

Glendale Community College District 1500 North Verdugo Road Glendale, California 91208

BOARD OF TRUSTEES

Agenda

Meeting No. 7
Special Board Meeting
November 8, 2012 at 8:30 a.m.
GCC Professional Development Center

GLENDALE COMMUNITY COLLEGE DISTRICT

1500 North Verdugo Road Glendale, California 91208 (818) 240-1000

SPECIAL BOARD OF TRUSTEES MEETING NO. 7

Glendale Community College Professional Development Center 2340 Honolulu Avenue Montrose, CA 91020

November 8, 2012 at 8:30 a.m.

AGENDA

In compliance with Education Code §72129-72131, the presiding officer of the Board of Trustees is calling a Special Meeting on Thursday, November 8, 2012 at 8:30 a.m. at the Glendale Community College Professional Development Center, Room #200, located at 2340 Honolulu Avenue, Montrose, CA 91020.

ITEM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CERTIFICATION OF COMPLIANCE

To accommodate the requirement of Government Code Section 54956, it is hereby declared that the agenda for the meeting was posted 24 hours prior to this meeting at the following locations:

- At three locations in the Administration Building at Glendale Community College;
- In the display case on the outside wall of the San Gabriel Building at Glendale Community College.
- On the window adjacent to the main office entrance on the top floor of the Tropico Building on the Garfield Campus:
- On display inside the glass doors at the front entrance of the Professional Development Center;
- On the college's website http://www.glendale.edu/boardoftrustees>.

In accordance with the Brown Act revisions, any writings relating to open session agenda items and distributed to all or a majority of all Board Members within 72 hours prior to a regular meeting, or within 24 hours prior to a special meeting, shall be made available for inspection by the public in the Office of the Superintendent/President, John A. Davitt Administration Building, AD 106, 1500 N. Verdugo Road, Glendale, CA 91208 during regular business hours. When possible, such writings may also be posted on the District's website: <www.glendale.edu/boardoftrustees>.

Individuals who require disability related accommodations or modifications, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent/President's office by noon of the business day preceding the board meeting. Please call (818) 551-5105.

COMMENTS FROM THE AUDIENCE - BOARD AGENDA ITEMS ONLY

(ADDRESSING THE BOARD OF TRUSTEES - An individual or group representative may address the Board of Trustees on any item on the agenda. A speaker must state his or her name and address prior to speaking to the Board. Not more than five minutes may be allotted to each speaker and no more than twenty minutes to each subject, except by unanimous consent of the Board of Trustees.)

NEW BUSINESS/ACTION

1. Approval of Executive Search Firm for Superintendent/President Search

1

The Interim Superintendent/President recommends that the Board of Trustees approve the hiring of Community College Search Services to lead and facilitate the 2012-13 search for Glendale Community College District's next Superintendent/President.

SPECIAL PRESENTATIONS

- 1. "Student Success Act of 2012"
 - Dr. Ricardo Perez, Vice President, Student Services
 - Mr. Michael Ritterbrown, Dean, Instructional Services
 - Dr. Kathy Flynn, Division Chair, Credit ESL
 - Ms. Deborah Kinley, Interim Associate Dean, Continuing and Community Education
- 2. "Facilities Program: Performance Improvement, Indexes and Compliance"
 - Mr. Ron Nakasone, Executive Vice President, Administrative Services
 - Mr. Nelson Oliveira, Director of Facilities and Construction

STUDY SESSIONS

1. "Discussion on the Impact of Proposition 30"

Facilitated by Dr. Jim Riggs, Interim Superintendent/President

Presented by Dr. Mary Mirch, Vice President, Instructional Services and Dr. Ricardo Perez, Vice President, Student Services

2. "Review of Board of Trustees Goals 2012-2013"

Facilitated by Dr. Jim Riggs, Interim Superintendent/President

3. "ACCT Conference Report"

Board of Trustees members Dr. Vahé Peroomian and Mr. Anthony P. Tartaglia will report on their attendance at the October, 2012 ACCT (Association of Community College Trustees) Leadership Conference.

BOARD OF TRUSTEES REQUESTS - INFORMATION AND/OR FUTURE AGENDA ITEMS

(This is an opportunity for the Board of Trustees to place items on future board agendas.)

