North Orange County Community College District

invites applications and nominations for the position of

President
Cypress College
The Board of Trustees of the North Orange County Community College District invites applications for the position of President of Cypress College. The President is the Chief Executive Officer of the College and reports to the Chancellor of the North Orange County Community College District.

DUTIES AND RESPONSIBILITIES

Under the direction of the Chancellor, plan, organize, coordinate and direct the educational programs and activities of a community college in accordance with the district plans and the policies of the Board of Trustees; perform leadership duties in the administration of Cypress College; supervise and evaluate the performance of assigned staff.

Formulate and articulate a vision of the college’s future that addresses the evolving social, economic, and political forces that affect its mission and campus priorities, in which teaching, learning, student access, and student success are central to the college’s mission.

Maintain and build upon the excellence of the college’s academic, career-technical education, and student services programs.

Provide support for staff development, curriculum, and technological innovation.

Within the context of participatory governance, provide leadership to the campus planning bodies, develop strategies for implementing the goals envisioned by the college, and be responsible for an ongoing evaluation of progress towards these goals.

Serve as the primary advocate for the college at the district level and with the Board of Trustees for financial needs, policy issues, special projects, and the promotion of campus goals and accomplishments; establish relationships and work constructively with the leadership of Fullerton College, the School of Continuing Education, and the district administration.

Promote and support participatory governance.

Support the needs of students of diverse academic, cultural, socioeconomic, ethnic, and physical/learning backgrounds; assume responsibility for student equity.

Provide leadership in promoting the college’s commitment to equity and diversity.

Assure compliance with a variety of state and federal laws, the district plans, and the policies of the Board of Trustees.

Represent and effectively promote the college in the community through outreach and active participation in college, civic and business organization functions.

Establish ties and work constructively with government, civic, educational and business/industry groups; and the Cypress College Foundation.

Direct the development, preparation, and implementation of the college budget; prepare recommendations as appropriate regarding budget allocations.

Oversee the planning, construction and utilization of college facilities.

Actively promote campus resource development.

Attend a variety of staff, Board, committee and administrative meetings; participate in regional and state activities and organizations for developing community college education.

QUALIFICATIONS

Master’s degree from an accredited institution; earned doctorate from an accredited institution highly desirable.

Administrative experience in a key position with decision-making responsibility, preferably in a postsecondary educational environment.

General knowledge of the complexities of and experience in funding, budgeting and achievement of planning objectives, preferably in a postsecondary educational environment.

Teaching experience, preferably at the postsecondary level.

DESIRABLE CHARACTERISTICS

Demonstrated understanding of and commitment to the mission of the California community colleges.

Demonstrated leadership in the implementation of institutional goals and objectives.

Demonstrated achievement in promoting student enrollment, success and retention.

Demonstrated ability to work collegially in a participatory governance environment.

Management work experience in a collective bargaining environment.

Demonstrated ability to solve complex problems.

Demonstrated written and oral communication skills that encourage and facilitate participation at all levels.
Demonstrated commitment to academic, artistic, and cultural freedom.

Knowledge of regional accreditation standards and practices.

Demonstrated participation in a diversity of community affairs and activities; experience in working with the development of outside support such as business and industry partnerships, foundations, and other financial and cultural sources.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

**COMPENSATION**

This is a contract executive position that offers a competitive salary and benefits package, including participation in the California State Teachers Retirement System.

**APPLICATION PROCEDURE**

Request a District Application Form for President of Cypress College by contacting Ms. Sandy Cotter, Search Liaison, by e-mail at scotter@nocccd.edu, by telephone at (714) 808-4826, or visit our website at www.nocccd.edu to download the application form.

In order to receive consideration, applicants MUST submit a complete application packet consisting of the following:

- A letter of application, preferably no more than five pages, which provides examples from your background that demonstrate how your knowledge and experience apply to this position;

- A completed District Application for President of Cypress College;

- A current resume of professional experience, educational background, and other pertinent information;

- Separate statement of educational philosophy;

- Transcripts of all higher education course work (may be unofficial); the award of all degrees must be printed on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

- Job description of your most recent position;

- A list of eight references, including two supervisors, two subordinates, (including one support staff member), two faculty (or equivalent) and two community members.

Include home telephone, business telephone, and e-mail addresses for each.

All application materials must be submitted with the District Application Form for President of Cypress College as a complete packet to be considered for the position. Incomplete application packets and/or application forms without signatures will not be considered. All fields in the general information section of the application form must be completed. All mandatory supplemental forms must be completed and returned with the application.

