



Board of Education - Request for Proposal from Executive Search Firms

Columbia Gorge Community College (CGCC) Board of Education (Board) is seeking proposals from executive search firms on the services they offer in recruiting candidates for the position of college president. Current President Dr. Frank Toda recently announced his departure effective September 29, 2017. The Board's goal is to complete a national search for our next president over the course of the 2017-2018 academic year.

CGCC is located in The Dalles and Hood River, Oregon. It is a smaller, rural community college, but serves an area with a significant and rapidly-growing high tech economy represented by companies like Google and Insitu (a Boeing subsidiary). CGCC offers two-year degrees, career and technical training programs, a variety of workforce and short-term training, continuing and community education classes, and services to the business community. Approximately 3,000 students are enrolled with an FTE of 1,000. Please review more information via the College website at www.cgcc.edu/.

The Board expects to conduct a search and screening process that is broadly inclusive of the various stakeholders of the college, including college faculty, staff and administrators, students, community members, employers and business leaders, college advisory committee members and others. An executive search screening committee will be formed and will review all application materials of candidates recommended to them by our search firm. The Board will make the final hiring decision after a select group of candidates complete site visits and the Board reviews all application packages for the finalists.

Search firms submitting proposals should include the following information:

- A clear and concise statement of the scope of work;
- An outline of the process and proposed timeline to meet the targeted hire date;
- The total cost of services included in the proposal;
- The names and a brief resume of the consultant(s) who will be directly involved in the CGCC search process;
- Contact information for references that can address the experience of the firm in carrying out college president searches, especially at similar community colleges.

Because the Board recognizes that we are starting the search process relatively late, we would appreciate a prompt response, if possible by September 5, 2017. The Board intends to select a search firm in its September 12 meeting. Questions regarding this process can be directed to Lee Fairchild, Board vice-chair (lfairchild@cgcc.edu).

Submit proposals by email to:

Tiffany Prince TPrince@cgcc.edu