

**Board of Trustees**

1 **AP 2431 PRESIDENT/SUPERINTENDENT SELECTION**

2 **References:**

- 3 Education Code, Sections 87100 et seq.;
- 4 Title 5, Sections 53000 et seq.;
- 5 ACCJC Accreditation Standard 4.5

6 **Commitment to Diversity**

7 The Board of Trustees affirms its dedication to fostering a diverse and inclusive workplace  
8 that welcomes the employment of qualified individuals from all walks of life, appreciates  
9 the contributions of individuals with a wide range of experiences and perspectives, and is  
10 free from barriers to employment for historically underrepresented groups. Throughout  
11 the selection process, the Board of Trustees will follow the Equal Employment  
12 Opportunity Plan to ensure implementation of equal employment opportunity principles  
13 and values.

14 **Executive Search Firm**

15 The Board of Trustees will employ a search consultant, selected through an RFP process,  
16 to assist the Board and the Office of Human Resources with the search, recruitment,  
17 selection, and hiring process of the President/Superintendent. The scope of the services  
18 provided by the consultant shall not negate or be inconsistent with the guidelines  
19 outlined in this Administrative Procedure.

20 **Superintendent/President Profile**

21 District constituencies will be provided opportunities to share with the Board suggested  
22 qualities, characteristics, and qualifications for the person to fill the position. The profile  
23 will be published in a brochure/job announcement which will be distributed widely.

24 **Screening Committee**

25 A screening committee will be confirmed by the Board to assist in the search by  
26 screening applicants, developing interview questions, interviewing those identified for  
27 first round consideration and recommending when possible five to seven unranked  
28 finalists. Any consultants serving on the selection committee in order to facilitate the  
29 screening and interview process will be considered non-voting participants.

30 The composition of the committee shall include representation broadly reflective of the  
31 District's constituencies and shall include at least the following representatives:

- 32 1) Three Trustees appointed by the Board of Trustees
- 33 2) Three Faculty appointed by the Faculty Senate
- 34 3) One Faculty appointed from CCFF
- 35 4) Three CSEA Members appointed by CSEA
- 36 5) One Confidential employee appointed by the confidential group

- 37 6) One Student appointed by the ASCC
- 38 7) One Vice President
- 39 8) Two Managers appointed by ACCME
- 40 9) One Community Member appointed by the Board
- 41 10) One Human Resource representative to serve as a non-voting process monitor

## 42 **Public Forums**

43 Upon identification of the final candidates by the screening committee and approval of the  
44 Board of those candidates to move forward, public forums shall be conducted to  
45 introduce candidates to the college's constituents and the community. Feedback from all  
46 constituent groups will be requested, reviewed, and thoughtfully considered by the  
47 Board of Trustees in the selection-process before determining the selected candidate.  
48 At a minimum, the following will be-included in the Public Forum process:

- 49 1) Forums will be scheduled during days/times that will allow representation from all constituent  
50 groups.
- 51 2) During the forum, the candidates will answer the Board of Trustees standardized questions.  
52 Afterwards, the audience will have an opportunity to ask additional job-related questions to  
53 the candidate.
- 54 3) A standardized Presidential feedback form will be distributed to each attendee to provide  
55 comments about the Presidential candidate.
- 56 4) At the end of the forum, a representative from HR will collect the feedback forms and forward  
57 them to the Board of Trustees.
- 58 5) Each forum will be recorded and uploaded to the Cerritos College website.
- 59 6) Employees unable to attend the forum will have three (3) days to provide feedback once the  
60 video is posted.
- 61 7) An online version of the standardized Presidential feedback form will be posted on the  
62 Cerritos College website. Once completed the online form will be forwarded to the Office of  
63 Human Resources.

## 64 **Selection**

65 The Board of Trustees will make its determination of the selected candidate following  
66 interviews with the Board, analyses of summary information provided from constituents'  
67 and community members' perspectives based on the public forums, community and/or  
68 campus visit, and information obtained from thorough reference checks conducted by  
69 the executive search firm representatives.

## 70 **Board Authority**

71 The Board will retain its authority to modify the selection process and/or to establish any  
72 other evaluation methods at any time as necessary. If search modification is to occur, it  
73 will be done in full compliance of the Brown Act.

74 Office of Primary Responsibility: President/Superintendent

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**Date Approved:** August 24, 2020

**Date Reviewed:** February 7, 2022