

## AP 2431 Selection of the President

### References:

NWCCU Standards 2.A.3

### Recruitment and Appointment of the President

The Board of Education considers foremost among its responsibilities the selection and appointment of a President who can effectively translate into action the Board's Policies and the community's aspirations for its College.

To provide the most capable leadership available for the college the Board may engage in a search for applicants for the position of President whenever a vacancy in that position occurs.

The Board may hire consultants to assist with the search and screening processes for finding and hiring a new President.

The Board may seek the advice and counsel of interested individuals and use an advisory committee constituted of internal and external community members from throughout the county. The Board may appoint several Board members to oversee the committee process on behalf of the Board of Education.

### Process could include:

- Board review and update of job description and current contractual details in comparison with similar positions.
- Use of Executive Session as permitted under Oregon law.
- Human Resources and/or the consultants conducting the necessary background check(s).
- Use of the community member committee to conduct a preliminary screening of candidates through virtual interviews resulting in a recommendation of candidates as top applicants to the Board. The Board will receive copies of all applications and recommendations from the committee process.
- Board decision of which candidates will travel to Clatsop Community College for in-person interviews with the Board
- Holding "Meet the Candidate" public events in several locations within the County and on campus to avail the public and employees access to the final applicants. Comments gathered from these events are to be given to the full Board.
- Board appointing individual Board members to travel to the community of each final applicant to conduct interviews and research the applicant at his/her workplace.

Final selection will rest with the Board of Education after a thorough consideration of qualified applicants. The Board will appoint the President by a majority vote of the Board members at a meeting for which notice has been given of the intended actions. The Board will authorize the Board Chair to offer the successful applicant the job and

negotiate/finalize the contractual details on behalf of the Board of Education. Human Resource personnel and/or the Board Chair will contact each unsuccessful finalist to let them know the outcome.

In Executive Session – the Board will discuss the final details of the contract regarding salary and benefits for negotiation with the successful applicant framed within the published ranges in the original job description. Human Resources, assisted by legal counsel, will prepare a contract to reflect an offer from the Board of Directors.

Once these details of the contract are mutually agreed to by the Board Chair and the applicant, the contract may be signed by both parties.

The Board will thereafter review/adjust the President's salary and benefits annually in conjunction with his/her annual evaluation prior to the beginning of the new fiscal year and in time for inclusion in the budget process subject to mutually agreed upon contract length/ roll over language / renewal timing.

## **END OF PROCEDURE**

**Approved:** November 13, 2018

**Last Revised:** February 8, 2024