

PPL

Professional Personnel Leaders - Serving California Community Colleges Since 1978

February 16, 2010

Mr. David Betts
Sr. Human Resources Analyst
Peralta Community College District
333 East Eighth Street
Oakland, CA 94606

Re: Proposal in Response to BOT-RFQ
Executive Search Services
Search for Chancellor

Dear Mr. Betts:

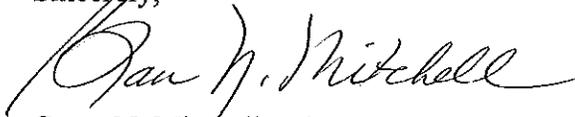
It is a pleasure for PPL (Professional Personnel Leasing) to submit a proposal for the search for the **Chancellor of the Peralta Community College District**.

PPL is prepared to assist Peralta, as we have in the past, and therefore we are submitting this proposal. I am recommending two PPL consultants to provide this service to you: Dr. Carl Ehmann, our Vice President of Northern California Services, and Robert Griffin, Associate Consultant. In addition, I will serve as a third person on the team to assist with the search. Each of us is familiar with your District.

The proposal accompanies this cover letter. If you have any questions, please feel free to contact Dr. Ehmann. His contact information is included in the proposal.

Thank you for entertaining our proposal. We look forward to working with the Peralta Community College District.

Sincerely,



Grace N. Mitchell, Ed.D.
Interim President
gracenmb@aol.com

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Placement – Planning – Leadership – Searches – Coaching - Consulting

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BOT RFQ Response

Proposal

for the

Peralta Community College District Executive Recruitment Consulting Services

Search for Chancellor



February 17, 2010



Dr. Carl Ehmann
Principal Consultant

PO Box 1416 707 463-1521
Ukiah, CA 95482 ehmann@pacific.net

Professional Personnel Leaders Serving California Community Colleges Since 1978

About Professional Personnel Leasing, Inc. (PPL) 1

EVALUATION CRITERIA

Higher education experience; References that show successful placements with the names and positions that were filled; Community College experience:

PPL has served California community colleges since 1978. The firm specializes in providing search services, placing interim administrators, master planning, and other consulting services. We have provided interim administrators for most districts and in all areas and levels of administration. PPL is also a leading consultant firm in workforce education, administrative organization and accreditation, and its consultants have completed educational master plans and needs assessments for many college districts.

In the area of search services, since 2001 we have conducted successful searches for chief executive officers in the following districts and colleges that represent a cross section of California's community colleges – urban, rural, suburban, and single and multi-college districts. All those named were CEO's.

Mendocino-Lake Community College District: Marilyn Brock

Siskiyou Joint Community College District: David Pelham

Las Positas College: Karin Halliday

West Valley-Mission Community College District: Stan Arterberry

Mendocino-Lake Community College District: Kathryn G. Lehner

Gavilan Community College District: Steven Kinsella

Victor Valley Community College District: Patricia Spencer

Shasta-Tehama-Trinity Community College District: Mary Retterer

Marin Community College District: Frances White

Cabrillo Community College District: Brian King

Palomar Community College District: Robert Deegan

San Jose-Evergreen Community College District: Rose Tang

San Jose-Evergreen Community College District: Rosa Perez

Monterey Peninsula Community College District: Doug Garrison

Feather River Community College District: Ron Taylor

Hartnell Community College District: Phoebe Helm

Siskiyou Joint Community College District: Randy Lawrence

Barstow Community College District: Thom Armstrong

We have also conducted formal searches for vice presidents of instruction, student services, human resources, information systems, and a number of other community college/district positions

Good with the concept of democratic participation

PPL knows how to make the search successful, and we will assist you in making the search fit your organization. We encourage and facilitate participation by all constituencies.

We will work with you to assure that there is a fit. When PPL is selected as your consultant, we will meet with appropriate parties to identify all the parameters for the search, including:

- Time line
- Involvement of constituents and community in the process
- Method of determining expectations of the new executive
- Method of identifying challenges facing the District and the prospective executive
- Decision making process
- Facilitating the complete search
- Working with the Board of Trustees on the search, selection and contract of the candidate

Multiculturalism – demonstrated experience in dealing with those qualities

PPL's commitment to multiculturalism comes from years of association with colleagues and friends within the community colleges. Among those strong leaders were people of many diverse groups. We depend a great deal on these important contacts for recommendations of candidates that will match what a District is searching for. The commitment to diversity/culture is also met by:

- utilizing various media that focus on the recruitment of diverse groups.
- contacting doctoral programs, associations, and state-wide professional organizations.
- communicating with candidates, especially those of underrepresented groups, who have expressed the desire to move into executive positions.
- working carefully with the Human Resources office in monitoring the candidate pool.
- diligently generating questions, evaluation tools and qualification criteria that are equitable and have no bias.

