



## ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

AGREEMENT between  
Ohlone College, CA  
and the  
Association of Community College Trustees

For the sum of \$25,000, *plus consultant travel expenses*, the Association of Community College Trustees (ACCT) agrees to provide search support and to assist the Board of Trustees of Ohlone College in its search for a new president for Ohlone College (the College).

The process will begin on November 1, 2007.

The Vice President of Board Leadership Services, Dr. Narcisa Polonio, will manage the search and Dr. Pamila Fisher will be the primary consultant in the presidential search process. Additionally, the ACCT staff will be available to provide additional services and support.

This fee includes: working directly with the board of trustees to coordinate and facilitate all aspects of the search, four site visits by the ACCT consultant to hold public forums, work with the screening committee, meetings with the Board, facilitate review of applications and interview of candidates.

If the Board requests additional site visits, there will be a charge of \$1,200 per day, plus travel expenses, for each additional visit. Such additional site visits are to be approved, in advance. In-depth Summary Reference Reports (presented orally) of more than five final candidates will be billed at a rate of \$1,200/candidate, plus telephone, overnight mail and fax charges. Should the board need other administrative services such as processing payment for candidate's travel (with reimbursement from the college at a later date) there will be an additional fee.

If the College would like credit, criminal and civil background checks performed on the final candidate(s), ACCT will perform said services using InfoLink and will bill the College at cost for these services.

The College agrees to defend, indemnify and hold harmless ACCT from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees and costs, arising from any claim, action, cause of action or liability arising out of or resulting from the negligence or misconduct of Ohlone College.

All individuals involved in the process of selecting the President of Ohlone College are expected to honor the Confidentiality Policies (attached as page 3 of this contract) and to respect the confidentiality of the candidates' personal and professional goals and current positions.

Either party may cancel this agreement with a thirty- (30) days notice to the other party. If instituted, the system would reimburse only those charges incurred by ACCT on behalf of Ohlone College up to that point in time.

Fee is to be paid in two increments, as follows: \$12,500 to be billed on November 15, 2007 and \$12,500 to be billed on February 1, 2008. Travel expenses, incurred by the consultant will be billed as they occur.

Any remaining balance (i.e., additional site visits) is to be paid upon completion of all services as per above agreement.



**ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES**

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Narcisa A. Polonio, Ed. D.  
Vice President, Board Leadership Services

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Date

\_\_\_\_\_

Date



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## CONFIDENTIALITY POLICIES

**All individuals involved in the process of selecting the President of the College are expected to honor the following policies insofar as is possible within the State of California's Open Records Law, and to respect the confidentiality of candidates' personal and professional goals and current position.**

1. The College is committed to conducting an open and equitable search process that conforms to the college's regulations, and to meet the spirit of AA/EEO, as well as the legal requirements of the state.
2. The official spokesperson for the search is the Chair of the Board of Trustees. Other individuals should not discuss the search with members of the press or college constituency groups. Regular progress reports will be sent to all interested groups and the media.
3. All candidate files are considered confidential and must be maintained and reviewed in a manner that insures that candidates' identities are not divulged.
4. Information on whether or not an individual is a candidate, and candidates' status at each stage of the search is considered confidential.
5. All information contained in semi-final and final candidates' background and reference reports is considered confidential.
6. The identity of candidates is not to be divulged to the press, to members of the College constituency groups, and to the community, unless and until the candidates are invited to come to the college for open interviews as final candidates.