

CEO SEARCH PROCESS



**Board Leadership Services
Presentation for a National Search
for the next
Superintendent/President of
Ohlone College**

ACCT SEARCH PROCESS



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SUPPORT STRUCTURE FOR EACH SEARCH



▶ **ACCT Search Consultant – Pamila Fisher**

Works with the board

**Works with the search
committee**

Candidate Recruitment

▶ **Narcisa Polonio, Vice President**
Assists with Recruitment

**Coordinates background
checks**

▶ **Board Leadership Services Associates** **Works with College
Liaison**

▶ **Reference Consultants (10)**

**Conducts Extensive
Background Check**

ACCT

SEARCH PROCESS



Major Components

- ▶ **Institutional Analysis and Profile**
- ▶ **Candidate Identification and Recruitment**
- ▶ **Search Committee**
- ▶ **Progress Reports and Communication**
- ▶ **Background Reports on Top Candidates**
- ▶ **Selection**

"Comprehensive Search Support"



Benefits of this offering:

- 1) Enables entire Board to design search process - Provides ACCT's proprietary CEO Search Best Practice Manual (pre-search)
- 2) On- site assistance - Prepares Search Committee to be productive and effective
- 3) Recruitment - Leverages full arsenal of ACCT resources to identify a quality pool of candidates, provides access to ACCT website (exposure), database for candidate pool enhancement
- 4) Facilitate selection - campus wide involvement, extensive background information on candidates
- 5) Enables Board to make an informed decision and select the ideal candidate

INSTITUTIONAL ANALYSIS AND PROFILE



- ▶ **Identify “Challenges and Opportunities”**
 - ▶ **What does Ohlone College desire to accomplish? Immediate & long term?**
- ▶ **What are the immediate internal challenges facing Ohlone College?**
- ▶ **What are the community expectations?**
- ▶ **What are the emerging demands?**


CEO PROFILE DEVELOPMENT



The “Incoming CEO Profile”

- ▶ **What are we looking for in a president?**
- ▶ **What qualifications does he/she need?**
- ▶ **What personal characteristics do we seek?**
- ▶ **What management style are we seeking?**
- ▶ **What leadership qualities do we value?**

KEY PRESIDENTIAL SUCCESS FACTORS



- ▶ **Education and Experience**
- ▶ **Intelligence**
 - ▶ intellect
 - ▶ emotional intelligence
- ▶ **Interpersonal Skills**
- ▶ **Motivation and Motivational Ability**
- ▶ **Character and Integrity**

CANDIDATE IDENTIFICATION



- ▶ **Are there individuals who should be encouraged to apply for the position?**

- ▶ **Are there individuals in the ACCT database who meet the criteria?**

CANDIDATE RECRUITMENT ADVERTISING



- ▶ **National Advertising**
 - ▶ *Chronicle of Higher Education*
 - ▶ *AACC Community College Times*
 - ▶ *Community College Week*
 - ▶ *Black Issues in Higher Education*
 - ▶ *Hispanic Outlook*
 - ▶ *Asian Week*
 - ▶ *Women in Higher Education*
 - ▶ Local and Regional Advertising
- ▶ **ACCT Meetings**
- ▶ **AACC Annual Meeting**

PERSONALIZED RECRUITMENT



- **One-to-one contact and ACCT database**
- **ACCT consultants**
- **ACCT source letters**
- **Individual nominations**

THE SEARCH COMMITTEE



An important part of the process!

- ▶ A broad based diverse group (10-15) highly interested in and committed to the College
- ▶ ACCT recommends two members of the Board of Trustees serve
- ▶ Responsibilities include: establishing the criteria (subject to Board approval), reviewing applications, rating candidates, interviewing semi-finalists, recommending finalists to the trustees

PROGRESS REPORTS AND COMMUNICATION



- ▶ **The process provides an opportunity to involve the greater community and to strengthen its bond to the College**
- ▶ **The ACCT process also tends to bring consensus and support on College goals**
- ▶ **Distribution of regular progress reports to the Board of Trustees, College employees, and external constituents**

SEARCH TIMELINE

- ▶ **Month 1: Organize and meet with Board and Search Committee; Prepare Profile and Advertisement**
- ▶ **Month 1-3: Recruitment of Candidates**
- ▶ **Month 4: Search Committee selects semi-finalists for interviews**
- ▶ **Month 4/5: Board of Trustees Conducts Final Interviews of 3-5 Final Candidates**
- ▶ **Visit to college of final candidate**
- ▶ **Board selects and negotiates contract**
- ▶ **New president begins duties**

Other Options Available



- ⌘ ACCT receives and process all applications to ensure confidentiality
- ⌘ ACCT identifies the top five to ten candidates and presents them to the Search Committee

“Comprehensive Search Support”



Benefits of this offering:

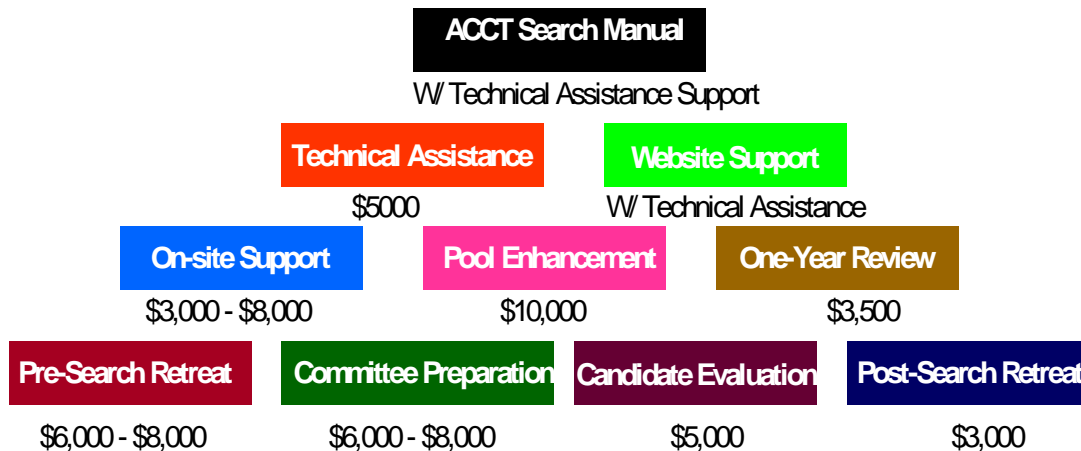
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- 5) Enables Board to make an informed decision and select the ideal candidate

Total Cost - \$20,000 - \$45,000

ACCT, 1233 20th Street, NW,
Suite 301, Washington DC 20036

Build Your Own ACCT Search Support Combination to Meet Your Objectives

While our Packaged Offerings Provide the Greatest Value...
Each component can be requested separately.



ACCT Board Leadership Services



Thank you.