

**CHANCELLOR SEARCH COMMITTEE
CITY COLLEGES OF CHICAGO**

AGENDA

WEDNESDAY, SEPTEMBER 21, 2016

12:00 NOON

CITY COLLEGES OF CHICAGO

226 W. JACKSON BLVD., ROOM 301

CHICAGO, ILLINOIS 60606

- I. **Call to Order – Chair, Charles R. Middleton**
- II. **Roll Call – Assistant Board Secretary, Bethany Myles**
- III. **Welcome – Chair, Charles R. Middleton**
- IV. **Introductions**
- V. **Public Participation**
- VI. **Review of Agenda Items**
 - **Board Charge to Committee**
 - **Confidentiality**
 - **About AGB Search and the search process**
 - **Work of the Committee**
 - **Structure of the Committee**
 - **Open Meetings/Open Records Information**
 - **Proposed Search Timeline review**
 - **Communication Plan Discussion**
 - **Listening Session for Advertisement Content**
 - **Provost Screening Team**
- VII. **Motion for Closed Session – Chair, Charles R. Middleton**
- VIII. **Return from Closed Session**
- IX. **Adjournment**



Chancellor Search Committee

- Charles R. Middleton, Ph.D., Chair, Board of Trustees
- Gary E. Gardner, Vice Chair, Board of Trustees
- Clarisol Duque, Secretary, Board of Trustees
- Isaac S. Goldman, Member, Board of Trustees
- Rev. Dr. Darrell Griffin, Member, Board of Trustees
- Karen Kent, Member, Board of Trustees
- Marisela Lawson, Member, Board of Trustees
- Melanny Buitron, Student Member, Board of Trustees
- Professor Jennifer Alexander, Richard J. Daley College
- Professor Joseph Craan, Olive-Harvey College
- Professor Gabriela M. Muralles-Ball, Malcolm X College
- Beatrice O'Donnell, Office of Safety and Security, District Office
- David Potash, Wilbur Wright College

Provost Screening Team

(In Formation)

- Marisela Lawson, Member, Board of Trustees
- Professor Jessica Bader, Harold Washington College
- Professor Anne Close, Harry S Truman College
- Kristy Lisle, Kennedy-King College
- Professor Celeste McGill, Kennedy-King College
- Claudia Mercado, Enrollment Management, District Office
- Armen Sarrafian, Harold Washington College
- Azalia Martinez, Student, Richard J. Daley College



CHARGE TO THE CHANCELLOR SEARCH COMMITTEE OF THE CITY COLLEGES OF CHICAGO (DRAFT)

1. The Chancellor Search Committee shall assist and advise the Board of Trustees in the selection of the next Chancellor and the next Provost of the City Colleges of Chicago.
2. The Committee shall provide input on an Advertisement and/or Institution Profile representing the criteria for the positions of Chancellor and Provost of City Colleges of Chicago to be approved by the Board.
3. Appointees to the Committee will serve without predetermined bias for or against any prospective candidates who have applied or who have been nominated, referred, or discovered in the search process.
4. Committee members will agree to review all candidates without regard to, race, color, gender, religion, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or national origin.
5. Committee members shall commit to preserve the confidentiality of the search process and candidate identities. Such confidentiality is essential to the successful outcome of the search and must be maintained with professionalism and diligence at all times throughout the search process.
6. Appointees will serve with the understanding that the Committee will meet frequently over a period of months and that attendance at scheduled meetings is a top priority.
7. The Committee shall work with the advice of an executive search consultant to search and screen for appropriate candidates. The Committee shall evaluate nominations and applications.
8. The Committee will present to the Board of Trustees an unranked list candidates who are the most qualified for Board selection as the next Chancellor and the next Provost of City Colleges of Chicago.

September 21, 2016



**TIMELINE FOR THE CHANCELLOR SEARCH COMMITTEE
AND THE PROVOST SCREENING TEAM**

PRELIMINARY DRAFT 9-21-2016

(ALL DATES ARE TENTATIVE)

Date	Task
September 16-22, 2016	<ul style="list-style-type: none"> • Search Process Initiated • Districtwide listening sessions with CCC Community • First Chancellor Search Committee meeting • First Provost Screening Team meeting • Launch of Leadership Search Website
October 10	<ul style="list-style-type: none"> • Official launch of Chancellor search • Online advertisements placed • Communication plan enacted
November 14	<ul style="list-style-type: none"> • Official launch of Provost search • Online advertisements placed • Communication plan enacted
December 2	<ul style="list-style-type: none"> • Deadline for Chancellor applications (best consideration)
Mid December-Early January	<ul style="list-style-type: none"> • Chancellor Search Committee meets
January 17	<ul style="list-style-type: none"> • Deadline for Provost applications (best consideration)
January 18-19	<ul style="list-style-type: none"> • Chancellor Search Committee meets
January 30	<ul style="list-style-type: none"> • Provost Screening Team meets
March	<ul style="list-style-type: none"> • Board of Trustees appoints Chancellor-Elect and Provost-Elect
July	<ul style="list-style-type: none"> • Chancellor-Elect and Provost-Elect take office



Chancellor Search Committee Confidentiality Agreement

In consideration of my designation as a member or staff of the Chancellor Search Committee to identify candidates for the position of Chancellor and the position of Provost and Chief Academic Officer and the resulting access I will have to confidential information and materials related to these searches, and with full knowledge of the critical importance of the principle of confidentiality to the integrity and success of the search process, I hereby agree:

