

SYSTEM PRESIDENT SEARCH PROTOCOLS

Adopted by the Search Committee at its November 8, 2017 open meeting

I. JOB SEARCH GOALS

The State Board for Community Colleges and Occupational Education (the Board) is undertaking a nationwide search for a System President to lead the Colorado Community College System. The goal of the search is to find a System President who understands the vision and mission of the Board and the challenges, opportunities and hallmarks of our Colleges and who will effectively implement the Board's strategic plan and objectives and the State's Master Plan for higher Education. The successful candidate will have the experience and personal characteristics necessary to carry forward the Board's vision, mission and strategic plan with a focus on students and their success inside the classroom and beyond. The Board has adopted the following vision, mission and strategic plan for the System:

- **Vision** - Colorado community colleges are unsurpassed at providing quality educational opportunities for all who aspire to enrich their lives.
- **Mission** - It is our mission to provide an accessible, responsive, learning environment that facilitates the achievement of educational, professional, and personal goals by our students and other members of our communities in an atmosphere that embraces academic excellence, diversity and innovation.
- **Strategic Objectives** - Our strategic objectives are set forth in the 2015-2025 Strategic Plan – Colleges of Right Choice - Bold Solutions. The strategic plan is centered around four (4) goals: Transform the Student Experience, Transform Our Own Workforce Experience, Create Education Without Barriers through Transformational Partnerships, Redefine Our Value Proposition.

II. JOB DESCRIPTION

Position: President of the Colorado Community College System (System or CCCS)

Reports to: Colorado State Board for Community Colleges and Occupational Education (Board). The Board is comprised of nine voting members appointed by the Governor; one from each of Colorado's seven congressional districts and two at-large members and two non-voting members; one elected by the student advisory council and one elected by the faculty advisory council.

Job Summary: Chief Executive and Academic Officer of the System, Chair of the President's Council, Director of Occupational Education and Secretary to the Board.

The System President reports directly to the Board. All State System community college presidents report to the System President. The System President is responsible for the overall management of CCCS in accordance with the standards, policies, and directives of the Board, and compliance with all state, local, and federal laws, rules, and regulations applicable to the operation and accreditation of the colleges, using reasonable and customary standards of ethics, fairness, and honesty.

The President directs day-to-day supervision of a best practice operation, appropriate for a strong community college system which ensures a quality, affordable and accessible educational experience for students on each campus.

This a working management position with responsibilities for: fiscal management; personnel management; student services; academic affairs; plant and facilities maintenance; marketing and public, governmental, student, faculty and staff relations. This position is responsible to increase public understanding and appreciation for the unique role and mission of CCCS.

It is an essential that the System President demonstrate, on a consistent and continuous basis, the following three attributes:

- The job skills (including but not limited to the training, experience, and abilities) to perform all of the responsibilities of the position in a manner that meets the quality and productivity standards established by the Board; and
- The availability to perform his/her job responsibilities as scheduled to accommodate the operations of the CCCS; and
- Commitment to the successful achievement of the goals of CCCS, which include providing the highest standard of excellence in educational programs offered to the students on each campus as demonstrated by offering and maintaining affordable, accessible and quality educational programs.

Essential Job Functions:

Implements and administers policies of the Board and state and federal laws and regulations applicable to the operation of the System.

Provides leadership for the five statutory missions of the community colleges: Access, Career and Technical Education, Transfer to four-year institutions, Basic Skills, and Workforce Development. This will be done with the collaboration of college presidents.

Maintains quality academic and occupational programs developed in consultation with college presidents, faculty, staff, students and community and workforce partners.

Provides overall supervision of the System staff. Directly supervises the Vice Presidents of the System office, the presidents of the System colleges, and the members of the President's office who report to the president.

Oversees secondary and post-secondary career and technical education for the State of Colorado.

Develops program linkages among community colleges, career and technical education programs, and other college, university, secondary, or post-secondary delivery systems in Colorado.

Actively seeks advice and input from business and industry regarding workforce needs and economic development.

Serves as the spokesperson for the System on policy matters.

Serves as the primary representative of the Board at the state and national level, before the Legislature, the Colorado Commission on Higher Education, the press, the constituent advisory councils, and other entities, as appropriate; directs and coordinates the state and federal legislative programs for the System.

Chair the Presidents' Council.

Sets budget priorities and manages the System's budget for the benefit of the community college students.

Leads efforts to diversify revenue sources for CCCS.

Performs other duties as assigned by the Board.

Applicant Requirements: The President must have the experience necessary to earn the respect of academic and professional communities. The President must have an understanding of legislative, budget and education processes and issues. The President must have a demonstrated ability to provide dynamic leadership within complex organizational structures.

III. SEARCH PROCEDURES

The Search Committee will conduct its activities so as to fulfill its charge from the Board. It will adopt search goals, a job description including requirements for applicants, selection procedures, deadlines for applications and a timeframe for appointing the system president.

Members of the Board have conducted listening tours at the Colleges and System Office and email outreach soliciting input on the attributes to look for in a System President. This information will inform the search committee, the search firm and the Board in their work.

The search committee constituted by the Board is comprised of all current Board members, including the current student and faculty representatives to the Board; the immediate past student and faculty representatives to the Board and any new members appointed to the board during the search and such other member(s) as the Board may approve. Any Board member whose term expires during the search may remain a member of the search committee.

The search committee will be staffed by System employees. An administrative chair selected by the Board who is not a member of the committee will guide and inform the activities of the search committee.

The search committee will conduct its meetings in accordance with the requirements of the Colorado Open Meetings Act.

The search committee will work with the search firm selected by the Board.

With the assistance of the search firm, a candidate leadership profile will be developed, the position will be broadly advertised and an applicant pool will be developed. Application materials of qualified applicants will be reviewed by the search committee.

The search committee, with the support of the search firm, will develop a consensus on a pool of applicants to invite for interviews.

After these interviews, the search committee will recommend four (4) or more semi-finalists to the Board.

The Board may conduct additional interviews of the candidates or others and will identify one or more finalist(s).

The Board will announce the finalist(s) and no sooner than 14 days after such announcement, will employ the new System President.

IV. TIMEFRAME FOR APPOINTING THE SYSTEM PRESIDENT

The search committee will conduct its work with due diligence with the goal of being prepared to refer candidates to the Board by April 2018 so as to satisfy its charge to facilitate the Board's appointment of the new System President in May 2018.

V. DEADLINE FOR APPLICATIONS

To assure ample time for consideration, applications should be received by February 16, 2018.