-bringing to the conscious level of the Board and search committees, the commitment we all have to diversity/culture. This is reinforced at the very start of the process with the job announcement and continues with agenda items that deal with this important issue.

-networking with people like the Director of ACCJC and our Texas affiliate who both include among their contacts many potential diverse candidates.

Our search services have resulted in the following appointments, which speak to ethnic and gender balance and an inclusive definition of diversity. (Note: an important distinction about the selection process: PPL assists the District in all aspects of the search and provides advice and counsel. It is our primary goal to generate a strong, diversified candidate pool. The ultimate decision about whom to hire is that of the Board of Trustees.)

A woman with an instruction background was hired as a CEO.

An out-of-state male with a student services and instruction background was hired as a CEO.

A woman with student services administrative experience and Chancellor's Office background was hired as a president.

An African American male who had been a single college district superintendent/ president was hired as a Chancellor.

A male with a business background was hired as a Superintendent/President.

A woman with a vocational-technical, instruction and student services background was hired as a Superintendent/President.

A female who was President of an Arizona college in a multi-college district was hired as a Superintendent/President.

An African American female who was a college president in a California multi-college district was hired as a Superintendent/President.

An out-of-state male who had served as a Vice President in a mid-western college was hired as a Superintendent/President.

A Latina who was a college president in a California multi-college district was hired as a Chancellor.

An internal female vice president of academic affairs was hired as a Superintendent/President.

A male who was vice president of a major community college center, who came from a student services and instructional background, was hired as a Superintendent/President.

A Latina who was the internal vice president of instruction and interim president was hired as a President.

A male vice president of instruction from out of state was hired as a President.

Experience with a multi-college district

The PPL consultants who will be involved directly or indirectly in this search process have had career experience in the following multi-college districts: North Orange, San Bernardino, Peralta, Foothill/DeAnza, Rancho Santiago, and Coast Community College District. PPL has conducted three recent searches in multi-college districts – West-Valley Mission and San Jose-Evergreen.

Experience in California

As addressed above, PPL has worked with California Community Colleges for over thirty years. Our contacts have grown continually during this time, and we maintain excellent relationships with our colleagues. Whether it be searches, placement, planning, accreditation or mentoring, our business over this period of time includes in excess of 60 of the 72 community college districts.

Total dedication to Peralta's Chancellor search, i.e. ability to provide the resources and expertise to fully support Peralta in its search

Drs. Ehmann and Griffin will commit their energies and focus to the Peralta Chancellor's search. They will be available face-to-face, by phone and email to assist the District in this important effort. We do not limit the number of visits to the District and have a solid record in working with all appropriate groups and individuals in the process, including the Board of Trustees. Dr. Mitchell will be available as additional support when needed.

Experience in advising the Board in contract negotiations with the final candidate(s) while avoiding conflict of interest

As in each of our searches, PPL will be involved directly or indirectly with contract negotiations. We have a number of sample contracts, which have been scrutinized by legal counsel, that are helpful to Boards at this stage. Regarding a conflict of interest potential, there is none, since we are keen on maintaining a neutral third party role.

Stature and experience in the field that gives the ability to actively and credibly approach experienced and qualified individuals who would not necessarily take the initiative to apply for this position

In the Evaluation Criteria addressed thus far, common threads are evident: the long associations we have established and cultivated, with many cultures, all levels of administration, staff, community and board members give us solid credibility as we approach experienced and qualified individuals. Additionally, since we have a very professional reputation, potential candidates have a tendency to listen carefully to what we think is a sincere, well-informed recruiting approach.

Ability to effectively communicate to candidates the realities and particulars of Peralta Community College District, and be forthright to potential candidates about our needs and situation

A significant amount of additional homework will be done to familiarize ourselves even more about Peralta. However, our consultants know a number of key people at the District whom we believe will provide us with the insight necessary to be candid with potential candidates. As a former employee and relative of a former employee, one of the consultants is familiar with the history and excellence of the Peralta District and Colleges.

A very important factor in being able to be forthright: the search committee, with final, official Board approval, will construct an announcement. This important document must contain the Challenges and Opportunities facing the District. At the time of its development, and ultimate approval, this announcement *must* be an honest statement about the District and its needs. This lends excellent support to the consultants during the search process and serves as the basis for the development of screening materials, interview questions and reference checks.