1. That the Chancellor Search Committee serves in an advisory capacity charged with recommending candidates to the Board of Trustees for the office of Chancellor and the office of Provost and Chief Academic Officer and that it is the Board that has the ultimate authority to fill these positions;
2. That the deliberations of this Committee and any and all information, whether verbal or in the form of papers, books, files, documents, electronic communications, or in any other form or format, which comes into my possession or knowledge in my capacity as a member of either committee and relating to these searches, is confidential;
3. To keep confidential the names, positions, and other identifying information of all of all prospects, applicants and candidates;
4. To refrain from making any statements or comments to any person(s) about or relating to the aforementioned search processes, other than to fellow committee members;
5. That, only the Chair of the Board of Trustees is authorized to speak to the media or to discuss confidential information regarding the search process, prospects, or candidates with any person(s) who are not members of the Chancellor Search Committee;
6. To disclose promptly to the Chair any real or perceived potential conflict of interest in a relationship I may have with a prospect or candidate;
7. That the confidentiality obligations outlined in this agreement exist both during the period the Chancellor Search Committee are active and at any and all times thereafter;
8. To destroy all materials related to the work of either committee without retaining a copy of any such material when they are discharged; and
9. That if I am found to be in breach of any of these terms or conditions I may be removed from the Chancellor Search Committee.

I have read, understand and agree to abide by all terms of this Confidentiality Agreement as a condition of my continued service as a member or staff of the Chancellor Search.

Printed Name: _____ Date: _____

Signature: _____



Key Contacts

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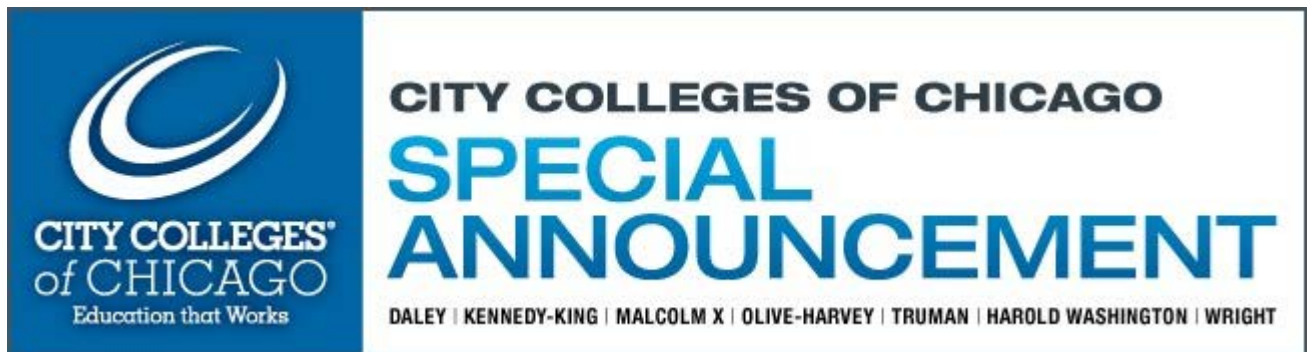
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ccc.edu/leadershipsearch

Copy of Message to All CCC Students, Staff and Faculty

Sent: Sun 9/18/2016



Dear Members of the CCC Community,

This June, Chancellor Hyman notified the Board of Trustees of her intent to extend her service as Chancellor of the City Colleges of Chicago for a period not to exceed one more year. We greatly appreciate Chancellor Hyman's continued service and leadership.

Last month, the Board of Trustees authorized engaging an executive search firm, AGB Search, LLC, to assist us in the work of identifying our next Chancellor, as well as our next Provost.

Starting next week, these consultants will begin a series of meetings with students, faculty and staff from across the district to hear from you about the characteristics you seek in our next leaders. Likewise, they hope to learn of the opportunities available to us as we continue to build on our shared success over the first six years under Reinvention and to position the district for even greater achievements in the future.

As they visit the Colleges, our consultants are looking forward to hearing from members of the CCC community about the following:

- What are the priorities of leadership for the next Chancellor and the next Provost?
- What attributes do you want to see in the next Chancellor and the next Provost?
- How would you describe the culture of City Colleges?
- What makes you optimistic about the future of City Colleges of Chicago?

This information also will inform the Board as we work to craft a position description and ultimately decide on who will fill these important roles. If you would like to share your thoughts on these questions, you may email the Board at: leadershipsearch@ccc.edu.

Next week, we also will be having the first meetings of the Chancellor Search Committee and a small group that will screen candidates for the Provost position. Both groups are envisioned to assist the Board in its ultimate selection of two qualified and capable individuals to fill these critical roles.

Due to the need to keep potential candidate information secure, members of the process will be required to refrain from sharing information about the process or candidates with anyone outside of the membership of these groups.

In addition to occasional email messages such as this one, we are establishing a hub for information on the search process for both these roles at ccc.edu/leadershipsearch. From that location, you will be able to read this and future updates about the search process.

On behalf of the Board of Trustees, I thank you for your help with these searches and for your active engagement in the City Colleges of Chicago community.

Sincerely,
Charles R. Middleton, Ph.D.
Chair, Board of Trustees
City Colleges of Chicago