



VICTOR VALLEY COLLEGE
Board of Trustees

AGENDA



Victor Valley Community College District SPECIAL MEETING OF THE BOARD OF TRUSTEES

Date: July 13, 2006

Place: Board Room, Victor Valley College
18422 Bear Valley Road, Victorville, CA 92395

AGENDA

This meeting will be electronically recorded

CALL TO ORDER/ROLL CALL

5:30 p.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ITEMS DELETED FROM THE AGENDA

PUBLIC COMMENTS

At this time, the Board of Trustees will listen to communication from the public on any Closed Session agenda item. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. (Board Policy #2350)

1. CLOSED SESSION

- (a) PUBLIC EMPLOYEE APPOINTMENT
Vice President, Human Resources

PUBLIC COMMENTS RELATED TO AGENDA ITEMS ONLY

At this time, the Board of Trustees will listen to communication from the public on any agenda item. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. (Board Policy #2350)

2. RECONVENE TO OPEN SESSION

6 p.m.

- 2.1 Closed Session Report

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Acceptance of Resignation/Retirement of Dr. Patricia A. Spencer, Superintendent/President
Approval of resignation/retirement of Dr. Patricia A. Spencer, Superintendent/President effective August 30, 2006.

6.2 Appointment of a Search Committee for Interim Superintendent/President

Approval of appointment of search committee for Interim Superintendent/President. Committee is to be chaired by Vice President, Human Resources who will appoint committee members from the various constituent groups. The committee will handle recruitment and screening of applicants and will make recommendations to the Board of Trustees for final interviews at a special Board of Trustees meeting in August.

6.3 Appointment of Search Consultant Firm

Approval of appointment of a search consultant firm to assist the District in the recruitment and selection of an interim Superintendent/President. Fiscal Impact: To be determined.

14. **ADJOURNMENT**

YES ___ NO ___

It is the intention of Victor Valley Community College District to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Jeffrey Holmes, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5849, (760) 245-4271, Ext. 2596, from 8:30 a.m. to 5:00 p.m., Monday through Friday, at least 48 hours prior to the meeting to make reasonable arrangements. Government Code Section 54954.2.

BOARD OF TRUSTEES

JULY 13, 2006

TOPIC: APPOINTMENT OF SEARCH CONSULTANT FIRM

Approval of the appointment of a search consultant firm to assist the District in the recruitment and selection of an interim Superintendent/President. Fiscal Impact: to be determined

RECOMMENDATION:

It is recommended that the Board of Trustees approve the appointment of a search consultant firm to assist the District in the recruitment and selection of an interim Superintendent/President. Fiscal Impact: to be determined

REFERENCE FOR AGENDA: YES

General Counsel Review: YES NO NOT APPLICABLE

I recommend the Board of Trustees approve this item

_____ Date _____
Vice President, Human Resources

I recommend the Board of Trustees approve this item

_____ Date _____
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____



Professional Staffing and Consulting Services for Community Colleges

Board of Directors

■
Jack D. Bessire
President
Chief Executive Officer

2927 Colton Road
Pebble Beach, CA
93953
(831) 649-6310
FAX (815) 346-3112
jbessire@prodigy.net

■
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Executive
Vice President
Chief Financial Officer

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ppl@springvillewireless.com

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Vice President
Northern California

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FAX (650) 573-5497
loisacall@aol.com

■
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Vice President
Southern California

2780 Cedar Avenue
Morro Bay, CA 93442
(805) 771-9880
FAX (805) 771-9440
gracenmb@aol.com

■
Edward Simonsen
Board Member
(805) 927-9325

Mr. Joe Range
President, Board of Trustees
Victor Valley College
18422 Bear Valley Road
Victorville, CA 92395-5849

Dear Mr. Range:

At your request, I am forwarding this proposal for consideration by the Board of Trustees of the Victor Valley Community College District.

Professional Personnel Leasing, Inc (PPL) has over twenty-five years of successful experience in assisting California community colleges with finding highly qualified, effective interim administrators and in conducting searches for permanent executive positions.

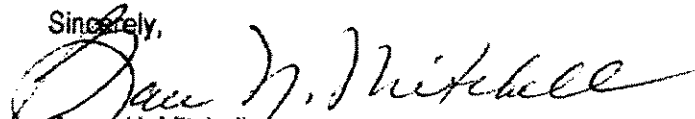
It is my understanding that you are looking for a firm to assist you in finding an interim Superintendent/President who might serve during the period required to conduct a search for a new executive. We would be pleased to be chosen to assist Victor Valley again.

Our fees and practices have not changed since we assisted you in the past. We do not charge a fee for the search itself, if we are successful in finding a candidate whom you hire, we will then charge a percentage of that person's salary. We would be glad to provide further information if it is needed.

Our President, Dr. Jack Bessire, is on vacation. In his absence, please contact me using the information listed on this letterhead.

Thank you for your consideration.

Sincerely,


Grace N. Mitchell
Vice President



Betty M. Dean, Ed.D.
President

Gooder-Dean Associates, Inc.
P.O. Box 4016
Chico, CA 95927
Phone (530) 898-1651
Fax (530) 898-1651

July 11, 2006

Mr. Joe Range, President
Board of Trustees
Victor Valley College
18422 Bear Valley Road
Victorville, CA 92392-5849

Dear President Range;

I just received word that you are accepting proposals for assistance in the selection of a Superintendent/President. I submitted a proposal for that purpose in 2002. Because you are trying to expedite your selection of a consultant, I am submitting the same proposal with a slight revision on the professional fees. All other portions of the proposal remain the same. I have offered assistance to other districts since 2002 but the basics of my company remain unchanged as would the suggested process used for the recruitment and selection of a Chief Executive Officer.

