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Board Policy

SUPERINTENDENT/PRESIDENT SELECTION

In the case of a Superintendent/President vacancy, the Board of Trustees shall establish a search and selection process to fill the vacancy. The process shall be fair, inclusive, participatory, and open and comply with relevant regulations. The college constituencies and community will be informed and involved throughout the process. That full process shall be determined at the time of the vacancy to reflect the needs of the college at that time:

Executive Search Firm

The Board of Trustees will employ a search consultant, selected through an RFP process, to assist the Board and the GCCD Office of Human Resources with the search, recruitment, selection, and hiring process. The level of involvement and specific services to be provided by the consultant will be determined at the beginning of the establishment of the process.

Superintendent/President Profile

District constituencies will be provided opportunities to share with the Board suggested qualities, characteristics, and qualifications for the person to fill the position. The profile will be published in a brochure which will be distributed widely.

Screening Committee

A screening committee will be appointed by the Board to assist in the search by screening applicants, interviewing those identified for first-round consideration, and recommending when possible five to seven unranked finalists. Operating procedures for the screening committee will be established with the assistance of the executive search firm representative and approved by the Board of Trustees.

The composition of the committee shall include representation broadly reflective of the District's constituencies. It shall include representation nominated from at least: the Academic Senate, the Guild, the CSEA, the ASGCC, the Administrative Executive Committee, the Managers and Confidentials Group, the Glendale College Foundation, and the community. The number and proportionality of committee members will be determined at the time of the specific search by the Board in consultation with the executive search firm representative and college leaders.

Public Forums

Upon identification of the final candidates by the screening committee and approval of the Board of those candidates to move forward, public forums shall be conducted to introduce candidates to the college's constituents and the community. The process for conducting the forums shall be established by the Board upon the recommendations of

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the executive search firm representative and in consultation with the screening committee.

Selection

The Board of Trustees will make its determination of the selected candidate following interviews with the Board, analyses of summary information provided from constituents' and community members' perspectives based on the public forums, and information obtained from thorough reference checks conducted by the executive search firm representatives.

Board Authority

The Board will retain its authority to modify the selection process at any time as necessary. If search modification is to occur, it will be done in full compliance of the Brown Act.

Reference:

- Accreditation Standard IV C 3 (2014)
- California Education Code Sections 87100 et seq.
- Title 5, Sections 53000 et seq.

Administrative Regulation: None

Adopted 10/15/07

Revised 1/27/15

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