

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OF TRUSTEES**

SPECIAL MEETING

Special Meeting, 3:30pm, Sam Karas Room, Library
980 Fremont Street, Monterey, California 93940
www.mpc.edu/GoverningBoard

FRIDAY, MARCH 2, 2012

MINUTES

1. OPENING BUSINESS

- A. Call To Order – Chair Loren Steck called the Special Meeting to order at 3:30pm.
 - B. Roll Call – present:
 - Charlie Brown, Trustee
 - Dr. Margaret-Anne Coppernoll, Trustee
 - Dr. Douglas Garrison
 - Rick Johnson, Trustee
 - Dr. Loren Steck, Chair
 - Daniel Cervantes, Student Trustee
- Absent:
Marilynn Dunn Gustafson, Trustee

2. RECOGNITION

- A. Recognition of Visitors – none.
- B. Comments from Visitors – no comments.

3. SPECIAL BUSINESS

- A. INFORMATION: The Board will provide direction on the design of the Superintendent/President search process. Any items requiring Board action will be presented at future Board meetings.

Chair Loren Steck opened the Special Meeting by inviting Barbara Lee, Associate Dean of Human Resources, to begin her presentation. Barbara provided the Governing Board with an overview of the Superintendent/President search process conducted in 2006 which resulted in the hiring of Dr. Douglas Garrison. Dr. Loren Steck was chair of the 2006 Hiring Committee.

Per Governing Board Policy 1007 Specific Duties and Responsibilities of the Governing Board, the Board of Trustees is responsible for the selection and appointment of the Superintendent/President. With the announcement of Dr. Douglas Garrison's intention to retire in August 2012, it is necessary to determine the process to hire his successor. Today's Special Meeting is to discuss changes to the search process and provide direction to staff.

Barbara's PowerPoint presented items to be discussed which included, but were not limited to:

- Use of a search consultant
- Process
 - Committee composition
 - Application procedures
 - Calendar
- Position Announcement
 - Campus input
 - Qualifications
 - Desired qualifications and characteristics
 - Strengths, opportunities and challenges

The presentation is linked below and also attached.

[HR Presentation - Search Procedures for Superintendent.pdf](#)

The Governing Board opened the Special Meeting to questions and comments:

- What services does the consultant provide? Would MPC use the complete package of services or select those that MPC cannot perform in-house?
- Would the Hiring Committee be composed of 14 members or a smaller representation? It is important to have a broad representation.
- What would the desired qualifications and characteristics include for this search? It is vital to identify the qualifications desired for the 2012 search. Conditions are different now than those in 2006, with different challenges and opportunities.
- Which proposed calendar should be adopted? The calendar and timing of the search process was reviewed and the Board discussed the need to extend Dr. Garrison's contract through Fall 2012 or hire an Interim Superintendent/President.
- The brochure used to announce the position in 2006 is a good template for the current search brochure.

Chair Loren Steck thanked Barbara Lee, Dr. Garrison, and the Board for the information presented. Barbara was asked to proceed with a Request for Quote (RFQ) to solicit bids from consultants specializing in Superintendent/President searches with costs for full services and also for individual services.

4. **ADVANCE PLANNING**

- A. March Regular Board Meeting, Wednesday, March 21, 2012
 - Closed Session, 1:30pm, Stutzman Room, Library
 - Regular Meeting, 3:00pm, Sam Karas Room, Library

Board Retreat, Wednesday, April 11, 2012, 2:00-5:00pm

- Retreat is open to public
- Site to be determined

Regular Board Meeting Wednesday, April 25, 2012, at Marina Education Center

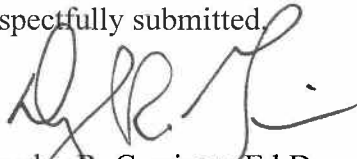
- Closed Session, 1:30pm, Classroom MA104
- Study Session, 3:00pm, Classroom MA402, Information on Accountability Reports: ACCJC, ARCCC, IPEDS, and Mandated Reports
- Regular Meeting, 4:00pm, Classroom MA402

B. Future Topics:

- 1) Institutional Report – SB 1440, the Transfer Act
- 2) Tour with Citizens Bond Oversight Committee, Construction Projects

5. **ADJOURNMENT** – Chair Loren Steck adjourned the Special Meeting at 5:08pm.

Respectfully submitted,



Douglas R. Garrison, Ed.D.
Secretary

Attachment: HR Presentation - Search Procedures for Superintendent.pdf

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an agenda item will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at www.mpc.edu.

Posted April 26, 2012



Search Procedures for Superintendent/President

Things We Need To Consider

Board Report
March 2, 2012



Accreditation Standard IVB

- Section 1.j: The Governing Board and the Superintendent/President
- The governing board has the responsibility for selecting and evaluating the district/system chief administrator (most often known as the chancellor) in a multi-college district/system or the college chief administrator (most often known as the president) in the case of a single college. The Governing Board delegates full responsibility and authority to him/her to implement and administer board policies without Board interference and holds him/her accountable for the operation of the district/system or college, respectively. In multi-college districts/systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.