The total fee for services provided as suggested in the proposal would be twenty four thousand dollars (\$24,000) with the last payment being revised to eight thousand dollars (\$8,000.) All other aspects would remain the same.

Hopefully this will meet your requirements and I look forward to serving you as you proceed with this most important task.

Sincerely Yours,

Betty M. Dean, President

Proposal

To

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**Regarding
Executive Search**

**For
Superintendent/President**

**Submitted
September 3, 2002**

**Gooder-Dean Associates
P.O. Box 4016
Chico, CA 95927
Telephone & FAX (530) 898-1651**

GOODER-DEAN ASSOCIATES

Executive Search Proposal

A. BACKGROUND OF FIRM

Philosophy Regarding Executive Searches

We, at Gooder-Dean Associates, appreciate the importance of the transition when a district seeks a new executive.

We are aware of the sensitivities required in recruiting a diverse pool of candidates, conducting evaluations, and checking references.

We believe the central responsibilities of the consultant in the executive search process are to

- a) facilitate the processes and procedures established by the Board of Trustees to best meet the needs of the District without interfering in the decision making processes;
 - b) remain sensitive to the uncertainty which accompanies a change in the chief executive officer;
 - c) assure a well qualified pool of applicants is obtained during the recruitment phase;
 - d) assist the Board and constituencies to work toward consensus during all phases of the search; and,
 - e) facilitate a process that brings the institution together in support of the most important decision a governing board makes – selection of a new Chief Executive Officer.
-

Executive Search Proposal – page 2

Experience with Executive Searches

Since being formed in 1986 to provide support services to community colleges, Gooder-Dean Associates has assisted multiple districts to conduct a variety of executive searches. These searches have included district chancellors, superintendent/ presidents, college presidents in a multi-college district, and vice-presidents as listed below.

District/College	Position	Year
Alamo CC District	VP, Instruction	1990
Allan Hancock	S/P	1991
Butte/Glenn	S/P	1989
"	S/P	1998
Chabot/Las Positas	Chancellor	1989
"	College President	1989
Sequoias	S/P	1990
"	S/P	1994
College of the Desert	S/P	1986
"	VP, Instruction	1986
El Camino	S/P	1987
Feather River	S/P	1989
"	S/P	1999
Gavilan	VP, Instruction	1989
"	VP, Student Services	1990
Lassen	S/P	1994
Los Rios	Chancellor	1988
Merced	S/P	1990
Mt. San Antonio	S/P	1991
Mt. San Jacinto	S/P	1987
Pasadena	S/P	1995
San Bernardino	Chancellor	1988
"	Chancellor	2000
"	College President	1990
"	College President	2000
Shasta	S/P	1993
San Luis Obispo (Cuesta)	S/P	1988
"	S/P	1999
San Mateo	Chancellor	1990
"	College President	1994
Solano	S/P	1989
Victor Valley	S/P	1990
West Hills	S/P	1993
Yuba	S/P	2001

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B. THE SEARCH AND SELECTION PROCESS IN GENERAL

1. Role of the Governing Board

We believe it is useful to emphasize the central role of the Governing Board in the selection of a new Superintendent/President. The board should expect to:

- a. Approve all search and selection procedures.
- b. Approve the position description, if it is revised.
- c. Approve criteria for the position including qualities and qualifications to be sought.
- d. Interview a minimum of three finalists and select one.
- e. Arrange for and participate in site visits, if visits are desired.
- f. Negotiate terms of employment with the person selected.
- g. Reserve the right to halt and reinstate the process at any point or to extend deadlines.
- h. Take steps to assure success of the newly appointed Chief Executive Officer.

The District Affirmative Action Officer should serve ex-officio or be represented on any advisory group(s) and should be available to the Governing Board for consultation at all points in the search and selection process.

2. Three Phases of the Executive Search

We believe it is useful to think of an executive search as a process with three major elements or phases.

- a. The district, in a collegial and cooperative process, determines the qualities and characteristics it desires in its next superintendent/president.
- b. A significant effort is made to identify and to recruit candidates with qualities and characteristics needed.
- c. Applications and applicants are screened to identify the candidate who most nearly meets the specifications.

We believe that a search should be adapted to the specific needs of the individual situation. We are prepared to adapt to the preferences of the Victor Valley Community College District. It may be helpful to think of the

Executive Search Proposal – page 4

process in terms of the activities that usually occur in the three phases of a search as described in the following.

Phase 1. Establishing Criteria/Qualities (4 to 6 weeks)

Consultant advises and assists Governing Board and search advisory group appointed by the Governing Board to develop and adopt search procedures and time lines.

Consultant assists search advisory group to identify qualities and qualifications, which might be included in a profile of the position. Constituent representatives, then, consult with colleagues to identify and refine potential criteria. In follow-up meetings, Consultant advises and assists search advisory group to reach consensus on recommendations to the Governing Board on criteria for the position.

Consultant prepares information for position announcement and advertising based on criteria approved by the advisory group and the Governing Board.

Phase 2. Recruiting/Initial Screening (8 to 10 weeks)

Position announcements are distributed to members of the college staff by the Human Resources Office.

Recruiting brochures are distributed widely by college to community colleges, state colleges and state university branches in California; to out-of-state colleges and universities; and to organizations, agencies and affirmative action personnel sources.

Advertisements are placed in professional, commercial and affirmative action publications.

Firm has a network of individuals who are known to be interested in advancement or in relocating and extensive time is taken for personal recruiting, through personal contact throughout the nation, by the lead consultant.

