



Proposal: Ohlone College, CA

Purpose: President Search Services Proposal

Date: November 2, 2007

Who we are:

ACCT's core purpose is to serve its membership. Board Leadership Services is the division of ACCT dedicated to providing direct assistance to Boards of Trustees. Having served hundreds of community college Boards over the last 30 years, Board Leadership Services is committed to ensuring your success in finding an effective, long-term CEO.

A reputation of quality:

ACCT is uniquely able to provide comprehensive search assistance, recruitment on a diverse and quality pool of candidates, suggestions on process, and preparation of search materials and guidance to the Governing Board and the Search Committee. Your Board can benefit from our network of accomplished leaders. ACCT provides specialized expertise in working with campuses, colleges, districts and state systems. We've learned through experience that the distinguishing characteristics of an effective CEO are often subtle, but profoundly unique. **As the leading national association dedicated to serving trustees we have the built-in capacity to conduct a comprehensive national effort and recruit the best leaders.**

ACCT understands that the board is accountable to the public and the college it governs. Behind every successful college President, stands a committed Governing Board that collectively represents the interests of the community. The legacy of the board rests on the quality of the decisions it makes, and the most important decision is the hiring of the next President.

It is generally agreed that the most important responsibility of a governing board is the establishment of institutional goals and the development of policies designed to insure the achievement of those goals. **Included in the most important responsibility of the Governing Board is the selection (and regular evaluation) of a chief executive whom the board believes is best suited to effectively carry out the policies established by the board.**

ACCT is the only non-profit professional search consulting organization that:

- Focuses on the two year public community and technical college field
- Has over a 30-year history of providing these services to boards of trustees of colleges, state systems and districts throughout the country.
- Has completed over 300 successful searches for chief executive officers including chancellors of community college districts, superintendents/presidents, presidents and campus presidents.

Our services are driven by our commitment to

Developing Trust, Sustaining Integrity and

Maintaining Confidentiality



Top 10 reasons to use ACCT's CEO search services

- 1. Proven Talent:** Most placements will involve high quality leaders who are not actively looking for jobs - You benefit from ACCT's close relationship with current presidents and chancellors in colleges, universities and community colleges.
- 2. Rising Stars:** We work closely with all the leadership programs in the country for universities, colleges and community colleges. We draw candidates from all of the leadership development programs, business and industry, government, and non-traditional careers.
- 3. Diversity:** ACCT's reputation for professionalism and equity insure that a national pool will be broadly inclusive: recruitment of minorities and women is an ongoing goal of ACCT. We believe we have the best record in the country in the consistent recruitment of a diverse pool of candidates.
- 4. Matching/Fit:** We focus on the ideal "match" between the candidate and the college. We utilize ACCT's resources to identify the best fit and work closely in partnership with the board.
- 5. Cost Effective:** Advertising costs and the cost of staff time devoted to the hiring process is dramatically reduced. In addition, ACCT's fees are well below the market rate.
- 6. Customize/Flexible:** You determine the timeline for the search from three (3) months to months (9).
- 7. Process:** Attention to process and confidentiality is key to ACCT's search service. ACCT "wrote the book." We insure both internal and external constituents that the process is open and fair, and that the candidate selected is the best of a national field.
- 8. Informed Selection:** Quick and accurate reference check – professional summary and criminal, civil and credit background checking.
- 9. Accountable:** We work for the board! We work for the board of trustees and are governed by a board made up of trustees.

10. Experience: There is no substitute for experience! Seasoned search consultants with regional expertise.

Search Process/Procedures

1. Institutional analysis and profile development;
2. Candidate recruitment;
3. Candidate evaluation;
4. Preliminary confidential interviews;
5. Reference reports
6. Candidate visits to the college and community
7. Selection of the new president

Key Personnel for John Wood Community College:

Dr. Narcisa Polonio, Vice President of Education, Research and Board Leadership Services would provide primary oversight
Dr. Pamila Fisher, ACCT Search Consultant

Sample Timeline:

PROPOSED SCHEDULE FOR OHLONE COLLEGE PRESIDENT SEARCH
Fall, 2007- Spring, 2008

November 14:	Board of Trustees confirms process and begins search committee selection
November 29, 7:00 pm:	Board of Trustees Meeting with ACCT President Search Consultant
November 30:	President Search Activities 9:30-10:30am - Open Forum 11:00 am – Noon - Open Forum Noon- 3:00pm - First Search Committee Meeting (Orientation and Training)
Note: If a full day Board Retreat is desired, proposed date is Saturday, December 1	
Early December:	Position Announcement Finalized (via email)
December - January:	Active Recruiting by ACCT (to continue until position is filled)
February 1:	Target Date for Applications (will continue to accept until position filled)
February 4-8:	Search Committee reviews and rates applications

independently (oversight of applications provided by search liaison)

