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**CHANCELLOR SEARCH PROPOSAL**  
**PERALTA COMMUNITY COLLEGE DISTRICT**

Community College Search Services

Michael J. Viera, Ph.D.

April 13, 2010

## **Community College Search Services**

### **PERALTA CCD CHANCELLOR SEARCH**

#### **Generic Components for the Comprehensive Search**

#### **Appointment of the Search Committee by the Peralta Board**

- The minimum amount of time required for those serving on the Peralta Chancellor Search Committee is as follows:
- Three committee meetings of 3-4 hours each.
- Time to paper screen applications – this could take anywhere from 10 to 40 hours.
- Two to three days of interviews - Eight hours per day.
- Note: It is recommended that all potential Search Committee members be given a copy of the final schedule in order that they may determine their availability before committing to serve.

#### **Brochure Development**

- Meet with the Board and Search Committee to determine the challenges facing Peralta CCD.
- Prepare draft brochure and distribute to the Board and Search Committee.
- Finalize brochure for printing.

#### **Candidate Recruitment**

- Solicit candidate nominations from the Board, Search Committee and community.
- Coordinate national mailing utilizing the CCSS database.
- Advise on advertisement campaign.
- Undertake telephone recruitment effort utilizing CCSS network.

#### **Candidate Evaluation**

- Facilitate paper- screening process.

- Facilitate selection of preliminary candidates for interviews.

### **Preliminary Candidate Interviews**

- Prepare or assist in the preparation of questions for interviews.
- Provide all materials for interviews.
- Call and brief candidates selected for interviews.
- Facilitate and observe process for selection of finalists.
- Inform all candidates of status after interviews.
- Brief finalists.

### **District Forum for the Finalists**

- Advise on arrangements for district forum.
- Provide evaluation materials for staff participation in forum.

### **Comprehensive Reference Reports (for Finalists)**

- Provide questionnaire for final candidates.
- Prepare comprehensive reference reports on finalists.
- Provide the Board with comprehensive reference reports.

### **Board Interviews with Finalists**

- Assist the Board in the preparation of interview questionnaire and materials.
- Facilitate Board interviews.
- Provide information and advice to the Board as requested.
- Contact finalists on outcome of Board interviews.
- Advise with planning and arrangements for the site interviews.
- Provide assistance and information on contract issues as requested.
- Provide assistance on finalizing selection process.

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## **Community College Search Services**

### **PERALTA COMMUNITY COLLEGE DISTRICT**

#### **CHANCELLOR SEARCH**

##### **Recruitment Strategies**

1. Send a letter with presidential brochures to all community college CEOs and other community college organizations seeking nominations for the position. In the letter, emphasize that the district is seeking a diverse pool of candidates.
2. Community College Search Services will send letters and brochures to presidential candidates from its target database. CCSS will follow up with telephone calls or email messages on the strongest candidates.
3. Assist in reviewing advertising to make certain that all critical publications are included.
4. CCSS will utilize all its consultants: Drs. Al Fernandez, James Walker, Leslie Purdy, Kevin Ramirez, Sylvia Scott Hayes, John Romo and Tom Harris . Dr. Michael Viera will be the lead on the Peralta Search.
5. CCSS will send statewide email to all CEOs, CIOs, CSSOs and CBOs seeking nominations and applicants.
6. Call CEOs in California and in other states seeking names of potential candidates.
7. Contact the directors of university leadership programs as well as potential candidates who have participated in these programs.

# **PERALTA CCD CHANCELLOR SEARCH CALENDAR**

(Draft)

## **April**

- Board provides directions for search process and candidate qualifications.
- Board discusses content of Search Brochure and Calendar.
- Board finalizes composition of Search Committee.
- Members of Search Committee are identified.

## **May**

- First meeting of Search Committee (to set meeting schedule, discuss screening form, look at potential interview questions, and talk about the process – Three hours in May.
- Brochure is sent to printer and mailed.
- Recruitment – Mid-May through August.

## **June-July**

- Second meeting of Search Committee (to finalize screening form, final draft of interview questions and discuss process – Three hours in June.
- Application “deadline” (open until filled): July 30 soft close.
- Paper screening by Search Committee – Ongoing during application process.

