

# LOS RIOS COMMUNITY COLLEGE DISTRICT

## SPECIAL BOARD MEETING AGENDA

Wednesday, August 13, 2025

3:00 pm

### **Meeting Location:**

Los Rios Community College District

Board Room

1919 Spanos Court

Sacramento, CA 95825

### 1. CALL TO ORDER

Board President

### 2. ORAL COMMUNICATIONS

*During special board meetings, the public may only comment on items on the agenda. Speakers are limited to up to three minutes. If you wish to speak to a particular item on the current board agenda, your comments will be taken up at the time the Board takes up that item.*

*Members of the public have two options to offer public comment at Special Board Meetings:*

1. Email your full name to [board@losrios.edu](mailto:board@losrios.edu) by 2:00pm the day of the meeting, and you will be called on by the Board President during this portion of the meeting.
2. Submit a yellow "Speaker's Card" to the Clerk of the Board before the meeting is called to order.

### 3. INFORMATION

A. Chancellor Search Update: Timeline, Website, and Screening/Initial Interview Committee Composition (*page 3*)

Peter Khang

### 4. ACTION

A. Approval of Chancellor Job Description (*page 6*)

Peter Khang

### 5. CLOSED SESSION

*Closed session may be held as authorized by law for matters including, but not limited to collective bargaining (Rodda Act), Education Code provisions, pending litigation, etc. Closed Session is not open to the public.*

A. Conference with labor negotiator. One unrepresented position: Chancellor. Designated representative: Laura Schulkind. (Gov. Code section 54957.6)

### 6. OPEN SESSION: REPORT OF ANY ACTION TAKEN IN CLOSED SESSION, IF NECESSARY

### 7. ADJOURNMENT

#### LOS RIOS BOARD OF TRUSTEES

Kelly Wilkerson  
President • Area 4

Deborah Ortiz  
Vice President • Area 6

Dustin Johnson • Area 1  
Robert Jones • Area 2  
John Knight • Area 3

Colette Harris-Mathews • Area 5  
Tami Nelson • Area 7  
Brianna Pham • Student Trustee

Regular Board Meetings are generally held every second Wednesday of the month at 5:30 pm • *Note: Meeting times and locations are subject to change. For current information, call the District Office at (916) 568-3039.*

Next Regular Board Meeting: September 10, 2025

Public records provided to the Board for the items listed on the open session portion of this agenda will be posted on the District's website: [www.losrios.edu](http://www.losrios.edu) as soon as they are available.

#### Help Us Help You

Los Rios Community College District strives to make reasonable accommodations in all of its programs, services and activities for all qualified individuals with disabilities. Notification (568-3039) 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. The District will swiftly resolve those requests consistent with the ADA and resolving any doubt in favor of accessibility.

**Los Rios Community College District Indigenous Land Acknowledgment Statement**



In the spirit of community and social justice, we acknowledge the land on which our four colleges reside as the traditional homelands of the Nisenan, Maidu, and Miwok tribal nations. These sovereign people have been the caretakers of the health of the rivers, the wildlife, the plant life, and the overall eco-social balance in the greater Sacramento region since time immemorial.

Despite centuries of genocide and occupation, the Nisenan, Maidu, and Miwok continue as vibrant and resilient tribes and bands, both Federally recognized and unrecognized. Tribal citizens of these nations continue to be an active and important part of our Los Rios college community. We take this opportunity to acknowledge the land and our responsibility to the original peoples, the present-day Nisenan, Maidu, and Miwok tribal nations.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: August 13, 2025

<b>SUBJECT:</b>	Chancellor Search Update: Timeline, Website, and Screening/Initial Interview Committee Composition	ATTACHMENT: Yes	
		ENCLOSURE: None	
		STRATEGIC PLAN GOAL(S): 1-5	
<b>AGENDA ITEM:</b>	Information Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Peter V. Khang Interim Chief Counsel	CONSENT/ROUTINE	
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King, Chancellor	ACTION	
		INFORMATION	X

## BACKGROUND/ STATUS:

The Board of Trustees hired PPL, Inc., an executive search firm, to assist in the hiring of its next Chancellor. PPL will provide updates on the timeline of the search, the Chancellor search [website](#), and the composition of the screening/initial interview committee.