Consultant reviews applications or assists a sub-committee of the advisory group to identify applications which meet minimum criteria.

Phase 3. Further Screening/Selection (4 to 6 weeks)

All members of the advisory group read and rate the applications of all candidates who meet minimum criteria and with the assistance and advice of consultant, identify an agreed upon number for interview (probably not more than 10 to 12).

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Interview questions and procedures are developed by the advisory group with the assistance of the consultant.

Interviews of the semi-finalists are conducted by the advisory group with the assistance of the consultant. The group identifies the three to five candidates whose qualities and qualifications most nearly match those described in the position profile.

References are checked by lead consultant. Inquiries are conducted in a manner to protect rights of the candidates and meet the needs of the district.

Interview questions and procedures for Board evaluation of the finalists are developed.

Finalists are interviewed by the Board with the assistance of the consultant. One or more candidates are selected for further consideration.

Additional Services Available

If desirable to enhance objectivity and confidentiality, consultant will receive and process all applications. See addendum on page 6.

If preferred, consultant will review all applications and identify those which meet required criteria. Or, as described above, consultant will work with a sub-committee on this task.

Consultant will assist as requested, during final interviews, site visits and negotiations with candidates.

Consultant will assist the Board and newly appointed Chief Executive Officer in orientation and ongoing education following appointment according to a prescribed program if desired under the auspices of an additional contract.

Executive Search Proposal – page 6

C. PROPOSAL FOR SUPERINTENDENT/PRESIDENT SEARCH

1. Assumptions Basic to Search

- a. Consultant will assist District with a three-phase search as described above, or as modified by mutual agreement.
- b. The professional fee will include and Consultant will be responsible for expenses for mail, telephone, copying and clerical services related to the consultant's personal responsibilities in the search.
- c. Preparation of advertising and printing copy, and printing and advertising costs will be paid or provided by the District.
- d. Candidate travel and site visit expenses, as well as site visit expenses of consultant, if done; will be paid by the District.
- e. Travel and per diem expenses of consultant related to the search will be billed at cost.

2. Proposed Professional Fee for Search

Goeder-Dean Associates will provide the professional services described for a fee of twenty-two thousand dollars (\$22,000.00) payable as follows:

- a. \$8,000.00 at the conclusion of Phase 1
- b. \$8,000.00 at the conclusion of Phase 2
- c. \$6,000.00 at the conclusion of Phase 3

ADDENDUM: Consultant would also work with the Board and newly appointed Superintendent/ President, once the appointment is made, to insure a smooth beginning. An additional fee would be mutually agreed to at that time.

Executive Search Proposal – page 7

C. CONSULTING TEAM

1. Lead Consultant(s)

When Gooder-Dean Associates is selected to assist in an executive search one or more senior associates, as approved by the district, is assigned as lead consultant.

Subject to approval of the District, Gooder-Dean Associates will assign **Dr. Betty M. Dean** as lead consultant.

The lead consultant will meet with the governing board and with the advisory group(s) to advise and assist in developing the candidate profile, criteria and specifications for the position, evaluation instruments and interview procedures.

Dr. Dean brings to these processes a professional lifetime of successful experience as a community college and university teacher and administrator and experience in facilitating group decision making. A brief biography is included below.

2. Support for Consultant

The current environment requires special recruiting efforts. For that reason, additional personal recruiting is conducted by Associates of the firm selected for their knowledge of community college leaders throughout the nation and for their understanding of the need to recruit widely among under-represented groups.

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Betty M. Dean

Dr. Dean's career in higher education is extensive and varied. The majority of her professional experience has been devoted to the California Community Colleges as a teacher and administrator or as a consultant in various areas for community college instruction and administration.

Dr. Dean, recently retired, is Superintendent-President Emeritus of the Butte-Glenn Community College District. Previously she served as President of Mission College in Santa Clara. In addition to more than thirteen years as a college president, she held many administrative positions (Coordinator, Assistant Dean, and Dean) in the Coast and the Santa Barbara Community College Districts.

Dr. Dean's teaching background includes experience in Allied Health and Nursing at Santa Barbara City College. In addition, she taught in an adjunct role in graduate programs for Webster University and California State University at San Jose.

Dr. Dean has worked with many college districts as a consultant in a broad spectrum of administrative and educational areas and has been active in a variety of professional and civic organizations throughout her career. She has been an Associate for special assignments with Gooder Associates, Inc. for some time and soon after her retirement from the Butte-Glenn Community College District became more active with the firm. Dr. Dean is currently the President of the firm.

Dr. Dean received her B.S. degree in Nursing from California State University, Long Beach, her M.S. from the University of California, San Francisco and her Ed.D. from Brigham Young University.

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D. REFERENCES

On this list are the names of several persons who are or were at institutions where searches were completed. Other personal or professional references are included since they are familiar with us or with our work.

