



North Orange County Community College District

invites applications and nominations
for the position of



President
Cypress College

THE POSITION

The Board of Trustees of the North Orange County Community College District invites applications for the position of President, 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 Cypress College in accordance with the District plan 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.

Provide leadership to Cypress College planning bodies, develop strategies for implementing goals envisioned by the college, and be responsible for an ongoing evaluation of progress towards these goals.

Formulate and articulate a constructive vision of Cypress College to address the evolving social, economic, and political forces that affect its mission and priorities, in which teaching, learning, student access, and student success are central to the school's mission.

Maintain and build upon the excellence of Cypress College's academic, career technical education, and student services programs.

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

Serve as the primary advocate for Cypress College at the District level and with the Board of Trustees for financial needs, policy issues, special projects, and the promotion of 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 Cypress College's commitment to equity and diversity.

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

Represent and effectively promote Cypress College through outreach and active participation in program and civic organization functions.

Establish partnerships and work constructively with government, civic, educational and business/industry groups.

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

Oversee the planning, construction and utilization of Cypress College facilities.

Actively promote 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

MINIMUM QUALIFICATIONS

Possession of a master's degree from an accredited institution;

One year of formal training, internship, or leadership experience reasonably related to the administrators' administrative assignment; and

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

DESIRABLE QUALIFICATIONS

Earned doctorate from an accredited institution.

Teaching or student services experience, preferably at the postsecondary level.

Demonstrated written and oral communication skills that encourage and facilitate participation at all levels.

Three years of 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 administering public higher education funding and budgeting, including grants and bond-funded construction projects.

DESIRABLE CHARACTERISTICS

The Screening Committee and the Board of Trustees will consider the following ten desirable characteristics in their selection of the next Cypress College President.

Committed to Student Access, Success, and Equity

- A leader whose philosophical commitment to student access success and equity has been demonstrated through changes in institutional strategies and policies that resulted in improved student achievement.

- A leader who effectively and sensitively connects the institutional strategy of achieving high levels of student achievement with the operations of administrative and academic units.

- A student-centered educator who understands the complexity of credit, noncredit/adult education and contract education programs and services; supports the comprehensive community college and understands the competing priorities of transfer, career technical, college-readiness skills, noncredit/adult education, and community education; and understands the role of technology as it relates to all areas of the institution and its application to teaching and learning.

Takes Strategic Risks

- A leader who is willing to take significant data-informed risks and inspires changes in how everyone across the College thinks and acts to improve student outcomes.

- A leader who is committed to identifying gaps in student outcomes on the basis of factors such as race, ethnicity, and gender, and then mobilizing the College to improve results.

Builds Strong Teams

- A decisive and pragmatic leader with strong collaborative decision-making skills who will advocate for and apply the principles of collegial consultation to create a common commitment to and focus on students.

- A leader who is guided by ethics and honesty, is committed to transparency and inclusiveness in decision-making, and promotes the application of ethics across a large multi-campus District.

- A leader who promotes cohesiveness and respect among all College and District constituents; resolves controversial issues and problems in a timely manner using input from constituent groups, and who is sensitive to the effects of decisions on students, the College, and District-wide.

- A consensus builder committed to faculty and staff diversity who uses and promotes an open, approachable management style that is inclusive, collaborative and enthusiastic and who values and supports staff development, motivates employees, and acknowledges their contributions.

- An executive officer who understands and appreciates the roles of the Chancellor, the Vice Chancellors, Colleague CEOs, and Board of Trustees and who is committed to maintaining solid relationships across a multi-college district.

Establishes Urgency for Improvement

- A leader who works to establish and maintain among College leaders, faculty and staff a healthy sense of urgency about uniting the College's varied competing interests to accomplish the common goal of improving student outcomes.

Plans Lasting Internal Change

- A thoughtful leader who uses an integrated planning process to ensure that the College develops and implements master plans, strategic plans, and student equity plans that significantly improve student access and success.

- A leader who ensures that the culture of the College is built around the completion of valuable credentials for all students and continuous improvement and innovation in learning and growth for students, faculty, and staff.

Results-Oriented

- A leader who ensures that the College follows an integrated planning process that complies with accreditation standards by including effective implementation of plans, routine assessment of progress, and continuous data-informed improvement.

- An educator with a results-oriented approach who promotes a culture of inquiry and evidence, leads the College to agreed-upon student outcomes, and aligns plans and implementation efforts to measurable objectives.

Communicates Effectively

- A visionary educational leader who possesses exceptional interpersonal, written and oral communication skills and uses those skills to foster strong relationships; to develop shared priorities; and to identify and resolve problems with leadership.

- A leader who is politically proactive with proven advocacy skills and solid understanding of recent local, state, and national legislation that impacts community colleges.

- A leader whose communication and management style is effective in the College's multicultural/multilingual environment, a style that instills confidence and trust, and a style that has the impact of calming difficult situations.

- A leader who effectively engages with the College's and District's internal and external stakeholders, strategically communicating in ways that advance student access and success.

- A leader who communicates with the Chancellor in ways that ensure shared goals and a common understanding of the College's and District's progress toward achieving the desired student outcomes.

Financial and Operational Ability

- A fiscally competent leader who will ensure the College's fiscal stability, securing sufficient resources to fund operations and providing adequate controls to prevent fiscal mismanagement.

- An astute administrator with a demonstrated understanding of the complex dynamics of a multi-campus district, including a collective bargaining environment, California community college finances, budgetary processes, construction programs, and federal and state programs and legislative issues as they affect California community colleges.

- A leader who aligns expenditures with strategies and provides prudent oversight for the completion of major capital facilities construction and renovation projects.

