I. CALL TO ORDER, ROLL CALL
The meeting was called to order at 6:04 p.m. by Mr. Thomson, Acting President.

ROLL CALL
Trustees Present
Mr. William Thomson, Acting President
Mr. Geoffrey L. Baum, Clerk
Ms. Berlinda Brown
Dr. Jeanette Mann
Mr. John Martin (arrived at 6:08 p.m.)
Mr. Nolan Pack, Student Trustee

Trustees Absent
Dr. Anthony Fellow

Administrative Officers in Attendance
Dr. Richard van Pelt, Interim Vice President, Administrative Services
Dr. Jacqueline Jacobs, Vice President, Instruction
Dr. Stuart Wilcox, Interim Vice President, Student and Learning Services
Dr. Lisa Sugimoto
Mrs. Elaine Chapman, Interim Dean, External Relations
Ms. Crystal A. Kollross, Interim Dean, Institutional Planning and Research
Mr. Robert Miller, Interim Dean, Educational Services

Administrative Officers not in Attendance
Mr. Lyle K. Engeldinger, Dean, Human Resources

The Academic Senate was represented by Mr. Edward Martinez.
The Classified Senate was represented by Ms. Cynthia Smith.
The Associated Students Board was represented by Ms. Ashley Jackson.
The Management Association was represented by Dr. David Douglass.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS
There was no public comment on closed session items.

Mr. Thomson adjourned the Board to Closed Session at 6:06 p.m.
II. CLOSED SESSION

Government Code §54957.6 Labor Negotiations (PCCFA; CSEA 777; ISSU; POA)
Designated Negotiator: Mr. Engeldinger

Government Code §54957.6 Negotiation with Unrepresented Employees (Confidentials; Management Association)
Designated Negotiator: Mr. Engeldinger

Government Code §54957.6 Negotiation with Unrepresented Employee (Vice President)
Designated Negotiator: Dr. Rocha

Government Code §54957 Public Employee Appointment (Vice President)

Government Code §54956.9(b) Conference with Legal Counsel regarding Anticipated Litigation (Two matters)

III. OPEN SESSION

Mr. Thomson reconvened the Open Session at 7:19 p.m. and reported that no action was taken in Closed Session.

A. PLEDGE OF ALLEGIANCE
Dr. Sugimoto led the Pledge of Allegiance.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS
There was no public comment.

C. INTRODUCTIONS/ANNOUNCEMENTS
Dr. Mann announced that she has accepted an invitation to serve on the accreditation site visit of Moorpark College on October 11-14, 2010 and will attend an accreditation training on September 8, 2010.

Mr. Baum announced that USC welcomed a new president this week, Dr. Max Nikias.

Nolan Pack introduced Ashley Jackson, Vice President for Cultural Diversity, sitting as the Associated Students Board representative.

D. ELECTION TO FILL BOARD OF TRUSTEES OFFICER VACANCIES: DISCUSSION WITH POSSIBLE ACTION
Mary Dowell, Esq., counsel for Pasadena City College, provided the background to the item.

MOTION: ON MOTION OF Mr. Baum and seconded by Dr. Mann, the Board voted by a unanimous vote of the five members present to approve William Thomson as President of the Board of Trustees of the Pasadena Area Community College District.
Advisory Vote: Aye

MOTION: ON MOTION OF Dr. Mann and seconded by Mr. Martin, the Board voted by a unanimous vote of the five members present to approve Geoffrey Baum as Vice President of the Board of Trustees of the Pasadena Area Community College District.
Advisory Vote: Aye
MOTION: **ON MOTION OF** Dr. Mann and seconded by Mr. Baum, the Board voted by a unanimous vote of the five members present to approve John Martin as Clerk of the Board of Trustees of the Pasadena Area Community College District.

Advisory Vote: Aye

MOTION: **ON MOTION OF** Dr. Mann and seconded by Mr. Baum, the Board voted by a unanimous vote of the five members present to approve Mark Rocha as Secretary of the Board of Trustees of the Pasadena Area Community College District.

Advisory Vote: Aye

E. **APPOINTMENT PROCESS FOR TRUSTEE – AREA 5: DISCUSSION WITH POSSIBLE ACTION**

Mary Dowell, Esq. provided a presentation on the process for appointing a trustee to fill the Area 5 seat.

