

## **Campus President – Willow International Community College Center**

### **THE POSITION**

The chancellor and board of trustees of State Center Community College District (SCCCD) are seeking a campus president for the Willow International Community College Center. The new campus president will provide unifying and participatory leadership to a dynamic, complex, diverse urban campus. The president will build upon the campus' strong legacy of achievement and leadership in the community. The Willow International Center is seeking candidacy for initial accreditation as an independently accredited community college and hopes to achieve that status in approximately one year. The campus president currently reports directly to the president of Reedley College and indirectly to the chancellor of SCCC. Upon achieving initial accreditation status, the center will become known as Clovis Community College and the position title will change to college president, reporting directly to the chancellor. It is anticipated that achieving initial accreditation will take about two years once initial candidacy is granted.

Willow International is known for its pioneering spirit and positive climate. The staff and leadership have created a campus that is innovative, responsive, collegial and focused on student success. The chancellor and board of trustees are seeking a leader who can facilitate and nurture this climate, even as the campus grows and changes.

### **THE DISTRICT**

State Center Community College District was formed in 1964 when it assumed control of Fresno City College and Reedley College. The district serves approximately one million people and 17 unified and high school districts in more than 5,500 square miles of urban and rural territory that includes most of Fresno and Madera counties, and portions of Kings and Tulare counties. The district is governed by a seven member board of trustees, representing seven trustee areas. Total district enrollment for the 2011 fall semester was approximately 33,000 students (estimated annual FTES was over 29,110). The total operating budget for the district in 2011/12 is over \$140 million.

### **WILLOW INTERNATIONAL COMMUNITY COLLEGE CENTER**

The Willow International Community College Center is the newest campus of State Center Community College District (SCCCD). The center provides the advantages of a medium-sized community college campus in a friendly and contemporary setting, serving more than 5,600 students from the Fresno, Clovis and foothill communities with a variety of higher education learning opportunities.

## **History**

In response to the tremendous growth in the northeast Fresno and Clovis areas, the new 110 acre Willow International Center opened for the 2007 fall semester. The 80,000 square-foot academic center one (AC1) includes a state-of-the-art computer lab, classroom facilities, art studio, bookstore, multi-media studio, physics and science laboratories, assembly hall, distance learning classrooms, library, and internet cafe.

Phase II (AC2) of the Willow International site, which opened in July, 2010, includes an additional 80,000 square-foot academic center that houses allied health and science laboratories, fitness center, dance studio, library/learning center, student services, offices and classrooms.

## **Comprehensive Programs to Put Students on Track to Meet Goals**

A large number of students attend Willow International Center to fulfill their general education requirements and/or prepare for transfer to four-year institutions. In addition to the transfer function, career technical programs leading to certificates and associate degrees reflecting the most current job skills and knowledge have been established. High demand occupational programs offered include: criminal justice, child development, business, computer/information systems and multimedia/graphics.

A \$6 million licensed child care center facility is available on the new campus for high school and college students taking child development and pre-teaching courses. Funding was secured to construct the state-of-the-art Early Childhood Education Center through collaboration with the State of California, Clovis Unified School District, and State Center Community College District.

## **WILLOW INTERNATIONAL COMMUNITY COLLEGE CENTER** **VISION STATEMENT**

The Willow International Community College Center will achieve independent college status with a broad, technology based curriculum that meets the individual educational needs of our clients in a global environment. We will provide access to people from diverse economic, demographic, intellectual, and technological communities.

Our multi-faceted approach, including but not limited to, student contact, technological outreach, and building community partnerships, will provide a comprehensive system of learning opportunities and educational support services.

# **WILLOW INTERNATIONAL COMMUNITY COLLEGE CENTER**

## **MISSION STATEMENT**

The mission of the Willow International Community College Center is to provide affordable and comprehensive educational opportunities to a diverse population of students who seek opportunities for basic skills development, associate degrees, certificates, transfer, and lifelong learning that will enable them to become engaged participants in local and global communities. Student success will be measured through a continuous improvement process with an emphasis on student learning outcomes.

## **THE COMMUNITY**

Fresno residents enjoy a strong combination of rural and cosmopolitan living. With a population of over 917,500; Fresno County is one of the fastest growing counties in the state, boasting a diverse population.

Less than an hour from the Sierra Nevada mountains, Fresno is the only city in the nation that offers easy access to three national parks: Kings Canyon, Sequoia, and Yosemite. Seven nearby lakes offer sailing, fishing, boating, water skiing and relaxing nearly year-round. Living in Fresno allows winter sports such as skiing and snowboarding to be day trips or weekend getaways.

Fresno's unique central location offers its residents the opportunity to live within short driving distances of Los Angeles, San Francisco, Carmel, Big Sur, Monterey, Morro Bay and San Simeon – home of the famous Hearst Castle.

Art enthusiasts can enjoy ten theater groups, an opera association, a philharmonic orchestra, eight museums and numerous art galleries. Sports enthusiasts can benefit from year-round golf and country clubs of championship caliber. Tennis courts and recreational parks are strategically placed throughout the city. Baseball fans can see Fresno's Triple-A baseball club, the Fresno Grizzlies, play in their brand-new stadium, which is part of an ambitious downtown revitalization. With a Mediterranean climate that is conducive to outdoor relaxation, cultural and social enjoyment, Fresno will welcome you into its heart.

