MINUTES

SPECIAL MEETING OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

SPECIAL MEETING
Room A218C
Monday, November 28, 2011
4:00 pm

MacDougall Administration Center
SBCC East Campus
Santa Barbara City College
721 Cliff Drive

The meeting room is wheelchair accessible. The following services are available when requests are made by 4:00 p.m. of the day before the meeting: American Sign Language interpreters or use of a reader during a meeting; large print agenda or minutes in alternative format; assistive listening devices. Please contact the Office of the Superintendent/President at (805) 730-4011 if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the American with Disabilities Act.

The District Office is located at 721 Cliff Drive, Santa Barbara, CA 93109. The Office of the Superintendent/President, Room A 110 in the MacDougall Administration Center is the location where documents that are public records relating to any item under discussion on a Board agenda (including documents distributed with the agenda and those distributed to all or a majority of the members of the Board within 72 hours prior to a regular Board meeting or within 24 hours prior to a special meeting) are available for public inspection.

Board agendas and supporting documents are also posted on the College website at http://www.sbcc.edu/boardoftrustees/.

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

President Haslund called the meeting to order.

1.2 ROLL CALL

Members present:
Marty Blum
Marsha Croninger
Peter Haslund, President
Lisa Macker
Members absent:
Morris Jurkowitz
Joan Livingston
Luis Villegas, Vice President

Others present:
Sue Ehrlich, Vice President Human Resources and Legal Affairs
Liz Auchincloss, President CSEA
Jane Dyruff, ACES
Dean Nevins, President Academic Senate

1.3 WELCOME

President Haslund extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

Jane Dyruff spoke at this meeting.

2. DISCUSSION WITH REPRESENTATIVES OF STANTON CHASE, INTERNATIONAL, THE FIRM SELECTED BY THE BOARD TO TRUSTEES TO ASSIST WITH THE SEARCH FOR A SUPERINTENDENT/ PRESIDENT.

The consulting firm search team introduced themselves and provided information about their backgrounds: Ed Savage, Managing Director; Lyn Cason, Director; Bill Vorhies, Advisory Director; and Rocky Young, Associate.

The search team had put together questions for discussion at this meeting. The objective of the team is to learn the Board’s expectations and also how the recruiting process had worked in the past.

What the team has learned is there is in place a job posting process, a search committee will be appointed, the last search included 16 people that represented a variety of constituencies within the college, and there will be a legal posting of the position announcement within California both for candidates within the college and outside the college. The team would like to streamline the way in which they would communicate with the Board in developing the profile of the ideal candidate and in the Board’s appointment of the search committee.

Lyn Cason noted that the timeline in the past had been longer than the timeline that was being reviewed today. The issues that would need to be resolved in the month of December are:

- Who is going to be participating on the search committee?
- What is the participation going to be in creating the job announcement?
- Is the job announcement going to be benefitting from the review of other college’s announcements?
- Listening to everyone and having the opportunity to hear what’s needed and that includes what is expected of the next leader of this college? And what does success look like after their first year?

What is being seen in position announcements today, more so than in the past, is the marketing aspect that colleges have to develop, and it includes challenges, issues, and opportunities facing the institution. The search firm can capture that in the position/job announcement that it creates. They asked the Board for its ideas on what they want to define as governance and leadership, what they want defined as student learning and student support services, how they want to define community services and the non-credit education programs, what the leader needs to know about planning, finance, facilities, human
resources, and general academic governance of the school. These are categories they can ask questions about. What they would like to do during the month of December is complete the job posting announcement and have a search committee that has been appointed by the Trustees.

Ed Savage noted that every executive search is different and SBCC is a unique community. However, there are certain generic things that are going to be important in any President’s search. As was mentioned before, the team would want to market the college and provide all of the academic accolades and student success happening on the campus. Mr. Savage noted that the team wants to spend one on one time with the Trustees. His recommendation was that the Board should draft the profile for the job announcement rather than the search committee. If the Board concurred with this recommendation it was felt that the team could have a draft announcement developed and completed by the December 15 board meeting and then have a final announcement approved in January.

President Haslund noted what he was hearing was that the Board’s focal point was to develop a timeline for the process. The Board concurred that they were going to have to spend time with the consulting firm and that the Board was going to be developing the essential elements of a job description and they were going to have to find an expeditious way by which to generate feedback and input to the process from all of the stakeholders. The Board’s preference is to move forward and fill the position as soon as possible.

Trustee Croninger asked that relative documents pertaining to the search be posted on the website. President Haslund noted that there was consensus from the Board that there be a separate section on the website having to do with the search, so that the public could log in at any time to see the status of the process and also perhaps there’s a way that input could be received from the stakeholders, on the website. Vice President Ehrlich would look into that.