## RECOMMENDATION:

This item is presented for the Board of Trustees information and discussion.

***DRAFT Revised Search Timeline As of August 13, 2025***

August 13	Special board meeting to review search materials and approve job description
August 18-October 15	Job posted and applications open. National and state-wide recruitment
Late September-October	Creation and training of the screening/interview committee. Committee meets for training and to develop questions and rating process. Search firm application screening for minimum qualifications.
October 17-27	Screening committee reviews applications of all minimally qualified applicants. Selects candidates for interviews.
November 5 Special Session (closed session)	Board training on Chancellor hiring. Develop finalist interview process and activities.
November 10, 12-14	First level interviews. Selection of finalists.
Dec. 1-5	Activities to review finalists (e.g., presentations by finalists, town hall/public forum, impression groups, tours, etc.)
Before Dec. 8	In Depth Reference and Background Checking on Finalists
Dec. 8-12	Closed session: board interviews finalists and chooses finalist. Board meets with contract negotiator. Consider ad hoc committee to guide contract negotiator. <u>Or the Board may choose to have a second interview with one or more finalists before they select the new Chancellor</u>
(Dec. 17)	(Board organizational meeting)
Through January	Second Interview with the Board if desired Presentation of offer and negotiation of contract.
January or February 2026 (Regular meeting)	Open session: adoption of contract.
TBD	New District Chancellor Begins
TBD	Onboarding Workshop with the New Chancellor and Board of Trustees

**DRAFT**  
**LOS RIOS CCD CHANCELLOR SEARCH**  
**2025/2026**

**Composition of the Screening/Initial Interview Committee**



*Members appointed by organization if listed. Otherwise, appointed by board of trustees.*

- Faculty
  - Los Rios College Federation of Teachers (1)
  - District Academic Senate (1)
- Classified
  - Los Rios Supervisors Association (1)
  - Los Rios Classified Employees Association (1)
  - Service Employees International Union (1)
- Student
- Administration/Management
  - Los Rios Management Association (1)
  - Executive Staff (1)
- Colleges
  - President (1)
  - College representative-VP or below (1)
- Community Members (2)
  - Los Rios Foundation Board
  - Community leader
- EEO Rep (non-voting) (1)
- Consultants (non-voting) (2)

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: August 13, 2025

<b>SUBJECT:</b>	Approval of Chancellor Job Description	ATTACHMENT: Yes	
		ENCLOSURE: None	
		STRATEGIC PLAN GOAL(S): 1-5	
<b>AGENDA ITEM:</b>	Action Item A	TYPE OF BOARD CONSIDERATION:	
<b>RECOMMENDED BY:</b>	 Peter V. Khang Interim Chief Counsel	CONSENT/ROUTINE	
		FIRST READING	
<b>APPROVED FOR CONSIDERATION:</b>	 Brian King, Chancellor	ACTION	X
		INFORMATION	

## BACKGROUND/ STATUS:

The Board of Trustees requested input on its next Chancellor from the Los Rios community through several campus forums and a dedicated Chancellor search website. The Board is now in the process of finalizing a job description to begin the actual search. The approved job description will be posted online to allow any interested applicants to apply for the Chancellor position.

## STATUS:

The Board of Trustees is ready to post a job description and begin accepting applications for its next Chancellor.

## RECOMMENDATION:

It is recommended that the Board of Trustees take action to approve the job description of the next Chancellor.

