

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 26, 2013**

**TAB 2**

**ACTION**

**Subject: Executive Search Consultant Budget**

**Background**

At its May 22, 2013, regular meeting, the Board authorized, by motion, the College administration to develop a request for proposals (RFP) for an executive search consultant to assist in the recruitment of presidential candidates. Since that time, the College's assigned assistant attorney general and staff have worked to draft an RFP. An update on that process was provided at the June 13, 2013, special meeting, and staff will provide a further update at the June 26, 2013, meeting.

In anticipation of the RFP and contract award process, of which the Board will be kept fully informed, the Board will need to identify funding for the search consultant's work. While the cost of the services cannot be known until proposals are received, College administrators who are familiar with these matters believe that the entire process, including search consultant fees, can be covered with an allocation of \$100,000.

The cost of a search consultant is not contemplated in the College's operating budget; the Board does, however, have other resources at its disposal, including the Board reserve. The Board may wish to consider using this source to fund the search process, or to consider other potential sources.

**Recommendation**

That the board designate One Hundred Thousand Dollars (\$100,000) from an identified source to fund the presidential search process.

Prepared by: Stephen Smith, Vice President for Human Resources and Legal Affairs  
Stuart Trippel, Director, Financial Services  
Shoreline Community College  
June 21, 2013