

January 21, 2015
Trudy Largent
Vice Chancellor for Human Resources & Employee Relations
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

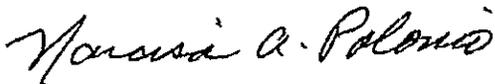
Dear Ms. Largent,

As your national member association, ACCT is excited for the opportunity to provide services to support the executive search process for Peralta Community College District's new chancellor. ACCT is poised to begin this search immediately and understands the aggressive schedule needed to appoint a new chancellor by June 30, 2015. ACCT has extensive experience working with community college districts in California and a national network which will empower us to find the very best candidates to meet the unique needs of your district and the community it serves.

ACCT will leverage our many years of search experience and the full arsenal of national resources to support the Peralta Community College District chancellor search. ACCT has a staff of full time search consultants who become extended staff of the Board during the search process.

ACCT looks forward to assisting the Peralta Community College District with their upcoming chancellor search. As requested, we have included a search timeline and cost breakdown. If you have questions about this information, please contact me at 202-276-1983 or e-mail me at npolonio@acct.org.

Sincerely,



Narcisa A. Polonio, Ed.D.
Executive Vice President for Research, Education and Board Services

Sample Timeline

ACCT will work with the Peralta Community College District Board of Trustees to adjust the timeline to the specific requirements of the District. This sample timeline takes into account the Board's desire for an aggressive search process that incorporates opportunities for constituency input and commitment to equity and inclusiveness resulting in a diverse pool of candidates.

January 2015

- ACCT meets with the Peralta Community College Board of Trustees to define process, timeline, and provide needed information as soon as possible.

February 2015

- Position Profile Preparation: ACCT gathers information for position profile preparation. ACCT conducts public forums at all campuses. ACCT meets with the Search Committee to review and revise position profile. ACCT meets with the Board to finalize position profile.
- ACCT prepares progress reports for the Chair of the Board and the Chair of the Search Committee for distribution to all of the District's constituencies throughout the process.
- ACCT will work with the Public Relations/Communications and Information Technology offices to prepare and post profile and information on the District's web page and post on our dedicated search website www.acctsearches.org.
- Candidate Recruitment: ACCT will commence nationwide recruitment activities, including (but not limited to) personal outreach, letters to the current 1126+ current community college presidents, and targeted national electronic announcements.
- ACCT will use its confidential, computerized process to gather and manage candidates' application materials.

March 2015

- Target Date for applications.
- The Search Committee meets to review applications and select semi-finalists
- ACCT begins preliminary reference checks for semi-finalists.

April 2015

- Search Committee meets to interview semifinalists and recommend finalists to the Board (After April 5: Spring Recess ends).
- ACCT begins criminal, civil, financial checks and degree verification at cost through HireRight on final candidates (optional).
- ACCT begins in-depth reference checks on finalists.
- Final candidates interview with the Board; ACCT provides oral in-depth reference reports on candidates.

May 2015

- Final candidates visit the District and participate in open forums at sites selected by the Board (Before May 16: Final Exams begin).
- The Board visits #1 candidate's institution (optional, but strongly recommended).
- ACCT assists the Board in the facilitation of final negotiations and contract development.
- New Chancellor is announced (Before May 22: Spring Semester ends).

Cost for Search Services

Fees and related costs associated with the consulting services

ACCT's fee and expense structure is cost effective and considers the ethical and judicious use of public funds. The ACCT search fee is \$35,000 *plus shipping and consultant(s) travel* for a comprehensive search service.

Detailed services included in the ACCT fee:

- **Search Services**
 - All services needed to meet the aggressive timeline set by the Board, including facilitating Search Committee orientation.
- **Consultant Accessibility**
 - Unlimited availability on an ongoing basis (telephone (mobile), e-mail, etc.) to the Board and staff. We facilitate your progress through every step of the process. Video conferencing with Board or Search Committee as requested.
 - Three on-site visits by the ACCT consultant to the District.
- **Recruiting Services**
 - Provide one-to-one, focused recruiting of high caliber, diverse candidates.
 - Develop a national communications strategy and advertising campaign with national exposure of the District search on ACCT's searches website: www.acctsearches.org.
 - Prominently promote the search at ACCT's and other national higher education meetings. (Next meeting National Legislative Summit 2/9/2015 - 2/12/2015)
- **Technical Assistance**
 - Process applications.
 - Assist with search organization, timeline development, position profile and ad development.
 - Communicate regularly with the Board, Search Committee, and Search Liaison.
 - Develop candidate recruitment, evaluation, screening, interviewing, and site visit materials.
 - Develop search process materials for each step in the search.
 - Work closely with District staff.
 - Web-based application review portal is available to Search Committee members and the Board of Trustees.
- **Background Reference Reports**
 - Provide preliminary summary reference reports on six semi-final candidates.
 - Provide in-depth summary reference reports on three final candidates.
 - Provide criminal, civil, and financial checks as well as degree verification at cost through HireRight (optional).