# **Los Rios Community College Chancellor Job Description/Posting**

## **Summary of the Position**

The Chancellor is the Chief Executive Officer of the District and reports directly to an elected seven-member Board of Trustees. The Chancellor is responsible for providing executive direction, supervision and leadership to all operations of the District and assures that the District is administered in accordance with the policies adopted by the Board of Trustees, the regulations of the State of California, and the relevant requirements of the federal government. The Chancellor provides advocacy in keeping with the District's mission and rich traditions as a premier resource of higher education for the region. The Chancellor leads with a commitment to diversity, equity, student success and instructional excellence. The Chancellor oversees the District's colleges, educational centers and central support services. The Chancellor promotes collaboration with community members, local K-12 schools, and higher education institutions, while also enhancing partnerships with legislative, state, federal, and district entities. The Chancellor provides strategic planning leadership and ensures the fiscal integrity and stability of the district. The Chancellor promotes collaboration, respect, innovation, and continuous improvement across the District; leads by example; supports District-wide governance and collaborative processes; and fosters a culture of innovation.

As Chief Executive Officer of the District, the Chancellor supervises the College Presidents, Deputy Chancellor, Executive Vice Chancellor, Chief Officers, and other district staff. Responsibilities and duties include, but are not limited to, the following areas:

### Educational Leadership

- Works collaboratively with and provides leadership to the College Presidents to support the Colleges' primary role of teaching and learning, improving academic programs, and providing for optimum student access, success, and completion with wise use of resources.
- Is responsible for the overall quality of all District programs, services, and activities and seeks opportunities to increase and maximize program funding sources to continually meet the needs of the District and its diverse communities.
- Strives to be a leader of influence at the community, state and national levels to bring visibility to the District, create good will, form partnerships and cultivate resources.
- Proposes and advocates for policy, legislation, fiscal and ancillary resources to sustain, enhance and develop new programs, services and opportunities.
- Pursues and fosters partnerships with business, government, industry, community organizations, and educational entities to meet changing needs and cultivate economic development in the community.
- Provides leadership and guidance for integrated, District-wide planning processes that are inclusive, collaborative, and ensure the highest quality instruction, student services, community services, and overall administration of the District with achievable resources.
- Supports innovative professional growth opportunities that allow staff to acquire knowledge and skills to enhance the overall quality of services that the District provides.

### Management Leadership

- Serves as an inspirational leader for all administrative, academic and classified staff and empowers, motivates and mentors personnel in developing new approaches, methodology and concepts in the field of education.
- Leads, develops, and evaluates the District executive team.
- Ensures management systems provide sound decision-making and effective policy implementation with emphasis on flexibility, accountability, and continuous improvement.
- Oversees the development of the District budget, provides oversight of the budget, and is responsible for the overall fiscal integrity of the District.
- Ensures the recruitment, employment, and retention of highly qualified and diverse faculty and staff in accordance with Board policies.
- Builds consensus through collegial consultation and collaboration to cultivate and maintain healthy relationships in a multi-college District.
- Leads long-range planning that shapes the budget process, resource allocation, site development and education, staffing and facilities planning of the District.
- Inspires and leads internal constituencies to collaborate on developing a shared District-wide vision that advances the organization while honoring the unique qualities of each entity inside the organizational structure.
- Advocates for state and federal funding and creatively pursues alternative resource funding to ensure quality of programs and foster growth.

#### Governance and Process Leadership

- Cultivates and inspires a climate of cooperation between the Colleges and the District Office by working with the Presidents, Deputy Chancellor, Executive Vice Chancellor, Chief Officers, and others to encourage collegiality and unity. Collaborates on strengthening District-wide processes that best serve the organization.
- Values collaborative problem solving as integral to the collegial consultation process, as well as interest-based bargaining as a tool for effective employee-employer relations.
- Understands and supports California's unique shared governance model and works collaboratively with faculty and staff for optimal outcomes.

#### Board Relations & Development

- Works collaboratively with the Board on understanding and strengthening the Board's role in setting policy, providing prudent fiscal resource management, and serving as representatives of the community.
- Establishes a strong and trusting partnership with the Board of Trustees and creates a culture of mutual respect and open communication between the Board and Chancellor. Actively and regularly communicates with the Board as a whole and with individual Board members to develop and strengthen the Chancellor/Board relationship.
- Guides the Board to continually examine priorities that balance autonomy and accountability for the Colleges; set appropriate District responsibilities and controls; and support policy-making and fiscal oversight.
- Advises, updates and seeks policy direction and support from the Board on a regular basis.
- Executes delegated authority pursuant to Board direction and policy.



