

**DESERT COMMUNITY COLLEGE DISTRICT
SPECIAL BOARD MEETING
PUBLIC SAFETY ACADEMY
MONDAY, OCTOBER 3, 2011
MINUTES**

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Vice Chair Stefan called the meeting to order at 12:02 p.m. and asked Student Trustee Aaron Bonner to lead the Pledge of Allegiance.

II. ROLL CALL

Trustees Broughton, Marman, O'Neill, Stefan and Student Trustee Bonner were present. Trustee Hayden arrived at 12:30 p.m.

III. CONFIRMATION OF AGENDA

A motion was made by Trustee Broughton, seconded by Trustee O'Neill, to approve the agenda of the special meeting of October 3, 2011. Motion carried unanimously.

IV. PUBLIC COMMENTS

Geoff Hagopian, Professor of Mathematics, addressed the board regarding the Presidential search.

V. ACTION AGENDA

1. Discussion and formulation of plan for Presidential Search Process.

Vice Chair Stefan asked each member to share their thoughts prior to Robert Blizinski reviewing the process.

Trustee Marman remembers quite a few searches and feels consultants will cost us a lot of money. He doesn't think an outside firm helps us with transparency. We have critical issues and need a special person. The people here know what we want and need. We need to look at the makeup of the committee and it should include people that know what this college is all about. Suggests we bring in legal counsel or a consultant to help the board with the process.

Trustee Broughton has an open mind on how we go about the process. We need to look at the options. She did not work with the large committee last time but likes the thought of input from all players. Last time she doesn't think the committee included people that actually work in the President's office and should do so this time. We need to define what we need the President to do and what our goals are as a college. She thinks we need outside help from people that have experience to give us advice. This is one of the most important decisions the board will make.

Trustee O'Neill agrees we can't throw money away but thinks it's important to get the help we need. While he's open to anything he thought there might be a way for us to incorporate outside assistance at a minimal cost and use funds other than general funds. He suggests we look at different funding streams. Given what we have going on this year with think tanks and all the work going into them he doesn't know how much more we can ask others to do. He thinks we will need help with this search as staff is already overburdened. We need to tell the outside help the direction we want to go and not to reinvent the wheel. The committee formed to replace the last President was too large. It is the board's responsibility to make this decision with many steps for them to reach that decision. Keep search committee to a smaller group. He would feel better on some of the decisions the Board has to make if legal counsel were present to act on the Board's behalf.

He commented that our President's position is very well paid compared to other single college districts. This may be done to attract people as there are people that do not want to move here. There are also other fringe benefits. When we negotiate a contract we need someone who will sit with us and say what we need to do. We definitely need to work on the President's job description as it is not detailed enough. There is nothing in the existing job description that has the individual responding to the board on a regular basis, other than at board meetings. We also need to be careful about a long-term contract. A 3-year contract with option after one year to terminate.

Trustee Bonner thought this a great opportunity for him as a student and understands how important and critical a decision it is. The goals should be defined, as well as the accountability piece. He has an open mind but is not comfortable spending the money for an outside search firm. He wants a President that is student centered. He also suggests a minimal committee with possibly 2 students. He asked how much involvement the student trustee had during the last search? Trustee Stefan wasn't sure if the student trustee sat on the committee but there were 3 or 4 students on the committee.

Trustee Hayden arrived (12:30).

Trustee Marman suggested that a couple of the trustees talk with Dave Irwin, legal counsel to the City of Palm Desert to see if there is someone in his firm that specializes in things like contracts and hiring practices.

Trustee Bonner continued by saying that even though he can't sit in closed session he would encourage all members of the board to consider his input.

Trustee Marman said we need a leader who will make decisions and hold people responsible.

Trustee O'Neill thought that last time there were several candidates that dropped out because they were offered jobs earlier in the season. The timeline has been May and many have been awarded positions before that. We should consider moving our timeline up, by Feb/March would be better. If we don't find someone it gives us an opportunity to extend it or look for an interim.

Trustee Hayden apologized for being late. He is happy with the search firm from last time and feels they worked hard to get us a decent pool. He feels we should choose a California search firm.

