

Office of Human Resources & Employee Relations
Peralta Community College District
333 E. 8th Street
Oakland, CA 94606

Memo

DATE: October 6, 2011

TO: Wise E. Allen, Chancellor
Board of Trustees

FROM: Trudy Largent,  Vice Chancellor for Human Resources & Employee Relations

SUBJECT: Chancellor Search Calendar

Attached, for your information, is the Chancellor Search Calendar as a general guide. Once the Selection Committee is nominated and meeting dates are determined, updates will be added to the Chancellor Search website. The website can be accessed by going to the Board of Trustees Committees link (<http://web.peralta.edu/trustees/board-committees/chancellors-search-committee/>) and will also be available on the District homepage.

The Selection Committee nominees for the employee groups are to be submitted by Friday, October 7, 2011 to Office of Human Resources & Employee Relations.

The nominees by the Board for the Community Representatives are:

1. John Brauer
2. Henry Der
3. Odell Johnson

As you will note from the calendar, there is an orientation with the Selection Committee on November 7, 2011. If a Community Representative is unable to attend this meeting due to prior commitments, the Human Resources office will arrange a special orientation prior to the Selection Committee beginning their work.

The nominee(s) for Student Representative(s) is still pending notification from the Student Trustees. Once the Board appoints the Selection Committee, formal letters of notification will be sent by the Human Resources office to members of the Selection Committee.

Should you have any questions or concerns, please contact me at (510) 466-7252 or my assistant Kashi Yamashita at (510) 466-7265.

Attachment



Peralta Community College District Chancellor Search Calendar

*Presented by: Office of Human Resources & Employee Relations
October 11, 2011 Board Meeting*

February 2011 through June 2011

- Collaborative small group held several meetings with the following participants:

Cy Gulassa, Trustee
Dr. Karolyn van Putten, District Academic Senate President
Debra Weintraub, Peralta Federation of Teachers President
Dr. Matthew Goldstein, Peralta Federation of Teachers (Incoming President)
Thuy Nguyen, General Counsel
Dr. Trudy Largent, Vice Chancellor for Human Resources & Employee Relations

The purpose of this meeting: Collaborative effort to revise Board Policy 2431 (formerly Board Policy 1.20) Chancellor Selection.

May 2, and May 4, 2011

- Open Forums held at Laney College: resulting in the development of the Chancellor's Profile.
- Facilitated by Trustee Gulassa, Dr. Largent, and Dr. Michael Viera, Search Consultant
- Purpose of the forums: Provide all constituency groups and members of the community an opportunity to provide input and feedback regarding the desired characteristics of the next Chancellor.

September 1, 2011– Open Until Filled

- Active national recruitment by District and Search Consultant: Community College Search Services
- Soft Closing Date: January 9, 2012

September 13, 2011

- First Reading of Board Policy 2431 (formerly 1.20) Chancellor Selection

September 26, 2011

- Board Policy 2431 Revision – The collaborative small group met.

- Reviewed final draft of Board Policy 2431 and included minor corrections

September 27, 2011

- Second Reading and approval by the Governing Board of Board Policy 2431

September 28, 2011

- Request for nominations to the Chancellor Selection Committee was sent to all employee constituency groups, community representatives, and student representatives who will be nominated by Student Trustees and the Association of Students. The Governing Board will nominate Community Representatives:
 - The Selection Committee shall consist of 11-14 members
 - 2 Administrators
 - 4 Faculty
 - 3 Classified (IUOE Local 39, SEIU Local 1021, and Confidential employees)
 - 1-2 Student Representatives
 - 1-3 Community Members

October 7, 2011

- Nominees to the Selection Committee shall be submitted to the office of the Vice Chancellor for Human Resources & Employee Relations.

October 11, 2011

- Governing Board appoints Selection Committee Members

October 12, 2011

- Letters of appointments sent to Selection Committee
- Prior to November 7, 2011, Selection Committee will determine future meeting dates

November 7, 2011 (tentatively 10:00 a.m. – 12:00 noon, District Boardroom)

First meeting of the Selection Committee

- Agenda
 - ➔Orientation: Vice Chancellor Largent and Director David Betts
 - ➔Search Consultants Dr. Michael Viera and Dr. Frances White: their roles and responsibilities in this process.
 - ➔Representatives of the Governing Board may meet with the Selection Committee at the outset of the selection process

November/December 2011

- ➔Second meeting of the Selection Committee: Develop selection criteria
- ➔Third meeting: Develop candidate interview questions

January 2012

- Selection Committee conducts applicant review and select candidates for interview

February 2012

- Selection Committee interviews candidates
- Selection Committee candidates and recommends 5 candidates for consideration by the Governing Board

March/April 2012

- Governing Board interviews finalists
- The finalists are invited to at least one public forum
- Site visits may be conducted before or after the district-wide public forum at the discretion of the Governing Board

April/May 2012

- Final decision by Governing Board
- Contract negotiations will commence with selected candidate

June 2012

- New Chancellor begins employment