All submitted materials become the property of the North Orange County Community College District. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. The District does NOT accept application materials by FAX or e-mail.

Submit completed application packet to:
Jeffrey O. Horsley
Vice Chancellor, Human Resources
North Orange County Community College District
1830 W. Romneya Drive
Anaheim, CA 92801 - 1819

**DEADLINE FOR APPLICATIONS**

Application packet must be received by 4 p.m., Friday, April 13, 2012. (Postmarks will not be honored.) Application packets received after the closing deadline will not be accepted.

**SELECTION PROCESS**

A screening committee representing the constituencies of the District will paper screen applications and select a limited number of candidates for an initial interview.

Paper screening is expected to begin in April 2012. Candidates selected for further consideration will be invited to interview with the Chancellor and the Board of Trustees and participate in an open campus forum. Eligible expenses of candidates invited to interview(s) for travel from outside a 150 mile radius of the District will be reimbursed up to the limits allowed by District policy. Meeting minimum qualifications does not guarantee an interview.

The successful candidate will be expected to be available for service within a mutually agreeable time after acceptance of an offer of employment and provide the following: official transcripts of all higher education course work and verification of experience (if necessary) prior to the first duty day; identification and eligibility for employment within three (3) days of employment pursuant to the “Immigration Reform and Control Act;” fingerprints and required medical certification pursuant to statute.
CYPRESS COLLEGE

Cypress College is a student-centered environment, providing comprehensive educational opportunities to the 15,000-plus people who enroll each semester. Cypress College employees strive to match the assertion of its vision: “A premier learning community recognized for supporting student success and enriching society.”

Faculty, staff, students and administrators work together in an atmosphere of open communication and mutual respect. The positive environment was affirmed during the most-recent accreditation visit, with the team chair noting the college employees’ “strong belief in a common purpose to serve the educational needs of your students; and the fact that you carry out this common goal with a strong sense of camaraderie and joy. You live and breathe your core values of collegiality, integrity, excellence and inclusiveness.”

Approximately 196 full-time faculty and 420 adjunct faculty are supported by more than 200 classified employees and 22 managers at the college.

Cypress College was founded in 1966. Today, the campus features 12 major instructional buildings on a 110-acre site. The buildings contain conventional classrooms as well as laboratory facilities for a variety of specialized programs, including computer technology, photography, automotive services, health science and mortuary science. The college offers many student services, including counseling, financial aid, student activities and learning assistance programs. In addition to its instructional facilities, the campus is served by a bookstore, student center, and food services. A full complement of athletic fields and facilities rounds out the campus.

Incorporated in 1972, the Cypress College Foundation is a tax-exempt, nonprofit organization established to facilitate the work of the college by generating contributions on behalf of the college. The Foundation is governed by a Board of Directors consisting of leading citizens of the Cypress College community. The Foundation maintains net assets of $1.6 million.

Cypress College can be found on the web at www.cypresscollege.edu.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Located approximately 40 miles southeast of Los Angeles, California, the North Orange County Community College District, which includes Fullerton College, Cypress College, and the School of Continuing Education, serves approximately 70,000 students each semester. The District’s service area includes 18 cities and communities and 16 school districts. There are more than one million people living within its boundaries. The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District.

We Are…

…a District with a remarkable history of serving its communities.
…a diverse Board of Trustees that is independent, cohesive and collegial.
…a faculty and staff who play an active role in planning and developing policy.
…a fiscally stable organization with reserves that are substantially above the state minimum requirement.
…a District that ensures faculty, staff, administrators, and students are provided with the opportunity to participate in governance of the District commensurate with their respective roles.

We Seek To…

…offer programs and services that reflect innovation and currency and communicate those characteristics to our communities and colleagues locally, statewide, and nationally.

…implement our recently-adopted District-wide Strategic Plan, including facilities revitalization and technology goals.

…approach institutional planning from a mission-based perspective utilizing the vitality of our constituent groups.

…increase access for students through effective community outreach.

…make our District a leader in assuring student success.

…build on the collaborative efforts of our colleges and School of Continuing Education.

Board of Trustees:
Jeffrey P. Brown • Barbara Dunsheath • Leonard Lahtinen • Michael Matsuda • Molly McClanahan • Donna Miller
M. Tony Ontiveros • Jennifer Caspellan, Cypress College Student Trustee • Chris Sanchez, Fullerton College Student Trustee
Ned Doffoney, Ed.D, Chancellor • Michael Kasler, Ed.D, President, Cypress College • Rajen Vurdien, Ph.D. M.B.A., President, Fullerton College
Christine Terry, Provost, School of Continuing Education

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices.