

Superintendent/President



Proposed Search Timeline As of August 6, 2024

July 22, 2024	Pre-Search meeting <ul style="list-style-type: none"> Lay out process, meetings needed Discuss search profile development Establish listening session dates
Week of July 22, 2024	<ul style="list-style-type: none"> Meet with point of contact with Marketing and Communications to confirm profile completion
Week of August 26, 2024	Listening Session Survey Link Opens
Week of September 4, 2024	<ul style="list-style-type: none"> COD approves Advertising Plan
September 4th and 5th	Listening Sessions – AGB Search conducts the Listening Sessions with campus stakeholders <ul style="list-style-type: none"> 50-minute sessions with various stakeholder groups A survey link will be provided to HR for distribution to stakeholders August 26th and close on September 5th.
September 11, 2024	<ul style="list-style-type: none"> AGB Search will submit draft of feedback from the listening sessions to Marketing and Communications. This will include Challenges, Opportunities, and Professional/Personal Attributes and Qualifications
September 16, 2024	<ul style="list-style-type: none"> Final version of profile draft for board review
September 20, 2024	Board Meeting: approve JD and Leadership Profile
Week of September 23rd	Launch Superintendent/President Search
Week of September 30th	Search Committee Meeting # 1 – (1.5 hours) Via Zoom <ul style="list-style-type: none"> Introductions – Search Committee members Overview, orientation, schedules, search committee role and responsibilities, AGB role Introduce Confidentiality Agreement Review of the timeline and search process Candidate Pool development process through AGB Search portal Committee members to receive link to determine committee meeting dates and times by September 30, 2024
October 14, 2024	AGB Search will share draft of the following documents for committee review prior to Search Committee Meeting II. <ul style="list-style-type: none"> Draft Candidate Assessment Form prior to search committee receiving access to the AGB Search portal (ShareFile)

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	<ul style="list-style-type: none"> • Draft semifinalist interview questions to be finalized prior to access to the AGB portal
Week of October 21st	<p>Search Committee Meeting #II (3 hours) - Via Zoom</p> <ul style="list-style-type: none"> • Anti-bias in the Search and Selection Process Workshop (2 hours) • Review candidate assessment process • Search update • Confirm Candidate Assessment Form prior to search committee receiving access to the AGB Search portal (ShareFile) • Discuss A=Competitive, B= Less Competitive C=Not Competitive folder format • Review and confirmation of the semifinalist interview schedule
Week of October 28th	<p>Search Chair will send the following to AGB Search</p> <ul style="list-style-type: none"> • Candidate Assessment Form Finalized • Semifinalist interview questions finalized <p>AGB will provide instructions to access the secure website Committee receives access to the AGB Search Portal to begin reviewing candidate materials</p>
November 18, 2024	“FULL CONSIDERATION” DEADLINE FOR APPLICATIONS
November 20, 2024	Noon Deadline: Search Committee members send their individual maximum top 8 candidates to AGB Search consultants
Week of December 2 - 4, 2024	<p>Search Committee Meeting #III (3 hours) Select Semi-Finalists (6 – 8)</p> <ul style="list-style-type: none"> • Consultants contact chosen candidates • AGB Search starts reference checking, social media, and Courtlink background checks • Review the semifinalist interview schedule
December 16th and 17th, 2024 2 Full Days	<p>Search Committee Meeting #IV – In-Person 8:00 am – 5:00 pm Semifinalist Interviews</p> <ul style="list-style-type: none"> • Conduct interviews over 2-3 days <ul style="list-style-type: none"> ○ Interview 1 hour, candidate questions 30 minutes ○ 15-minute break in between interviews ○ 30-minute lunch break • Debrief to select finalists (3 – 5) end of last day • AGB provides initial due diligence reports • Search Committee recommends 3-5 candidates for in person interviews with the chancellor and board • AGB Search initiates extensive background check on finalists • AGB Search sends draft questions for finalists to system office
Week of December 23, 2024, through End of January	<ul style="list-style-type: none"> • Finalist Nexis/Lexus background checks • Finalist Reference checks

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Week of February 3, 2025	Finalist Interviews - In-Person (3 - 5 candidates - 1 Full Day) – Confidential Interviews <ul style="list-style-type: none">• Board interviews candidates• Finalist Public Forums
February 21, 2025	Board Meeting: Board approves new COD Superintendent/President and sets official start-date

NOTE: The District and AGB recognize the importance of maintaining flexibility in scheduling some of the steps of the recruitment process to meet the operational need of the District as well as respond to candidate and committee availability. Should the recruitment process not conclude on the presented end date, a modified schedule shall be presented to the Board for approval.