



MEETING	DATE	TIME	LOCATION (HYBRID)	
Special Meeting	November 29, 2022	11:00 a.m. – 12:00 p.m.	Seattle Colleges District Office 1500 Harvard Ave Seattle, WA 98122 Siegal Center Board Room	Zoom https://zoom.us/j/97867369259? Meeting ID: 978 6736 9259 Passcode: 434933

TRUSTEE ATTENDANCE			
Teresita Batayola	Present	Brian Surratt	Absent
Louise Chernin, Chair	Present	Rose Peralta, Vice Chair	Present
Colleen Echohawk	Present		

Guests: Nathan Ormsby, Bruce Marvin, Jennifer Dixon, Angela Gurney, Lisa Gacer

SPECIAL MEETING

11:00 a.m. CALL TO ORDER

Chair Louise Chernin called the meeting to order at 11:05 a.m.

Motion 1: Vice Chair Peralta moved to approve the agenda; motion seconded; motion approved unanimously.

11:00 a.m. PUBLIC COMMENT

No public comments were made.

11:15 a.m. EXECUTIVE SESSION

Chair Chernin called the executive session to order at 11:05 a.m. to discuss personnel issues.

A. Negotiations

- a. Exception (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.

B. Litigation Update

- a. Exception (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district;



C. Personnel

- a. Exception (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

Chair Chernin adjourned the executive session at 11:25 a.m.

11:35 a.m. OPEN SESSION

Chair Chernin called the open session meeting to order at 11:35 a.m.

1. INFORMATION

a. Request for Proposals for the Chancellor Search Consultant

It was stated that the request for proposals (RFP) for the search consultant for the permanent Chancellor search has been drafted and will be reviewed by the Board of Trustees at this meeting. Once reviewed and approved the RFP will be posted and the search for a firm or consultant to assist with the permanent chancellor search will begin.

Chair Chernin and Lisa Gacer, Procurement & Supply Specialist 4, provided an overview of this RFP process and draft proposal:

- Informal RFP
- RFP will be posted for 30 days
- Will create an evaluation committee which will evaluate the applications and provide a recommendation to the Board for approval.
 - Trustees (2)
 - Human Resources representative (1)
 - Office of Equity, Diversity, & Inclusion representative (1)
- The bid limit may not exceed \$99,999 (plus taxes)
- The RFP process should take around 6 weeks from start to finish

The board members discussed the draft RFP at length. The edits proposed to the RFP focused on:

- The cost of the contracts - not to exceed limit.
- How equity was embedded in this process and clarifying this language.
- Adding the equity process to the evaluation element for proposal review.
- The process for requesting/scheduling interviews with the RFP finalists.

The edits to the RFP mentioned above are notated on the attached document following the minutes.

2. ACTION ITEMS

a. Request for Proposals for the Chancellor Search Consultant

Motion 2: Vice Chair Peralta moved to approve the edited Request for Proposals for the Chancellor search consultant as agreed upon in the meeting; motion seconded; motion approved unanimously.

12:00 p.m. ADJOURNMENT

Chair Chernin adjourned the meeting at 1:00 p.m.



Seattle Colleges
SOLICITATION NO.

PROJECT TITLE: Executive Search Services

Bidder's Proposal Due: December 30, 2022

Email to lisa.gacer@seattlecolleges.edu

Bidder's Questions due: December 14, 2022 to lisa.gacer@seattlecolleges.edu

The Seattle College District, hereinafter referred to as the Purchaser, is soliciting proposals to lead a search for the next Seattle College District's Chancellor. The District's Board of Trustees will make the final selection of the successful search proposal for this project.

The search consultant will conduct a survey of the college district's community, internal and external, to help determine what traits/characteristics/abilities are required for the Chancellor position. The consultant will spend time connecting with and engaging key leaders, stakeholders and individuals, in discussions about the Seattle College District and its leadership needs. Based on the information gathered during this process, the consultant will develop and present to the Board of Trustees a profile of Chancellor leadership characteristics, requirements and qualities, developed collaboratively with the Search Advisory Committee, which will be subject to final approval by the Board of Trustees.

In collaboration with the Search Advisory Committee, the consultant will identify a pool of qualified candidates who meet the approved Chancellor leadership profile, which will be presented to the Board of Trustees. The search process conducted by the consultant will take into account the District's values for diversity and inclusion and will yield the highest quality of qualified candidates.

The Search Advisory Committee will recommend to the Board Chancellor finalist candidates to be interviewed by the Board of Trustees from the pool. The consultant will conduct extensive reference and background checking on final candidates, and will present results to the Board.

The process schedule/timelines developed by the Board of Trustees chair would have the new Chancellor selected in May 2023 in order to facilitate transition and orientation with the current Chancellor anticipated to begin July 2023, and be expected to fully transition September 2023.