- Collaborates with the board president and vice-president in preparing the agenda for all Board meetings in accordance with applicable laws and District protocols.
- Implements the Board's goals and objectives through collegial consultation processes and appropriate division of roles and responsibilities.
- Systematically promotes the enhancement of the Board's knowledge of the District's programs, services, and processes.
- Ensures that the District and Colleges are accomplishing their goals for student success and completion and that the Board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.
- Provides leadership in evaluation of Board roles and functions in the accreditation process.

## **Qualifications**

### Minimum Qualifications

- Master's degree from a regionally accredited institution, or equivalent.
- Five years of senior-level administrative experience in education, defined as an executive position reporting directly to a governing body or chief executive officer and being responsible for a broad operational segment of the organization with significant fiscal and programmatic oversight (for example, academic affairs, student services, administrative services, college campus) or equivalent.
- Demonstrated commitment and experience to equity and inclusion in all their forms and an in-depth understanding and appreciation of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees, as well as the educational needs of the district's diverse communities.

### Desirable Qualifications

- Doctorate degree from a regionally accredited institution.
- Community College Chancellor, President and/or Vice Chancellor experience.
- Leadership role in a large single-college district or a multi-college district.
- Faculty experience in teaching or student services, or other leadership experience providing support for faculty, that demonstrates a strong understanding of the teaching/learning process.
- Proven record of successful management of resources, including effective budget development and oversight.
- Demonstrated experience in effectively navigating the complexities of the California community college policy, fiscal, legal, regulatory, and accreditation environments, or equivalent.
- Successful external resource development experience, including the pursuit of grant funding and community support through partnerships and/or a foundation.

- Proven experience and success in working across diverse stakeholders, including faculty, classified professionals, students, and external stakeholders.
- Proven experience and success in working collaboratively and with mutual respect with diverse stakeholders, including faculty, classified professionals, students, and external stakeholders.
- A knowledge and commitment to the principals and provisions of AB 1725 and its contributions to the current status of shared governance in the California Community Colleges.
- Demonstrated commitment to supporting student success, basic needs, and academic achievement and success in fostering innovation in academic and workforce programming.
- Can provide nimble and innovative leadership on emerging trends and challenges, including artificial intelligence, online education and dual enrollment.
- Experience working with an elected Board of Trustees or equivalent

#### Personal and Professional Qualities

<b>Kind, Personable and Approachable</b>	Demonstrating genuine kindness and empathy towards students, faculty, and staff, while being authentic, personable and accessible in leadership. Is aware of own cultural background and how it influences perceptions, values, and practices and effects and shapes the relationship to students and staff. Holds self, and others, accountable, admits mistakes and learns from them.
<b>Effective Communication Skills</b>	Demonstrates outstanding communication skills with clarity and approachability; listens openly and deeply and consistently <u>exhibits</u> strong emotional intelligence in all interactions with staff, faculty, students, external stakeholder and the greater community.
<b>Embraces the Mission of the Community College in California</b>	Demonstrates a deep understanding of and support for the California community college mission. Implements policies and practices consistent with the mission to meet the diverse needs of students and the community; and promotes rigor that results in high student achievement to advance the mission of the community college.
<b>Collaborative Leadership</b>	Has a clear commitment to a collegial environment and inclusion in important decision-making processes. Exhibits a collaborative leadership style with all constituent groups to accomplish critical institutional objectives.
<b>Values Diversity, Equity, and Inclusion</b>	Embraces diversity, equity, and inclusion in all its forms as a District-wide value. Focuses on meeting the needs of underserved student and community populations by identifying and implementing strategies that promote student equity. Promotes changes necessary to ensure positive outcomes in diversifying the workforce.

