







## Local Recruitment and Vetting Process Considerations (cont'd)

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- **Development of job description**
  - Role/expectations
  - Desired attributes
  - Minimum qualifications
  - Public/stakeholder input
- **Advertising of position**
- **Screening of applications**
  - Method and responsible party
  - Recommend search committee (or BOT, if no search committee appointed) have opportunity to review all applications received.



## Local Recruitment and Vetting Process Considerations (cont'd)

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- **Recommendation of finalist(s) to BOT**
- **Finalist interview(s)**
  - Format
  - Public/stakeholder participation?
  - Interview questions
- **Background and reference checks**
- **Overall Goal: Position the future president for success**
  - Process should assure all stakeholders associated with the institution that the search will be an honest search, which has credibility with the college employees and the community.



## Recommended Background Checks

- **Social Security Number verification**
- **Criminal history check**
- **Civil litigation history check**
- **Driver's license record check**
- Personal credit history check
- Educational verification
- Employment verification
- Worker's Compensation History
- Test for the use of illegal drugs (optional)
- Past and present residence information
- Employment references
- Personal contacts

} public information



## Terms of Employment Considerations

- Terms of employment should be negotiated prior to final action by SBCC.
- While it is not required, it is common for colleges to enter into contracts with presidents.
- State salary: Based on college's total FTE student enrollment (next slide).
- BOT may supplement State salary with local funds (SBCC does not have authority to limit local supplement).
- When determining term of contract (if applicable), keep in mind:
  - Per 1C SBCCC 400.95, "Contracts entered into by boards of trustees may not be bought out with state funds, unless required by a court of competent jurisdiction."
- Contracts with automatic renewal clauses, or "rolling contracts" are **strongly discouraged**.



## FY 2017-18 Presidents State Salary Schedule

Grade	Total FTE	Annual State Salary
1	0 – 2,499	\$139,254
2	2,500 – 6,499	\$148,659
3	6,500+	\$158,718



## Retirement Benefits

- Presidents must participate in Teachers' and State Employee' Retirement System (TSERS – a defined benefit plan)
  - 5 years required to vest
  - “Pension spiking”
  - IRS limitations
- Optional Retirement Program (ORP – a defined contribution plan) is NOT currently available