Dr. Kathryn O. Alexander, Trustee, Santa Barbara CC District 4625 Via Carretas, Santa Barbara, CA 93110 (805) 967-1108 (Res)

James Buchanan, Trustee, Yuba CC District, 2088 N Beale Rd., Marysville, CA 95901 (530) 741-6700 (College)

Thomas M. Elder, II Trustee, Victor Valley CC District 16595 Bodart, Hesperia, CA 92345 (760) 244-9187 (Res)

Alan Flory, Trustee, Yuba CC District, 2088 N Beale Rd., Marysville, CA 95901 (530) 741-6700 (College)

Dr. Allan Forbes, Trustee, Butte/Glenn CC District 1400 Kentfield Rd., Chico, CA 95926 (530) 342-5493 (Res)

Gaye L. Galvan, Trustee, San Luis Obispo County CC District 14825 El Camino Real, Atascadero, CA 93422 (805) 466-6317 (Res)

Susan Nicoletti, Trustee, Yuba CC District, 2088 N Beale Rd., Marysville, CA 95901 (530) 741-6700 (College)

Dr. Thomas Nussbaum, Chancellor, California Community Colleges 1102 Ninth Street, Sacramento, CA 95814 (916) 322-4005 (Bus)

Dr. David Viar, Executive Director CC League of California 2017 "O" Street, Sacramento, CA 95814 (916) 444-8641 (Bus)

Leonard Washington, Trustee, Gavilan CC District, 5055 Santa Teresa Blvd., Gilroy, CA 95020-9599 (408) 847-1400 (College)



Community College Search Services

Al Fernandez, Ph.D.

**EXECUTIVE SEARCH PROPOSAL FOR
SUPERINTENDENT/PRESIDENT OF VICTOR VALLEY COLLEGE
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

For the

BOARD OF TRUSTEES

**Al Fernandez, Ph.D.
Community College Search Services**

July 12, 2006

Comprehensive Searches • Recruitment • References • Special Studies

376 Hamilton Avenue • Ventura, California 93003 • Phone: (805) 650-2546 • FAX: (805) 650-8469

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Board of Trustees
Victor Valley Community College District
18422 Bear Valley Rd.
Victorville, CA 92392-5849

Dear Board of Trustees:

In response to your request, we are pleased to provide you with the enclosed information on Community College Search Services and a specific proposal for your search for a Superintendent/President of Victor Valley College.

Community College Search Services (CCSS) assists community colleges in all aspects of locating and hiring community college administrators. **We undertake comprehensive searches or any part of a search where assistance is needed.** We recruit, facilitate the hiring process, prepare reference reports, provide interim administrators and provide advice on any facet of hiring. CCSS is prepared to help in any way possible.

CCSS has recently completed assignments for Allan Hancock, Cerritos, Citrus, Glendale, Kern, Los Angeles, Mira Costa, Mt. San Antonio, Rancho Santiago, Rio Hondo, San Bernardino, Sequoias, Southwestern, and West Valley-Mission Community College Districts. For reference purposes, please contact your counterparts and/or the chief executive officers or chief human resource officers in the aforementioned districts about our services.

We know California, our prices are competitive and **we carry our own liability insurance.** If you wish further information on how we can help your District, we would be pleased to discuss our services with you in person.

Sincerely,

Al Fernandez, Ph.D.

7/12/06

Board of Trustees
Victor Valley Community College District
18422 Bear Valley Rd.
Victorville, CA 92392-5849

Dear Board of Trustees:

This letter, with supporting documents, will serve as a formal proposal for Community College Search Services (CCSS) to assist in your search for the position of Superintendent/President of Victor Valley College.

Community College Search Services has been in business since 1995. Our office is located at 376 Hamilton Avenue, Ventura, CA 93003. A statement of our qualifications plus specific references is presented under Part B of this proposal. A complete list of our successful searches is provided under tab 4 of this proposal package.

CCSS will provide comprehensive search services on process and provide search materials and guidance to the Board of Trustees, staff and search committee. Dr. James Walker would be the principal on-site consultant for the search. I, Dr. Al Fernandez would assist Dr. Walker in recruitment and reference activities. Our resumes are included for your perusal.

Our understanding of the services sought, are described below. Should our proposal be accepted, our firm is fully prepared to perform the services described in addition to any requested modification therein.

A. Proposed Services

(1) Meet with Board of Trustees

We would be pleased to meet with the Board of Trustees to explain and describe plans for the search process, develop guidelines for the search and develop expectations for the next Superintendent/President. At this initial meeting, the application process, minimum qualifications and tentative calendar would be discussed and finalized as well. We would provide guidance for appropriate internal and external communication.

(2) The Brochure, Job Description and Criteria

Subsequent to meeting with the Board of Trustees, we would meet with the search committee and/or designated staff to determine priorities, challenges, issues and opportunities facing the college in the next five to ten years. In addition, we would outline together with the search committee, the personal and professional characteristics sought in the ideal candidate for the position. We recommend that all the foregoing information derived at the meeting be included in the brochure and serve as a basis for the evaluation of the candidates.

We will prepare a draft of the brochure for review, modification and approval by the Board of Trustees, search committee and designated staff.

(3) Candidate Recruitment

Our approach to the presidential recruitment process would be as follows:

First, we provide advice and suggestions on national and regional advertising.

Second, we aggressively seek nominations. We provide the college with our up-to-date software for mailing the brochures with personally addressed letters signed by the President of the Board of Trustees. These letters would be sent to all community college chancellors and presidents (or other appropriate administrators) in the United States seeking nominations for your position of Superintendent/President of Victor Valley College.

Third, utilizing our target databases, our firm would send a special mailing to selected individuals who possess the qualifications for and may have an interest in the position of president of Victor Valley College.

In addition to the foregoing, we would conduct a telephone recruitment phase utilizing our telephone network. We follow up on all nominations, inquiries and attend community college conferences for recruiting purposes.

(4) Candidate Evaluation

We can assist in assessing the completeness of application materials and the meeting of minimum qualifications. We support sharing all applications received with the search committee. We assist the search committee and facilitate the paper screening process. We provide materials and strategies for evaluation of the applications and selection of candidates for interviews.

(5) Candidate Interviews (for Semi-Finalists)

We assist the committee in the development of the questions for the interview and their congruence with the recruitment brochure. We also provide all materials for the interviews. In addition, we provide advice on facilities, scheduling and protocol for the interviews.