## **August-September-October**

- Third meeting of Search Committee (to select those to interview and discuss process. -Three hours- first week in August.
- Search Committee Interviews – Third week in August.
- Confidential Reference Reports prepared by Community College Search Services – Minimum of two weeks to prepare for the Board.
- Board Interviews – September.

- Final decisions by Board and contract negotiations prior to end of October.

Note: Community College Search Services is prepared to provide the Peralta Board with regular updates on the status of the search process. We can do this with a verbal report or a written report or both.

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Peralta CCD 4/13/2010

## TELEPHONE INTERVIEW FORM

Candidate: \_\_\_\_\_

Candidate Institution: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Reference Institution: \_\_\_\_\_

Relationship: \_\_\_\_\_

(Supervisor, colleague, subordinate, faculty or other (specify))

**How long has the reference known the candidate and in what context?**

\_\_\_\_\_

### REFERENCE INTERVIEW

#### Introduction:

Hello, I'm \_\_\_\_\_ calling on behalf of Community College Search Services. We are currently conducting a reference check on the candidates for the Position of \_\_\_\_\_ in California and your name has been referred to us as a reference by (candidate's name). Would you have 20 - 30 minutes to talk with me about (candidate's name)? If not can we schedule a time when we can talk?

Scheduled interview (date/time) \_\_\_\_\_

#### Confidentiality/Authorization Statement:

"Before we begin, I want to assure you that this conversation will be held in the strictest confidence and that **all reports will be summarized by me without attribution.** And, while (candidate's name) has given permission for this conversation to be held, please remember that his/her candidacy is confidential. **However, the candidate can request and be given a copy of this reference report.**

1. How does (candidate's name) prefer to be addressed?
2. What can you tell me about (candidates name) commitment to the comprehensive community college concept?
3. What can you tell me about (candidate's Name) reputation within the local community? Within the state or region?

4. **How might (candidate's name) handle an ethical dilemma?**
5. **What would you refer to as (candidate's name) principal achievement(s) at your institution?**
6. **How would you describe (candidate's) management style? Specifically, what is it like to work with the candidate on a day-to-day basis?**
7. **Has (candidate's name) demonstrated an interest in keeping up with current technology and/or improving operations at the institution through technology? Is (candidate's name) computer-literate?**
8. **What do you know about (candidate's name) fundraising skills?**
9. **What do you know about (candidate's name) experience with finance and budget preparations?**
10. **What can you tell me about (candidate's name) experience and ability to function effectively within the business and industry community?**
11. **Have you seen any evidence that (candidate's name) becomes defensive or argumentative? Specifically, how does (candidate's name) deal with subordinates who voice disagreements?**
12. **What can you tell me about (candidate's name) interactions with students?**
13. **How would you rate (candidate's name) communication skills, specifically public speaking, and writing and presentation skills on a local, state and/or national level?**
14. **How well does (candidate name) listen?**
15. **What type of experience and reputation does (candidate's name) have working with collective bargaining and/or meet and confer negotiations?**
16. **What type of experience and reputation does the candidate have working in a shared or participatory governance environment?**
17. **What can you tell me about (candidate's name) knowledge, commitment and ability to promote racial, economic, gender and cultural diversity within an academic environment? Examples please.**
18. **Is (candidate's name) capable of leading a college forward rather than maintaining the current level of achievement?**
19. **How would (candidate's name) manage resistance to lead a college forward?**
20. **If (candidate's name) were not successful as the president of this new institution, to what professional or personal characteristic would you attribute the failure?**
21. **FOR CURRENT AND FORMER SUPERVISORS: If you were filling a position at**

- your institution, would you hire (candidate's name)? If YES: in what position? If NO: Can you tell me why you would not hire the candidate?**
- 2. To fill in any gaps you might see in this interview, how would you list (candidate's name) primary strengths?**
  - 23. We've talked at length about (candidate's name) strengths? To help provide a balanced picture of (candidate's name), can you identify weaknesses for me? How has (candidate's name) addressed these weaknesses in the past?**
  - 24. Is (candidate's name) still employed by (candidate's college/district)? Do you anticipate (candidate's name) contract will be renewed? Why do you think (candidate's name is leaving)?**
  - 25. References**

**List references in alphabetical order including their title and position and their current institution.**

**Indicate the number of years the reference has known the candidate.**

- 26. Describe the context and/or the reporting relationship of the reference to the candidate.**

