

**Board Approved Search Timeline
As of January 17, 2025**

December 20, 2024	Board Meeting: approve JD, Leadership Profile, and Advertising Plan
January 15, 2025	Launched Superintendent/President Search
January 17, 2025	Board Meeting: approve updated timeline and search committee structure as presented and in consultation with AGB Search
February 3 or February 4, 2025	<p>Search Committee Meeting # 1 – (1.5 hours) – In Person</p> <ul style="list-style-type: none"> • Introductions – Search Committee members • Overview, orientation, schedules, search committee role and responsibilities, AGB Search role • Introduce Confidentiality Agreement • Review of the timeline and search process • Candidate Pool development process through AGB Search portal • Committee members to receive link to determine committee meeting dates and times by February 24, 2025.
February 5, 2025	<p>AGB Search will share the draft of the following documents for committee review before Search Committee Meeting II.</p> <ul style="list-style-type: none"> • Draft Candidate Assessment Form prior to search committee receiving access to the AGB Search portal (ShareFile) • Draft semifinalist interview questions to be completed prior to access to the AGB Search portal
February 11 or February 12, 2025	<p>Search Committee Meeting #II (4 hours) - In-Person</p> <ul style="list-style-type: none"> • Anti-bias in the Search and Selection Process Workshop (2 hours) • Review candidate assessment process • Search update • Confirm Candidate Assessment Form prior to search committee receiving access to the AGB Search portal (ShareFile) • Discuss A=Competitive, B= Less Competitive C=Not Competitive folder format

	<ul style="list-style-type: none"> • Review and confirmation of the semifinalist interview schedule
February 13, 2025	<p>Search Chair will send the following to AGB Search</p> <ul style="list-style-type: none"> • Candidate Assessment Form Finalized • Semifinalist interview questions finalized <p>AGB Search will provide instructions to access the secure website Committee receives access to the AGB Search Portal to begin reviewing candidate materials</p>
March 3, 2025	“FULL CONSIDERATION” DEADLINE FOR APPLICATIONS
March 7, 2025	Noon Deadline: Search Committee members send their individual maximum top 8 candidates to AGB Search consultants
Week of March 10, 2025	<p>Search Committee Meeting #III – In-Person (3 hours) Select Semi-Finalists (Target 6 – 8 candidates)</p> <ul style="list-style-type: none"> • Consultants contact chosen candidates • AGB Search starts reference checking, social media, and Courtlink background checks • Review the semifinalist interview schedule
Week of March 31, 2025 2 Full Days	<p>Search Committee Meeting #IV – In-Person 8:00 am – 5:00 pm Semifinalist Interviews</p> <ul style="list-style-type: none"> • Conduct interviews over 2-3 days <ul style="list-style-type: none"> ○ Interview 1 hour, candidate questions 30 minutes ○ 15-minute break in between interviews ○ 30-minute lunch break • Debrief to select finalists (3 – 5) end of last day • AGB Search provides initial due diligence reports • Search Committee recommends 3-5 candidates for in person interviews with the board • ABG Search initiates extensive background check on finalists • AGB Search sends draft questions for finalists to system office

Week of April 7, 2025, through End of April	<ul style="list-style-type: none"> • Finalist Nexis/Lexus background checks and any other required or requested background information is completed • Finalist Reference checks
Week of April 28, 2025	Finalist Interviews - In-Person <ul style="list-style-type: none"> • (3 - 5 candidates (not to exceed 5) in 1 Full Day) – Confidential Interviews Board interviews candidates • Finalist Public Forums • Finalist will be required to authorize Desert Community College District to have access to their prior employer’s personnel files in order to be considered for the position.
May 16, 2025, or June 12, 2025	Board Meeting: Board approves new COD Superintendent/President and sets official start-date and transition. in collaboration with the finalist.

NOTE: The District and AGB Search recognize the importance of maintaining flexibility in scheduling some of the steps of the recruitment process to meet the operational need of the district as well as respond to candidate and committee availability. Should the recruitment process not conclude at the presented end date, a modified schedule shall be presented to the Board for approval.