In Tune with the Local Connected to the World

SBCC Search Committee Orientation: Setting the Stage for a Successful Search

Lyn Cason, Director
Ed Savage, Managing Director
Rocky Young, Advisory Consultant
Welcome/Introductions

Ed Savage/Lyn Cason/Rocky Young - Search Consultants
Dr. Peter Haslund - SBCC Board Chair
Sue Ehrlich - SBCC Senior Staff

Committee Members:

- Dr. Ronald Gallo (President and Chief Executive Officer, Foundation for SBCC)
- Billie Maunz (Owner Nonprofit Management & Fundraising Solutions, Former Executive Director of the Scholarship Foundation of Santa Barbara)
- Dr. Marianne Russell Kugler (Retired Higher Education Administrator/ Instructor & current Continuing Education student)
- Dr. Ofelia Arellano (Management)
- Marilynn Spaventa (Management)
- Jason Walker (Management)
- Marsha Wright (Management)
- Liz Auchincloss (Classified Staff)
- Cindy Salazar-Rangel (Classified Staff)
- Carlos Macias (Classified Staff)
- JJ Englert (Associate Student Body Senate)
- Dr. Dean Nevins (Faculty Academic Senate)
- Bonnie Chavez (Faculty Academic Senate)
- Dr. Kelly Lake (Faculty Academic Senate)
- Dr. Lynne Stark (Instructors Association)
- Kandy Luria-Budgor (Foundation for SBCC)
Laying the Ground Rules for the Search

- **Agenda:**
  - Roles of the Search Firm (Ed Savage)
  - Roles of the Committee (Rocky Young, Co-Chairs)
  - Search Time Line (Lyn Cason)
  - Core Leadership Competencies for the S/President (Rocky Young, Peter Haslund)
  - The Paper Review (Ed Savage)
  - Red Flags (Rocky Young)
  - Tips for Effective Interviewing (Lyn Cason)
  - Structured Interview (Lyn Cason)
  - Questions/Discussion (Search Committee Co-Chairs)
Roles of the Search Firm

• Interview Trustees to develop job announcement
• Assist in development of leadership characteristics and qualifications - prepare job announcement
• Screen and provide clerical support for receipt of applications
• Recruit Candidates - investigate and evaluate in person
• Work with the Board and Search Committee in selecting/interviewing/preparing Candidates for campus visits
• Reference checks
• Advise Board on offer and contract negotiations
Roles of the Committee

• Co-Chairs: Ensure that the Committee functions smoothly and comes to closure about recommending Candidates(s) to the Board
• All Committee proceedings must remain confidential
• All decisions should be unanimous
• All things must be considered (any reference, rumor or bit of gossip needs to be vetted so that concerns are expressed and the Candidate’s response goes on the record)
• Ultimately, only the Trustees have the authority to appoint the Superintendent/President
• The Search Committee is the agent for this decision
## Search Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Committee Orientation</td>
<td>Feb 27</td>
</tr>
<tr>
<td>SBCC Application Deadline</td>
<td>March 10</td>
</tr>
<tr>
<td>Search Committee conducts applicant review &amp; selects Candidates for interviews</td>
<td>March 14</td>
</tr>
<tr>
<td>Search Committee selects Final Candidates for interviews &amp; develops Interview questions</td>
<td>March 19</td>
</tr>
<tr>
<td>Search Committee interviews Candidates</td>
<td>TBD (March 22-23)</td>
</tr>
<tr>
<td>Search Committee selects final slate and recommends Candidates for consideration by the Board of Trustees</td>
<td>By April 14</td>
</tr>
<tr>
<td>Board of Trustees interview Finalists</td>
<td>April 15-30</td>
</tr>
<tr>
<td>The Finalists are invited to at least one public forum</td>
<td>April 15-30</td>
</tr>
<tr>
<td>Site visits may be conducted at the discretion of the Board of Trustees</td>
<td>May 1-7</td>
</tr>
<tr>
<td>Final decision by the Board of Trustees</td>
<td>By May 15</td>
</tr>
<tr>
<td>Offer negotiations will commence with selected Candidate</td>
<td>By May</td>
</tr>
</tbody>
</table>
Core Leadership Competencies for SBCC Superintendent President

- Partnering with the Board of Trustees to set the agenda
- Strategic planning for the future/vision
- Fundraising
- Nurturing the school community’s culture and values
- Financial management/stewardship of resources
- Improving communication among all stakeholders
- Enhancing admissions and enrollment
- Providing educational leadership
- Evaluation and professional development of faculty
- Managing image/community relations (external PR)
The Paper Review: What to look for in the Resume

- Educational credentials
- Administrative experience
- Educational leadership
- Community activities or involvement
- Outside interests
- Affiliation within the community college community
- Honors
- Publications/conference presentations/committee work
- Clear format and neatness
Red Flags

• Short tenures at too many schools
• Lateral or backward movement in positions
• Long tenure at the same college without a promotion
• An unexplained gap in work or educational history
• A list of references that does not include the current employer
• Faulty grammar, spelling or punctuation
• Lack of tenure dates for employment
Tips for Effective Interviewing

• The Search Committee Chairs welcomes the Candidate and outlines the format and purpose of the meeting and comments about the challenges ahead. (10 minutes)
• All members introduce themselves, briefly describing their association with the school. (10 minutes)
• The committee chair asks the candidate to take 10 minutes to comment on his/her professional journey and preparedness to take on the SBCC challenge.
• Questions from the whole Committee. (1 hour)
• Closing question(s) from the Candidate & wrap up. (15 minutes)
Structured Interview

• Choose one or two questions about each of the key selection criteria.

• Consider asking the same questions of each Candidate so that you can evaluate them using the same criteria. Often each Committee member is assigned one or two questions to ask each candidate.

• A good interview grows out of the leads of the Candidate’s opening remarks.

• The dynamic should be that of a stimulating conversation, that focuses on the business of running the college, but also gets into areas of vision, financial sustainability, innovation and community access.
Questions/Discussion/Next Steps