All the candidates selected for interviews are typically contacted by the search consultant and provided with timely and pertinent information. The search consultant greets the candidates, introduces them to the search committee, observes and takes notes during the interviews and later, if desired by the candidates, provides telephone feedback.

During the deliberation of the search committee to determine the finalists, the search consultant provides strategies and techniques to assist the committee in its selection.

At the conclusion of the interviews, the search consultant informs all the candidates of their status and briefs the finalists on the next steps of the process.

(6) College Forum for the Finalists

If a college forum is planned, the search consultant provides advice on the arrangements for the college and community forum and evaluation materials for staff and community participation.

(7) Comprehensive Reference Reports for Finalists

CCSS provides comprehensive in-depth background and reference reports on the finalists that will enable the Board of Trustees to select the new Superintendent/President with the confidence that it has appropriate background information on all the final candidates.

Once the search committee determines the finalists, our reference consultants begin the reference process. Utilizing twenty or more questions designed for this purpose, the reference consultants call ten to twelve references to obtain in-depth information for the comprehensive reference reports.

At this point in the search, the candidates understand that the reference consultants can contact anyone regarding their present or past employment. The comprehensive reference reports are fifteen to twenty pages long and follow a 'question' format. These reports are prepared for the exclusive use of the Board of Trustees.

As the consultants, we obtain signed release forms from the candidates permitting CCSS to contact candidate references and deliver the reports to the district. This crucial step protects the district as well as our firm.

In addition to the comprehensive reference reports, we will undertake an Internet search on the finalists to make certain that no adverse media information exists in the current and former college communities of the finalists.

(8) Arrange for Background Checks of Finalists

If desired, we can arrange for high profile financial and criminal background checks of finalists in compliance with the Fair Credit Reporting Act and the CA Investigative Consumer Reporting Agencies Act. We

utilize the services of a subcontractor that specializes in this area and pass the cost on to the district.

(9) Meet with the Board of Trustees

After the search committee interviews are completed, the applications of finalists are sent to the Board of Trustees for their deliberation and decision.

We will facilitate the final interviews. We can handle the logistics and assist with interview questions, appropriate documents and materials required by the Board of Trustees and key staff.

As consultants, we can contact and inform the candidates not selected by the Board on the outcome of the interviews. We strongly recommend a site visit by the Board of Trustees and/or key staff to the institution of the recommended candidate and we can assist in the planning of the visit.

B. Community College Search Services Qualifications and Experience

CCSS has recently completed assignments for the Allan Hancock, Cerritos, Citrus, Glendale, Kern, Los Angeles, Mira Costa, Mt. San Antonio, Rancho Santiago, Rio Hondo, San Bernardino, Sequoias, Southwestern, and West Valley-Mission Community College Districts.

We have completed seventy full and partial searches. A list of completed searches is included in this proposal. We currently are assisting the Los Angeles and Long Beach, districts with their searches.

For reference purposes, feel free to contact your counterparts and/or the chief executive officers or chief human resource officers in the aforementioned districts about our services. Specific references follow:

Mr. John Didion
Vice Chancellor, Human Resources
Rancho Santiago Community College District
Telephone: (714) 480-7489

Dr. Mark Drummond, State Chancellor and former Chancellor of the
Los Angeles Community College District
Telephone: (916) 322-4005

Dr. Darroch (Rocky) Young
Chancellor
Los Angeles Community College District
Telephone: (213) 891-2201

Dr. Donald Averill, Chancellor
San Bernardino Community College District
Telephone: (909) 382-4091

Dr. Jose M. Ortiz, Superintendent/President
Allan Hancock College
Telephone: (805) 922-6966x3223

Chancellor Sandra Serrano
Kern Community College District
Telephone: (661) 336-5104

Dr. Christopher O'Hearn, President
Mt. San Antonio College
Telephone: (909) 594-5611X4250

Mr. John A. Zumwalt
President Board of Trustees
College of the Sequoias
Telephone: (559) 582-1056

Ms. Anita Quinonez-Gabrielian
President, Board of Trustees
Glendale Community College
Telephone: (626) 585-3535

C. Organizational Capacity

The foregoing information plus the collateral documents provide ample information about the viability of our organization and our successful completion of over seventy searches. Our references will attest to our effectiveness.

Our staff includes six search consultants and a database and computer specialist, five reference consultants and an office manager. We are financially secure and carry our own liability insurance. We would be pleased to provide you with any additional documentation that you require.

The search methodologies that we utilize are described in this formal proposal. Our processes, whether you employ all or part of them, have proven to be successful in practice. Of course, we can provide additional information and detail in an oral interview.

D. Services/Fee Structure

Our service fee for conducting a comprehensive search for the President position is \$25,000 including all CCSS' expenses in conducting the search.

The fee includes all of CCSS' expenses for the following:

- All visits to the district including all travel expenses (up to twelve days and six visits excluding initial consultation). However, the cost for additional site visits would be for expenses only within the twelve-day parameter.
- Software and assistance for the national mailing.
- CCSS target mailing of the brochure to key candidates in our database;
- Telephone and mailing expenses for recruiting candidates;
- Communicating with the Board of Trustees, or designees, search committee, candidates, and other staff as required;
- Development of search process materials for the search;
- Comprehensive reference reports for up to four finalists.

The Expenses not included in the CCSS fee are as follows:

- Profile brochure printing;
- Candidate travel;
- All position advertisements;
- Background criminal and financial checks;
- Search committee incidentals;
- Search Team visits to candidate institutions;

We would be pleased to attend an oral interview to discuss our proposal and answer any questions about the proposal. We look forward to the opportunity to be considered to assist the Victor Valley Community College District with this important activity.

