**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**GOVERNING BOARD APPOINTMENT (SEAT 1)**

**TIMELINE**

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| March 13 (Wed) | * Regular Board Meeting * Board determines to fill vacancy through appointment process and closely follow the process used for the last appointment process. |
| March 22 | * Applications * March 22: Application packet posted available online <http://www.swccd.edu/govboardapp> * March 25 – April 1: College Closed for Spring Break and Cesar Chavez Holiday * April 3: Application packet available for pick-up at Southwestern Community College District office at: 900 Otay Lakes Road, Room 100, Chula Vista, CA 91910 |
| April 10 (Wed) | * Regular Board Meeting * Board discusses/finalizes appointment process |
| April 18 (Thu) | * **Deadline** to Submit Applications * 4:00 pm Deadline for receipt of applications via online, mail, fax, scanned and emailed, or hand-delivery to District Office * Applications reviewed for completeness:   1. Completed Application Form   2. Signed Certification of Qualifications and Supplementary Verifications   3. Letter of Interest   4. Resume |
| April 25 (Thu) | * Special Board Meeting * Level 1 – Applicant Presentations (3 minutes per applicant) * Board identifies applicants for interviews |
| April 29 (Mon) | * Special Board Meeting (Board conducts interviews and makes appointment) * Public comment on agenda item (input from public) * Applicant interviews and clarifying questions by Board members * Voting on appointment (majority vote required) * Administration of Oath of Office and seating of appointee |

March 22, 2013