**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**GOVERNING BOARD APPOINTMENT (SEAT 1)**

**TIMELINE**

|  |  |
| --- | --- |
| 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