

**Coast Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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**BP 2431 Chancellor Search**

**References:**

Title 5 Sections 53000 et seq.  
Accreditation Standards IV.B and IV.C.3

In the case of a Chancellor vacancy, except in cases of interim or acting appointments, the Board shall establish a search process to fill the vacancy. The process shall be fair and open, and shall comply with relevant law.

The Search Committee, after constituted, will prepare a job description in consultation with the Chief Human Resources Officer and the Board. The job description will include minimum qualifications established by the California Community College Chancellor's Office and other desirable qualifications appropriate for the position. Prior Chancellor job descriptions and announcements will be made available to the Search Committee as a reference during the development of the updated job description. All members of the Search Committee will undergo training by the Human Resources Department and will receive a copy of relevant hiring Board Policies and Administrative Procedures, prior to the screening process.

Unless otherwise directed by the Board, the search process shall be coordinated by an outside firm retained by the District. In order to help protect applicants' privacy, final interviews shall be conducted at an off-site location.

If there is a Chancellor search that does not result in the selection of a new Chancellor, then the Board, at its discretion, may initiate and conduct the subsequent Chancellor search by adopting a motion to use a streamlined version of this Policy which complies with applicable law. The Search Committee formed for the original search shall be incorporated into this process. Before the streamlined version of this Policy is implemented, it will be specified by the Board and communicated to the Search Committee.

**Announcement of the Position**

The position shall be open for a minimum of 30 working days. The recruitment period will be extended when the applicant pool has fewer than six minimally qualified applicants. Announcements will clearly state all required application materials to be considered by the Search Committee in determining an applicant's qualifications for receiving an invitation for an interview.

## Search and Selection Committees Composition

The Search Committee for the position of Chancellor is as follows:

- Two Board members appointed by the Board
- One community member appointed by the Board
- One College President appointed by the Chancellor or the Board
- Three Academic Senate representatives, one appointed by each of the Academic Senates of the three colleges
- The Student Trustee or designee
- One representative of Coast Federation of Classified Employees (CFCE) appointed by CFCE
- One representative of Coast Federation of Educators (CFE) appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCCA/CTA) appointed by CCCA/CTA
- One administrative representative appointed by Coast District Management Association (CDMA)
- One Confidential employee appointed by the Confidential employees

TOTAL: 13 members

Advisor: Chief Human Resources Officer or designee of the Board

The Search Committee shall appoint the Search Committee chair.

The Search Committee shall endeavor to recommend three to five unranked finalists it feels are best qualified to the Selection Committee. If the consensus of the Search Committee is that fewer than three candidates would be advanced to the Selection Committee, through the Chair, the Committee can recommend to the Selection Committee: (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The District is committed to achieving diverse representation in candidate pools and in Selection Committees.

The Selection Committee shall consist of the five elected Trustees. The Chief Human Resources Officer is responsible for:

1. Providing training to all members of Search and Selection Committees to ensure that the activities of the committees comply with applicable state and federal laws and regulations, and this board policy. This training will include providing each member of the Search and Selection Committees with a written copy of this Board Policy and other relevant documents.
2. Supporting the District's pursuit of diversity in the hiring of employees.

3. Facilitating the implementation of the procedures included in this board policy, including being a resource to the Search and Selection Committees when requested to do so by a committee or committee member.
4. Ensuring that only applications that are received by the closing date of the position are forwarded to the Search Committee.
5. Coordinating the recruitment/advertising campaign for the position.
6. Providing logistical and clerical support as needed to the Search and Selection Committees.
7. Reviewing the paper-screening criteria and interview questions for the Search Committee, and the interview questions for the Selection Committee to ensure compliance with local, state, and federal laws.
8. Coordinating the reference-checking phase of the Selection process.

The Search Committee members are responsible for:

1. Creating the recommended position announcement/job description. The Creation of the position announcement/job description will include the determination of the minimum and desired qualifications for the position. The position announcement/job description will be created in consultation with the Board.
2. Supporting the pursuit of diversity throughout the Search process.
3. Selecting the Chair of the committee.
4. In consultation with the Chief Human Resources Officer, determining the calendar plan for the steps in the search process, including the days and times of all committee meetings and an interview schedule that is sensitive to the needs of applicants and, meets the needs of every member of the Selection Committee.
5. Reviewing all applications to determine the minimum qualifications for the position have been met.
6. Determining paper-screening criteria based upon the position's required and desired criteria as stated in the position announcement and paper-screening each application that meets the minimum qualifications for the position. Applications that do not meet the minimum qualifications as stated in the position announcement shall not be considered by the Search Committee.
7. Determining which applicants will be invited to an interview based upon the accumulated results of the paper-screening process.

8. Determining interviewing criteria.
9. Interviewing each interviewed applicant equivalently, respectfully, and conscientiously.
10. Discussing the relative strengths and weaknesses of the applicants interviewed. Professional experience by individual committee members with applicants shall be shared by committee members as a part of this discussion.
11. Recommending the most highly qualified applicants to the Selection Committee. If the Search Committee is unable to recommend a minimum of three applicants to the Selection Committee, the position will be reopened for additional applicants.
12. Excusing committee members for the remainder of the process if they are unable to attend every meeting and interview.
13. Respecting the confidentiality of the Search process.

The Chair of the Search Committee is responsible for:

1. Setting agendas and conducting all meetings of the committee.
2. Representing the Search Committee to the Chief Human Resources Officer and the Board.

The Selection Committee members are responsible for:

1. Respecting the work of the Search Committee by interviewing every applicant forwarded by the Search Committee for their consideration.
2. Supporting the pursuit of diversity during the Selection process.
3. Creating interview questions for the finalist applicants.
4. Developing an interview schedule that is sensitive to the needs of applicants and meets the needs of every member of the Selection Committee.
5. Interviewing all applicants equivalently, respectfully, and conscientiously.
6. Recognizing that the Search Committee did not have access to any reference checking information provided to the Selection Committee.
7. Respecting the confidentiality of the Selection process.
8. Selecting the candidate who best fulfills the requirements of the position.

Adopted March 19, 2014  
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