



Agenda Item Details

Meeting	Sep 06, 2017 - Board of Trustees Meeting Agenda
Category	F. Business Agenda
Subject	3. Superintendent/President Selection - Executive Recruitment
Type	Action, Discussion
Preferred Date	Sep 06, 2017
Absolute Date	Sep 06, 2017
Fiscal Impact	Yes
Dollar Amount	28,000.00
Budgeted	Yes
Budget Source	General Funds
Recommended Action	Approve the timeline, budget, job description, and committee structure for the executive recruitment for Superintendent/President. Approve the consultant contract between PPL, Incorporated and the San Luis Obispo County Community College District, as presented.

Originator: Human Resources and Labor Relations

Presented by: Melissa Richerson, Vice President of Human Resources and Labor Relations

Background Information:

On August 18, 2017, Dr. Gilbert H. Stork formally announced his intent to retire on June 30, 2018, as Superintendent/President, SLOCCCD/Cuesta College. The District must develop a plan for executive recruitment as prescribed in [Board Policy 2431](#), Superintendent/President Selection. The goal of the plan is to find and recruit well-qualified applicants who will successfully promote the mission of the college and fit the Cuesta College culture.

Current Considerations:

Process:

- Allow approximately 6-7 months for the entire process.
- Vice President of Human Resources and Labor Relations will meet with appointed representatives from approved constituencies. See attached Committee Representatives.
- Committee members will discuss the approved recommended timeline, the steps in the process, and the responsibilities and authority of the Board of Trustees, Human Resources staff, and recruitment committee.
- Committee members will develop a set of criteria/leadership qualities and discuss the District's needs for consideration in the selection of Superintendent/President.
- Vice President of Human Resources and Labor Relations and recruitment committee will develop interview questions and set the recruitment schedule.
- The Vice President of Human Resources and Labor Relations will report, as requested, to the Board of Trustees on the recruitment process.

Timeline:

The recruitment process is estimated to take 6-7 months. Attached to this agenda item is an estimated timelines and the tasks may overlap.

Recruitment Costs:

The cost to recruit is an investment in the success of the college. Expenditures may include, but are not limited to advertising, consultant contract, and interview expenses.

Identify Leadership Needs, District Needs, and Review of Job Description:

Various District plans and reports will assist the Human Resources staff and the recruitment committee with specific information regarding challenges, issues, and opportunities facing the District. This information will be essential in preparing interview questions and evaluating candidate responses. The Vice President of Human Resources and Labor Relations will identify, based on input from the recruitment committee and the Board of Trustees, the particular professional qualifications, qualities and special competencies that will ensure the District has the leadership it needs. These priorities and expectations will influence the way the job is described in the announcement.

Establish Parameters:

The Board of Trustees will set general parameters for salary, benefits, contract length, moving expenses, and other contract provisions. Additionally, the Board of Trustees will set criteria for how widely the position is advertised and through what venues. Attached to the agenda item is a list of potential advertising vendors that the District may use to promote the position. Consideration will be given to a minimum number of finalists that the recruitment committee should recommend for Board consideration.

Final Evaluation:

The Board of Trustees will meet with the Vice President of Human Resources and Labor Relations to hear a presentation prepared by the Vice President of Human Resources and Labor Relations and the recruitment committee on the search process, the candidate pool, general information on those candidates considered as semifinalists and the list of recommended finalists. This meeting is held in closed session.

Selection:

Once the Board makes the selection and the candidate agrees to enter into a contract, the Board votes in closed session to appoint the new Superintendent/President. This vote, including the salary and benefits is then announced in public session.

[Advertising Sources for BOT.pdf \(62 KB\)](#)

[Projected timeline 2017.pdf \(16 KB\)](#)

[S-P Search SLOCCCD 2017 2 081417.pdf \(129 KB\)](#)

[President-Superintendent JD Revised 08-28-17- Clean Copy.pdf \(31 KB\)](#)

[President-Superintendent JD Revised 08-28-17- Marked-Up.pdf \(67 KB\)](#)

[Presidential Search Committee Representatives \(2017\).pdf \(20 KB\)](#)

Motion & Voting

Approve the timeline, budget, job description, and committee structure for the executive recruitment for Superintendent/President, as ammended.