SCOPE OF SERVICES

Initial Organization and Identification of Desired Characteristics 3

- Board of Trustees selects the consultant
- Search Committee is appointed. If the Board takes official action to appoint the Committee, the Committee must meet the provisions of the Brown Act.
- Appropriate District parties meet with consultant to approve process and timeline
- Consultant meets with Search Committee to:
 - review Committee responsibilities
 - outline search process
 - identify challenges and opportunities and expectations for review and revision in open meetings
- Consultant conducts open meetings to:
 - further identify challenges and opportunities
 - further identify needed skills and abilities
- Consultant prepares draft brochure describing the District, challenges and opportunities facing the new executive, expected qualifications and characteristics of the executive, compensation information, and application procedures.
- Search Committee reviews the brochure and recommends a draft to the appropriate party for approval

Recruitment 4

Consultant assists the District in identifying publications for placing nationwide ads for the position in a wide variety of journals and other media to assure reaching a diverse pool of candidates.

- Brochures are printed and mailed by the District to lists recommended by the consultant, search committee, and human resources
- College personnel and community members are encouraged to recruit candidates
- Consultants make contact with national resources via traditional and electronic means
- District announces opening externally and internally and requests nominations
- Consultant conducts extensive recruitment:
 - Networking
 - E-mailing CEOs, Vice Presidents, Deans, Associations
 - Contacting prospective candidates named by PPL consultants and contacts
 - Following up on all leads
 - Identifying potential candidates from other searches
 - Contacting prospective candidates at conferences and meetings
 - Contacting community college leadership program directors and community college association executive directors
 - Facilitating through extensive recruitment, and subsequently determining the diversity of the pool of candidates

The District will receive applications and may conduct the initial screening to determine minimum requirements are met. All complete and qualified applications are made available for review by the Search Committee.

- Consultant assists the committee in preparing screening criteria and developing a process for the screening
- Committee screens the applicants down to a manageable number of candidates to interview (usually 8-10)
- Consultant meets with District representative to review adequacy of pool
- Committee develops candidate interview procedure and evaluation tools with assistance from Consultant
- Consultant conducts reference checks on candidates to be interviewed and shares any identified concerns with the Committee
- Committee recommends 3-5 candidates to Board of Trustees for final process

Open forums may be conducted to allow constituencies and the community to talk with the finalists and to give their written impressions to the hiring party.

- Consultant conducts extensive reference checks on the finalists and prepares confidential reports
- Consultant assists the hiring party in developing questions and procedures for interviewing the finalists
- Finalists are interviewed by the hiring party and the best candidate is identified
- Consultant assists the in planning a site visit to the finalist's place of employment
- Hiring party makes a final decision and contacts the candidate to offer a contract

The PPL Consultant is prepared to assist the district in contract negotiations, orienting and/or coaching the new executive if requested.

Search Fees:

PPL will conduct the entire scope of services for a total fee of \$30,000. This fee will include all professional services of the consultants.

Expenses for travel (mileage or air fare), lodging and food will be charged to the District based on pre-approved necessary trips related directly to the search. Expenses will not exceed \$5,000.00

If the District prefers that PPL only assist with portions of the search, we will be pleased to negotiate a lesser fee for the services required.

- Our price is competitive and our travel expenses will be minimal. We do not limit the number of visits that we make to the District, and we do not impose new fees or expenses beyond the contractual amount.
- Our firm is known for its continual professional attention to each process involved in the search.
- We work hard to assure that the search process is a district-wide and community-wide experience in which everyone has the opportunity for involvement.
- The search process as we design it will help the District become more aware of its strengths, the challenges it faces, and the kind of leadership needed to meet the challenges.
- Our reference checking has been reported to be particularly helpful in the decision making process.
- The size and diversity of our recruitment pools have been very good in comparison to other District searches. Our placements have reflected outstanding diversity.
- Our philosophy is to advise and guide, not to direct, a District in its search efforts. We will suggest practices and approaches that have been successful, and caution you about ones that have been problematic, but we will not insist on a specific way to do something.
- The confidentiality of the process is important to us. We will ask for confidentiality for the candidates in the process up to the point that they become finalists, and we will also ask for full and equal consideration for each qualified candidate.
- Our firm works as a team while providing you a Consultant committed to your search alone. You benefit from the efforts of a team while getting individual, sustained, and concentrated effort from an experienced Consultant.