<b>Effective Organizational Leadership</b>	Understands how instruction, student services, academic support services, business and administrative services, and technology interface to effectively support student learning and other institutional processes. Is aware of the complexities of a multi-college district and exhibits an ability to foster cooperation between district colleges and allocate resources equitably and effectively.
<b>Effective Fiscal and Resource Management</b>	Understands the role of finances in planning, budgeting, assessing, and leading continuous improvement. Effectively manages all resources to advance the purposes of the District.
<b>Passion to Lead in Uncertain/Dynamic Times</b>	Has the resilience and perseverance to address challenges Is deliberate in assessing diverse and conflicting perspectives; brings those perspectives to consensus and successful outcomes. Is an effective, data-informed decision maker and manager of change. Is action- and results-oriented, innovative and creative, and responds to situations in a timely manner, particularly in periods of uncertain funding or disruption. Engages District leadership in addressing and navigating current uncertain and challenging times in a transparent and collaborative manner.
<b>Effectively Motivates Others</b>	Inspires trust and confidence through strong motivational skills and authentic engagement. Exhibits a strong work ethic, positive attitude, and enthusiasm for the work of the organization. Is a successful team builder with a proven ability to motivate everyone to perform at their best by recognizing the potential in others and setting a tone for a positive Districtwide inclusive culture and climate that openly appreciates and supports the professional contributions of all District staff and faculty.
<b>Highest Ethics and Integrity</b>	Exhibits personal/professional ethics and integrity in all behavior and relationships with a strong sense of transparency, fairness, and equity in all decision making.
<b>Advancing External Relationships</b>	Maintains high visibility and has successful experience in cultivating and maintaining external relationships at the local, regional, state, and national levels. Commits personally and supports others in seeking external forms of resources through formal organizations, such as foundations, and community partnerships.
<b>Positive and Effective Labor Relations</b>	Understands the California collective bargaining environment and the need to work effectively with all employee groups. Has relevant experience achieving successful negotiations outcomes.
<b>Effective Leadership in a Complex District Environment</b>	Understands the Chancellor's role within the authority structure in a multi-college district. Engages in a creative, innovative, and respectful manner with District and college leadership. Works to establish and maintain among District leaders, faculty and staff, a healthy sense of urgency about uniting the District's varied competing interests to accomplish the common goal of improving student outcomes.

<b>Ability to develop and articulate a practical and compelling vision that positions the District for the future</b>	Understands that the vision needs to be strategic in taking into account market realities and current or potential institutional strengths. Ability to combine a data-driven appraisal of today's realities with the ability to scan the horizon, especially with respect to competition and technological change.
<b>Effective Board of Trustees Relationships</b>	Understands and appreciates the role of the Board of Trustees and committed to maintaining a solid CEO/ Trustee relationship. Works to advance a strong and collaborative relationship between the CEO and Trustees through transparency, confidentiality, and mutual respect.
<b>Community Mindedness</b>	Embraces and appreciates the unique cultural and dynamic environments of the many diverse local communities throughout the District. Values the strengths each of the areas contribute, and at the same time serves as a catalyst for change by engaging stakeholders through actively addressing barriers associated with generational poverty and systemic racism which have existed for decades throughout the region.
<b>Embraces Sustainability in all its Forms</b>	Recognizes the critical importance of maintaining and advancing all forms of sustainability as a fundamental core value in all functions, operations and actions throughout the District.
<b>Strong Advocate for Student Success and Well Being</b>	Demonstrates strong student-centered leadership by addressing institutional barriers and creating a safe, welcoming, inclusive and engaging environment that provides multiple pathways to success for all students throughout the District.
<b>Building a Strong District-wide Executive Leadership Team</b>	Ability and commitment to building, supporting and advancing a strong executive leadership team throughout the District by establishing high standards, monitoring leadership outcomes and holding each member of the executive leadership team accountable for accomplishing critical institutional objectives.

Knowledge of:

- Budget preparation, control and administration for a large, multi-faceted public organization.
- The collective bargaining environment, including contract negotiations and resolution of employee grievances in California community colleges.
- Collegial consultation and shared governance used in California community colleges.
- The community college mission, as well as an awareness of contemporary issues, trends and legislation in higher education.
- Compliance requirements, including accreditation standards.
- Needs, interests and concerns of various groups of community college students.

