

## Policy on Presidential Search Process

1. When a vacancy in the office of College President occurs or is anticipated the Board of Trustees (the “Board”) shall appoint a presidential search committee, that, if it is to contain persons other than trustees, is broadly representative of the college community. The Board may retain the services of an executive search consultant to publicize the presidential search, conduct due diligence inquiries of candidates, and to assist the work of the Presidential Search Committee.
2. It is expected that all members of the Presidential Search Committee will attend all Committee meetings. The Board reserves the right to replace any member of the Committee whose attendance is inconsistent. Members of the Presidential Search Committee understand that their appointment is voluntary and that the time that they spend shall be their personal time and they will receive no remuneration of any nature for serving on the Presidential Search Committee. No Committee member shall designate another in its place to attend Committee meetings. In the event a Committee member finds that they are unable to meet the commitment to attend, the individual shall submit their resignation. If such a resignation occurs, the Board of Trustees reserves the right to review the original pool of nominees and select from among the original pool to fill the vacant position.
3. The Board shall develop a charge to the search committee which will initially require assessment of the needs of the College and a recommendation to the Board of criteria for the selection of the new president. The search committee shall provide appropriate opportunities for the college community to comment upon the needs of the College and the development of criteria for selection of a new President.
4. Any individual who is deemed by the Board to have a conflict of interest associated with the activities of the Presidential Search Committee shall be barred from serving as a member of the Committee. No member of the Presidential Search Committee shall be considered as a candidate for the Presidency of the College.
5. Individual members of the Presidential Search Committee are barred from contacting, for the purpose of discussing any matter or any issue relating to the Presidential Search, any individual who intends to submit or has submitted his/her name as a candidate for the position of President.
6. The board shall establish a timetable for the search which will ensure that the office of the President is filled in a timely manner.
7. The Board may adopt, modify, or reject the search committee’s assessment of the needs of the College and the committee’s recommended criteria for selection of a new President.
8. The search committee shall recommend to the Board in unranked order the candidates deemed most qualified for appointment. Only applicants interviewed by the search committee shall be recommended to the Board.

9. The Board shall interview candidates recommended by the search committee and shall make such further inquiries as the Board deems appropriate. If the Board determines not to appoint any of the candidates recommended by the search committee it shall direct the committee to continue the search process and to recommend additional appointment candidates. Based upon the selection criteria established by the Board, presidential candidates shall be solicited from the County, from Board members not serving on the Presidential Search Committee, from faculty and administrators, through advertisements in national journals, and from any other reliable source. The Presidential Search Committee shall establish the deadline for submission of candidates' names to the Committee.
10. Interviews of applicants by the search committee and interviews of recommended candidates by the Board shall be conducted in private. All presidential candidate files are confidential and must be maintained and reviewed in a manner that ensures the confidentiality of the candidates, including their identities, their status as a candidate, information on their background, their references, and any other information regarding a candidate are not divulged.
11. The Board shall provide appropriate resources to enable the search committee to discharge its responsibilities effectively.