MEMORANDUM OF UNDERSTANDING BETWEEN
THE ASPEN INSTITUTE COLLEGE EXCELLENCE PROGRAM AND
THE CALIFORNIA COMMUNITY COLLEGES

November 13, 2015

The Aspen Institute College Excellence Program (Aspen) aims to advance higher education practices, policies, and leadership that significantly improve student outcomes. As part of its community college leadership work, Aspen developed and published in 2014 a hiring toolkit designed to help identify and select community college chancellors and presidents with the full range of qualities and abilities needed to lead their institutions to high and improving levels of student success.

The largest system of higher education in the nation, the California Community Colleges (CCC), is searching for a new Chancellor. CCC has expressed an interest in applying Aspen’s hiring tools to the chancellor search process, and in engaging Aspen in a limited way to assist in that process. This Memorandum of Understanding (MOU) defines the terms of engagement of Aspen in the CCC Chancellor search.

Overview of the Partnership

Aspen will provide up to six full days of targeted technical assistance to the CCC in the search for a new Chancellor. Funded under a grant from the Kresge Foundation, CCC will not be charged any fee for the work reflected in this grant, including travel and staff time. While the parties may mutually agree to expand the scope of this MOU, the parties today envision the scope of collaboration as follows:

Securing a search firm
- Aspen will facilitate a discussion with the search committee to explore the desired characteristics and processes for the search consultant.
- Aspen will review and comment on draft of the Request for Proposals to solicit responses from search consultants interested in identifying potential applicants for the CCC chancellor position.
- Aspen will assist the CCC Search Consultant Committee in its conduct of interviews of the search consultant. The CCC team will be responsible for coordinating the consultant interviews and retains sole discretion in making the decision regarding which firm to select.

Preparing documents related to the search
- Aspen will review and comment on a draft of the Chancellor’s position description.
- Aspen will review and comment on advertisements and other public documents designed to solicit applicants for the Chancellor’s position.

Recruiting and Hiring
- Once applicants have applied, Aspen representatives will remain available for ad hoc support during the remainder of the hiring process.
- CCC will retain ultimate decision-making authority regarding those chosen for interviews, selected as finalists, and to whom an offer is made.
Terms and Timeline for Collaboration

This MOU is at-will and may be modified by mutual consent of authorized officials from the Aspen Institute and CCC. This MOU shall become effective upon signature by the authorized officials from the Aspen Institute and CCC and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Aspen Institute and CCC this MOU shall end on July 31, 2016.

Both the Aspen Institute and CCC agree that this MOU is entered into for the sole purpose of sharing ideas, and is not intended as a binding legal document with contractual obligations.

Joshua Wyner
Executive Director
Aspen Institute College Excellence Program

12/1/2015
Date

Geoffrey L. Baum, President
Board of Governors, California Community Colleges

11/25/15
Date