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CLOSED SESSION

 CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6

a. Agency designated representative: Ms. Donna Voogt

Employee organization: California School Employees Association

b. Agency designated representative: Mr. Ron Nakasone

Employee organization: Glendale College Guild

c. Agency designated representative: Ms. Donna Voogt Employee organization: Unrepresented Employees

2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE pursuant to Government Code Section 54957 – one employee

RECONVENE IN PUBLIC SESSION

REPORT OF CLOSED SESSION ACTION (IF ANY)

ADJOURNMENT

FUTURE DATES

November 12, 2012	Veterans Day – Campus Closed
November 15, 2012	Special Board Meeting (pending)
November 19, 2012	Regular Board Meeting
November 22 – 24	Thanksgiving Vacation- Campus Closed

December 10, 2012 Regular Board Meeting

January 14, 2013 Regular Board Meeting

Glendale Community College District

NOVEMBER 8, 2012

NEW BUSINESS REPORT NO. 1

REPORT OF RECOMMENDATION

TO:

Board of Trustees

SUBMITTED BY:

Jim Riggs, Interim Superintendent/President

PREPARED BY:

Donna Voogt, Administrative Dean, Human Resources

SUBJECT:

APPROVAL OF EXECUTIVE SEARCH FIRM FOR

SUPERINTENDENT/PRESIDENT SEARCH

DESCRIPTION OF HISTORY / BACKGROUND

On September 6, 2012 the Glendale Community College District released a Request for Proposal (RFP) seeking proposals for executive search firm services for its Superintendent/President search. The District sent the RFP to a total of seventeen executive search firms and received ten proposals in response.

The Board of Trustees Advisory Hiring Committee reviewed and ranked the ten proposals and interviewed the top three firms. The committee is pleased to recommend Community College Search Services (CCSS) to the Board of Trustees for the 2012-13 search for Glendale Community College District's next Superintendent/President.

The hiring committee recommends the appointment of Community College Search Services based on the following:

1. Experience of primary search consultants

Dr. Eva Conrad would be the primary search consultant for this search. Dr. Conrad has an extensive background in California community colleges including 26 years as a full-time psychology instructor, eight years serving in the role of Vice President for Instruction, and six years as the President of Moorpark College (2002-2008). Dr. Conrad has been a consultant with Community College Search Services since 2008 and has facilitated executive search services for Cerritos College, Los Angeles Mission College and Pasadena City College. In addition she has worked with nine other California community college districts to facilitate the development of their strategic and/or educational master plans.

Dr. Conrad would partner with Dr. Jim Walker for this search. Dr. Walker's career in California Community Colleges spans nearly forty years, including ten years as the President of Moorpark College and two years as the interim Chancellor at Ventura Community College District. Dr. Walker has facilitated 38 executive searches for various California community colleges, including the Glendale Community College District Superintendent/President search in 2005. Dr. Walker also facilitated the search to replace Glendale Community College District Board of Trustees member, Dr. Kathleen Burke-Kelly in 2006.

2. Background and experience of firm

Community College Search Services has facilitated over 100 searches for California community colleges for Vice President, President, Superintendent/ President, and Chancellor positions, including the search for the California State Chancellor which resulted with the appointment of Dr. Jack Scott.

3. Familiarity with Glendale Community College District

As previously mentioned, CCSS led the 2005-06 Superintendent/President search following the announcement of Dr. John Davitt's retirement as well as the search to replace Board of Trustees member, Dr. Kathleen Burke-Kelly in 2006. During these searches and during the current search firm interviews, CCSS has demonstrated an understanding of Glendale Community College District's unique culture and governance structure.

4. Ability to commit to this search

Dr. Conrad and Dr. Walker have agreed to limit their commitment to additional searches during our search. This search would be the only Superintendent/ President search for which Dr. Conrad would be responsible. Dr. Walker will have primary responsibility for one other Superintendent/President search. They have committed to one and possibly two vice presidential searches in spring 2013 for another community college district which should not present a problem for us.

5. They are local

Both Dr. Conrad and Dr. Walker reside locally and would be available to attend hiring committee and board meetings.

6. Cost

At an estimate of \$25,000 for comprehensive search services, CCSS is within a half percent of the lowest proposal received for executive search services.

7. Quality of references

CCSS received outstanding recommendations during the reference check process.

Proposals were also received from:

- Academic Search
- Association of Community College Trustees
- College CEOs
- EFL Associates
- ELS Group
- Greenwood/Asher & Associates
- PPL (Professional Personnel Leasing, Inc.) *
- Ralph Andersen & Associates *
- RPA, Inc.

Search firm fees in the ten proposals received ranged from \$23,900 at the low end to \$73,520 at the high end.

COMMITTEE HISTORY

N/A

FISCAL IMPACT

The total estimated search firm fees will be \$25,000 non-inclusive of advertising, candidate travel, printing costs, and search team visits to candidate institutions.

RECOMMENDATION

The Interim Superintendent/President recommends that the Board of Trustees approve the hiring of Community College Search Services to lead and facilitate the 2012-13 search for Glendale Community College District's next Superintendent/President.

^{*} Indicates search firm was a finalist