President Haslund noted that the decision that needed to be made today was should the search committee be roughly the same size as last time, 15-16 members, or does the Board want to explore how best to reduce the size of the committee? Ms. Cason stated that the size of the committee is not a concern, if the Board decides to go with the same number as last time it would not be a problem. However they do request that two co-chairs be assigned by the Board so that there can be more effective communication between the consulting firm and the college.

Trustee Macker asked about having a Board member on the search committee. The recommendation from Rocky Young was that a board member should not be on the committee because that trustee would be looked upon as having the complete view of the Board of Trustees, which is not true. The critical issue here is that the Board needs to identify for the search committee what they are looking for in a final candidate.

Ms. Cason noted that it’s important to have members on the search committee who have participated on a search committee in the past. Trustee Blum asked what the obvious membership of the committee should be. Vice President Ehrlich reviewed the membership of the last search committee:

- 4 faculty members – appointed by the Academic Senate (1 member was appointed by IA)
- 3 classified members – appointed by CSEA
- 2 administrators and 1 classified manager – appointed by administrative group
- 1 member was appointed by the Foundation of SBCC
- 1 member was appointed by the Continuing Ed Advisory Committee
- 1 member was appointed by the Student Senate
- 2 community members were appointed by the Board (1 members was from the County Board of Supervisors and 1 members was a former City Council member and former mayor of Santa Barbara).

Mr. Savage noted that the Board of Trustees would have to decide the membership of the committee
along with appointing two co-chairs of the committee. The two co-chairs would be responsible for disseminating any information received to the rest of the search committee. Vice President Ehrlich's role would be support during this process. Ms. Cason noted that they would like all of the applications to come to Vice President Ehrlich's office and she would collect those and forward them to the search consultants. The search consultants would then review them and they would provide the search committee with 20-25 viable applicants. It was also noted that the search committee members need to understand the time commitment that will be required of them so that they can decide if this is doable for them. It will probably take two full days of reviewing and interviewing either in late March or April. Liz Auchincloss provided information on how the process was conducted during the last search and also noted that having pre-screening and having a real clear idea of what the Board wants in the candidates will help the search committee, as this was not available during the last search.

The applicants would be asked to file their application using the college's People Admin system. A bio-book could be put together that would mirror anything that is received electronically. Ms. Cason noted that any input from the search committee as they read the applications would be appreciated. The search committee will need to narrow down the applicants to 5-6 people that will be presented to the community at a public forum and then narrow that down to 3-4 that will be presented to the Board of Trustees.

The Board concurred with having the following members on the search committee:

- 3 faculty – appointed by Academic Senate
- 1 faculty – appointed by IA
- 3 classified members – appointed by CSEA
- 1 certificated and 1 classified member – appointed by administrative group
- 1 member appointed by the Foundation for SBCC Board
- 1 CE current student – appointment to be determined
- 2 community members – appointed by the Board of Trustees
- 1 student – appointed by Student Senate

Mr. Savage reported that the posting process will be about two months and not more than three. By the middle of March there should be a body of candidates. Would need two weeks for the consultant firm to vet the applications and then the search committee needs time to review the applications. The search committee would then interview the applicants, goal is the first two weeks in April and would schedule the public forum and interviews by the Board the last two weeks in April and conduct the site visits the beginning of May and make a decision by the May board meeting.

A timeline was developed by the Board and listed below:

**December:**

- Have job announcement ready for approval at December 15 board meeting and have the job posted by December 16th.
- Phone interviews with Board to discuss Challenges, Issues, and Opportunities to be used in the job announcement.
- Webmaster to build place holder for job announcement

**January:**

- “Fallback” to approve job posting if not approved on December 15 board meeting:
  - January 10 had to be the final deadline for posting

**February:**

- February 9 Finalize the Search committee
- Feb 9-March 9 Search committee briefing
March:
- March 10 application close
- March 11-20 Consultants review applications and produce 15-20 viable applicants (face-to-face interviews by consulting firm)
- March 21-17 Search committee reviews applications

April:
- April 1-14 Interviews by Search committee
- April 15-30 Public Forums and Trustee Interviews (Closed Session)

May:
- May 1-7 Site visits
- May 24 - board meeting announce new Superintendent/President

Ms. Cason recommended that the search committee be appointed before the application closes so that they can be briefed on the process so that they can be ready to begin their interviews by March 11. Co-chairs should be selected by the Board.

President Haslund asked how the expectations would be developed. Mr. Savage would get the contact information for the Trustee and the consulting firm would contact them to do a telephone interview and get input on what the Board’s expectations are for the profile of the Superintendent/President. It was noted that they would be looking at leadership qualities of the candidate and the things they would have accomplished in their career.

Mr. Savage noted that there needs to be discussion on how they will be handling sensitive issues, and that they will need proper guidelines of what can be communicated and what can’t be communicated.

3. ADJOURNMENT

President Haslund adjourned the meeting.

APPROVED BY THE BOARD OF TRUSTEES ON February 9, 2012

President, Board of Trustees

Superintendent/President

Secretary/Clerk of the Board