Trustee Stefan thought there were problems with the national search team we had last time. All constituent groups were represented on the committee. Having a national search was very costly and there was something the search firm published incorrectly and she held them accountable. We had to look at what's best for us. Doing a national search last time brought in candidates that did not know CA law or education. Most of the work was done by our Human Resources department. She doesn't think the search firm helped us as much as you would think. The board has 2 things they are mainly responsible for; hire and oversee the President, and the financial aspect of the college.

Trustee Marman thinks one person from each constituent group should be on the search committee.

Trustee Stefan invited Robert Blizinski, Executive Director, Human Resources & Labor Relations, to present to the Board. Mr. Blizinski reviewed a Power Point on the search process.

It is possible this search can be funded through the Auxiliary fund so no General Fund monies will be impacted.

Trustee Marman wants to be sure the final candidates are vetted. There were issues last time that he would like to avoid this time. Mr. Blizinski assured him the search firm chosen will vet the candidates thoroughly and be able to give quite a bit of background on them. Mr. Blizinski will make sure that the search firm is not wasting the Board's time - he will be the wall.

Mr. Blizinski said the key in this hiring process is defining what we need. He suggests a longer interview time, as 1 hour is not enough. We must spend a lot of time with each candidate.

Trustee Hayden said there were rumors that the board had made up their mind who they were going to hire. He feels a search firm would take the pressure of this type of thing off the board.

Trustee O'Neill referenced Mr. Blizinski's Power Point regarding the initial steps and asked if the Board handles these activities as a board or as a subcommittee of the Board.

Mr. Blizinski recommends the Board choose a search firm first and they would come in and work with the board on the next steps. The members feel community input is very important. Mr. Blizinski could start the community input right away as it doesn't require the search firm. He has samples of what those questions to the community would look like.

Trustee Broughton believes the college community has the most valid input. They have the most experience, a good feel for our financial situation and most have the experience of having worked under more than one President. She feels we must reach out to our valued partners in the community, as well as to adjuncts.

Trustee O'Neill suggests putting their faith in Mr. Blizinski, as he has extensive knowledge of this process. He also suggests that with the large number of search firms out there that Mr. Blizinski look at the ones most closely aligned with California Community Colleges.

Motion by Trustee Stefan, second by Trustee O'Neill, for Mr. Blizinski to prepare materials for a presentation of search firms with details of what they will provide and the associated costs and the community input format; both for presentation at the October regular Board of Trustees meeting. Motion carried unanimously.

Trustee Stefan requested Dr. Deas prepare options on where the money for the search will come from.

Motion by Trustee O'Neill, second by Trustee Broughton, to hold a study session during the November regular Board of Trustees meeting in order to work on the search activities. Discussion followed. Trustee Hayden will not be in attendance at the November meeting as he will be attending the Community College League Conference. He suggests a special meeting. Motion carried unanimously.

There was discussion about moving the November 18 meeting to earlier in that same week but others had already planned trips and appointments around that date. Since Trustee Hayden's conference has not been paid for yet it was suggested that he not attend the November conference as the President's search is more important, but he felt it important to attend the state conference.

Mr. Blizinski asked the board to review the existing job description and send their input to Susan Kitagawa in Human Resources.

Trustee O'Neill likes the term "search advisory selection committee".

Trustee Marman said every fall the faculty emeritus has a luncheon. The luncheon this year is on the day of the Board of Trustees meeting, October 21, and suggested the members take a lunch break during their meeting, attend the luncheon briefly and then return to the meeting. The Board Administrative Assistant will check with President Patton and poll the Board via email.

ADJOURN

A motion was made by Trustee Broughton to adjourn. Meeting adjourned at 1:50 p.m.

By: Michael O'Neill, Clerk



COLLEGE
OF
THE
DESERT

Opening the doors...