Sincerely,

Al Fernandez, Ph.D.

7/12/06

Full Searches Conducted

Chancellor

Los Angeles Community College District
Yosemite Community College District
San Diego Community College District
North Orange County Community College District

Superintendent/President

Long Beach Community College District (Walker)

Sequoias Community College District
Glendale Community College
Allan Hancock College
Southwestern College
Cerritos College
Mira Costa College
Citrus College
Imperial Valley College
Mount San Antonio College
Lassen College
Rio Hondo Community College District
Antelope Valley Community College District
Palomar Community College District
Palo Verde Community College District
Sequoias Community College District

President

Los Angeles Mission College
West Los Angeles College
Los Angeles Trade Technical College
Los Angeles Pierce College
Porterville College
Los Angeles City College
Bakersfield College
Santa Ana College 3
Reedley College
West Valley College
Los Angeles Trade Technical College 2
San Bernardino Valley College
Santiago Canyon College 2
West Los Angeles College
Moorpark College
Oxnard College
West Hills College, Coalinga
Los Angeles Southwest College
Los Angeles Trade Technical College 1

Los Angeles Harbor College
Los Angeles Mission College
Santiago Canyon College 1
Santa Ana College

Vice Chancellor or Educational Services & Planning
State Center Community College District

Vice Chancellor of Human Resources
Ventura County Community College District 2
Contra Costa Community College District
Ventura County Community College District 1

Vice Chancellor, Planning and Resource Development
Contra Costa Community College District

Vice Chancellor North Centers
State Center Community College District

Vice President of Business and Administrative Services
Mira Costa College (Purdy)

Vice President of Academic Services
Rio Hondo College (Purdy)

Partial Assistance Searches**Chancellor**

San Jose-Evergreen CCD Interim
State Center Community College District
South Orange County CCD

President

Evergreen Valley College
American River College
Los Angeles City College
Cuyamaca College
West Los Angeles College
Cypress College
Fullerton College
Grossmont College
Santa Ana College
Brookhaven College (Dallas)

Executive Vice Chancellor of Administrative Services

Ventura County Community College District

Vice Chancellor, Finance and Administration

Contra Costa Community College District (Ramirez)

Vice Chancellor, Human Resources and Organizational Development

Contra Costa Community College District (Ramirez)

Associate Vice Chancellor of Human Resources

Los Rios Community College District
Ventura County Community College District

Executive Vice President

Mt. Hood Community College
Portland Community College

Vice President of Academic Affairs

Mt. San Antonio College
Grossmont College

Vice President Administrative Services

Mt. San Antonio College

Vice President of Human Resources
Mt. San Antonio College

Dean, Administrative Services
Cuyamaca College
Grossmont College

Dean, Communications and Fine Arts
Grossmont College

Dean, Humanities, Social and Behavioral Sciences
Grossmont College

**Victor Valley College
Proposed Timeline for Superintendent/President Search**

Brochure Development – August 2006

- Meet with the board and search committee to determine challenges facing the District.
- Prepare draft brochure and distribute to the board and search committee.
- Finalize brochure for printing.

Candidate Recruitment – August-October 15 2006

- Solicit candidate nominations from the board, search committee and community.
- Coordinate national mailing utilizing CCSS database.
- Advise on advertisement campaign.
- Undertake telephone recruitment effort utilizing CCSS network.

Candidate Evaluation – November 2006

- Facilitate paper-screening process.
- Facilitate selection of preliminary candidates for interviews.

Preliminary Candidate Interviews (for Semi-Finalists) – December 2006

- Prepare or assist in the preparation of questions for interviews.
- Provide all materials for interviews.
- Call and brief candidates selected for interviews.
- Facilitate and observe candidate interviews.
- Provide and facilitate process for selection of finalists.
- Inform all candidates of status after interviews
- Brief finalists.

College Forum for the Finalists – January 2007

- Advise on arrangements for college forums.
- Provide evaluation materials for staff participation in forums.

Comprehensive Reference Reports (for Finalists) – January 2007

- Provide questionnaire for final candidates.
- Prepare comprehensive reference reports on finalists.
- Provide the board with comprehensive reference reports.

Board Interviews For Finalists – January 2007

- Assist the board in the preparation of interview questionnaire and materials.
- Facilitate board interviews.
- Provide information and advice to board as requested.
- Contact finalists on outcome of Board interviews.
- Provide assistance and information on contract issues.
- Provide assistance on finalizing selection process.

Introduction of new Superintendent/President to College Community – February 2007

Superintendent/President Officially Assumes Office – March 2007

7/12/06

JAMES W. WALKER

Personal Information

Jim Walker

Higher Education and Search Consultant
32483 Saddle Mtn. Dr.
Westlake Village, CA 91361

Tel: 818-879-2112

Fax: 818-879-2112

E-mail: walkerjw@sbcglobal.net

EDUCATION

Ed.D. University of Southern California
Higher Education and Community
College Administration

M.S. University of Notre Dame
Mathematics

B.A. Loyola University, Los Angeles

Attended: Mira Costa Community College, Oceanside, CA

EMPLOYMENT HISTORY - ADMINISTRATION

Interim Chancellor, Ventura County Community College District (2002-2003, 1995-1996)

President, Moorpark College (1992-2002)

Assistant Superintendent/Vice President, Instruction and Student Services

College of the Canyons (1986-1992)

Dean, Division of Science and Mathematics, El Camino College (1977-1986)

TEACHING EXPERIENCE

Adjunct Professor, California Lutheran University, Graduate School of Education, Doctoral
Program (Fall 2003-present)

