

## **Policy and Procedures for the Selection of a President for Bergen Community College**

### **Section One:           Formation of Search Committee**

The Bergen Community College Board of Trustees (the "Board"), as part of the process for conducting the search for a President of Bergen Community College (the "College") shall appoint a Presidential Search Committee consisting of fifteen (15) members and constituted as set forth below.

#### **A.       Composition of the Presidential Search Committee**

The Presidential Search Committee shall consist of the following:

- Four (4) members of the Board, which shall include the Chairperson of the Board and three (3) Board members selected by the Chairperson of the Board. The Chairperson of the Board shall be the Chair of the Presidential Search Committee.
- Three (3) BCCFA representatives, who shall be selected by the Board from a list of nine (9) nominees submitted by the Faculty Senate for consideration
- One (1) Professional Staff representative, who shall be selected by the Board from a list of three (3) nominees submitted by the Professional Staff
- One (1) Support Staff representative, who shall be selected by the Board from a list of three (3) nominees submitted by the Support Staff
- One (1) representative of the Deans, who shall be selected by the Board from a list of three (3) nominees submitted by the Deans
- One (1) representative of the Directors/Managing Directors, who shall be selected by the Board from a list of three (3) nominees submitted by the Directors/Managing Directors.
- One (1) County Elected Official, who shall be selected by the Board from a list of three (3) nominees submitted by the Bergen County Executive and Board of Chosen Freeholders, which nominees' respective terms of office shall extend beyond the Presidential Search process, and which nominees shall not be running for re-election
- One (1) Student Government Association (SGA) representative, who shall be selected by the Board from a list of three (3) nominees submitted by the SGA, which SGA nominees must be students in good standing and must anticipate remaining enrolled at the College during the Presidential Search process

- One (1) Bergen Community College Foundation Board member, who shall be selected by the Board from a list of three (3) nominees submitted by the Foundation Board
- One (1) member of the public at large, who shall be a resident of Bergen County, selected by the Chairperson of the Board

With the exception of the Board of Trustee members, all individuals to be considered by the Board must submit brief biographies and statements to the Board setting forth why they would be an effective member of the Presidential Search Committee, what they would contribute to the process, and committing to devote their personal time to the Committee's activities. The Board Chair shall determine the date certain by which nominees for membership on the Presidential Search Committee shall be submitted for consideration.

## **B. Presidential Search Meetings**

### **1. Meeting Attendance**

It is expected that all members of the Presidential Search Committee will attend all Committee meetings. The Board reserves the right to replace any member of the Committee whose attendance is inconsistent. Members of the Presidential Search Committee understand that their appointment is voluntary and that the time that they spend shall be their personal time and they will receive no remuneration of any nature for serving on the Presidential Search Committee.

No Committee member shall designate another in its place to attend Committee meetings. In the event a Committee member finds that he or she is unable to meet the commitment to attend, the individual shall submit his or her resignation. If such a resignation occurs, the Board of Trustees reserves the right to review the original pool of nominees and select from among the original pool to fill the vacant position.

### **2. Orientation Meeting**

The Presidential Search Committee will hold an orientation meeting to acquaint non-College affiliated members with the College's mission and goals, and to ensure that they have a strong sense of Bergen Community College. Materials will be provided to encompass a general overview of the College and provide important factual information necessary to create a full understanding of the College, its purpose and objectives. The Committee will be provided with the Presidential Profile adopted by the Board of Trustees. The Presidential Search Committee shall have access to the College's General Counsel to answer any questions that the Committee deems necessary and to generally advise the Committee regarding the search process.

## **Section Two: Ethical Standards**

### **A. Conflicts of Interest**

Any individual who is deemed by the Board to have a conflict of interest associated with the activities of the Presidential Search Committee shall be barred from serving as a member of the Committee. No member of the Presidential Search Committee shall be considered as a candidate for the Presidency of Bergen Community College.

#### **B. Contact by Committee Members**

Individual members of the Presidential Search Committee are barred from contacting, for the purpose of discussing any matter or any issue relating to the Presidential Search, any individual who intends to submit or has submitted his/her name as a candidate for the position of President.

#### **C. Confidentiality**

Members of the Presidential Search Committee and College staff and consultants assigned to the process understand that every aspect of the search process is strictly confidential and that they will be removed from the Committee, or from assisting the Committee, as the case may be, if they breach this obligation. If any employee of Bergen Community College breaches the obligation to maintain confidentiality, that employee will be subject to disciplinary action, including but not limited to, termination of employment. The Board of Trustees reserves the right to replace any member of the Committee, or any College staff or consultant, as the case may be, who breaches the confidentiality of the search.

All individuals involved in the presidential search process are expected to honor the following policies and to respect the confidentiality of the candidates' participation in the search process as well as the candidates' personal and professional information.

