

# **Special Meeting Board of Trustees Coast Community College District**

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**Date:** Wednesday, March 4, 2015

**Location:** Coast Community College District  
Board Room  
1370 Adams Avenue  
Costa Mesa, California 92626

**Time:** 2:00 p.m.

## **A G E N D A**

**1.01 Call to Order**

**1.02 Roll Call**

**1.03 Opportunity for Public Comment**

*Members of the public have the opportunity to address the Board of Trustees on any item that has been described in this notice, before or during consideration of the item. Persons wishing to make comments are allowed 5 minutes. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Secretary of the Board of Trustees prior to speaking.*

**1.04 Recess to Closed Session**

Conducted in accordance with applicable sections of California law. Closed Sessions are not open to the public.

The following item will be discussed in Closed Session:

**Conference with Legal Counsel: Anticipated Litigation**

Significant exposure to litigation, pursuant to sub-section "d-2" of *Government Code* Section 54956.9. Three cases

Construction at Orange Coast College

**1.05 Reconvene to Open Session**

**1.06 Report of Action in Closed Session (if any)**

**1.07 Review, discussion and possible action on Board Policy 2431 Chancellor Selection**

- a. Suspend BP 2431 for the upcoming Chancellor search **(See attachment #1)**

**1.08 Board Policy for First Reading**

The Board Policy listed below is brought to the March 4, 2015 Board of Trustees meeting for first reading. Text recommended for deletion is marked by strike-through font; new text recommended for inclusion is marked by underlined font. **(See attachment #2)**

**Chapter 2. Board of Trustees**

BP 2431 Chancellor Search – Revision

**1.08 Adjournment**

*It is the intention of the Coast Community College District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the Secretary of the Board of Trustees at (714) 438-4848 as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.*

## **Coast Community College District**

### **BOARD POLICY**

#### **Chapter 2 Board of Trustees**

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#### **BP 2431 Chancellor Selection**

##### **New**

Incorporates some of the language from prior BP 7909 Search and Selection of the Coast Community College District Executive Management Employees Chancellor – Vice Chancellors – College Presidents

##### **References:**

Title 5 Sections 53000 et seq.  
Accreditation Standard IV.B.1 and  
IV.B.1.j

In the case of a Chancellor vacancy, except in cases of interim or acting appointments, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

The Search Committee, after constituted, will prepare a job description in consultation with the Chief Human Resources Officer and the Board of Trustees. The job description will include minimum qualifications established by the California Community College Chancellor's Office and other desirable qualifications appropriate for the position. Prior Chancellor job descriptions and announcements will be made available to the Search Committee as a reference during the development of the updated job description. All members of the Search Committee will undergo training by the Human Resources Department and will receive a copy of relevant hiring board policies and administrative procedures, prior to the screening process.

Unless otherwise directed by the Board of Trustees, the search process shall be coordinated by an outside firm retained by the District. In order to protect applicants' privacy, final interviews shall be conducted at an off-site location.

##### **Announcement of the Position**

The position shall be open for a minimum of 30 working days. The recruitment period will be extended when the applicant pool has fewer than 6 minimally qualified applicants. Announcements will clearly state all required application materials to be considered by the Search Committee in determining an applicant's qualifications for receiving an invitation for an interview.



### Search and Selection Committees Composition

The Search Committee for the position of Chancellor is as follows:

- Two Board members appointed by the Board of Trustees
- One community member appointed by the Board of Trustees
- One College President appointed by the Chancellor or the Board of Trustees
- Three Academic Senate representatives appointed by the Academic Senates of the three colleges
- One Student Trustee or Designee
- One representative of Coast Federation of Classified Employees (CFCE) appointed by CFCE
- One representative of Coast Federation of Educators (CFE) appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCCA/CTA) appointed by CCCA/CTA
- One administrative representative appointed by Coast District Management Association (CDMA)
- One Confidential employee appointed by the Confidential employees

TOTAL: 13 members

Advisor: Chief Human Resources Officer or designee of the Board of Trustees

The Search Committee shall appoint the Search Committee chair.

The Search Committee shall endeavor to recommend 3 to 5 unranked finalists it feels are best qualified to the Selection Committee. If the consensus of the Search Committee is that fewer than 3 candidates would be advanced to the Selection Committee, through the Chair, the Committee can recommend to the Selection Committee: (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The District is committed to achieving diverse representation in candidate pools and in Selection Committees.