Selection and Evaluation of the Superintendent/President

- In accordance with Board Policy 1007, the Board is responsible for the selection and appointment of the Superintendent/ President [IVB.1.j.1]. Prior to the selection of its current Superintendent/President, the Board had not established a formalized written process for the selection of the Superintendent/President. In 2006, the Board piloted a new process for the selection of the current Superintendent/President, which was composed of faculty, staff, administrators and community members, as well as outside consultants.




Search Process Steps

- Two open and public meetings were held after the previous President announced his retirement. These meetings were attended by faculty, staff, administrators, students and Trustees. The purpose of the meetings was to elicit characteristics that meeting participants desired in the next President.
- A committee consisting of faculty, staff, administrators and community members was convened by the Board of Trustees, and chaired by one of the Trustees to whom the task had been delegated.
- The list of desired characteristics generated during the public meetings was consolidated for inclusion in the position brochure
- The job notice brochure describing those characteristics as well as describing the college was prepared by the committee chair and approved by the committee. [IVB.1.j.1]
- Through an RFP process, the committee engaged an outside consultant whose job it was to facilitate the search process, recruit potential candidates, conduct reference checks and act as a resource.



Search Process Steps Continued


- Monterey Peninsula College advertised the position, disseminated the brochure, and collected accepted applications for the position.
- The committee completed initial paper evaluations of the candidates presented by the consultant, culling the list down to ten semi-finalists, who were interviewed by the committee.
- The committee selected three finalists to forward to the Board of Trustees; one withdrew from consideration.
- The Board of Trustees interviewed the two remaining finalists. On the day of his/her on-campus interview, each finalist spoke at a public forum, which included an opportunity for attendees to ask questions of the candidate. Attendees were invited to provide feedback on the finalists
- The consultant prepared in-depth reference checks on the finalists.
- A site visit team consisting of a diverse group of college constituents including Board members, staff, faculty and administrators visited the finalist's campus to obtain feedback from the staff about the candidate's merit to serve as president.
- On the basis of the candidate interviews, feedback from the public forum, reference checks and the site visit, one finalist was selected by the Trustees and offered the position.



2006 Committee Composition

Total: 14

- 1 - Board Member
 - Committee Chair
 - (non-voting)
- 4 - Faculty
- 3 - Classified
- 1 - MSC
- 1 - Administrator
- 1 - Student
- 1 - Foundation Rep
- 1 - Community Rep
- 1 - EEO Rep
 - (non-voting)



2006 Desired Qualifications and Characteristics

- Inspire trust and confidence of the campus community and subscribe to a transparent administration
- Communicate effectively in a positive and collaborative manner, be flexible, a good listener and open to suggestions and criticisms
- Respect, value, and be committed to the utilization of shared governance
- Support an environment that encourages teamwork
- Balance the educational mission of the College with economic realities
- Value and actively pursue diversity
- Foster a positive image of MPC by actively representing the College in the community
- Commit to enhancing relationships with nearby post-secondary institutions and local school districts
- Develop and communicate a vision that anticipates the needs of MPC and moves the College forward



2006 Selected Strengths

- Staff, faculty and students
- Fiscally well-managed; 10% reserve
- Bond projects
- Available Fort Ord land



2006 Opportunities and Challenges

- High cost of housing
 - Declining high school enrollments
 - Ability to attract faculty and staff
- Escalating cost of construction
 - Revise priorities for refurbishment
- Fort Ord
 - Conveyance is too slow
- Community college funding
 - Support for Foundation
 - Find new revenue sources



Using A Consultant

- Services
 - Facilitate committee and Board discussions
 - Assist in developing selection process and calendar
 - Advise on brochure development and preparation of advertisements
 - Advise on recruitment sources; recruit applicants
 - Work with committee and Board to define screening and interview procedures and criteria
 - Assist in preparation of campus visits, if required
 - Conduct reference checks
 - Be available for phone consultations
 - Advise the Board on contract issues



Consultant Costs

- \$22,000 - \$30,000 plus expenses
- Can be less if full scope is not needed

Description	Fee
Organization, design, committee work	\$4.00 0.00
Recruitment	\$4.50 0.00
Preliminary reference checking, evaluation tools, screening and selection of finalists	\$4.00 0.00
In-depth reference checking, interviews, preparation of all evaluation tools (committee)	\$5.00 0.00
Evaluation tools, final Interviews, site visit, selection, contract, mutual expectations (Board)	\$4.50 0.00



2006 Consultant Calendar

- 3 weeks to submit RFQ
- 2 weeks to review submissions and conduct interviews
- 2-3 weeks to finalize selection, Board approval, contract preparation
- Total time: 2 months



Sample Search Calendars

Activity	Example 1	Example 2
Development of Materials, Ad Placement, Committee Appointments	March - April	May - June
Open Application Period	May 1 – July 2	July 1 – Sept. 6
Screening	July 8 - 29	Sept. 9 – 30
Notification of Interviewees	Week of July 29	Week of Sept. 30
Interviews	Week of Aug. 13	Week of Oct. 14
Notification of Finalists	Week of Aug. 20	Week of Oct. 22
Open Forums; Board	Week of	Week of