Consultants proposed for this search are the following (resumes are attached):

- **Carl Ehmann, PPL Vice President for Northern California Services**
 - Former Superintendent/President of Mendocino-Lake CCD
 - Has conducted extensive searches in California for PPL
 - Served as interim president at colleges after retirement
 - Has placed many interim administrators in northern California

- **Robert Griffin, Associate Consultant**
 - Former Vice President of Student Services at DeAnza College
 - Very active in statewide activities/ACCA
 - Strong network for recruitment activities

- **Grace N. Mitchell, PPL, Interim President**
 - Former Superintendent/President of San Luis Obispo County Community College District/Cuesta College
 - PPL Vice President and former Vice President - Southern California Services
 - PPL's principal consultant for educational master planning services
 - Placed many interim administrators in southern California

Contact information:

Dr. Carl Ehmann
Principal Consultant, PPL, Inc.
707-463-1521
ehmann@pacific.net

Carl J. Ehmann
PO Box 1416
Ukiah, CA 95482
707-463-1521
ehmann@pacific.net

Administrative and Teaching Experience

7/03-present Vice President/Northern California and principal consultant for Professional Personnel Leasing, Inc. (PPL). Currently involved in executive searches (CEO's and VP's) and placement of interim administrators for northern California community colleges.

2007-2008 PPL Principal Consultant, Feather River College and College of the Siskiyou presidential searches.

2005-2006 Interim Superintendent/President, Monterey Peninsula College

2005 PPL Principal Consultant (February-June) to San Jose-Evergreen CCD for the Chancellor search.

2004 Assist PPL with reference checks (Marin) and recruitment phase (Cuesta); President and Vice Presidents, respectively.

2004 PPL Principal Consultant to Palomar College for the Superintendent/President search.

2003 PPL Principal Consultant to Shasta College for the Superintendent/President search.

2001-2002 Interim Superintendent/President, College of the Siskiyou. Chair of Search Committee for permanent Supt/President.

1990-2001 Superintendent/President, Mendocino College. (Retired from this position).

2000 (Spring) English 200 (university transfer; one course).

1985-1990 Executive Dean of Instruction, Mendocino College.

1982-1985 Part-time faculty; English, Interpersonal Communication, Mendocino College.

1981-1982 Adjunct faculty, School of Business; University of Southern California.
Full-time faculty, Cypress College (CA); Business Communication, Business English, Business Math, Sociology.

Dean of Instruction, Cypress College.
Associate Dean of Instruction, Cypress College.
Full-time faculty, Cypress College; Health and Physical Education.

Formal Education

Ph.D., Administration of Higher Education, The Claremont Graduate University.
Emphasis: politics, anthropology, organizational behavior and linguistics. The dissertation dealt with managerial behavior.

University of Southern California; Emphasis: administration of higher education.

M.A., Physical Education/Exercise Physiology, California State University, Long Beach.
Emphasis: movement analysis (kinesiology), life and general science.

B.A., Physical Education, California State University, Long Beach.

Organizational experience

- | | |
|--------------------------|---|
| Community | Business/Education Round Table; Founding member, Leadership Mendocino (workshop for developing leadership in the county); Ukiah Rotary Board of Directors; United Way (former campaign chair); City of Ukiah General Plan Revision Committee; Ukiah Chamber of Commerce (Subcommittee on Attracting New businesses to Mendocino County); St. Mary's School Board; "Lunch Group" (Meetings every other month with representatives from Lake and Mendocino County business, law enforcement, education and government from the three largest cities in these counties). |
| Presidential Initiatives | Funding and construction of a 38,000 sq. ft. fine arts building; successfully lobbied, with other community college CEO's, state legislators for equalization funding which resulted in \$8.6 million (\$500,000 for Mendocino College) being included in the Governor's budget. |
| Professional | Association of California Community College Administrators (ACCCA); Community College League of California (CCLC) task force on policy development regarding advocacy process between and among State Chancellor's Office, Board of Governors and the state legislature; attendance at state-wide CEO conferences and workshops; chair of three accreditation teams in the last six years. |
| Consulting (other) | Trinity School; CIGNA Financial Services; Telesearch; North Orange County Community College District; Compton (CA) College; Tahoe Community College; San Francisco Unified |

School District; Connecticut General Life Insurance Company; IBM (Tucson office).