Professor, Moorpark College (Spring, 1999, Spring 2001)

Professor, College of the Canyons (Fall 1987, Fall 1989, Fall 1991)

Professor, El Camino College (1966-1986)

Adjunct Professor, University of California, Los Angeles (1964-1966)

SEARCHES CONDUCTED OR IN PROGRESS

Glendale College, Superintendent/President

Los Angeles Mission College, President

West Los Angeles College, President

Pierce College, President

Porterville College, President

Los Angeles Community College District, Chancellor

Alan Hancock College, Superintendent/President

Bakersfield College, President

Santa Ana College, President

Mira Costa College, Superintendent/President

Cerritos College, Superintendent/President

West Valley College, President

Los Angeles City College, President

Searches Conducted (Continued)

San Bernardino Valley College, President
Mt. San Antonio College, Superintendent/President
Los Angeles Trade Technical College, President
West Los Angeles College, President

RECENT SERVICE ON BOARDS AND ORGANIZATIONS

Board of Trustees, Chair, Villanova Preparatory School
Board of Directors, California Community Colleges Chief Executive Officers Association
School of Education Advisory Committee, California Lutheran University
Camarillo Health Care District Advisory Board
Board of Visitors, Pepperdine University
Board of Directors, Moorpark Boys & Girls Club
Board of Directors, Eastern Ventura County Corporate YMCA
Advisory Board, CSUN-Channel Islands Campus
Board of Directors, Chair, Intelcom

RECENT PROFESSIONAL ACTIVITIES

Accreditation Teams:

D-Q University, Chair 2004
Cosumnes River College, Chair 2003
Western Career College, Chair 2001
Mt. San Jacinto College, Chair 1999
Las Positas College, Chair, 1999
West Valley College, Chair, 1995
Irvine Valley College, Chair, 1992
East Los Angeles College, 1991
Taft College, 1991
West Hills College, Chair of Interim Visit, 1990
West Hills College, 1988
College of San Mateo, 1985
Fresno City College, 1983

ACCCA Mentor Program

HONORS

The Honorable Robert Lagomarsino Distinguished Service Award, California State University, Northridge, Channel Islands Campus, 2002
Harry Buttimer Distinguished Administrator Award, Association of California Community College Administrators, 2000
Mira Costa College Distinguished Alumni Award, 1995

RESUME
ALFRED PETER FERNANDEZ, Ph.D.

AL FERNANDEZ

Higher Education and Search Consultant
Community College Search Services
376 Hamilton Avenue
Ventura, CA 93003

TELE: (R) 805 - 650-1542
(O) 805 - 650-2546
FAX 805 - 650-8469
E-MAIL ccss@sbcglobal.net

EDUCATION

- Ph.D., Higher Education & Administration University of Southern California
- Master of Arts/Geology University of California, Los Angeles
- Bachelor of Arts/Geology University of California, Los Angeles

CALIFORNIA CREDENTIALS AND LICENSES

- Chief Administrative Officer
- Standard Supervision - Junior College Administration
- Junior College Credential - Teaching
- Registered Geologist
- Registered Engineering Geologist

EMPLOYMENT HISTORY

- 1995-Present Owner and Search Consultant/ Community College Search Services
- Interim President Santa Ana College
- Search Consultant and Education Consultant
- Interim Superintendent/President, College of the Sequoias
- 1993-Present Education Consultant
- Chancellor, Coast Community College District
- Chancellor, Ventura County Community College District
- President, Los Angeles Mission College
- Dean of Instruction, Ventura College
- Associate Dean of Continuing Education, Santa Monica College
- Admissions Officer, California State University, Los Angeles
- Associate Professor of Geology, Chaffey College, Alta Loma, California
- Associate Engineering Geologist, California Division of Highways

RECENT FACULTY EXPERIENCE

- 2003-Present Adjunct Faculty Member, the Fielding Institute, Santa Barbara

ALFRED P. FERNANDEZ**PREVIOUS SERVICE ON PROFESSIONAL BOARDS AND ORGANIZATIONS**

- International Consortium for Education and Economic Development/President Board of Directors
- Community Colleges for International Development/Member, Executive Committee
- Academy for Educational Development
- American Association of Community Colleges/Executive Committee
- State Chancellor's Commission on Innovation/Task Force on Management
- Board of Trustees, The College Board, New York, NY
- Faculty for League for Innovation/Executive Leadership Institute
- Institute for the Management of Lifelong Education, Harvard University/Advisory Board

CURRENT PROFESSIONAL ORGANIZATIONS AND MEMBERSHIPS

- American Association of Community Colleges
- Mentor, Association of California Community College Administrators
- Association of Engineering Geologists

COMMUNITY ACTIVITIES AND MEMBERSHIPS

- Church Membership-Our Lady of the Assumption Parish, Ventura-Bereavement Committee
- UCLA Alumni Association

LANGUAGE COMPETENCY

- Fair command of Spanish

PUBLICATIONS

- Physical Geology Workbook
- Educational Park; A Second Look - Journal of Secondary Education, May 1970, Volume 45, Number 5
- Ventura College Responds to the Challenge of Teaching Composition - Community and Junior College Journal, December/January 1980-81, Volume 51, Number 4
- Student Matriculation: A Plan for Implementation in the California Community Colleges
- A Monograph: Report to the California Legislature produced by the Task Force of Academic Quality, April 1984, Dr. Alfred P. Fernandez, Chairman of the Matriculation Subcommittee
- Challenges in the Nineties for Administrators - Association of California Community College Administrators Network Newsletter, September 1993

DISSERTATION

- The Role of the Campus Instructor in Student Achievement in Community College Television Instruction

HONORS

- Harry Buttimer Distinguished Administrator Award, Association of California Community College Administrators, 1990-91

ALFRED P. FERNANDEZ

TRAVEL AND COUNTRIES OF WORK EXPERIENCE

Wide travel throughout continental United States and Hawaii, Australia, Bulgaria, Canada, Caribbean, England, France, Germany, India, Ireland, Japan, Mexico, Panama, Portugal, Romania, Scotland, Spain, Viet Nam, Wales and the former Yugoslavia.