- Organizational development theory, strategic change management, human resources, facilities planning, informational systems management, community and legislative relations, short- and long-term strategic planning, and fiscal management.
- Principles, theories, practices, methods and procedures of public administration specifically related to higher education.
- Student enrollment trends and demographic statistics of the community.
- The role of community colleges in economic development.
- Trends in academic, vocational, community and contract education.

### **Work Environment and Physical Demands**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Work Environment:**

Duties are primarily performed in an office environment or in meetings at a District or community location. The incumbent is subject to frequent interruptions and contact in person and on the telephone with executives, administrators, faculty, members of the Board of Trustees, community and State and federal leaders and the general public. Frequently must travel to other offices or locations to attend meetings and conduct work. Must attend afternoon or evening Board meetings.

#### **Physical Demands:**

Typically must sit for long periods, walk short distances on a regular basis, see clearly to read normal and fine print and operate computer keyboard, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person to exchange information and make presentations, use hands and fingers to operate an electronic keyboard or other office machines, travel to various locations to attend meetings and conduct work and lift, carry and/or move objects weighing up to 10 pounds. Must remember key information and concentrate for long periods of time.

### **Compensation and Benefits**

Salary, benefits, length of contract/terms/conditions of employment are competitive and negotiable

#### **Retirement**

The Los Rios Community College District participates in the California State Teachers Retirement System and the California Public Employees Retirement System for eligible employees.

Position Type:	Administrative/Executive
Location:	Los Rios CCD District Office
Total Hours/Week:	Full-time
Work Year:	12 Month

### **Application Process**

The following items must be submitted:

- District **online application for the Chancellor position.**
- A **cover letter**, six pages or less, succinctly stating to what extent the candidate meets the minimum and preferred qualifications sought for this position. The cover letter should also address the essential duties and responsibilities listed in the position description. Candidates should cite specific examples from their background and experience to demonstrate the knowledge and expertise necessary for this position.
- A **current resume**, not to exceed six pages.
- Minimum of 10 to 12 **professional references**, including names, email addresses, business, and cell phone numbers. References should include:
  - Two supervisors
  - Two administrative peers or equivalent
  - Two subordinates (including one classified/support staff member)
  - Two community members or those from external partnerships
  - Two faculty members

Preferably, references are to be from current and former institutions. References will not be contacted without the candidate's permission.

#### Application Notes

Applications submitted without all required documents, listed above, will be disqualified.

Applicants indicating “see resume” on the application will not have that referenced experience considered for minimum qualifications, which may lead to the application being disqualified.

Only information (education, experience, etc.) listed on the application will be considered for minimum qualifications.

Applicants, including current Los Rios Community College District employees, are required to provide official transcripts, if required to meet the minimum qualifications for the position.

Applicants are required to submit official transcripts within 60 days of the time of hire.

Graduate advising documents and grade reports will not be accepted as official transcripts.

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees, and other relevant documents.

A foreign transcript evaluation is required any time foreign course work is used to meet minimum qualifications and/or salary placement even if the foreign transcript has been accepted by a college or university in the United States.

Foreign transcript evaluations are **ONLY** accepted from AICE (Association of International Credential Evaluations, Inc.) or NACES (The National Association of Credential Evaluation Services) agencies or evaluators.

#### **Application Timeline**

The position is open until filled.

Acceptance of application materials begins on August 18, 2025. To be considered for the first screening, application documents must be submitted by October 15, 2025.

## **Contact Information**

### Human Resources Information

**Carrie Bray**, Vice Chancellor, Human Resources  
[brayc@losrios.edu](mailto:brayc@losrios.edu)  
(916) 568-3116

Available Monday through Friday from 8:00 am to 5:00 pm Pacific Time. Contact our HR representative for technical application support.

### Consultant Information

For confidential inquiries about the position and nominations, contact the search consultants.

**Dr. Benjamin T. Duran**, PPL President  
[bduran@pplpros.com](mailto:bduran@pplpros.com)  
(209) 761-0534

**Dr. Jim Riggs**, PPL Vice President  
[jriggs@pplpros.com](mailto:jriggs@pplpros.com)  
(209) 559-6550