Accomplishments

In over eleven years as President at Mendocino College, I was particularly proud to have been instrumental in:

- * developing an Institutional Master Plan in 1994, the first ever adopted.
- * maintaining a balanced budget after several years of financial difficulties at the state level.
- * contributing to the accreditation process in both self evaluation and visiting team experiences.
- * reviving a College Foundation, which had a total worth of \$3,000 in 1990, and now enjoys assets of \$2.65 million and a Charitable Remainder Trust of \$1.7 million.
- * overcoming a "town vs. gown" mentality previously held by the community. More than ever before, the College is a major, positive factor in the life of the communities we serve.
- * providing leadership in the development of "Mendocino College 2000" a district/community survey re: College effectiveness; executing the plan of action.
- * lobbying legislators/Chancellor's Office staff on behalf of the Community Colleges in general; the small, rural colleges in particular.

At Monterey Peninsula College:

Provided leadership for the development of timely, public and accurate communication systems that included College constituent groups. The areas of master planning, budget and the effective use of construction bond monies were the major areas improved.

At College of the Siskiyous:

Provided leadership for the development of a planning process; instituted reforms in governance, communication and organizational behavior.

Personal

I enjoy the company of my wife and children. We all enjoy skiing, reading, individual/dual sports and hiking.

Professional References

Monterey Peninsula College
Dr. Jim Tunney, Chair
Board of Trustees
831-655-8530 (H)

Lynn Davis, Vice Chair
Board of Trustees
831-372-0854 (H)

Shasta College
Patricia Demo, Director
Human Resources
(530) 225-4609 (O)

Harold Lucas, Chair
Board of Trustees
530-595-3403 (H)

College of the Siskiyous
Dave Clarke, President
Academic Senate
530-938-5250 (O)

Alan Dyar, President
Board of Trustees
530-938-5555

Mendocino College/Other:
Nancy Proto-Robinson, President
Academic Senate (retired)
seavilla@comcast.net
831-238-6312

Skip Hunter, Faculty (Meet and
Confer Committee Chair)
541-412-1224 (H)
541-661-7068 (C)

Palomar College
Berta Cuaron, VP
Instruction/Co-chair Search Committee
760-744-1150 x2246

Rocco Versaci, Pres. Fac. Assn
Co-chair, Search Committee
760-744-1150 x2971

San Jose-Evergreen Community College District
Terry Christensen, Professor
Political Science, San Jose St. University
Chair, Search Committee
408-924-5565

Ron Lind, Chair
Board of Trustees
lind428@yahoo.com
408-2746700 (Distr Office)

Feather River College Community College District
Cameron Abbott, Director
Human Resources
530-283-0202; x257

Bill Elliott, Acting Chair
Feather River College
Board of Trustees
530-283-1478 (H)

Rick Stock, faculty &
co-chair search committee
530-283-0202 x275

Russell Reid, faculty
Feather River College
and President, FRC
Foundation
530-283-0202

ROBERT E. GRIFFIN
Sunnyvale, California
408-830-9953
griffinr90@gmail.com

EDUCATION

Doctorate: University of La Verne, La Verne, CA.
Ed.D. - Educational Leadership
(1997)

Masters of Science: San Jose State University, San Jose, CA.
Public Administration
(1971)

Bachelor of Arts: San Jose State University, San Jose, CA.
Parks and Recreation Administration
(1969)

WORK EXPERIENCE

VICE PRESIDENT, STUDENT SERVICES AND INSTITUTIONAL RESEARCH
(CHIEF STUDENT SERVICES OFFICER)

De Anza College, Cupertino, CA.
to 2009 (retired)

August 1994

Duties and Responsibilities:

Institutional Research, Accreditation Liaison Officer, Admission and Records, Counseling, Articulation and Transfer Services, Student Activities, Relations with Schools and Colleges, Educational Opportunity Programs & Services, Disabled Students Programs & Services, Financial Aid, Intercollegiate Athletics, College Information Services, Matriculation, Transfer Center, Student Government, Student Clubs and Organizations, Health Services, Career Planning and Placement, International Student Programs, Student Discipline, Veterans, Institutional Outreach, Distance Learning, Professional Workforce Development Program, Community Services.

Additional Duties - De Anza
(1995-1998)

Child Development division, Intercultural/International Studies division, Foreign Languages department, Physical Education division, Automotive Technology program, Manufacturing Technology department, and the

Multicultural/International Center, Staff and Faculty Development Program and Faculty Resource Center.

ASSOCIATE DEAN OF STUDENT SERVICES

Monterey Peninsula College, Monterey, CA.

(1976 to 1994)

Duties and Responsibilities:

Responsible for leadership and supervision of: children's center, financial aid, EOPS & DSP&S, college nurse and health services, career center/student employment & placement, college safety/security, parking, student affirmative action, transfer center, academic support center and community volunteer program, student development, student government, student activities, cafeteria/food services, intercollegiate athletics, bookstore, college information service, student employment, college center, graduation ceremony.