A discussion followed of the Board Member Vacancy Selection Procedures.

4. **Criteria:** Dr. Mann recommended that applicants who meet the legal requirements for membership on the Board of Trustees shall be reviewed by an Ad Hoc Committee of the Board. The Ad Hoc Committee shall conduct its meetings in public. The Ad Hoc Committee will be composed of three Board members, William Thomson, Berlinda Brown and Jeanette Mann, with Nolan Pack, student trustee, acting as an ex officio member. The agenda for the Ad Hoc Committee shall be posted in a public place. All board members are welcome to attend the Ad Hoc Committee meeting.

Appendix 6: Timeline: Mr. Thomson, Dr. Mann, Ms. Brown and Mr. Martin recommended that the final deadline for receipt of applications in the Superintendent-President’s office be set for August 27, 2010.

The Board Member Vacancy Selection Procedures and Appendices were attached hereto as Attachment A.

MOTION: **ON MOTION OF** Mr. Baum and seconded by Mr. Pack, the Board voted by a unanimous vote of the five members present to adopt the Board Member Vacancy Selection Procedures, as amended.

Advisory Vote: Aye

F. **REPORTS**

a. **BOARD OF TRUSTEES**

Ms. Berlinda Brown, Trustee

- Attended the Early Intervention Community Youth Participation Summit sponsored by the Parent and Youth Advocate Group at the Flintridge Retreat Center on July 31, 2010.
- Attended the first African American California Community College Trustee Summit in Compton, California on July 22, 2010. The focus of the summit was the introduction of the best practices for retaining and graduating community college African American male students.

Mr. Geoffrey Baum, Trustee

- Attended the dedication of the Chihuahuita monument at the Community Education Center on July 24, 2010.
Mr. Nolan Pack, Student Trustee

- Attended the Measure P Citizens’ Oversight Committee meeting on July 28, 2010.
- Will be attending the Community College League of California’s Student Trustees Workshop at Newport Beach on August 13-14, 2010.

Mr. Bill Thomson, Trustee

- Attended the Measure P Citizens’ Oversight Committee meeting on July 28, 2010.

b. SUPERINTENDENT/PRESIDENT

1. Legislative and State Budget Update – Patrick McCallum, McCallum & Associates
   
   Dr. Rocha stated that Mr. McCallum’s travel plans fell through so he will ask him to present an update at the next Board meeting.
   
   Dr. Rocha thanked Dr. Sugimoto for setting up the meeting with Supervisor Michael Antonovich regarding the campaign for the Center for the Arts which Trustees Baum and Thomson attended.

2. Fall Enrollment Report
   
   Dr. Jacobs and Dr. Sabah Alquaddoomi, Associate Dean, Enrollment Management presented the fall enrollment report. Dr. Jacobs reported that the limits in classes are being increased which will allow more students to enroll. Dr. Alquaddoomi reported there is a plan to increase the number of seats available utilizing existing resources. The existing sections will be adjusted in those cases where the limits are too low. The availability of the increased number of seats should be in place by the end of the week and will be announced to the public.

3. Student Services Report – Veterans
   
   Dr. Wilcox presented a report on the PCC veterans.

c. SHARED GOVERNANCE REPRESENTATIVES

Mr. Edward Martinez, Academic Senate

- Reported that the Academic Senate attended meetings with the President and the administration on enrollment management issues.
- Reported that the Academic Senate was involved in active consultation on the letter Dr. Rocha sent to the faculty on issues of access.
- Reported that the Academic Senate continues to work with the offices of Educational Services and Institutional Planning and Research on the formation of the Institutional Effectiveness Committee (IEC) including an IEC start-up initiative.

Ms. Cynthia Smith, Classified Senate

- Reported that the Classified Senate met today and elected new officers: Gary Potts, President; Diana Ashkenasy, Vice President; Julio Huerta, Parliamentarian; Denise Albright, Secretary; Monica Palacios, Treasurer; and Cynthia Smith, representative to the Board.
- Announced that the Classified Senate is scheduling a retreat to develop new goals and objectives in 2010-11.

G. APPROVAL OF MINUTES

Meeting No. 22, Regular Business Meeting, July 21, 2010

Mr. Baum requested the following amendment to his report on page 4:
“Reported that he was pleased that the Pasadena Community Access Corporation was videotaping the board meeting.”