Motion by Patrick W Mullen, second by Pete Sysak.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Student Trustee Jantzen -Advisory
Vote-, Mary Strobridge

Board of Trustees Meeting Agenda (Wednesday, September 6, 2017)

Generated by Todd Frederick on Friday, September 15, 2017

Members present

Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Student Trustee Jantzen -Advisory Vote-, Mary Strobridge

A. Convening Items

1. Call to Order/Roll Call/Establish Quorum

Meeting called to order at 2:33 PM.

2. Approval of Agenda

Approve the agenda for the September 6, 2017 regular board meeting as presented.

Motion by Pete Sysak, second by Mary Strobridge.

Final Resolution: Motion Passed

Yes: Barbara George, Pete Sysak, Mary Strobridge

3. Public Comment (Closed Session)

None

B. Closed Session

1. Public Employee Performance Evaluation; Government Code, Section 54957(b)

2. Conferences with Labor Negotiators; Government Code Section 54967.6, Classified Employees.

3. Conferences with Labor Negotiators; Government Code Section 54967.6, Academic Employees

4. Conferences with Labor Negotiators; Government Code Section 54967.6, Unrepresented Employees; Management, Supervisors and Confidential Employees.

5. Public Employee Discipline/Dismissal/Release

C. Reconvening Items

1. Pledge of Allegiance

Trustee Sysak

2. Announcement of Action - Closed Session

The Board conducted its monthly review of the Superintendent/President's goals.

The Board provided direction to agency representative regarding employee negotiations.

The Board discussed two personnel discipline cases.

No further action was taken by the board in closed session.

3. Public Comment

Giselle Naylor, commented on the hold on her student account and requested a complete copy of her student file.

D. Stakeholder Reports

1. Reports from Employee Organizations

CCCUE

Mary Rash, President, reported the following:

- She commented on the union's tuition reimbursement program.
- She commented on the District's action to provide additional funding to benefits.

Yes: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Student Trustee Jantzen -Advisory Vote-, Mary Strobridge

3. Superintendent/President Selection - Executive Recruitment

Melissa Richerson, Vice President, Human Resources and Labor Relations, briefed the proposals and recommendations regarding the processes for executive recruitment.

Discussion took place regarding the consultant agreement.

Trustee George acknowledged Ms. Richerson's work and preparation regarding the executive recruitment. The hybrid method allows board to retain control over the process.

Discussion took place regarding the proposed timeline for recruitment.

The Board discussed the proposed budget and estimates for advertising.

The Board discussed the proposed job description, which included whether language regarding fund development and campaign outreach should it be included. Ms. Richerson was tasked with conducting the research and taking appropriate action with regard to adding any appropriate language.

Discussion took place regarding the proposed selection committee structure, which included the appropriate representation of college groups and employees. Trustee Jantzen stated that he would like to serve as the student representative on the committee. Discussion took place regarding the level of confidentiality required of the committee and all others involved in the process.

Approve the timeline, budget, job description, and committee structure for the executive recruitment for Superintendent/President, as ammended.

Motion by Patrick W Mullen, second by Pete Sysak.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Student Trustee Jantzen -Advisory Vote-, Mary Strobridge

Approve the consultant contract between PPL, Incorporated and the San Luis Obispo County Community College District, as presented.

Motion by Angela Mitchell, second by Student Trustee Jantzen -Advisory Vote-.

Motion Passed

Yes: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Student Trustee Jantzen -Advisory Vote-, Mary Strobridge

4. Discussion on Budget Development and College Planning

DanTroy, Assistant Superintendent/Vice President, Administrative Services, presented a brief update regarding the Planning & Budget Committee's workgroup activity regarding pension fund recommendations.

5. Assessment of Public Safety Services at Cuesta College

Bryan Millard, Chief of Police and College Campus Safety presented the [report](#).

Chief Millard commented on the following:

- The proposed reorganization that is under review, noting the need for additional staff in North County.
- The Lexipol policy subscription for policy and procedures.
- The successful 2016 POST audit regarding training compliance and development of a training matrix to support new mandates.
- The possibility of lease versus purchase for equipment needs.
- The challenges of existing facilities.
- Emergency messaging, current communication standards and inter-campus communications issues.

Discussion took place regarding Clery Act reporting and the status of crimes on campus.

Trustee Mullen commended the work of Chief Millard and the Department.