

MEMORANDUM

TO: Bergen Community College
FROM: Michelle Cruz-Williams, Vice President and Director
RE: Meetings to Discuss the Presidential Search
DATE: February 1, 2012

Greetings from Isaacson, Miller in Boston.

On February 14, and 15, 2012, we will meet with the search committee, trustees, faculty, staff, key stakeholders, and other constituents to hear your perspectives on the Presidential search. As consultants, we will use these meetings to better understand the history and culture of Bergen Community College and to determine how the new President will fit. We also use this time to establish specific short- and long-term objectives for the incoming President. The schedule of these group meetings will follow. In particular, we will discuss the following:

- 1) Objectives for BCC's new President: What do you want the new President to accomplish? What are the desired outcomes for the role and for the College? How will you know in three to five years that the right person was hired? What will have happened?
- 2) Qualifications and Experience: Based on the objectives identified, what do you think are the qualifications and experience of an ideal candidate? What is essential and what might be helpful?
- 3) Personal Qualities. What are the personal attributes most important for this role?
- 4) Source and candidate recommendations: Who should the search firm contact in the outreach to identify candidates? Obviously, we will draw upon our own networks, but we want to tap into yours as well. This certainly means suggestions of possible candidates, but just as important, suggestions of good sources that might lead to strong candidates. Attached is a source/candidate suggestion form. We welcome any suggestions you may have.

Based on our conversations with the search committee, trustees, faculty, staff, key stakeholders, and other constituents in the Bergen Community College community, Isaacson, Miller will complete the Presidential profile, which will be shared with the search committee in draft form before it is made available publicly. It will also be shared with candidates and sources in the search.