The Selection Committee shall consist of the five (5) elected Trustees. The Chief Human Resources Officer is responsible for:

1. Providing training to all members of Search and Selection Committees to ensure that the activities of the committees comply with applicable state and federal laws and regulations, and this board policy. This training will include providing each member of the Search and Selection Committees with a written copy of this board policy and other relevant documents.
2. Supporting the District's pursuit of diversity in the hiring of employees
3. Facilitating the implementation of the procedures included in this board policy, including being a resource to the Search and Selection Committees when requested to do so by a committee or committee member.

4. Ensuring that only applications that are received by the closing date of the position are forwarded to the Search Committee.
5. Coordinating the recruitment/advertising campaign for the position.
6. Providing logistical and clerical support as needed to the Search and Selection Committees.
7. Reviewing the paper-screening criteria and interview questions for the Search Committee, and the interview questions for the Selection Committee to ensure compliance with local, state, and federal laws.
8. Coordinating the reference-checking phase of the Selection process.

The Search Committee members are responsible for:

1. Creating the recommended position announcement/job description. The creation of the position announcement/job description will include the determination of the minimum and desired qualifications for the position. The position announcement/job description will be created in consultation with the Board of Trustees.
2. Supporting the pursuit of diversity throughout the Search process.
3. Selecting the Chair of the committee.
4. In consultation with the Chief Human Resources Officer, determining the calendar plan for the steps in the search process, including the days and times of all committee meetings and an interview schedule that is sensitive to the needs of applicants and, meets the needs of every member of the Selection Committee.
5. Reviewing all applications to determine the minimum qualifications for the position have been met.
6. Determining paper-screening criteria based upon the position's required and desired criteria as stated in the position announcement and paper-screening each application that meets the minimum qualifications for the position. Applications that do not meet the minimum qualifications as stated in the position announcement shall not be considered by the Search Committee.
7. Determining which applicants will be invited to an interview based upon the accumulated results of the paper-screening process.
8. Determining interviewing criteria.
9. Interviewing each interviewed applicant equivalently, respectfully, and conscientiously.

10. Discussing the relative strengths and weaknesses of the applicants interviewed. Professional experience by individual committee members with applicants shall be shared by committee members as a part of this discussion.
11. Recommending the most highly qualified applicants to the Selection Committee. If the Search Committee is unable to recommend a minimum of three (3) applicants to the Selection Committee, the position will be reopened for additional applicants.
12. Excusing committee members for the remainder of the process if they are unable to attend every meeting and interview.
13. Respecting the confidentiality of the Search process.

The Chair of the Search Committee is responsible for:

1. Setting agendas and conducting all meetings of the committee.
2. Representing the Search Committee to the Chief Human Resources Officer and the Board of Trustees.

The Selection Committee members are responsible for:

1. Respecting the work of the Search Committee by interviewing every applicant forwarded by the Search Committee for their consideration.
2. Supporting the pursuit of diversity during the Selection process.
3. Creating interview questions for the finalist applicants.
4. Developing an interview schedule that is sensitive to the needs of applicants and meets the needs of every member of the Selection Committee.
5. Interviewing all applicants equivalently, respectfully, and conscientiously.
6. Recognizing that the Search Committee did not have access to any reference checking information provided to the Selection Committee.
7. Respecting the confidentiality of the Selection process.
8. Selecting the candidate who best fulfills the requirements of the position.

Adopted March 19, 2014



## Coast Community College District

### BOARD POLICY

#### Chapter 2 Board of Trustees

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~~Incorporates some of the language from prior BP 7909 Search and Selection of the Coast Community College District Executive Management Employees Chancellor Vice Chancellors College Presidents~~

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Unless otherwise directed by the Board of Trustees, the search process shall be coordinated by an outside firm retained by the District. In order to protect applicants' privacy, final interviews shall be conducted at an off-site location.

~~If there is a Chancellor search that does not result in the selection of a new Chancellor, then the Board of Trustees, at its discretion, may conduct the subsequent Chancellor search without following the procedures set forth in this policy, so long as the procedures comply with law.~~

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Adopted March 19, 2014