**MOTION:**  **ON MOTION OF** Dr. Mann and seconded by Ms. Brown, the Board voted by a unanimous vote of the five members present to approve the Minutes of Meeting No. 22, Regular Business Meeting, held on July 21, 2010, as amended.

Advisory Vote: Aye

**H. APPROVAL OF CONSENT ITEMS**

4-I: Amend Consent Item 17-I, Ratify and Approve Career and Technical Education Activities

Mr. Thomson asked about the funding. Dr. Jacobs responded that this is a collaborative grant and PCC is the fiscal agent.

21-P: Employment, Change of Status, Leave of Absence, and Separation of Classified Employees

Mr. Baum recognized Robert McNeil’s 21 years of service. Mr. Baum acknowledged former student trustee Nicholas Szamet’s resignation.

**MOTION:**  **ON MOTION OF** Dr. Mann and seconded by Mr. Martin, the Board voted by a unanimous vote of the five members present to approve Consent Items 1-S; 4-I through 6-I; 14-B through 22-B; and 17-P through 21-P.

Advisory Vote: Aye

**I. BUDGET UPDATE: PRESENTATION AND DISCUSSION**

Dr. van Pelt presented a budget update.

**J. APPOINTMENT OF MEASURE P CITIZENS’ OVERSIGHT COMMITTEE: DISCUSSION WITH POSSIBLE ACTION**

**MOTION:**  **ON MOTION OF** Dr. Mann and seconded by Mr. Baum, the Board voted by a unanimous vote of the five members present to approve the appointment of Bradford King to the Measure P Citizens’ Oversight Committee for 2010-11 and 2011-12.

Advisory Vote: Aye

**K. PUBLIC HEARING REGARDING INITIAL BARGAINING PROPOSAL FROM THE PASADENA CITY COLLEGE FACULTY ASSOCIATION (PCCFA) TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT**

Mr. Thomson opened the hearing. Since no one wished to address the Board on the item, the hearing was closed.

**L. ACADEMIC CALENDAR -- EFFECT ON STUDENT SUCCESS: DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION (MARTIN)**

**MOTION:**  **ON MOTION OF** Mr. Baum and seconded by Dr. Mann, the Board voted by a unanimous vote of the five members present to approve staff time for a report on the effect of the academic calendar on student success.

Advisory Vote: Aye

**M. BOARD MEETING CALENDAR: DISCUSSION FOR APPROVAL OF STAFF TIME WITH POSSIBLE ACTION (BAUM)**

Mr. Baum withdrew the item.
N. FUTURE BOARD MEETING DATES

Wednesday, August 25, 2010 (Regular Board meeting) – 6:00 p.m.
Saturday, August 28, 2010 (Summer Board retreat)
Wednesday, September 1, 2010 (Regular Board meeting) – 6:00 p.m.

MOTION: ON MOTION OF Mr. Martin and seconded by Dr. Mann, the Board voted by a unanimous vote of the five members present to schedule the Summer Board Retreat on Saturday, August 28, 2010 to convene at 9:30 a.m.
Advisory Vote: Aye

O. FUTURE AGENDA ITEMS

Dr. Mann requested the following:
- Disclosure of compensation for the Board and the executive team

Mr. Thomson expressed his thanks to Mary Dowell for her input at the Board meeting.

III. ADJOURNMENT

Mr. Thomson adjourned Meeting No. 23 at 9:38 p.m.
MOTIONS CARRIED AT MEETING NO. 23 – August 4, 2010

1. Approval of William Thomson as President of the Board of Trustees of the Pasadena Area Community College District.

2. Approval of Geoffrey Baum as Vice President of the Board of Trustees of the Pasadena Area Community College District.

3. Approval of John Martin as Clerk of the Board of Trustees of the Pasadena area community college District.

4. Approval of Mark Rocha as Secretary of the Board of Trustees of the Pasadena Area Community College District.

5. Approval to adopt the Board Member Vacancy Selection Procedures, as amended.

6. Approval of the Minutes of Meeting No. 22, Regular Business Meeting, held on July 21, 2010, as amended.

7. Approval of Consent Items 1-S; 4-I through 6-I; 14-B through 22-B; and 17-P through 21-P.

8. Approval of the appointment of Bradford King to the Measure P Citizens’ Oversight Committee for 2010-11 and 2011-12.

9. Approval of staff time for a report on the effect of the academic calendar on student success.

10. Approval to schedule the Summer Board Retreat on Saturday, August 28, 2010 to convene at 9:30 a.m.

Submitted by:

Mark W. Rocha, Secretary
Board of Trustees
ATTACHMENT A

BOARD MEMBER VACANCY SELECTION PROCEDURE

[Education Code Section 5091; Board Bylaw 1020(4)]

The Board intends the selection process to be conducted in the most transparent manner possible. The primary contact should be the College President or his designee in the district office. The Trustees themselves shall maintain their neutrality and support for an open process.

The selection process shall adhere as closely as possible to the schedule set out in Appendix 6.

1. **Public Notice and Publicity About the Vacancy**

The College President shall cause notice of the vacancy to be posted in at least three prominent public places throughout the District, including Trustee Area 5. The notice shall include instructions on how to apply to be a candidate for appointment as a Trustee or to nominate someone to be a candidate for appointment.

The President shall cause notice of the vacancy to be published in a newspaper of general circulation in the District.

The announcements shall be in the form set out in Appendix 1.

2. **Recruitment of Candidates and Information for Candidates**

The College President shall recruit qualified candidates to apply for the vacancy on the Board by doing all of the following:

- Send announcements about the vacancy and information about the role of a trustee to people who might be or know of good potential board members.

- Solicit names of good potential candidates from current trustees, community leaders, and college organizations.
Call or send those who are identified a letter with application information.

Anyone who indicates an interest should be encouraged to learn more about the position.

The President’s Office shall send the letter contained at Appendix 2 to all persons who express interest to the President’s Office in becoming a candidate.

The President’s Office shall also provide all persons expressing an interest in becoming a candidate for the vacancy with the following information:

- Information about the board role and trustee responsibilities, including compensation, conflicts of interest and disclosure requirements, and expectations.
- Individual meetings with the CEO.
- Candidate group meeting with the CEO and other staff.
- Packets of information available from the Community College League, including the brochure “Board Candidate Information” and selected chapters from the Trustee Handbook.
- District information, including board meeting agendas and minutes, board ethics and operations, college catalogs and general reports, and summaries of long-range plans.

3. **Applications and Candidate Information**

Candidates shall apply for the vacancy by submitting the following materials:

- Letter of interest
- Application Form contained at Appendix 3
- Resume, including community service and leadership
- Questionnaire contained at Appendix 4
Applications shall be reviewed by the College President or his designee to determine which applicants meet the legal requirements for membership on the Board. These are contained in California Education Code Section 72103 and include:

- Candidates must be at least 18 years of age.
- Candidates must be citizens of the U.S. and the State of California.
- Candidates must be registered voters of the District and the Trustee Area 5.
- Candidates must be residents of Trustee Area 5; addresses will be verified.
- Candidates must not be disqualified from holding office by any provision of the Constitution or law of California.
- Candidates who are current District employees must resign before being sworn into office; if the employee does not resign the employment will automatically terminate when the person is sworn into office. The only exception is for a person whose usual occupation is other than teaching, and who is currently teaching no more than one course in the subject matter of his or her occupation; such a person may complete the current course, but no future employment will be possible.

Applicants who do not meet the legal requirements will be notified by the College President in writing.

4. **Criteria**

Applicants who meet the legal requirements for membership on the Board shall be reviewed by an ad hoc committee of the Board composed of three members: Board Members Thomson, Brown, and Mann, with the Student Trustee acting as an ex officio member. The Ad Hoc Committee shall conduct its meetings in public.
The selection of final candidates to be reviewed by the entire Board shall include consideration of the following criteria:

- Interest in and commitment to service to the community
- Interest in and commitment to public education and student learning
- Knowledge about and commitment to the role and mission of community colleges in the communities they serve and in the context of all higher education
- Willingness and ability to represent those who live in the service area; mindful of the perspectives of diverse constituencies
- Willingness to advocate the District and its interests to the community and state
- Knowledge and background related to the issues considered by the Board (e.g. community needs, funding, education, district operations)
- Ability to work as a member of a public governing board; understands that the Board, not the individual trustees, has authority
- Ability to articulately express perspectives and respect the perspectives of others
- Willingness to work cooperatively with others and in partnership with the College President
- Time and energy necessary to fulfill the responsibilities of being a trustee
- Willingness and time to engage in ongoing professional development
- Commitment to fulfill the ethical and legal responsibilities of trusteeship, unencumbered by private agendas
- Qualities, background, and stature that will enhance the standing of the district in the community

At least three candidates shall be forwarded by the Committee to the entire Board for review and approval as final candidates.