Experience

- Over 20 years of executive recruiting experience
- Presidential Search Oakland University 1992
- Presidential Search Michigan State University 1993
- Vice President Student Affairs Michigan State University 1995
- Presidential Search Lynn University 2004
- Vice President Academic Affairs Lynn University 2005
- National Director of Recruiting for a International IT Services provider COMSYS 4 years
- Co-Founder of MyEthos, Inc, a sales management executive recruiting company

Presidential Search Objectives

- Discuss Roles and Responsibilities of the BOT in this process
- Initial preparation and review for a Presidential Search
- Formation of an Search Advisory Committee
- Search Firm?
- Time Frame

Responsibilities of the BOT

Successful governance depends on a good relationship between the board and the chief executive officer (CEO). The chancellor or president is the single most influential person in creating an outstanding institution. Therefore, the selection of the President is perhaps the most important decision a Board can make.

Recommended Initial Steps Before engaging a Search Firm

- Review of the mission statement, the budget, strategic plan, accreditation reports. This ensures that the Board's deliberations concerning the direction of the next college president is based on facts and not solely impressionistically focused.
- Invite comments in writing from all college related constituencies (alumni, donors, faculty, students, local business community) relating to the college's future and the kind of president it needs.
- Determine and Approve Budget and overall Compensation for the position.
- Schedule a session to review mission as it relates to the expectations of the constituents, on and off campus. Identifying the largest issues for the next president.

Recommended Initial Steps Before engaging a Search Firm

- Define the traits the Board and the search advisory committee should use to review candidates qualifications and experiences.
- Determine and select a search advisory committee.
- Determine Interview process: combination of committee based, small groups, forum, day long experiences.

Selection of a Search Advisory Committee

- The Board of Trustees is solely responsible and accountable for the selection of the president.
- Primarily of the trustees and always chaired by a trustee.
- There are probably too many constituencies to have on one functional committee. The research indicates that in most hiring instances, an individual does not represent an entire constituent group, but personal interest.
- The larger the group (Committee) the more vetoes there are;
- The more vetoes there are, the more likely the final candidate will represent the lowest common denominator.
- Recommended size of a Search Advisory Committee: 10-12

Constituents and their Role in the Selection Process

- All constituents should have an opportunity to provide their thoughts at the beginning of the process and before the announcement is drafted.
- Constituents can also have input regarding the finalists that the Board and advisory committee has selected. The venues for this input can be varied and can include: structured social events, question and answer forums, small group interviews with selected individuals.
- The value of this input is the focus on individual evaluations as they relate to the desired traits identified at the start of the search.

What the BOT Should Expect When Partnering with a Search Firm

- Credibility and prestige of a professional recruitment firm
- A comprehensive, unbiased process that challenges, reaffirms and unifies the context of COD's vision and expectations
- A non political process that is immune to internal pressures
- Personalized service from expert recruiting professionals for both candidates and BOT
- Access to a national pool of qualified candidates including passive job seekers

What the BOT Should Expect When Partnering with a Search Firm

- Ensure confidentiality and process for candidates; ability to answer tough questions
- Experts in HR, employment law, interview protocol, planning and scheduling
- Ensure stakeholder engagement throughout the process
- Conduct extensive vetting process
- Guarantee of candidate for a period of time
- Time savings of BOT and administration

Proposed Budget

• Advertising	\$18,000
• Office Supplies	\$ 2,000
• Rentals	\$ 2,000
• Food Catering	\$ 3,000
• Travel	\$12,000
• Consultant	<u>\$30,000 - \$50,000</u>
Total Investment	\$67,000 - \$87,000

General Estimated Timeline

- October – November
 - Community input
 - Decide to engage a search firm
 - Decide and approve budget parameters
- November
 - Review search firms proposals and possible decision
 - Review Community Input
 - Initial and final development of traits of new president
 - Decide on Advisory Selection Committee
- December – January – February 15
 - Recruit for position

General Estimated Timeline

- February 16 – March 1, 2012
 - Review of Candidates long list
 - Second review of Candidates short list
 - Selection of Candidates to bring to campus
- March 15 – April 1
 - Interviews
 - Vetting
- April 2-30th
 - Review comments from first interviews
 - Second experience for final Candidates
 - Review comments from public regarding second experience
 - Interview with BOT
 - Board selects final candidate
 - Offer position