Sample Budget for the Search

Activity	
ACCT's Flat Search Fee	\$35,000
Consultant Travel	\$3,000
Shipping of support materials	\$200

Possible Additional Costs	
Semi-finalist Candidate Travel: 6 to 10 Semi-finalist Candidates at \$500-700 each	\$3,000-7,000
Final Candidate Travel: Three to Five Finalist Candidates at \$500-700 each	\$1,500-3,500
National Position Announcements	\$7,000-10,000
Search Committee Incidentals: Refreshments/Meetings, etc.	\$500
Hotel Meeting Space for Candidate Interviews	\$800
Board Visit to Final Candidate's Current Institution: Three Members at \$700 each	\$2,100

These costs may be mitigated by considering alternate pathways. For example semi-finalists can interview via Skype or advertising can be placed on a website instead of print, etc. We will work with the Peralta Community College District to provide the best options.

ACCT Searches Demonstrated Commitment to Diversity

ACCT's commitment to diversity is clearly demonstrated in our track record of successful searches. ACCT has established a solid history of identifying and recruiting minority candidates for urban, suburban, and rural community colleges around the country and ensuring a diverse and inclusive pool to provide choices to Boards of Trustees.

ACCT is committed to the proactive recruitment of a highly qualified and diverse candidate pool. ACCT is proud of its extensive network and proactive identification of competitive candidates from diverse backgrounds. The goal is always to recruit a rich pool of candidates and provide the Board of Trustees and Search Committee with an inclusive pool of applicants from which to select. ACCT has extensive experience with diversity, a deep understanding of diversity, and a demonstrated track record on diversity. Of the hundreds of searches ACCT has completed, 60% of the executive level selected candidates have been minorities. ACCT will work with Peralta Community College District to recruit candidates who "fit" the profile and understand the diverse population the District serves by the following methods:

Targeted Personal Recruitment

ACCT knows the Peralta Community College District and we will recruit candidates who are a good fit for your community. We identify minority candidates early in their careers and work with them by maintaining long term relationships. ACCT leads the nation in understanding the college presidency and has recently completed work on a study of the presidential pipeline. The report revealed many minority candidates are clustered in student affairs and support services.

Therefore, we have developed longstanding relationships with the American Indian Higher Education Consortium, the National Council on Black American Affairs, the National Community College Hispanic Council, and the American Council on Education's Spectrum Executive Leadership Program to proactively strengthen the pool of African Americans in the pipeline. ACCT will make confidential outreach to outstanding candidates including prominent community college leaders.

Ads

ACCT encourages the District to supplement our recruiting efforts by placing ads in the following publications: *Chronicle of Higher Education*, *Diverse Issues in Higher Education*, *Hispanic Outlook*, *The Journal of Blacks in Higher Education*, *Community College Times*. ACCT will assist and advise the District on ad placement to ensure an effective overall marketing and recruitment strategy.

National Electronic Announcements

ACCT announces all searches through our database of 9,000 community college and university administrators, as well as government, military, and business and industry leaders who have shown interest in community college leadership.

We proactively promote and value diversity and take seriously our responsibility to assist trustees throughout the country in understanding the African American experience in the nation. Our 2014 Annual Leadership Congress, focused on the changing face of the American dream,

featuring keynote addresses by Linda Johnson Rice, the publisher of *Ebony* and *Jet* magazines, and Mark Hugo Lopez, director of Hispanic research for the Pew Research Center. In addition, our 2014 Symposium engaged a diverse group of trustees and presidents in the development of an Equity Action Agenda to be distributed to the nation's community colleges with action items to increase access, equity, and diversity.