Taught Student Leadership Classes

(1980 to 1986)

DIRECTOR OF THE OFFICE OF STUDENT PROGRAMS AND SERVICES

San Jose State University, San Jose, CA.

(1971 to 1976)

Responsible for the leadership and supervision of: all extra and co-curricular activities of students, Disabled Students Programs & Services, advisement to sororities and fraternities, student government, clubs and student organizations, ex-offender program, community volunteer program, women's advocacy program.

PROFESSIONAL EXPERIENCE:

1. Member: Negotiation/Bargaining Team - Monterey Peninsula College, served as Chief Negotiator for District with Faculty Association and Classified Union for two years.

(1990-94)

2. Chaired: Institutional Facilities Committee, responsible for developing Facilities Master Plan and Five Year Capital Construction Plan (MPC).

(1988-94)

3. Chaired: Health Care Cost Containment Committee (faculty, classified and health care consultants), restructured benefit package resulting in \$600,000 savings (MPC).
(1990-94)
3. Chaired: the development of evaluation process for management, supervisors and confidential staff.
(1992)
4. Co-Chaired: technology team to implement On-line (Web-based) admission and registration process (De Anza College).
(1996)
6. Co-chaired: District effort related to implementation of On-line Educational Plans (Foothill and De Anza College)
(1997-99)
7. District Representative to League of Innovation
(1999-2005)

PROFESSIONAL INVOLVEMENT

1. Association of California Community College Administrators (ACCCA)
(1992-1999)
 - President (executive board member 4 years)
 - member Management Development Commission
 - chaired focus group & wrote white paper on student equity
co-sponsored with CCC Chancellor's Office
 - chaired publication review task force, resulting
in revised ACCCA newsletter and on-line publications
2. Community College League of California (1996-1998)
 - member of Legislation and Finance Commission
3. California Community College Chancellor Consultation Committee
(advisory to State Chancellor and California Board of Governors)
(1998-1999)
4. State of California Integrated Workforce Development Plan
(State offices of: Public Instruction, Trade and Commerce, Community College Chancellor, Health and Welfare)

5. Member State of California, Regional Workforce Preparation and Economic Development - Joint Management Team (1998-2000)
6. Region task force on retention of underrepresented students (Santa Clara and Monterey County task force) (1998-2000)
6. Fremont Union High School District Community Advisory Board (Co-Chair) (1998 -2004)
7. Joint Venture Silicon Valley "Teacher Education Collaboratory of the Greater Bay Area" (1999-2000)
8. Saint Mary's College of California "Community College Advisory Council For The Doctorate in Educational Leadership" (1999- 2001)
9. National Articulation and Transfer Network (2000-04) (Historical Black Colleges and Universities, Hispanic Serving Institutions and Tribal Colleges, Articulation and Transfer Project)
10. State of California Commission on Athletics (COA) (1990-1996)
 - member of executive board
 - chaired committee on athletic conferencing
 - member of code committee
 - chaired task force responsible for change in state code related to athletic eligibility
11. Chief Student Services Officers Association (CSSO) (1989 -2008)
 - member
 - conference planning committee
 - conference presenter
12. CCC Chancellor's Office
 - Task Force on Student Leadership (1984)

-Student Equity Task Force (1993-94)

13. Student Affairs Association - President
(1983)
14. Coast Conference Athletic Association- President
(1985)
15. Accreditation Team Member:
 - West L. A. College, (1987)
 - Santa Barbara City College, (1989)
 - San Diego Mesa College, (1991)
 - Solano Community College, (1993)
 - Salvation Army Officer Training School, (1995)
 - Sacramento City College, (1997)
 - Mt. San Antonio Community College (1998)
 - Leeward Community College - Hawaii (2000)
 - Santa Rosa Junior College, (2002)
 - College of Oceaneering - California (2003)
 - Oxnard College (2004)
 - Feather River College
 - Liaison Officer - De Anza College Visit (2006)
 - Laney College (2009)
16. Silicon Valley Higher Education Round Table (2004-2008)
17. National Association of Student Personnel Administrators
Faculty Member, Educational Institute for Aspiring SSSAOs (2005)

MEMBERSHIP ON PUBLIC BOARDS

1. Santa Clara County Information and Referral Board
(1974)
2. Monterey County Mental Health Advisory Board
(1977-80)
3. Community Hospital Mental Health Advisory Board
(1978-80)