Panama, 1997 - Worked as a consultant for the Academy for Educational Development on a project for the United States Agency for International Development. I led a team of educational professionals in Panama to determine the feasibility of transforming Panama Canal College, a U.S. government supported community college, into a not-for-profit, private Panamanian community higher college.

India, 1994 - Worked with the United States Information Service to develop a plan for the implementation of Community Colleges in India. Coordinated project with Community Colleges for International Development.

Mexico, 1992 to 1994 - As a consultant for the International Consortium for Educational and Economic Development, I worked with the technical schools of Mexico (CONALEP) to update the faculty, curriculum and equipment to complete in the rapidly changing global economy.

Australia, 1993 - Under the auspices of the Consortium for International Education, I was invited to tour and review higher education institutions in Melbourne and Sydney to explore student and faculty exchange opportunities and determine the suitability of the sites for semester abroad courses.

Japan, 1990 and 1991 - As Chancellor of the Coast Community College District, I traveled throughout Japan to determine the feasibility of establishing a center or centers to offer first a English as a Second Language program and later freshman and sophomore level transfer courses.

Bulgaria, Romania and Yugoslavia, 1990 - As one of several community college presidents, I visited universities in Bulgaria, Romania, and Yugoslavia shortly after the changes in governments. Our goal was to pursue cooperative educational activities and opportunities. I was invited to participate in this presidential tour by the Community Colleges for International Development.

Viet Nam, 1969 - Invited by my government to assist armed forces personnel nearing completion of their tour of service to obtain admission to colleges and universities.

ALFRED P. FERNANDEZ

ALFRED P. FERNANDEZ

DETAILED EMPLOYMENT HISTORY

Search Consultant and Education Consultant 1993-present- I own and direct all operations for Community College Search Services. We assist colleges in all aspects of locating and hiring college administrators. We conduct executive searches and other search activities for colleges including the positions of chancellor, superintendent/president, president, vice-chancellor and dean. In addition, I have been working as a higher education consultant since September 1993. I have worked as a higher education consultant abroad with completed projects in India, Mexico and Panama. For the Panamanian assignment, I served as an education consultant for the Academy for Educational Development for a project funded by the United States Agency for International Development.

Interim President, Santa Ana College 1998 - served as president of the college while handling the search for the permanent president. Assignment was concluded on August 1, 1998.

Interim Superintendent/President, College of the Sequoias, 1995-1996 - I was employed by College of the Sequoias to serve as Interim Superintendent/President after the sudden departure of their permanent president. The charge given to me by the COS Board of Trustees was to serve as CEO and keep the college initiatives moving while simultaneously handling the search for a new Superintendent/President. Both of these charges were completed in a time span of eight months (November, 1995 through June, 1996).

Chancellor, Coast Community College District, 1988 to 1993 - I served as chief executive officer of one of the largest and strongest public community college districts in the United States. The district has an enrollment of 52,000 students, 2500 faculty and support staff, and an annual budget of \$130 million. The college district includes three colleges, a public broadcasting television station and a sailing center. The district colleges are very strong in transfer programs to the university and they offer excellent programs in technical education and training. A special unit of the district called Business Link was developed under my leadership to offer especially designed courses and programs for business, industry and government. Moreover, the district is internationally renowned for its leadership in distance learning producing college courses for television. These courses are broadcast at the district television station to over two million viewers and the courses marketed throughout the world. Under my leadership, the district became active in all phases of international education and offers semester abroad programs in Asia, Europe, and Latin America.

Chancellor, Ventura County Community College District, 1982 to 1988 - I served as chief executive officer of this three-college district with an enrollment of over 30,000 students. The district employs approximately 1500 faculty and staff supported by an annual budget of approximately \$60 million a year.

President, Los Angeles Mission College, 1980 to 1982 - I served as president of one of nine colleges that comprise the Los Angeles Community College District, the largest community college district in the United States. As president of a young developing college housed in temporary facilities, I was involved in working on the purchase of a permanent site and with architects to plan

the new facilities for the site. The enrollment of the college was about 6000 in 1982.

ALFRED P. FERNANDEZ

Dean of Instruction, Ventura College, 1974 to 1980 – As dean, I reported to the president and was responsible for the total instructional program including the schedule of classes and college catalog. I had the lead role in the selection and evaluation of full-time faculty. Also, I managed the instructional budget for the college. Ventura had an enrollment of 15,000 students in 1980.

Associate Dean of Continuing Education, Santa Monica College, 1971 to 1974 - Reporting to the Dean of Instruction, I provided the leadership for the evening, weekend, off-campus and instructional television programs. I was in charge of the College in the evening. I selected and evaluated all adjunct faculty. I managed the budget for the operation.

Admissions Officer, California State University, Los Angeles, 1969 to 1971 - I was responsible for the admissions function at this major urban university. I managed a staff of about one hundred. The university had an enrollment of about 20,000 in 1971.

Geology Professor, Chaffey College, California, 1962 to 1969 - I taught geology courses at this suburban community college. The college had an enrollment of about 10,000 students in 1969.