February 14, 9:00 am- 4:00 pm: Second Search Committee Meeting
(Agenda: Evaluate and discuss applications, select 8-10 semi-finalists to be invited for interviews, review interview questions)

February 28-29, (all day): Final Search Committee Meetings
(Agenda: Interview 8-10 semi-finalists and recommend 4-5 finalists)

March 13-14: Interviews of Finalists with Board of Trustees and Public Forums

Mid to late March: Board of Trustees conducts campus visit (optional)

Late March/ early April: Board of Trustees Appoints new President

June/July(or as negotiated): New President Begins

Note: ACCT will conduct preliminary reference checks of semi-finalists invited to interview and comprehensive summary reference checks of finalists. Preliminary reference reports will be shared orally with the search committee the day of semi-finalist interviews. Summary reference reports will be shared orally with the Board of Trustees only

Sample Work Plan – Tasks, services and activities necessary to successfully accomplish the search

	Tasks	ACCT Services	Activities
<u>Board of Trustees</u>	<ol style="list-style-type: none"> 1. Define process for conducting search 2. Appoint search committee, chair and trustees 3. Receive recommendation of final candidates from Search Committee 4. Conduct final interviews, review background information, visit campus of final candidate. 5. Select, negotiate contract and make appointment 	<ol style="list-style-type: none"> 1. Assist Board in defining steps, timeline, approach for search, and be available to the Board 2. ACCT to provide advice and matrix on receiving nomination, selection, sample letters 3. ACCT to coordinate calendar of activities with the Board 4. ACCT to keep Board informed 5. ACCT to provide advice on all aspects of the search 6. ACCT to provide advice and information on components of contract and compensation 7. ACCT to provide extensive background information – oral report 8. ACCT to provide advice on 	<ol style="list-style-type: none"> 1. Meeting with Board 2. Issue a report to the College 3. Formal appointment of and charge to the Search Committee by the Board 4. Receive regular reports at monthly meetings of the Board 5. Conduct final stage of search including interview finalist, visit campus. 6. Negotiate contract

		public announcement and the press	
<u>College's Internal Constituents</u>	<ol style="list-style-type: none"> 1. Participate in forums to provide input on position description 2. Make nominations 3. Participate in forums for final candidates 	<ol style="list-style-type: none"> 1. ACCT to design and facilitate forums 2. ACCT to accept nominations and comments by e-mail from all college constituencies 3. ACCT to provide advice on format and visit of final candidates 4. ACCT to prepare monthly progress report to keep college informed 	<ol style="list-style-type: none"> 1. Hold public open forums 2. Post position description and contact information on college's and ACCT's web pages 3. Campus visits
<u>Search Committee</u>	<ol style="list-style-type: none"> 1. Carryout the process for finalizing the position description, review of applications, conduct interviews and recommend finalist to Board 2. Maintain confidentiality 	<ol style="list-style-type: none"> 1. ACCT to work closely with search committee in all aspects of search 2. ACCT to provide application review training 3. ACCT suggests format for reviewing, rating and discussing all applications 4. ACCT to provide relevant background information(oral report) on semi-final candidates 5. ACCT to assist in development of interview questions 	<ol style="list-style-type: none"> 1. Search Committee meetings 2. Review and rate applications 3. Select and interview candidates 4. Forward recommendation to the Board
<u>The College's Search Liaison</u>	<ol style="list-style-type: none"> 1. Assist in all tasks as defined in the ACCT Search Manual including receiving and creating files for all applications. 2. Logistical arrangements of all meetings 3. Distribution of progress reports 4. Coordinate review of applications, interviews, and visits to campus 5. Provide staff support to the Board 	<ol style="list-style-type: none"> 1. ACCT to provide guidance on all aspects of the search 2. ACCT to maintain daily, weekly contact with the search liaison 3. Work closely in the preparation of correspondence, reports and files 4. ACCT to have contact with all candidates or nominations 	<ol style="list-style-type: none"> 1. Handle logistics for all meetings and visits to the campus 2. Distribute progress report 3. Post position announcement on web page 4. Post advertisement 5. Make travel arrangements for all candidates
<u>Applicants, Nominees, Candidates</u>	<ol style="list-style-type: none"> 1. Accept applications 	<ol style="list-style-type: none"> 1. ACCT to coordinate all direct contact with semi-final and candidates 2. ACCT to recruit a pool of candidates that fit the position description 3. ACCT to reach out directly to highly qualified candidates 4. ACCT to investigate background and qualifications of selected candidates 	<ol style="list-style-type: none"> 1. Keep in contact with potential candidates 2. Ensure a rich and qualified pool of candidates 3. ACCT consultant assists the search liaison in informing all applicants, nominators, and candidates about the outcome of the search.

Thank you for providing ACCT with the opportunity to submit this proposal.

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