor, District wide Administrative Services

Contra Costa Community College District

Vice Chancellor, Finance and Administration

Contra Costa Community College District

Vice Chancellor, Human Resources and Organizational Development

Contra Costa Community College District

Vice Chancellor, District wide Planning and Educational Services

Contra Costa Community College District

Vice Chancellor, Educational Services

Kern Community College District

Associate Vice Chancellor of Human Resources

Los Rios Community College District
Ventura County Community College District

Executive Vice President

Mt. Hood Community College
Portland Community College

Vice President of Instruction, Academic Affairs and Student Learning

Cerro Coso community College
Central Oregon Community College
Porterville College
Cuesta College
Mission College

Mt. San Antonio College
Grossmont College

Vice President Student Services

Diablo Valley College- Contra Costa Community College District
Cuesta College

Vice President Administrative Services

Southwestern
Cuesta College
Mt. San Antonio College

Dean, Administrative Services

Cuyamaca College
Grossmont College

Dean, Communications and Fine Arts

Grossmont College

Dean, Humanities, Social and Behavioral Sciences

Grossmont College

Director, Human Resources

Contra Costa Community College District Office
Ohlone College

Director, Nursing

Cuesta College

Director, Allied Health

Cuesta College