1. Bergen Community College does not discriminate on the basis of race, creed, color, religion, national origin or ancestry, gender, age, disability, marital status, affectional or sexual orientation, gender identity or expression, nationality, veteran's status or other non-job-related criteria, and is committed to conducting an open and equitable search process that complies with all applicable law.
2. The Board Chairperson shall be the official spokesperson of the Presidential Search Committee. No other member of the Presidential Search Committee shall discuss the search with any third party, including members of the press, College constituency groups or any other members of the public. The Board Chairperson shall cause regular progress statements to be sent to all interested groups and the media, as appropriate.
3. All presidential candidate files are confidential and must be maintained and reviewed in a manner that insures that the confidentiality of the candidates, including their identities, their status as a candidate, information on their background, their references, and any other information regarding a candidate are not divulged.

4. The identity of candidates is not to be divulged to the press, members of the College constituency groups, the County government or to the public unless and until candidates are invited to the College for interviews, and then only at the express direction of the Board Chairperson.

### **Section Three: Role of the Executive Search Consultant**

The College shall conduct a competitive procurement to select an Executive Search Consultant. The Executive Search Consultant shall assist and advise the Presidential Search Committee in conducting a nationwide search for a new president of the College. Specifically, the Presidential Search Recruitment Firm shall be tasked with the following:

- A. Identifying and recruiting qualified individuals;
- B. Assisting in the prescreening all candidates' applications to determine compliance with minimum education and experience criteria to be established by the Board, assisting in conducting reference checks, and arranging for background checks of potential candidates;
- C. Providing information on the current compensation packages of the highest-ranking candidates, and facilitating campus interviews and open forum meetings as may be requested by the Board; and
- D. Providing other executive search-related services as may be requested by the Board.

The Board, in its sole discretion, may request additional assistance from individual(s) it deems to have experience and/or expertise to lend in the process.

### **Section Four: Recruitment of Candidates**

The Presidential Search Committee shall work with the Executive Search Consultant to develop a nationwide recruitment strategy. Presidential candidates shall be solicited from the County, from Board members not serving on the Presidential Search Committee, from faculty and administrators, through advertisements in national journals, and from any other reliable source. The Presidential Search Committee shall establish the deadline for submission of candidates' names to the Committee.

### **Section Five: Role of General Counsel to the College**

General Counsel shall provide advice and legal counsel to the Presidential Search Committee and the Board in all aspects of the presidential search process. Among other tasks, General Counsel shall assist and advise the Presidential Search Committee in conducting a nationwide search for a new president and shall assist in prescreening all candidates' applications to determine compliance with minimum education and experience criteria to be established by the Board.

## **Section Six: Referral of Prescreened Candidates to Presidential Search Committee**

Upon completion of prescreening by General Counsel in conjunction with the Executive Search Consultant, the applications of all prescreened candidates meeting the minimum education and experience criteria established by the Board shall be submitted to the Presidential Search Committee.

## **Section Seven: Role of the Presidential Search Committee**

The Presidential Search Committee shall be responsible for reviewing the applications of all prescreened candidates submitted by General Counsel and the Executive Search Consultant to determine which candidates shall be deemed qualified candidates. A candidate shall only be deemed qualified when he or she meets the standards set forth in the Presidential Profile as adopted by the Board of Trustees.

### **A. Interview of Qualified Candidates (First Round)**

The Presidential Search Committee shall evaluate all applications of the candidates deemed qualified by it and, in its sole discretion, determine which of the qualified candidates it will interview. The Committee shall interview at least eight (8) qualified candidates. In the event that fewer than eight (8) candidates are deemed qualified, the Committee shall consult with the Board of Trustees as to whether the pool of applicants deemed qualified is sufficiently adequate for the search to continue. Based on the First-Round interviews, the Committee shall select at least five (5) qualified candidates for the Second-Round interviews. In the event there are less than five (5) qualified candidates who were interviewed in the First Round, all qualified candidates interviewed in the First Round shall be interviewed in the Second Round.

### **B. Interview of Qualified Candidates (Second Round)**

The qualified candidates selected for a Second Round shall be interviewed by the Presidential Search Committee.

### **C. Recommendation to the Board of Trustees**

After completion of the Second Round, the Committee shall submit the names of three (3) of the highest-ranking candidates to the Board of Trustees along with an evaluation of those candidates in alphabetical and unranked order. The Personnel Committee of the Board of Trustees shall schedule and supervise on-campus visits with each of the three (3) finalists, and shall oversee the final selection process.

## **Section Eight: Selection of President by Board Trustees**

The Board of Trustees shall select the next President of Bergen Community College from among the three (3) finalists submitted by the Presidential Search Committee. The Board shall conduct its procedures for the selection of the President in the manner it deems fit in accordance with its

statutory and fiduciary responsibilities and obligations.