

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

Section One: Formation of Committees

The Board of Trustees, as part of the process for conducting the search for a President of Bergen Community College, shall appoint a County Wide Presidential Search Committee and a Board of Trustees Presidential Search Committee.

Composition of Board Search Committee

The Board of Trustees Presidential Search Committee shall consist of four members of the Board. The four members shall be the Chairman of the Board and the members of the Personnel Committee. The Chairman of the Personnel Committee shall be Chairman of the Board's Presidential Search Committee.

Composition of County Wide Presidential Search Committee

The County Wide Presidential Search Committee shall consist of seventeen members; three Trustees, four representatives of the Faculty, one representative of the Professional Staff, one representative of the Supportive Staff, two representatives of the Deans, two representatives from the Directors, one Elected Official from County Government, one member of the Student Body, one member of the Foundation Board of Directors all of which will be chosen by the Board of Trustees of Bergen Community College and one member from the public at large chosen by the Chairman of the Board of Trustees of Bergen Community College.

Selection of County Wide Presidential Search Committee

The Board of Trustees will request that the representative constituencies of the County Wide Presidential Search Committee submit 3 names for each position that exists on the Committee designated for that constituency. From those recommendations, the Board will select the appropriate number of members to serve on the Committee. The individuals to be considered must submit a brief biography and statement to the Board of Trustees setting forth why they would be an effective member of the County Wide Presidential Search Committee, what they would contribute to the process and a further statement committing to devote their personal time to the Committee's activities.

Trustees – Three Positions

The Chairman of the Board of Trustees shall appoint three members of the Board of Trustees. They shall not be members of the Board of Trustees Presidential Search Committee.

Faculty – Four Positions

The Faculty Senate is considered the appropriate vehicle to solicit nominations to fill the four faculty positions available. The Faculty Senate shall be responsible for providing a forum for all

members of the faculty who wish to be considered as nominees. The Faculty Senate will submit twelve names to the Board of Trustees for consideration and the Board will select four to be appointed to the County Wide Presidential Search Committee.

Professional Staff – One Position

Professional Staff will have the opportunity to submit to the Board of Trustees for consideration three names for the one position on the County Wide Presidential Search Committee. A meeting will be scheduled and a room will be provided at a specified hour to allow for discussion and selection of the three nominees. Adequate notice will be provided to ensure that the maximum number of professional staff are able to attend the meeting and participate in the selection process. The Board will make the final selection.

Supportive Staff - One Position

Supportive staff will have the opportunity to submit to the Board of Trustees for consideration three names for the one position on the County Wide Presidential Search Committee. A meeting will be scheduled and a room will be provided at a specified hour to allow for discussion and selection of the nominees. Adequate notice will be provided to ensure that the maximum number of supportive staff are able to attend the meeting and participate in the selection process. The Board will make the final selection.

Deans – Two Positions

The Deans at Bergen Community College will have the opportunity to submit six names to the Board of Trustees for the two positions representing their group on the County Wide Presidential Search Committee. The Deans will meet as a group to discuss and select their six recommendations. The Board will make the final selection.

Directors – Two Positions

The Directors will have the opportunity to submit to the Board of Trustees six names for the two positions on the County Wide Presidential Search Committee. They will use the Directors' group to discuss and select their six recommendations for the positions. The Board will make the final selection.

Students – One Position

The Student Government Association will solicit nominations from the entire student body to fill the one position available. The Student Government Association will provide a forum for the selection of three nominees on the County Wide Presidential Search Committee to represent students. To be considered, students must be in good standing and must anticipate being enrolled at the college during the 2011-2012 school year. The Board will make the final selection.

County Government- One Position

The individual selected to represent the County government must be an individual elected to a county office whose term extends through the search period. No individual who is currently seeking re-election shall be eligible for a position on the County Wide Presidential Search Committee. The Board of Chosen Freeholders and the Bergen County Executive will be asked to submit a total of three names to the Board of Trustees of Elected County Officials who they believe would be appropriate for the task of serving on the Committee. The Board will make the final selection.

Bergen Community College Foundation- One Position

Bergen Community College Foundation will be asked to submit three names for consideration by the Board of Trustees for participation in the County Wide Presidential Search Committee. The Board will make the final selection.

Public- One Position

The Chairman of the Board of Trustees of Bergen Community College shall select one member of the public chosen from the community at large which member must be a resident of Bergen County.

Chairman of the County Wide Presidential Search Committee

The Chairman of the Board of Trustees of Bergen Community College shall select the Chairman of the County Wide Presidential Search Committee.

Section Two: Ethical Standards

Conflicts of Interest

Any individual who is deemed by the Board of Trustees of Bergen Community College to have a conflict of interest with the activities of the Board of Trustees Presidential Search Committee or the County Wide Presidential Search Committee shall be barred from serving as a member of either committee. Any member of the County Wide Presidential Search Committee who announces an intention to submit or submits his/her name as a candidate for the position of President of Bergen Community College shall be deemed to have a conflict of interest with the activities of the County Wide Presidential Search Committee. No member of the County Wide Presidential Search Committee shall be considered as a candidate for the Presidency of Bergen Community College.