## **Community College Search Services**

### **Full Searches Conducted**

#### **State Chancellor**

*California*

#### **Chancellor**

**Los Angeles Community College District**

**Rancho Santiago Community College District**

**San Jose-Evergreen Community College District**

Grossmont-Cuyamaca Community College District

San Bernardino Community College District

West Valley-Mission Community College District

North Orange County Community College District 2

Los Angeles Community College District 2

Chabot-Las Positas Community College District

Los Angeles Community College District 1

Yosemite Community College District

San Diego Community College District

North Orange County Community College District 1

#### **Superintendent/President**

**Napa Valley College**

Linn-Benton Community College

MiraCosta College

Citrus College

Santa Barbara City College

Cuesta College

Imperial Valley College

Madena City College

College of the Desert

Victor Valley College

Rio Hondo College

Long Beach City College

College of the Sequoias

Glendale Community College

Allan Hancock College

Southwestern College

Cerritos College

Mira Costa College

Citrus College

Imperial Valley College

Mount San Antonio College

Lassen College

Rio Hondo Community College District

Antelope Valley Community College District

Palomar Community College District

Palo Verde Community College District

Sequoias Community College District

**President**

**Fullerton College**

**Mission College**

**Cerro Coso Community College**

**Coastline Community College**

yamaca College

Compton College (Provost)

Los Angeles City College

Bakersfield College

Los Angeles Southwest College

Los Angeles Mission College

San Bernardino Valley College

Grossmont College

Cerro Coso Community College

West Los Angeles College

Los Angeles Trade Technical College

Los Angeles Pierce College

**Porterville College**

**Los Angeles City College**

**Bakersfield College**

Santa Ana College 3

**Reedley College**

**West Valley College**

Los Angeles Trade Technical College 2

San Bernardino Valley College

Santiago Canyon College 2

West Los Angeles College

borpark College

Oxnard College

West Hills College, Coalinga

Los Angeles Southwest College

Los Angeles Trade Technical College 1

Los Angeles Harbor College

Los Angeles Mission College

Santiago Canyon College 1

Santa Ana College

**Vice Chancellor or Educational Services & Planning**

State Center Community College District

**Vice Chancellor of Human Resources**

**Coast Community College District**

Santa Clara County Community College District 2

Contra Costa Community College District

Ventura County Community College District 1

**Vice Chancellor, Planning and Resource Development**

Contra Costa Community College District

**Vice Chancellor North Centers**

State Center Community College District

**Vice President, Business and Administrative Services**

MiraCosta Community College District

**Partial Assistance Searches**

**Chancellor**

San Jose-Evergreen CCD Interim

**ate Center Community College District**

South Orange County CCD

**President**

**Fullerton College (Fernandez)**

Diablo Valley College

**Evergreen Valley College**

American River College

Los Angeles City College

Cuyamaca College

West Los Angeles College

Cypress College

Fullerton College

Grossmont College

Santa Ana College

Brookhaven College (Dallas)

**Provost, School of Continuing Education**

North Orange County Community College District

**Executive Vice Chancellor of Administrative Services**

Ventura County Community College District

**Vice Chancellor, District wide Administrative Services**

Contra Costa Community College District

**Vice Chancellor, Finance and Administration**

**Contra Costa Community College District**

**Vice Chancellor, Human Resources and Organizational Development**

Contra Costa Community College District

**Vice Chancellor, District wide Planning and Educational Services**

Contra Costa Community College District

**Vice Chancellor, Educational Services**

Kern Community College District

**Associate Vice Chancellor of Human Resources**

Los Rios Community College District

Ventura County Community College District

**Executive Vice President**

**Mt. Hood Community College**

Portland Community College

**Vice President of Academic Affairs or Student Learning**

Porterville College

Cuesta College

Mission College

Mt. San Antonio College

Grossmont College

**Vice President Student Services**

Cuesta College

**Vice President Administrative Services**

Cuesta College

San Antonio College

**Dean, Administrative Services**

Cuyamaca College

Grossmont College

**Dean, Communications and Fine Arts**

Grossmont College

**Dean, Humanities, Social and Behavioral Sciences**

Grossmont College

**Director, Human Resources**

Ohlone College

**Director, Nursing**

Cuesta College

**Director, Allied Health**

Cuesta College