4. Monterey County Task Force (award block grants)
(1979)
5. Volunteers in Action Board - Monterey, California
(1980-82)
6. Community Education Program (President)
(1976-83)
7. Monterey Peninsula Unified School District
Community Advisory Board
(1981-84)
8. Monterey High School Principal's Advisory Group
(1987-90)
9. Precinct Manager, Mayor, City of Seaside (1985)
10. City of Seaside Planning Commission (Chairperson)
(1980-85)
11. United Way of the Monterey Peninsula (President)
(1984-90)
12. Family Resource Center, Child Abuse Prevention Board
of Monterey County (vice president)
(1989-91)
13. City of Seaside Jazz/Art Committee
(1988-91)
(Founding Member)
14. Monterey Peninsula Regional Park District Board
(Public special district board, tax-based, acquired
land for public ownership as open space or park):
Elected to office in three public elections.
(1984-94)
15. Laguna Grande Joint Powers Agency (vice-chair)
(1988-94)
16. Coalition of African-American Men (Co-Founder)
(1991-94)

-education/mentoring program for middle school age African American boys

17. Cupertino Community Services Board
(1996 -2001)
 - chair, strategic planning committee
 - member, capital construction committee

18. East Palo Alto Boys Choir and Mentoring Group
(1996 -98)
 - member of originating board, working with African-American, Latino and South Pacific Island boys, in partnership with Ravenswood School District to offer tutoring services to choir members.

19. United Way of Santa Clara County
(1996-2000)
 - County advisory board
 - Strategic planning committee

20. Cupertino Community Services - Advisory Committee
member Strategic Planning Group
(2001-2007)

21. Piedmont Hill High School - Black Parent Advisory Group
(2004-2008)

SPECIAL ACTIVITIES AND RECOGNITION

1. Created and organized first Leadership Training Conference for Student Government members.
(1978)

2. Recipient of "Educational Leadership Award" from Student Affairs Association
(1984)

3. Led Strategic Planning Process and Needs Assessment for United Way of Monterey Peninsula.
(1988)

4. Created: "People Who Make A Difference" program, co-sponsored by The Herald, (Monterey/Salinas City Newspaper). (1989)
5. Recipient of: "Outstanding Community Volunteer of the Monterey Peninsula". (1989)
6. Chaired task force to rewrite state athletic code related to student eligibility (resulted in an increase in the number of academic units required to meet eligibility requirement. (1992)
7. United Way Distinguish Service Award (Monterey) (1988-1989)
8. Chairperson - Strategic Plan Task Force, Cupertino Community Services (1996-2000)
9. Co-chair Strategic Planning United Way of Santa Clara County Advisory Board. (1998-2001)
10. Outstanding Student Services Administrator (1997)
-De Anza College Black Student Association
11. ACCCA - 2000 Leadership Award for Administrative Excellence (2000)
(Association of California Community College Administrators)
12. Rotary Foundation of Rotary International - Paul Harris Fellowship (2004)

GRACE N. MITCHELL

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EDUCATION

Ed.D.	University of Southern California	Higher Education
M.S.	Dominican College	Counseling
M.A.	University of Wisconsin	French
B.A.	DePauw University	French/Spanish
Foreign Study:	University of Grenoble, France	Junior Year
	University of Lausanne, Switzerland	Postgraduate Study
	Rotary Postgraduate Fellowship	

PROFESSIONAL EXPERIENCE

Vice President, PPL (Professional Personnel Leasing, Inc.) Professional Staffing, Executive Searches, Educational Master Planning	1999-Present
Partner, Educational Planning Associates Educational Master Planning Services	1999-Present
President/Superintendent (now Emeritus) Cuesta College, San Luis Obispo County Community College District San Luis Obispo, California	1989/1999
Vice Chancellor, Student & Community Services Rancho Santiago Community College District Santa Ana, California	1986/1989
Vice President/Assistant Superintendent, Instruction Cabrillo College Aptos, California	1984/1986
Area Dean, Humanities, Communications & Social Sciences Associate Dean, Instruction Cosumnes River College, Sacramento, California American River College, Sacramento, California	1977/1984
Dean, College of Arts & Humanities, Instructor and Counselor Indian Valley Colleges Novato, California	1971/1977
Instructor of French and Spanish, Foreign Student Adviser Merritt College Oakland, California	1963/1969

SELECTED PROFESSIONAL ACTIVITIES AND LEADERSHIP ROLES

PRESIDENT, Community College League of California, 1997/1998

MEMBER, Board of Directors, Chief Executive Officers of California Community Colleges, 1992/1998

PRESIDENT, Chief Executive Officers of California Community Colleges, 1996/1997

CHAIR, JOINT CEO/ACADEMIC SENATE, Distance Learning Task Force, California Community Colleges, 1993/1994 – recommended changes made in distance learning regulations

PARTICIPANT, Executive Leadership Seminar, League for Innovation in Community Colleges, 1988
Selected as one of only 30 national community college leaders to attend this first annual seminar intended for future chief executive officers.