5. **Reviewing and Selecting Final Candidates**

Each member of the Board shall receive and review the applications and background information of the final candidates recommended by the Committee to the Board for consideration.
6. **Interviews with Final Candidates**

Interviews with Final Candidates shall occur in a public meeting of the Board.

Candidates shall be interviewed in an order to be determined by lot. Each interview should be expected to last approximately fifteen minutes. Candidates shall each have five minutes to make a presentation to the Board. After each presentation, Board members may ask questions of the candidate. Questions may be drawn from the list in Appendix 5, or may arise from the presentations made by each candidate.

7. **Voting on Final Candidate**

The provisional appointment must be made by a majority public vote of the board members at a public meeting. Each Trustee’s votes shall be a matter for public record; no secret ballots are allowed. The Board shall vote as many ballots as necessary to select a member by a majority of at least four votes.

The Board may vote on the candidates at the same meeting in which they are interviewed, or the vote may be schedule for a subsequent meeting.

8. **Announcement of the Appointment**

The College President shall cause notices of the provisional appointment to be posted within 10 days of the appointment in three prominent public places in the District. Notice of the appointment shall also be published in a newspaper of general circulation.

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy (i.e. the date of the filing of, and the effective date of, the resignation). It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of the County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment. (If a petition is filed, then a special election must be held.)
The notice of the appointment should be sent to the County Superintendent of Schools, the Los Angeles County elections office, the State Chancellor’s office, the Community College League of California and other agencies that maintain lists of elected officials. Additional publicity may include press releases to all newspapers in the region, other news media, and local governing bodies.

9. **Length of the Appointment**

The person appointed to fill the vacancy shall hold office until the next regularly scheduled election for the Board.
Appendix 1: Text of Public Notice

The Pasadena Area Community College District is soliciting applications to serve as an appointed member of the Board of Trustees until the next regularly scheduled election for governing board members, which is in November 2011.

The Board is responsible for the performance of Pasadena City College, which serves more than 28,000 students each semester and provides vital educational services to the communities in the region.

The Board is seeking candidates who have the ability and time to fulfill the responsibilities of being a member of the board, which include but are not limited to:

- Participate fully in the work of the board, which includes attending all board meetings and key college events, studying and discussing policy issues, and participating in trustee education programs.
- Be knowledgeable about the communities served by the college and be willing to act on behalf and for the benefit of those communities.
- Be committed to community colleges and their missions; understand educational, social, and economic policy issues.
- Engage in balancing the needs of many diverse groups; be able to contribute to and build consensus.
- Contribute to effective board functioning and support the authority of the board as a whole.

The Board of Trustees meets every first and third Wednesday of each month. Please contact the College President to indicate interest or suggest possible candidates for the position. Information and application materials are available from that office. More information is available by calling (626) 585-7202.

Applications are due no later than August 27. The board will interview candidates and make the provisional appointment.
Appendix 2: Letter to Applicants

Dear Community Member:

Thank you for your interest in serving as an appointed member of the Board of Trustees of the Pasadena Area Community College District. The appointee will serve until the next regularly scheduled election, which is in November 2011.

We have enclosed a schedule that outlines the steps in the selection process. In order to be considered for appointment to the vacant position, all application materials must be received in the Office of the President no later than August 27.

Application materials include the following:

- A letter of interest addressed to the president of the Board of Trustees
- A resume, including community service and leadership
- A completed Application (enclosed)
- A completed Applicant Questionnaire (enclosed)

These materials will be considered by members of the Board of Trustees in determining who will be invited to be interviewed at a public board meeting. Further information will be provided to the invited candidates about the board meeting and interview process.

