

**CHARGE**  
**FROM HILLSBOROUGH COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**TO THE PRESIDENTIAL SEARCH COMMITTEE**

The Board of Trustees hereby charges the Presidential Search Committee to achieve the following objectives:

1. To assist in the development of a Profile statement of desired Presidential qualifications after receiving the recommendations of College's internal and external constituents;
2. To assist in the conduct of an active national search for a President of the College following Affirmative Action and Equal Employment Opportunity guidelines and considerations as well as the regulations of the State of Florida;
3. To follow the timetable for the search that will bring recommendations to the Board of Trustees by June, 1997.
4. To make periodic reports to the Board of Trustees and College constituents and community on the progress of the search;
5. To observe the attached policies of strict confidentiality (attached) with regard to candidates, applicants, and nominees for the position;
6. To recommend three to five candidates, *in unranked alphabetical order*, to the Board of Trustees for its selection of the President of the College.

November 1996

## ***CONFIDENTIALITY POLICIES***

All individuals involved in the process of selecting a President of the College are expected to honor the following policies and to respect the confidentiality of candidates' personal and professional goals and current position.

1. The College is committed to conducting an open and equitable search process which conforms to the College's Affirmative Action and EEO regulations, and to meet the spirit of AA/EEO, as well as the legal requirements of the State of Florida.
2. The official spokespersons for the Presidential search are the Chair of the Presidential Search Committee and/or the Chair of the Board of Trustees. Other individuals should not discuss the search with members of the press or college constituency groups. Regular progress reports will be sent to all interested groups and the media.
3. All candidate files are considered confidential and must be maintained and reviewed in a manner that insures that candidates' identities are not divulged.
4. Information on whether or not an individual is a candidate, and candidates' status at each stage of the search, is considered confidential.
5. All information contained in semi-final and final candidates' background and reference reports is considered confidential.
6. The identity of candidates is not to be divulged to the press, to members of the college constituency groups, and to the community, unless and until the candidates are invited (and accept the invitation) to come to the college for open interviews as final candidates.