

Superintendent/President



Proposed Search Timeline As of February 8, 2024

This timeline represents necessary meetings following the Board of Trustees' approval of the timeline and position profile on November 15, 2023. The Screening/Application Reading Committee has received the timeline containing the pre-approval of the position profile by the Board of Trustees. This document represents revisions that took place during and after the January 25, 2024, Screening/Application Reading Committee meeting.

Please note the following:

Meeting Dates

Options exclude all holidays during that week.

Candidate Assessment Form

The document is a matrix aligned with the expectations and qualifications communicated to the national audience in the position profile. The Screening/Application Reading Committee and the Board of Trustees will print a form for each candidate and assess each candidate against the items contained in the Candidate Assessment Form. These forms are confidential and will be collected by AGB destroyed after the selection of semifinalist candidates.

Interviews

There are two rounds of interviews for candidates:

1. Semifinalists, identified by the Screening/Application Reading Committee and the Board of Trustees, are selected from the total pool of applicants submitted by the full consideration deadline.
2. Finalists are selected from the pool of applicants interviewed in the semifinalist round by the Board of Trustees.

Interview Questions

1. Semifinalist interview questions are reviewed and determined by the Candidate Interview Committee.
2. The Board of Trustees determines finalist interview questions and presentation topics.

January 22, 2024	<ul style="list-style-type: none">● Candidates Assessment Form/Matrix sent to the Screening/Application Reading Committee and the Board of Trustees in advance of the meeting.
January 25, 2024	Screening/Application Reading Committee #II (3 hours) 2:00 – 5:00 <ul style="list-style-type: none">● Committee received Candidate Assessment Form from campus liaison on January 22.● Edits being reviewed by BOT.

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February 2, 2024	Deadline for Screening/Application Reading Committee and the Board of to submit Candidates Assessment Form/Matrix edits to AGB Search consultants. 5:00 p.m. CST.
The Screening/Application Reading Committee will be reviewing candidate materials using a Candidate Assessment for each candidate, from the date they receive access to the AGB portal until February 12, 2024. The board approves the Candidate Assessment Form.	
February 12, 2024	FULL CONSIDERATION DEADLINE FOR APPLICATIONS – By midnight Pacific time.
March 7, 2024 <i>(16 business days excluding campus closure to review the candidate pool)</i>	Noon deadline (PST): Screening/Application Reading Committee Private anonymous process - members send individual top 8 unranked candidates for interview consideration to AGB Search Consultants <u>only</u> by noon Pacific time.
March 7, 2024	Board of Trustees will receive candidate portal link at noon Pacific time.
March 22, 2024	Screening/Application Reading Committee # III 4:00 – 7:00 (3 hours) Select Semifinalists <ul style="list-style-type: none"> ○ Introduce Candidate Interview Committee’s role moving forward ○ Review and confirmation of semifinalist interview schedule ○ Consultants contact semifinalists to be interviewed and places them on the interview schedule ● PCC coordinates interview logistics for candidates ● AGB Search begins reference checking and initial background checks
March 22, 2024	Candidate Interview Committee <ul style="list-style-type: none"> ● After the Screening/Application Reading Committee concludes, AGB will send the Candidate Interview Committee draft interview questions and provide an opportunity for them to submit input.
March 27, 2024	Deadline - Candidate Interview Committee <ul style="list-style-type: none"> ● Members submit comments on draft semifinalist interview questions to AGB Search. ● Trustees submit comments on draft semifinalist interview questions to AGB Search consultants. ● AGB prepares final interview questions and will send to the Board President for review and finalization.
April 1-3, 2024, or April 3-5, 2024	Candidate Interview Committee Meeting # IV, (2 full days) Semifinalist Interviews Virtual. 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

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	<ul style="list-style-type: none"> ○ 30-minute lunch break ● At the conclusion of the interviews between April 1-3, the Candidate Interview Committee will discuss and recommend a list of 5 candidates maximum for consideration to the Board of Trustees.
April 3-7, 2024, or April 5 – 10, 2024	Board Interviews Candidates <ul style="list-style-type: none"> ● Board selects candidates for interviews ● Board selects finalists for on-campus interviews
Week of April 8th, April 15th Or Week of April 22 - 25	CAMPUS INTERVIEW FOR FINALISTS (Five FULL DAYS, a day and one-half for each candidate, assuming three) <ul style="list-style-type: none"> ● Each candidate meets with shared governance groups ● Each candidate will participate in an Open Forum ● There will be a meet-and-greet schedule for the candidates to meet with PCC community ● Survey link is distributed for feedback on each candidate during their visit ● Consultants provide campus visit survey link feedback to President and Board
	<ul style="list-style-type: none"> ● Consultants provide summary of off-list reference calls and background checks.
Week of April 8th, April 15th Or Week of April 22 - 25	<ul style="list-style-type: none"> ● Board interviews finalists in special Board meetings
April 2024	<ul style="list-style-type: none"> ● Board site visit at the location of the final candidate (optional)
April 26, 2024	<ul style="list-style-type: none"> ● The Board considers appointment of the next Superintendent/President at a special Board meeting
May – July, 2024	<ul style="list-style-type: none"> ● New Superintendent/President begins work
2024-2025	Transition <ul style="list-style-type: none"> ● AGB Search remains with client and selected candidate for one year from appointment, as desired