

# President of Clovis Community College

## Search Timeline

Dates	Recommended Events	Comments
February 3, 2016	Chancellor determines which search firm to use and HR contacts them	
February 3, 2016	HR contacts internal constituent groups at CCC to ask for names for the screening committee	We usually give them a few weeks' notice so they can poll their members to see who wishes to serve
February 4, 2016	HR emails Board members telling them of the opportunity to add names to list of prospective community reps for the screening committees	These new names will be added to the existing list of community reps used for the chancellor and FCC president searches
<b>February 8 – March 24, 2016 = 45 days</b>	<b>Recruitment Begins</b>	Spring break ends March 24
<b>February 29, 2016 2:00 p.m. AC1 – Room 150</b>	<b>Hold ONE informational update meeting at CCC; inform campus/community where we are in the recruitment process</b>	<b>Informational update for CCC staff and public who wish to attend</b>
<b>March 1, 2016</b>	<b>Board of Trustees' meeting</b> at which they will determine committee composition from the following groups: <ul style="list-style-type: none"> <li>• Board Member reps</li> <li>• Community reps, AND</li> <li>• Approve continuing with the search</li> </ul>	These appointments must happen at the March meeting because paper screening will begin prior to the April Board meeting
<b>Thursday, March 17, 2016; 3:00 – 5:00 p.m.</b> Herndon Campus - 308	Search Advisory Committee Meeting - Orientation, EEO Training and selection of interview questions	
<b>March 21 – 24, 2016</b>	<b>Spring Break</b>	<b>Faculty not on duty</b>
<b>March 24, 2016</b>	<b>Deadline for Applications</b>	
Monday, March 28 – Thursday, April 7	Paper screening by Search Advisory Committee (done individually on own schedule)	Electronic screening used
<b>April 5, 2016</b>	<b>Board Meeting</b>	

Friday, April 8, 2016 8:00 a.m. – all day Herndon Campus - 308	Search Advisory Committee meets to select semi-finalists	
<b>Wednesday, April 20, 2016</b> 7:30 a.m. – all day Herndon Campus 305	Search Advisory Committee interviews semi-finalists (first day)	
<b>Thursday, April 21, 2016</b> 7:30 a.m. – all day Herndon Campus 305	Search Advisory Committee interviews semi-finalists (second day if necessary) Recommend finalists to Chancellor	
<b>April 22 and 23 (Tentative Dates)</b>	<b>Board Retreat</b>	
<b>May 3, 2016</b>	<b>Board Meeting</b>	
<b>Wednesday, May 11, 2016</b>	Finalists on Campus for Campus Tours and Open Forums in the morning; Interview with Cabinet in the afternoon	Forums must occur during this week because finals start next week and staff will be gone
<b>Thursday, May 12, 2016</b>	Finalists interviewed by Chancellor in the morning and Board and Chancellor in the afternoon	Board can make a decision as to whether or not to conduct site visit
Mid May	College Site Visit(s)	
<b>May 30</b>	<b>Memorial Day</b>	
<b>June 7, 2016</b>	<b>Board of Trustees' Meeting - Appoint CCC President</b>	
July 17, 2016	New President Begins	Debbie is employed until July 15, 2016 and then goes on vacation through August 19 and then retires.

2/23/16