

Date of Board Meeting:	February 18, 2025
Subject:	External Search Firm for Vice President of Administrative Services
Recommendation:	Approve proposed hiring of AGB Search, LLC to provide recruitment services for the Vice President of Administrative Services.

Background and Rationale:

Since May 2024, the College has posted the position of Vice President of Administrative Services a total of three times. Each posting was advertised using multiple external agencies and postings were left open for as long as twelve weeks in an attempt to garner applicants. At present, the position remains unfilled with no viable candidate having been identified by the Search Committee and/or approved by the President.

WCJC has solicited quotes from four search firms that specialize in recruiting administrators for institutions of higher education. Each firm submitted a proposal which outlined their recruitment and placement services which were specifically tailored for the College and the position of Vice President of Administrative Services. A thorough and extensive review of the four proposals was completed (see page attached) and AGB Search, LLC was selected as the firm who can provide the specialized services provided to fill this critical institutional role.

AGB Search, LLC will be hired under the authorization of the Board of Trustees following confirmation from the WCJC lawyer that all legal procurement requirements are met.

Cost and Budgetary Support: \$62,500 (current FY 2025 operating budget)

Strategic Priority Alignment:

□ Student Success ☑ Resource Optimization Community Impact □ Institutional Excellence

Resource Person(s): Rachel Bahnsen, Dean of Human Resources

Signatures:

Originator

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Date

Date

President's Approval:

12-25

Date

POLICY DB (LOCAL) 08/01/2020

Search Firm Proposal Comparison

AGB Search, LLC (\$62,500)

- Search consultant:
 - o Experience with Texas institutions, including two UH branches
 - Extensive experience placing VPAS/CFOs
- Process:
 - o Total cost includes the entire search process, from profile development to offer
- Guarantee:
 - o Includes a second search if institution does not hire a candidate
 - Includes a second search if the selected applicant leaves the institution or position within one year of hire

Pauly Group (\$62,000)

- Search consultant:
 - Search experience not outlined/provided
- Process:
 - o Total cost includes the entire search process, from profile development to offer
 - Search process is more indicative of a Presidential search with extensive pre-interview reference checks
- Guarantee:
 - No guarantee included in the proposal

Academic Search (\$38,000)

- Search consultant:
 - o Only one search conducted in Texas
 - o Extensive experience placing a variety of higher education administrators
- Process:
 - o Total cost includes only the initial posting and candidate review
 - o Process is limited in scope
- Guarantee:
 - o No guarantee included in the proposal

Academic Search (\$33,000+)

- Search consultant:
 - No consultant identified in the proposal
- Process:
 - o Total cost includes the entire search process, from profile development to offer
 - Process must be completed in 40 days; each additional 40 day period is subject to an additional search fee (\$33K)
- Guarantee:
 - Includes a second search if the selected applicant leaves the institution or position within one year of hire