Contact by Committee Members

Members of the County Wide 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.

Confidentiality

Members of the Board of Trustees Presidential Search Committee, members of the County Wide Presidential Search Committee and staff assigned to the process understand that every aspect of the search process is strictly confidential and that they will be removed from the Committee that they serve on and from the search process if they breach this obligation. The Board of Trustees reserves the right to replace any member of the Committee who breaches the confidentiality of the search.

All individuals involved in this process of selecting a new President for Bergen Community College are expected to honor the following policies and to respect the confidentiality of the candidates' personal and professional goals and current positions.

1. Bergen Community College is committed to conducting an open and equitable search process which conforms to the College's Affirmative Action Plan and EEO regulations, and to meet the spirit of AA/EEO, as well as legal requirements.
2. The official spokesperson for the search shall be the Chairman of the Board of Trustees Presidential Search Committee. No other member of the Board of Trustees Presidential Search Committee or the County Wide Presidential Search Committee shall discuss the search with members of the press, college constituency groups or any other third parties. The Chairman of the Board of Trustees Presidential Search Committee shall cause regular progress statements to be sent to all interested groups and the media.
3. All candidate files are considered confidential and must be maintained and reviewed in a manner that insures that the candidates' identities are not divulged.
4. Information on whether or not an individual is a candidate and each candidates' status at each stage of the search is considered confidential.
5. All information contained in semi-final and final candidates' background and reference reports is considered confidential.
6. The identity of candidates is not to be divulged to the press, members of the college constituency groups, the county government or to the community, unless and until candidates are invited to the college for open interviews, and then only after direction by the Chairman of the Board of Trustees of Bergen Community College can such names be released.

Section Three: Attention of Presidential Search Recruitment Firm

The Board of Trustees shall immediately proceed with the interviewing and approval of a Presidential Search Firm to act in conjunction with the Board of Trustees Presidential Search

Committee and the County Wide Presidential Search Committee to obtain the best qualified candidate to fill the position of President of Bergen Community College.

Section Four: Role of the County Wide Presidential Search Committee

The County Wide Presidential Search Committee shall be responsible for reviewing applications submitted by all candidates to the search firm retained by the Board of Trustees. The search firm shall be responsible for candidate recruitment and shall be responsible for the submission of all materials of all qualified candidates to the County Wide Presidential Search Committee. 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.

The County Wide Presidential Search Committee shall evaluate all of the applications of the candidates submitted to it, interview semi-finalists and shall forward not more than twelve nor less than eight recommendations of the highest ranking candidates to the Board of Trustees Presidential Search Committee. The names shall be submitted contemporaneously to the search firm retained by the college. These names shall not be ranked by either the County Wide Presidential Search Committee or the search firm.

Meeting Attendance

It is expected that all members of the County Wide Presidential Search Committee attend all committee meetings. The Board of Trustees reserves the right to replace any member of the Committee whose attendance is inconsistent. Members of the County Wide 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 such services.

There shall be no alternates or substitutes of any Committee member. In the event a Committee member finds that he or she is unable to meet the commitment, the individual shall submit his or her resignation. If such a resignation occurs, the Board of Trustees will review the original pool of nominees and make a selection to fill the vacant position.

Orientation Meeting

The County Wide Presidential Search Committee will be provided with one or two orientation meetings to ensure that they have a strong sense of Bergen Community College, its mission and goals. Materials will be provided to encompass a general overview of Bergen Community College and the important factual information necessary in creating the fullest understanding of the college, its purpose and objectives. The Committee will be provided with the Presidential Profile adopted by the Board of Trustees. A list of secondary information will be provided to any Committee member or the Committee as a whole that deems it necessary to have further detail on any aspect of Bergen Community College. The County Wide Presidential Search Committee shall have the opportunity to call upon legal counsel of Bergen Community College to answer any question that the Committee deems necessary. The College will appoint a liaison to work with the Presidential Search Firm and the County Wide Presidential Search Committee

to ensure that all procedures, timetables and other factors relating to the presidential search are strictly followed.

Section Five: Role of the Board of Trustees Presidential Search Committee

The Board of Trustees Presidential Search Committee shall review all of the materials submitted to it by the search firm and the County Wide Presidential Search Committee. It shall conduct confidential interviews of the candidates and shall schedule and supervise candidate visits to Bergen Community College. It shall, thereafter, submit the names of not more than five or less than three of the highest ranking candidates to the Board of Trustees of Bergen Community College along with an evaluation of those candidates in alphabetical and unranked order.

Section Six: Role of the Board of Trustees

The Board of Trustees shall select the next President of Bergen Community College from the list of candidates submitted by the Board of Trustees 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.

Approved by the Board of Trustees: December 13, 2011

Amended by the Board of Trustees: March 6, 2012