The period of performance of any contract awarded as a result of this solicitation is tentatively scheduled to begin on or about February 1, 2023 and be in force until execution of the new Chancellor's contract with Seattle Colleges.

Any contract awarded under this solicitation shall be in an amount not to exceed \$98,000 before applicable taxes.

The solicitation is open to individuals or organizations that meet the following minimum criteria:

1. Respondents must be licensed to perform work in Washington State.
2. Respondents must have extensive experience providing national executive search services.
3. Respondents must have at least three (3) customer references for whom the Respondents has provided similar services during the past thirty-six (36) months preceding the response due date.
4. Respondents must generally comply with the insurance provisions specified in the General Terms and Conditions, which are available on the website at <http://www.seattlecolleges.edu/business>. Respondents who do not meet the insurance requirements may request a waiver of coverage or limits of insurance in their submittal.

Respondents who do not meet the above minimum qualifications shall be considered non-responsive, and their proposals will not be evaluated.

The proposal is to be brief but should include:

1. Experience on comparable projects;
2. Staff qualifications;
3. Project work plan;
 - a. The process by which the Consultant will attract a qualified pool that is reflective of the District’s diversity and includes student, workforce, and faculty population.
 - ~~5.1. Schedule to accomplish the project;~~
 - a-b. _____
4. Details on how the Consultant will use a fair and equitable process (using an equity lens) to screen ~~applicants who do not meet the minimum qualifications.~~ applicants.
- ~~5.1. Schedule to accomplish the project;~~
- ~~6.5.~~ _____ Costs or fees; and expenses
- ~~7.6.~~ _____ Names, addresses and telephone number of three (3) business references.

The following weights will be assigned for proposal evaluation purposes:

Evaluation Element	Possible Points
1. Experience and Staff Qualifications	35
2. Project Work Plan	25
3. Project Schedule	20
4.3. equity process	20
4. Cost <u>20</u>	20
 Total Possible Points	 100

Proposals will be evaluated by the Purchaser based on the response to the information requested above. All eight (8) items must be addressed for the proposal to be considered responsive. The deadline for submission of responses is stated on Page one of this Informal Solicitation. Proposals submitted after the deadline will not be considered.

INTERVIEW / PRESENTATIONS MAY BE REQUIRED

The Purchaser may after evaluating the written proposals elect to schedule interviews or presentations of the finalists. If interviews or presentations become necessary, the Purchaser will contact the top-scoring Respondent(s) from the written evaluation for an interview ~~and/or presentation during an (add date) Board of Trustees meeting with the evaluation committee.~~ Commitments made by the Respondent at the interview, if any, will be considered binding and should be confirmed in writing within three (3) business days. Possible points for the interview/presentation evaluation, if required, shall not exceed 30. The scores from the written evaluation and the oral interview or presentation combined together will determine the apparent successful contractor.

The Purchaser reserves the right at its sole discretion to reject any or all responses for any reason whatsoever, prior to the execution of a contract. This solicitation for Responses does not obligate the Purchaser to contract for the services specified herein. The final selection, if any, will be the response, which in the opinion of the Purchaser, best meets the requirements set forth in the solicitation and is in the best interest of the Purchaser.

The Purchaser is not obligated to select the lowest priced response. Therefore, the proposal should be submitted initially on the most favorable terms that the consultant can propose. There will be no best and final offer procedure. The Purchaser does reserve the right to contact a consultant for clarification of the proposal. The Purchaser shall not be responsible for any costs associated with a Respondent's preparation of a response to this Solicitation.

In submitting a response to this solicitation, the Respondent agrees to accept the terms set forth in this solicitation. The selected consultant will be required to sign a personal service contract, including General Terms and Conditions. Under no circumstances is the Respondent to submit its own standard contract terms and conditions in response to this solicitation.

Proposals submitted in response to this competitive procurement shall become the property of the Purchaser. All proposals received shall remain confidential to the fullest extent permissible by law until the contract, if any, resulting from this RFP is signed by the Contract Administrator, and the apparent successful Contractor.

Any information in the proposal that the Respondent desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, *must be clearly designated*. The information must be clearly identified and the particular exemption from disclosure upon which the Respondent is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Respondent has marked as "Proprietary Information," the Purchaser will notify the Respondent of the request and of the date that the records will be released to the requester unless the Respondent obtains a court order

enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure, the Purchaser will release the requested information on the date specified. If a Respondent obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, the Purchaser shall maintain the confidentiality of the Respondent's information per the court order.

Any protest of the selection process shall be resolved in accordance with the Purchaser's Protest Policy and Procedures, which can be obtained from the Procurement Coordinator. Protests after Notice to Award will be considered only after a debriefing conference; respondents have three (3) business days after Notice to Award to request a debriefing conference.