PROJECT DIRECTOR, Student Services Program Review Project, 1984
A statewide project, which involved 48 colleges voluntarily engaged in the development of designs for the evaluation of student services programs.

CHAIRPERSON, Commission on Instruction, California Association of Community Colleges (CACC), 1985/1987

Member of the Commission from 1980/1982 and 1983/1987. As an active member of the Commission, co-authored a paper calling for a study of the mission and functions of California Community Colleges.

FOUNDER and CHAIRPERSON, Commission on Women, CACC, 1978/1979

Member of the commission from 1977/1980 and instrumental in forming the women's caucus which initiated the Commission.

COMMUNITY RELATIONS: ACTIVITIES and AWARDS

Board Member, Mission Community Bank Community Development Corporation, 1998-2007

Member, Board of Directors: French Hospital, 1998/present

Board Member, Friends of Prado Homeless Day Center, San Luis Obispo, 2001-2005

Grace N. Mitchell Lifetime Achievement Award, Women of Distinction, Cuesta College, 1999

Co-Chair, Board of Directors, Foundation for Community Design, 1998/2000

Member, Board of Directors and Spokesperson, Foundation for Community Design, 1993/2000

Citizen-of-the-Year, San Luis Obispo, 1995

Member, San Luis Obispo County Economic Advisory Committee, 1994/1998

Member, San Luis Obispo County Board of Directors, University of California Santa Barbara Economic Forecast Project, 1994/1998

Member, Rotary Club of San Luis Obispo, 1989/2000; Chair, Rotary Fellowship Committee

Vice President, United Way of San Luis Obispo County, 1990/1993-Member of Board, 1990/1995

Chair, San Luis Obispo County Leadership Program, San Luis Obispo Chamber of Commerce, Founding Member and Chair of Committee, 1991/1994

Recipient, Strength in Diversity/Community Contributions Award, San Luis Obispo, 1992

Chair, Hospice Capital Campaign, San Luis Obispo, 1991

Chair, Community Affairs Committee, San Luis Obispo Chamber of Commerce, 1989/1991

Member, Santiago Club, Santa Ana, California 1986/1989

Member, League of United Latin American Citizens (LULAC), Santa Ana, California, 1986/1989

Distinguished Woman of the Year, Novato, California, 1972

Distinguished Citizen Award, Marin Community College District, 1972

Member, American Association of University Women,

Cub and Boy Scouts: seven years service as troop founder, committee chair.

Dr. Grace N. Mitchell
MASTER PLANNING REFERENCES

Mt. San Antonio Community College District#
Dr. John Nixon, Superintendent/President
1100 No. Grand Avenue
Walnut, CA 91789
(909) 594-5611 Ext. 4250

Mt. San Jacinto Community College District #
Dr. Dennis Anderson, Vice President Instruction
951-639-5405
(Educational Master Plan, 2007-2008)

Modesto Junior College # +
Dr. Richard Rose, President
Modesto, California 95350
209-575-6069
(Educational Master Plan, 2006-2007)

College of the Desert+
Jerry Patton, Vice President, Administrative Services
Palm Desert, CA 92260
760-773-2592
(Educational Master Plan Update, 2005)

College of the Canyons* +
Dr. Dianne Van Hook, President/Superintendent
Santa Clarita, CA 91355-1899
661-259-7800 Ext. 3400
(Educational Master Plan, 2002 and New Campus Needs Study, Update 2008-09)

Los Angeles Trade Tech College*
(No reference currently available)
Daniel Castro, President
Mary Ann Breckell, Vice President, Administrative Services
(Educational Master Plan, 2002-2003)

Los Angeles Valley College+
Dr. Tyree Wieder, President
Valley Glen, CA 91401-3519
818-947-2321
(Educational Master Plan, 2002)

Previous Experience: Rancho Santiago Community College District (1986-1989) Vice Chancellor, planning for Orange campus; Cuesta College (1989-1999) CEO, District Master Plan; developed state-approved new campus, completed master planning, raised private funds for, and opened new campus in a year. Also worked with Allan Petersen on new campus developments: for Chaffey College, West Hills College, Cabrillo College, College of the Canyons

+ *With architectural firms* **Educational Planning Associates* # *as part of PPL, Inc.*