

## Clark College Presidential Search Advisory Committee Member Expectations

September 12, 2019

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The Presidential Search Advisory Committee is convened for the purpose of recommending presidential candidates to the Board of Trustees (610.025 Appointment Procedures for President). Members of the Committee play a vital role in the process. Membership in the committee brings with it both recognition and responsibility. The Committee's goal is to present three or four finalists to the college and Board of Trustees in late December 2019, for final vetting and interviews in January 2020. The Board anticipates making its selection by the end of February. Our new president would begin in the summer of 2020 prior to the start of the 2020-21 academic year.

Members of the committee will be expected to:

- Have a demonstrated connection to or interest in Clark College – a heart for the college and students we serve.
- Have a demonstrated ability to both see the presidential search through the lens of their organization or community, while also supporting the collective best interest of the college.
- Have a demonstrated ability to work effectively and respectfully with others in a diverse team environment.
- Commit to participate in, and operate in accordance with, training provided on unconscious bias and equity in hiring.
- Have a demonstrated ability to maintain confidentiality of candidates and committee deliberations.
- Support all finalists that the committee sends to the Board of Trustees for consideration, and to be an advocate for the new president once selected by the Board of Trustees.
- Commit the time to fully engage in the process. While allowance will be made for absences due to significant and unforeseen life events, this is not a committee where members can come and go. Time commitment includes:
  - Friday October 11; Full day committee kick off meeting.
  - Tuesday November 5 (afternoon); 2-hour Equity in Hiring workshop. *Individuals who have taken Clark's Equity in Hiring workshop within the past 2 years will not be required to retake.*
  - November 11 – November 24; a few hours of personal time to review and rate candidate resumes.
  - Monday November 25; half day resume screening session.
  - December 2 – 13; video interviews with semi-finalists, timing dependent on number of candidates.
  - Monday December 16; half day finalist selection session.
  - January 6 – February 7; a subset of the committee (TBD) will conduct visits to the campus of finalists to observe evidence of their capabilities.

The Board of Trustees, on behalf of the college, thanks each and every member of the committee for the time and talent that they will bring to this effort. We acknowledge the commitment involved and are grateful for their belief in the students and the community that Clark College serves.

## **610.025 APPOINTMENT PROCEDURES FOR PRESIDENT**

The Board of Trustees is legally responsible for appointing the chief executive officer (president) of the College and shall establish the procedures for selection and appointment. The procedures shall be reviewed and revised as necessary each time the selection of a president is required. The Board of Trustees may appoint an acting or interim president if such action is judged to be in the best interest of the College. The Board of Trustees shall determine the compensation of the president and shall periodically adjust the salary as appropriate.

When deemed necessary, a presidential search advisory committee, as defined below, shall be established for the purpose of recommending presidential candidates to the Board of Trustees. Alternate representatives are not allowed. The Board shall provide the committee with criteria for use in the evaluation process.

A consultant may be engaged to assist in the search for a president as directed by the Board of Trustees.

### **Screening**

The Presidential Search Advisory Committee will consist of the following:

1. One representative from the Office of Diversity, Equity, and Inclusion
2. Four faculty members including one adjunct faculty member
3. Two administrative or exempt employees
4. Two classified employees
5. Two students
6. Foundation Board member
7. Two Board of Trustees members
8. Four community members

Potential committee members' names will be forwarded by constituent groups as appropriate. The chair of the Board of Trustees will appoint the Presidential Search Advisory Committee.

The Board of Trustees will designate the chair from one of its representatives on the committee.

Committee members will be selected with regard for diversity.

The Presidential Search Advisory Committee shall review applications and references, conduct interviews, and rate candidates to determine the committee's recommendations to the Board. The Board of Trustees will determine the number of candidates to be referred.

The College's affirmative action/equal opportunity officer will work with the committee chair and consultants to assure that affirmative action guidelines are followed.

### **Selection**

The Board of Trustees shall make the final selection of a president based on criteria established by the Board, personal interviews, and a review of the data and recommendations submitted by the committee, the consultants, and other groups invited by the Board to participate.

Revised Policy/Procedure Approved by Executive Cabinet  
February 20, 2019