

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**SELECTION OF PRESIDENT**

**WHEREAS**, while the authority and responsibility of the Board is clear (17 GCA, Chapter 31 subsection 31109 and subsection 31110), participation in the review and selection process by a wide variety of constituents has been the practice of the College, and the Guam Community College Board of Trustees is committed to maintaining the highest standards of quality and effective governance in fulfilling its responsibilities to the community, and

**WHEREAS**, the Guam Community College Board of Trustees is committed to maintaining the highest standards of quality, effective governance in fulfilling its responsibilities to the community; and

**WHEREAS**, the Board of Trustees is responsible for the selection of the President of the College whose performance is of vital importance to ensuring these highest standards which will enhance the educational opportunities provided to the residents of the community; and

**WHEREAS**, while the Board of Trustees feels that the selection of the President is one of its major responsibilities, it also recognizes that the participation by others in the screening of candidates for the Presidency is both desirable and educationally sound;

**NOW, THEREFORE, BE IT RESOLVED**, that when a vacancy in the Presidency will occur, the Board of Trustees shall appoint a Screening Committee whose responsibility shall be to advertise the position, accept, screen and interview applicants, and recommend to the Board of Trustees at least two but preferably three applicants who best meet the advertised criteria;

**BE IT FURTHER RESOLVED**, that the Screening Committee shall consist of one member of the Board of Trustees who is not the Chairperson of the Board of Trustees, the Student member of the Board of Trustees, the two advisory members to the Board of Trustees, the GCC Faculty Senate President, and two members of the general community chosen by the Board of Trustees, with five members constituting a quorum. Each shall have a vote within the Committee. The committee shall elect the Chairperson for the committee. Screening Committee Support is to be provided by the Vice President for Academic Affairs and the Human Resources Administrator.

**BE IT FURTHER RESOLVED**, that the Presidential searches are not usually hurried. It is a process that should be open to the public scrutiny, inclusive, dignified, careful, and methodical. While the process is open to public scrutiny, names and applications of applicants will remain confidential until the final recommendations report is forwarded to the Board of Trustees. A minimum amount of time for accepting application would be three (3) months. The procedures and timeline for the Presidential Search shall be as follows:

**Step 1**

Screening Committee notified and meets to review requirements stated in BOT Policy 455, including the search timeline and job description. The Screening Committee and the Board of Trustees shall be guided in the presidential search by these minimum qualifications for applicants for the presidency:

**MINIMUM EDUCATION AND EXPERIENCE:**

- a) Earned doctoral degree in education administration or closely related area from an accredited college or university; plus four (4) years of teaching and three (3) years of administrative experience at a post secondary institution; or any combination thereof equaling seven (7) years of experience in an educational institution.

- b) Earned Master's Degree from an accredited college or university in education administration or closely related area or in a discipline offered at the College; plus five (5) years teaching experience and four (4) years of administrative experience in an educational institution; or any combination thereof equaling nine (9) years of experience in an educational institution.

Preferred Experience: Experience at a Pacific Island community college or university is preferred.

**MINIMUM PROFESSIONAL QUALIFICATIONS:**

Dedication to the community college philosophy, mission, and to the promotion of high academic standards.

Demonstrated creative leadership in the budgeting process, educational partnership, strategic planning and organizational management.

Ability to work and communicate effectively with faculty, students, staff, board and alumni in addition to selecting, managing and supporting the most qualified persons in leadership positions.

Enthusiasm and stamina for an active student environment, challenging fund raising agenda and facility planning.

Personal qualities which demand respect from faculty, staff, students, community members and peers.

**Step 2**

The Committee will establish Advertising parameters (local and/or mainland US as needed). The first public advertising of the job announcement will occur and the Committee will prepare interview questions and submit them to the EEO Officer for review.

**Step 3**

The second public advertising of the job announcement will occur. Applications are reviewed as they arrive, communication with applicant begins (acknowledgment of application, verification and follow-up of supporting documents, respond to inquiries). The Human Resources Administrator and the Academic Vice President will review all qualified applicants (in accordance with Policy 455, Job Announcement and Method of Evaluation). If there are ten (10) or fewer qualified applicants, all will be reviewed by the Screening Committee. If there are more than ten (10) qualified applicants, the Committee will determine if the list, as established by the Committee or the Human Resources Administrator and the Academic Vice President, will be limited to ten (10) applicants.

**Step 4**

The Committee will review applications and establish a list of qualified candidates to be interviewed. The Human Resources Administrator will conduct a background and reference check of applicants to be interviewed (background and reference check takes a minimum of one week to complete).

**Step 5**

The Screening Committee will conduct the interviews as follows:

If the applicant is on-island, a personal interview will be conducted.

If the applicant is off-island, a telephone conference interview will be conducted.

The Human Resources Administrator and the Academic Vice President will coordinate all logistics for the interviews.

Off-island interviews may be arranged as directed by the Committee.

**Step 6**

The Screening Committee will forward to the Board of Trustees (BOT) its recommendation and files of recommended applicants. The BOT, upon receiving the recommendations of the Screening Committee, shall interview all candidates

recommended using a standard set of questions prepared by the Board of Trustees in advance.

**BE IT FURTHER RESOLVED**, that the Board of Trustees shall either appoint one of the candidates advanced by the Screening Committee or reject all such candidates and ask the Screening Committee to submit additional names meeting the qualifications. The BOT upon receiving any or all additional names may interview the remaining applicants.

#### **Steps to the Presidential Search Process**

And while somewhat open to interpretation, the steps are intended to be rigorous, and generally are as follows:

#### **Acceptance of the current President's intent to vacate the position**

#### **Development of a transition plan**

The Presidential Search Process is the beginning of the transition plan. The Board, the current President and new President shall develop a transition plan to ensure the College is able to continue to operate successfully.

#### **Designation of an Interim President**

Needed if a new President is not able to start by \_\_\_\_\_.

#### **Development/update of job description**

Minimum Education and Experience  
Minimum Professional Qualifications  
Description of Duties  
Methods of Evaluations  
Range of compensation  
Required documents  
(Samples attached)

#### **Development of a detailed ad for publication**

Description of the Institution  
Institutional philosophy  
Job description  
Instructions for the application process  
Closing date and anticipated decision date  
Methods of notification  
(See file for previous announcements)

#### **Where to advertise**

GCC Website  
Local Print Media (i.e. PDN, Marianas Variety)  
Circulations of Job Announcement (referrals, nominations, etc.)

#### **Development/update of rating instruments and criteria**

(See file for past instrument)

#### **Presidential Search time lines**

(See attached Presidential Search time line)

- Collection, acknowledgment, and safeguarding of application materials
- Acknowledgment should be swift, cordial, and reinforce time lines
- Assessment of qualified candidates
- Notification to candidates who are no longer being considered
- Review of qualified candidate's application
- Scheduling of personal or telephone interviews

- Review and discussion of each viable candidate attributes
- Verbal offer to selected candidate
- Negotiation of salary and start-date
- Formal written offer to selected candidate (including contract)
- Notification to candidates not selected

**Amended & Adopted: January 8, 2009**

**Resolution 8-2009**

**Adopted: December 6, 1995**

**Resolution: 1-96**

**Revised/Adopted: April 5, 2000**

**Resolution 6-2000**

**Revised/Adopted: September 5, 2006**

**Resolution 14-2006**