

Delaware County Community College

President's Office

To: Shelly Hunt, Chair
Liaison Committee

From: Harry Costigan, Chief of Staff and Vice President for Strategic Planning

Date: September 12, 2024

RE: DCCC Board of Trustees Openings

In an effort to increase membership on the Board of Trustees, the Board is seeking two new members to complete a six-year term ending June 30, 2030.

According to the sponsorship agreement, sponsoring school directors have the responsibility for selecting the College's Board of Trustees. Under established procedure, the Liaison Committee screens candidates and forwards its recommendation to the sponsoring school district directors for approval by majority vote.

We plan to complete this process according to the following schedule:

September 2024	Inform School Board Presidents and Liaison Committee of vacancy and procedure for filling it.
September 2024	Place notices/advertisements in media outlets, and on the College website.
September 2024	Liaison Committee members announce vacancy at school board meetings.
October 2024	Compile and distribute candidate applications to Liaison Committee along with a rating sheet.
October 2024	Liaison Committee discusses applications and compiles short list for Committee to interview.
October/November 2024	Schedule Committee interviews of candidates. Recommends candidate for Sponsoring School Boards to vote on.
November 2024	Sponsoring School Boards vote on candidate.

Please call me at (610) 359-5288 should you have any questions or concerns about this process. We appreciate your continued assistance and support in selecting new Board members.

cc: Sponsoring School Board Liaisons
Sponsoring School Board Presidents



Trustee Openings

(to complete a six-year term ending June 30, 2030)

Delaware County Community College seeks candidates for two (2) openings on its Board of Trustees who possess:

- An involvement in and understanding of our community and its educational and employment needs
- An enthusiasm for the mission of community colleges
- A willingness to commit time for board meetings, committee meetings, planning sessions, special events
- A strong ability to be a team player who works well in a group
- An ability to listen thoughtfully to others' points of view and bring wise judgment to complex matters
- A desire to be an ambassador for the College within their community

Applicants for this volunteer position must reside in one of the College's sponsoring school districts:

Chester-Upland	Rose Tree Media
Garnet Valley*	Southeast Delco
Haverford	Springfield
Interboro	Upper Darby
Radnor	Wallingford-Swarthmore**
Ridley	William Penn

Please note, current sitting school board members, officers, or solicitors from the above districts are not eligible to apply.

For application material or more information, please contact the President's Office via e-mail at: President@dccc.edu or (610) 359-5288.

* Residents of Bethel Township

**Residents of Swarthmore and Rutledge

APPLICATION DEADLINE: October 11, 2024

**DELAWARE COUNTY COMMUNITY COLLEGE
SPONSORING SCHOOL DISTRICT LIASION COMMITTEE
PROCEDURES FOR SELECTING COLLEGE TRUSTEE**

The SPONSORING SCHOOL DISTRICT Sponsorship Agreement, directs that sponsoring school districts have the responsibility for selecting the College's Board of Trustees. Under established procedure, a Liaison Committee is established and has responsibility to conduct interviews with candidates and forward its recommendation to the sponsoring school district directors for approval by majority vote.

The process for selecting a new trustee is as follows:

1. DCCC informs School Board Presidents and Liaison Committee of a vacancy and the procedure for selecting a trustee and includes this procedure in the notice.
2. DCCC places notices/advertisements in media outlets and on the College website.
3. The Liaison Committee members announce vacancy at school board meeting(s).
4. DCCC receives and compiles applications/resumes of all applicants. Applicants must reside within one of the twelve (12) sponsoring school districts.
5. DCCC screens applicants for residency status.
6. DCCC distributes screened applications to Liaison Committee who reviews the applicant's qualifications, community involvement, etc.
7. Liaison Committee selects the applicants to be interviewed and forwards the list to DCCC to schedule and host the interviews on campus.
8. Liaison Committee interviews candidates. Members of the DCCC Board Sponsorship & Government Relations Committee attends the interviews and is available to answer any questions, however, the interviews are conducted by the Chair of the Liaison Committee and other liaison committee members from the sponsoring school districts.
 - a. Only School Board Liaisons ask interview questions. A list of suggested questions is provided for the Liaisons by the College.
 - b. DCCC Trustees, Administration and Staff have no vote on the candidate(s) selected for the Trustee position(s).
 - c. School Board Representatives may ask DCCC if there are any candidate skill sets that would be an asset to the Board before the interviews commence. Afterward would be influencing their selection.
 - d. During the deliberation after the interviews conclude, there may be discussions as to any general concerns (mostly candidate political or other types of affiliations) which could compromise the College which are open to all attending.
9. Liaisons Committee recommends candidate to Sponsoring School Boards to vote on. DCCC can facilitate notice to Sponsoring School Districts.
10. Sponsoring School Boards vote on candidate and notify DCCC.