

GOVERNING BOARD
Resolution 2019-37

Whereas, the Governing Board of Central New Mexico Community College has hired Pauly Group, Inc. to provide professional and recruitment services to assist the CNM Governing Board in the Presidential Search Process; and

Whereas, the Governing Board desires to establish guidelines for the search process for the next president; now, therefore be it

RESOLVED, That the Governing Board of Central New Mexico Community College approves the attached draft search process guidelines and draft calendar.

ADOPTED, this 11th day of June, 2019.

APPROVED:


Chair

ATTEST:


Secretary

Central New Mexico Community College

Presidential Search Process Draft

Approval of Process and Criteria

1. CNM has hired Pauly Group to assist with the search and provide services to include: advisement on the development of the advisory committee, collaborate with the Governing Board to develop the job description, recruitment, coordinate advertising for the position including social media efforts, distribute position announcements to targeted audiences, facilitate candidate interviews, conduct thorough reference background investigation on candidates, and facilitate the plan for presidential transition.
2. Applications will be accepted until September 23, 2019 and semi-finalist interviews will take place the week of October 7.
3. Periodic progress reports on the search will be issued.
4. A budget of \$150,000 has been established for the Presidential Search Process

Advisory Committee Appointment

1. The Advisory Committee will consist of 15 to 25 members including, but not limited to: CNM Board Members, staff, faculty, students, and community members.
2. Advisory Committee members will be selected from a diverse population of the community based on applications and nominations made by organizations and individuals.
3. Nominations must include a letter of interest from the nominee and biographical information.
4. Selection criteria will include the nominee's interest in CNM, community involvement and commitment to the Presidential Search process.

Applicant Screening Process

1. All applications will be submitted to Pauly Group and upon receipt applications will be reviewed for minimum qualifications. The names of all applicants will remain confidential until a minimum of five finalists are announced.
2. Each advisory committee member will be responsible for reviewing all applications that meet the minimum qualifications.
3. Advisory Committee will identify a minimum of five applicants based on consensus ranking and provide documentation to the Governing Board. Names of finalists accepting interview appointments will be made public after acceptance of the interview.

Applicant Interview Process

1. Out of town semi-finalists will be interviewed through video conference or may choose an in person interview at their own expense and local candidates will receive in person interviews.
2. Invited finalists will visit CNM for a two-day screening which will include forums with faculty, staff, students, and community members, and a closed session with the Governing Board. The Governing Board will solicit written comments regarding each applicant from CNM employees and community members.

3. The Governing Board may request a second interview with the finalists.

Selection of President

1. The Governing Board will meet with the preferred candidate to discuss potential employment and mutual goals.
2. The Governing Board will vote, in an open meeting after a minimum of 21 days public notice, on the preferred candidate and terms of the contract.

Central New Mexico Community College

Presidential Search

June 11, 2019	Governing Board approves Presidential Search Process and timeline
August 19, 2019	Advertisement of request for applications and nominations
September 10, 2019	Governing Board approves Presidential Advisory Committee
September 23, 2019	Advisory Committee begins reviewing Presidential applications
October 2019	Presidential finalists visit CNM for campus tour, forum and interview
November 12, 2019	Governing Board will vote on the preferred candidate and terms of the contract