

## **SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD**

### **UNADOPTED MINUTES**

August 13, 2015

#### 1. CALL TO ORDER

A Special Meeting of the Solano Community College District Governing Board was called to order at 5:00 p.m., on Thursday, August 13, 2015, in the Denis Honeychurch Board Room, Room 626, 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Young.

#### 2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

At the request of President Young, Leigh Sata, Executive Bonds Manager, led those present in the pledge of allegiance to the United States of America.

#### 3. ROLL CALL

A. Marie Young, President  
Monica Brown  
Sarah E. Chapman, Ph.D.  
Rosemary Thurston  
Stan R. Arterberry, Secretary\*

\*Superintendent/President Arterberry exited the meeting after approval of the agenda.

#### Others Present:

Leigh Sata, Executive Bonds Manager  
Leslie Minor, Ph.D., Vice President, Academic Affairs  
Yashica Crawford, Ph.D., Chief of Staff

#### 4. APPROVAL OF THE AGENDA

There was a correction to Item 6.(a) Selection of Chair of the Superintendent/President Screening Committee. Trustee A. Marie Young will replace Yashica Crawford as Chair of the Screening Committee.

Moved by Trustee Chapman and seconded by Trustee Thurston to approve the agenda as amended. The motion was approved unanimously.

#### 5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from the members of the public.

6. NON-CONSENT AGENDA – ACTION ITEMS

(a) Selection of Chair of the Superintendent/President Screening Committee

Moved by Trustee Chapman and seconded by Trustee Thurston to approve A. Marie Young as Chair of the Superintendent/President Screening Committee (as amended). Motion carried unanimously.

7. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Naming of Superintendent/President Screening Committee Members and Screening & Search Schedule

President Young directed the Boards attention to the list of members and search schedule that were included in the agenda.

(b) 2015 National Search for the Superintendent/President of Solano Community College

Dr. Pam Fisher, ACCT consultant and SCC search liaison, provided the following as an overview of the progress of the Superintendent/President Search:

- An announcement for the of opening has been placed on the ACCT website, and a number of persons have contacted Dr. Fisher about the position. ACCT is currently developing the position announcement based on feedback on two questions shared with the SCC community:
  - What do you see are the major challenges facing the college in 3-5 years?
  - What are the ideal characteristics that you would like to see in your President to address these challenges?
- There was an open forum on campus on August 13<sup>th</sup> of approximately 20 persons who shared feedback. An additional forum was held with the Academic Senate and Deans to gather more input.
- On Friday, August 14<sup>th</sup>, Dr. Fisher will provide an overview of the process and an exercise that will allow for more input during the campus Flex-Cal activities.
- The landing page that provides preliminary information on the position announcement is currently available on the Solano Community College website and includes who inquires can be addressed to.
- Dr. Fisher acknowledged Dr. Yashica Crawford in her role as the SCC Search Liaison for her support with the process.
- Candidates will be applying through the ACCT portal, and all applications will be processed and managed by staff of ACCT. The screening committee will receive

personalized access to the applications and evaluate them online, assuring confidentiality is in place. To ensure a transparent process, status updates will be shared on the SCC website, with the exception of the names.

- Dr. Fisher reviewed the calendar. The final portion of the profile will be finalized and available on the website and print ads placed within 10 days and recruitment will take place over the course of 2 months.
- Dr. Fisher has encouraged the community and the board to forward the names of any suggestions of persons that may fit the role to her.
- In November, the search/screening committee will meet and identify 3-4 persons for interviews. They will also support in the completion of search questions. At this time, a preliminary reference check will be completed on candidates invited for an interview. The screening committees work ends at the conclusion of the interviews.
- On November 17<sup>th</sup>, there will public forums (with potential to hold them at SCCs 3 campuses). Trustees are welcome to attend the public forums. On November 18<sup>th</sup>, the Board will conduct final interviews of finalists. The Board may choose to conduct a campus visit at the prospective candidate's current place of employment.
- In terms of public access to the community forums, Dr. Fisher suggested a possible evening session with the candidates. Dr. Fisher will support the Board with examining the options for maximum opportunities for the public to view and comment at the forums, which may include television or webcasts, as suggested by Trustee Brown.

Dr. Fisher facilitated a discussion of the minimum qualifications for prospective candidates. She stated that there are two parts of this portion that are standard: statement of diversity and demonstrated understanding of the teaching and learning process.

The degree requirements are the optional part of the qualifications and can be based on Board direction. The Board provided direction that candidates should have a master's degree that is required, and a doctorate is preferred. Also noted as important is that applicants have an understanding of the mission of the community college.

Dr. Fisher shared that the Opportunities and Challenges portion of the announcement is where SCC can be the most unique. Challenges and opportunities cited by the Board included: managing current projects and resource prioritization, student support and success, impending retirements and opportunities to hire and retain a diverse faculty, and the importance of community partnerships. There is also the opportunity for the leader to continue to develop strategic plans for Solano Community College.

In terms of characteristics, President Young shared a proposed selection criteria that she created for the Superintendent/President. Dr. Fisher assisted the Board with comparing this criteria with characteristics from the 2008 search and reviewed the similarity of the present-day needs.

Based on information from the campus forums and the Board, Dr. Fisher will create the job announcement for Superintendent/President.

8. ANNOUNCEMENTS

There were no announcements from the Board.

9. ITEMS FROM THE BOARD

There were no items from the Board.

10. ADJOURNMENT

Moved by Trustee Brown and seconded by Trustee Chapman to adjourn the meeting. There being no further business to come before the Board, the meeting was adjourned at 7:15 p.m.