

## **SOLANO COMMUNITY COLLEGE DISTRICT**

### **SELECTION OF SUPERINTENDENT-PRESIDENT**

**POLICY NO. 2045**

#### **PROCEDURES:**

1. The Board of Trustees shall select the Superintendent/President.
2. The Board President, in consultation with the Board of Trustees, may appoint an ad-hoc committee of Board members for the purpose of coordinating the logistics and procedures of the search.
3. If necessary, the Board of Trustees may appoint an Interim Superintendent/President during the search for a permanent college president.
4. All discussions and actions of the Board of Trustees regarding the process to be used in selecting the Superintendent/President shall occur in an open meeting of the Board.
5. The Board of Trustees will seek input from the campus community and the general community regarding desirable characteristics to seek in a Superintendent/President.
6. The Board of Trustees will approve the job description for the Superintendent/President and any promotional materials announcing the availability of the position.
7. The Board of Trustees may engage the service of a consultant to assist with the selection process.
8. The Board of Trustees will use a screening committee to assist in evaluating the pool of candidates. The Board of Trustees will determine the number and composition of the committee, the process to be used by the committee, as well as how many candidates the committee will forward to the Board.
9. The Board of Trustees may choose to interview any candidate in the applicant pool.
10. The Board of Trustees, and/or designee, will conduct the background check on the final Candidate(s), including onsite visits.
11. The Board of Trustees will discuss the final candidate(s) in closed session under Section 54957 of the Brown Act (Public Employee Appointment: College President).
12. The Board of Trustees will vote on the appointment of the Superintendent-President in an open meeting of the Board.

**PROCEDURES – continued:**

Composition of the screening committee will consist of an odd number of voting members.

A. Community Representatives

- \*Board Area 1 Community Representative
- \*\*Board Area 2 Community Representative
- \*Board Area 3 Community Representative
- \*\*Board Area 4 Community Representative
- \*Board Area 5 Community Representative
- \*\*Board Area 6 Community Representative
- \*Board Area 7 Community Representative

If the Screening Committee for Superintendent-President begins to serve in an \*odd numbered year or \*\*even numbered year then the Community Representative will be appointed to serve on the Screening Committee by the Board Trustee representing that area.

- B. Academic Senate Representatives (2) odd years (3) even years.
- C. Classified Representatives (2)
- D. Management Representatives (2)
- E. Associated Students Representative (1)
- F. Search Consultant: Non-Voting Facilitator
- G. Director, Human Resources: Non-Voting Member

The Board of Trustees will select the Chair of the Screening Committee.

CAMPUS REPRESENTATIVES: 7 Members odd years, 8 Members even years.

COMMUNITY REPRESENTATIVES: 4 Members \*odd years, 3 Members \*\*even years.

NON-VOTING FACILITATOR: 1

NON-VOTING EEO REPRESENTATIVE: 1

**BPROC 2045**

**REVIEWED:** June 5, 2013