The Board encourages you to review the enclosed materials that outline Governing Board responsibilities and expectations of trustees. In addition, you are encouraged to schedule an appointment with the College President and/or participate in an informational meeting for candidates about the district, the appointment process, and governing board responsibilities. Information about the District can also be found at www.pasadena.edu.

Please contact the Pasadena City College President’s Office at (626) 585-7202, if you have any questions about the position or the selection process.
Appendix 3: Application Form

Name ____________________________

Home Address
____________________________________________________

City, State, Zip
____________________________________________________

Phone:    Home ______________________
Business _______________________
E-mail address __________________________

Occupation
____________________________________________________

Company
____________________________________________________

Business Address
____________________________________________________

City, State, Zip
____________________________________________________

Please complete the following or attach a current resume.
Education (List degrees or highest year completed and the college or school.)

____________________________________________________

____________________________________________________

____________________________________________________

Employment History (last 10 years)

____________________________________________________

____________________________________________________

____________________________________________________
Public and Community Service
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

___ (Check if applicable) I am related to a current employee of the district. If yes, name of employee and your relationship
________________________________________________________________________

I understand that I may not be an employee of the district and serve as a member of the board.

I certify that I meet all eligibility requirements. (Note: To be eligible, an individual must be at least 18 years old; must be a resident [of the district/of the area]; must be a registered voter of the District, and must not be disqualified from holding civil office by the Constitution or any law of the state.)

Signature: ______________________________

Date: ______________________________

Form must be returned by _____________ to:

Office of the President
Pasadena Area Community College District
1570 East Colorado Blvd.
Pasadena, CA 91106
Appendix 4: Questionnaire

Please state why you are seeking appointment to the Pasadena Area Community College District Board of Trustees.

What skills and abilities would you bring to the work of the board of trustees?

Please describe your experience in serving on boards, commissions or appointed or elected positions. Please list the dates and how these experiences would contribute to your service on the board.

Describe other community involvement and experience that would contribute to the work of the board and the community college.

Please give an example of how you have handled being part of a voting body when you have had a different point of view or position that the majority of the board members.

What is your approach to working with a team of people in achieving policy level goals?

What do you hope to accomplish by serving as a trustee?

Applicants may attach supporting materials and letters of reference. However, the maximum amount of materials that may be submitted is 10 pages.
Appendix 5: Interview Questions

Why are you interested in becoming a member of the Board of Trustees?

Please describe your public service and community involvement, and the skills you would bring to the board.

Service on the board requires a significant amount of time for meetings, studying issues, and other activities? How much time do you anticipate you will have to devote to the board and what other commitments do you have?

What is your understanding of the mission and purposes of the community colleges in California? What are the mission and purposes of our district?

What do you see as the major issues facing the community college(s) in the next decade?

Whom would you feel you are representing if you are appointed to the board of trustees?

What is your understanding of the primary responsibilities of the board? What would be your responsibility to the board as a trustee?

Please discuss your understanding of the differences between the roles of the chief executive officer and other administrators and the role of the board.

Please discuss your understanding of the relationship between the trustees on the board and the administrators, faculty, staff, and students of the institution.

What are some major accomplishments of the district in the past few years? What, if any, areas for improvement should the board address?

How would you respond to a concern from a student, a staff member, and a community member about any part of the college operation?
If a board member feels strongly about a matter, but his or her position is not supported by the board, how should this trustee conduct him or herself?

If major reductions in funding were to occur, what would be your priorities for the most important programs or services to retain?
Appendix 6: Timeline

Week 1 (August 4-10): Publication of vacancy as required by law. CEO and board, ad hoc committee, or board chair finalize steps in the process, the timeline, and application materials and criteria for selection.


August 27: Final deadline for receipt of applications in the CEO’s office.

Week 5 (August 27-31): Announcement of names of applicants and distribution of materials to board members for review. Informational meeting(s) for candidates, organized by College President and staff.

Week 6 (September 1-7): Ad hoc committee or Board Committee of the Whole meeting to screen applications and select finalists for interview or further consideration. Committee reports to the Board to determine the finalists.

September 8: Possible Special Board meeting to approve finalists.

Week 7 (September 13-15): Board meeting(s) to hear presentations from the candidates, interview finalists, and/or discuss the applications review.

September 15: Select and provisionally appoint the trustee.

Week 8 (by September 21): Publish the notice of appointment.