Entrepreneurial Fundraiser

- An entrepreneurial and effective fundraiser with demonstrated capacity to raise revenue and develop resources to support the College's programs and facilities.

Develops Effective External Partnerships

- A leader who uses the College's influence and resources to pave the way for ongoing student access and success by forging partnerships with outside entities, including K-12 school districts, four-year colleges, community-based organizations, and employers. These partnerships will focus on helping large numbers of students, including those from historically underserved populations.

COMPENSATION

This is an executive position that offers a competitive salary and benefits package, including participation in the California State Teacher's Retirement System.

APPLICATION PROCEDURE

Nominations and applications will be accepted until the position is filled. To be included in the first screening of applications, the deadline is Thursday, February 9, 2017, at 11:59 p.m. PST. All inquiries, nominations, and applications will be held in the strictest confidence.

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

- A letter of application, preferably no more than seven pages, which provides example from your background and experience that address the Desirable Characteristics and Desirable Qualifications in this brochure;
- A current resume of professional experience, educational background, and other pertinent information;
- Transcripts of all higher education course work (may be unofficial);
- A 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.

In order to be considered for the position, all application materials must be submitted online. Incomplete application packets will not be considered. Go to <https://nocccd.peopleadmin.com> and follow the instructions to establish an account to submit your complete application packet.

The District does not accept resumes in lieu of applications. The District does not accept application materials by fax, e-mail or in person.

For confidential inquiries, contact:

Dr. Eva Conrad
Community College Search Services
(805) 660-1527 or eva.e.conrad@gmail.com

For general inquiries regarding the application process, contact:

Sandy Cotter, Executive Assistant
District Office of Human Resources
North Orange County Community College District
(714) 808-4826 or scotter@nocccd.edu

Equal Employment Opportunity

North Orange County Community College District is committed to equal opportunity/equal access in all of its employment, programs, and services. The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans and people with disabilities are encouraged to apply.

SELECTION PROCESS

A screening committee representing the constituencies of the District will screen applications and select a limited number of candidates to invite for an initial interview that will be held in mid-March. Candidates selected for further consideration will be invited to interview with the Chancellor and Board of Trustees.

Eligible expenses of candidates invited to interview(s) for travel from outside a 150-mile radius of the District can be reimbursed up to the limits allowed by District policy.

The successful candidate will be expected to be available for service within a mutually agreeable time as soon as possible 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 proof of freedom from communicable disease pursuant to statute.

CYPRESS COLLEGE

Cypress College – a two-year community college accredited by Western Association of Schools and Colleges – opened in 1966 and has grown to a beautiful 110-acre campus offering over 50 programs of study in academic and vocational areas. Recently ranked **17th in the nation** (among 1500+ community colleges) by its students for the quality of faculty/teaching and **3rd in California** (out of 113) by Schools.com for student success, Cypress College epitomizes an environment of academic excellence. Whether it is vocational studies such as our T-TEN program, a collaboration with Toyota Motor Corporation which is ranked #1 in the nation, or academic programs, such as English and ESL, where the success rate of our students is 15% higher than statewide averages, Cypress College sets the benchmark for excellence.

Our comprehensive Student Services programs support and enhance strategic goals related to access, retention and persistence initiatives on campus. As a valued partner with instructional faculty, student services staff and counseling faculty strive to implement innovative strategies to reduce and eliminate documented achievement gaps on campus.

Cypress College truly embodies an inclusive learning culture. The student body is incredibly diverse, with over 43% Hispanic, 23% Asian/Pacific Islander, and 23% Caucasian. Students from over 30 countries join our International Student program every year. The College believes in a multicultural learning experience where faculty and staff from diverse backgrounds can contribute to the development of our students.

Cypress College has strong partnerships with the local community that culminated in a \$574 million bond measure in 2014, the second largest in the history of Orange County. The College is poised to revitalize infrastructure and facilities to provide a state-of-the-art learning environment for students.

College employees are dedicated to the core values of *Excellence, Integrity, Collegiality and Inclusiveness*. We invite you to be a part of this celebrated and diverse community of learners where we put *Students First*. More information can be found at www.cypresscollege.edu.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Located approximately 40 miles southeast of LA. California, the North Orange County Community College District, which includes Fullerton College, Cypress College, and the School of Continuing Education, serves over 90,000 students each semester. The District's service area includes 18 cities and communities and 16 school districts, with more than one million people living within its boundaries. The District is governed by a seven-member Board of Trustees, elected by trustee area.

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.

Our values and shared beliefs...

Service: We contribute to a vital and prosperous community through our educational and training services. We promote engaged and ethical participation in global, civil society.

High Standards: We uphold high standards in academics and promote joy in teaching, learning, and work.

Adaptability: We respond to the changing needs of our communities in a global environment through continuous improvement and creative innovation.

Professionalism: We hold high standards for our faculty, staff, and administrators and create an environment in which professional development and other continuing education are valued and promoted.

Stewardship: We uphold the responsibility for public trust of our mission and resources.

Respect: We cultivate an atmosphere of courtesy, civility, and transparency with all students and employees in the District by promoting a willingness to collaborate and a responsibility for all to be engaged as collegial partners in carrying out the District's mission.

Inclusiveness: We welcome and respect the diverse backgrounds and beliefs of our students, faculty, and staff, and the many communities we share.

Board of Trustees:

Stephen T. Blount • Jeffrey P. Brown • Barbara Dunsheath • Leonard Lahtinen • Jaqueline Rodarte • Molly McClanahan
M. Tony Ontiveros • Tanya Washington, Cypress College Student Trustee • Scott Begneski, Fullerton College Student Trustee