## **OPPORTUNITIES AND CHALLENGES**

- The new campus president of Willow International Community College Center will foster the continuance of the positive campus climate that is based on collegiality, mutual trust and respect, and participatory governance.
- Successfully navigate the transition process from a large college center to accreditation candidacy, followed by initial accreditation as a new independently accredited community college.
- Inspire, encourage, and empower college staff and faculty to provide excellent programs and services that lead to student success and completion.
- Ensure a campus climate that values diversity in its students and staff, and promotes cultural proficiency.

- Expand the college's career and technical education programs and offerings.
- Lead the college's efforts to create and follow a comprehensive strategic plan, based on a widely accepted view of its future.
- Acquire revenue from non-traditional sources and carefully allocate fiscal resources, including practicing effective enrollment management.
- Partner with business and industry, local education (P-16), and other governmental and non-profit agencies in order to meet the needs of the community.
- Be a strong advocate for the Willow International Center while also maintaining positive working relationships with colleagues at Reedley College and the Madera and Oakhurst centers, Fresno City College, and the district office.
- Honor and support what is working well at the Willow International Center while leading the change that will be necessary as it develops, grows and creates its own identity.

**PREFERRED PERSONAL AND PROFESSIONAL CHARACTERISTICS:**

- Evidence of a commitment to teaching/learning and the vision of a learning-centered institution and community.
- Knowledgeable of accreditation standards and practices.
- Committed to and practices participatory governance, and promotes collegiality.
- Superb communication skills, including active listening.
- A cheerleader who excels at building and maintaining a team spirit.
- Successful experience in a multi-ethnic environment.
- Skilled at meeting the needs of both traditional and non-traditional students.
- Visible, accessible and approachable on campus and in the community.
- Active with students and supportive of building a climate that encourages student engagement.
- Known for honesty, integrity, caring and encouragement.
- Evidence of decisive leadership and the ability to be flexible.
- Experience partnering with numerous community representatives, including education, business and industry, government and non-profit organizations.
- Practice effective fiscal and enrollment management.
- An entrepreneur who acquires non-traditional resources for the college.
- Successful experience as a leader in the use of technology to facilitate learning.
- Commitment to and knowledge of community and economic development.
- An effective team member of the Chancellor's Cabinet.
- An optimist who has a sense of humor and enjoys their role in supporting the college's mission.

## **MINIMUM QUALIFICATIONS:**

- An earned master's degree from an accredited higher education institution.
- Successful senior administrative-level experience in progressively responsible, reasonably related executive positions.
- Successful candidate must demonstrate a strong record of achievement that includes administrative experience in educational institutions, business, industry, government and/or non-profit organizations.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

## **PREFERRED QUALIFICATIONS:**

- An earned doctorate degree from an accredited higher education institution.
- Senior administrative leadership experience in higher education.
- Teaching/counseling experience in higher education.

## **DUTIES AND RESPONSIBILITIES**

Under administrative direction of the chancellor and in accordance with provisions of the California Education Code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies and administrative regulations of the district, the campus president of the Willow International Community College Center performs the following duties:

- Serves as the chief executive officer of the Willow International Center.
- Leads the development of the center's strategic plan and evaluation of the achievement of the center's goals and objectives.
- Advocates for the center using a collaborative, collegial leadership style that also supports the district's strategic plan and achievement of district-wide goals and objectives.
- Develops and utilizes procedures to effectively allocate the resources of the center to optimize the achievement of the center's goals and objectives.
- Establishes and implements procedures that enhance the center's administrative and governance processes and community college center-wide communications.
- Leads the evaluation of the center's programs and services and ensures the use of research and evaluation data in institutional planning.
- Leads, in collaboration with the assistance of the center's staff, improvements in the center's programs and services.
- Leads the center in collaboration with the assistance of the center's staff, development of the educational specifications for facilities required to support the center's programs.
- Ensures adherence to the institutional accreditation policies, standards and eligibility requirements.
- Leads the development of the center's budget and ensures management of the center's financial affairs in conformity with district fiscal policies and procedures.

- Encourages and supports the development of center's public relations, service to the community, and student outreach.
- Promotes articulation among the center and other K-12 schools, colleges, and universities – both locally and nationally.
- Approves all job assignments, duties and responsibilities of academic and classified personnel.
- Chairs the president's cabinet, participates as a member of the chancellor's cabinet, and participates in meetings of the board of trustees.
- Keeps the chancellor informed of the center's programs and services, as well as the needs and accomplishments of the community college center.
- Represents the center at meetings of appropriate educational agencies and organizations.
- Ensures the center's compliance with federal, state and district policies on equal employment opportunities, and shall endeavor to protect students, employees and members of the community from all discrimination, including sexual harassment.
- Ensures that all employees work within the duties and responsibilities described in class specifications and follow all policies, rules, regulations, bargaining agreements, and procedures of the state and the district, including the requirement that access to privileged information be carefully protected.

### **APPLICATION PROCEDURE**

Nominations and applications will be accepted until the position is filled. However, to ensure full consideration, individuals should submit a complete application package prior to **May 1, 2012**. The President Search Advisory Committee will begin its review of applications shortly after this date. This is a confidential search process.

To apply, please submit these four (4) separate documents:

1. A **letter of application** in which candidates should succinctly state how they meet the minimum qualifications and preferred personal and professional characteristics listed in the announcement, and how they would address the identified opportunities and challenges (not to exceed 5 pages).
2. A **current resume** including personal and work email addresses and telephone numbers.
3. A **reference list** with names, home and business telephone numbers, and email addresses of ten references: two supervisory, two subordinates (including one staff member), two colleagues, two faculty members, and two community members. References may be from either current or former institutions. References will not be contacted without the applicant's permission.
4. A **candidate cover sheet**, which is a one-page synopsis of the candidate's professional career. Use the following template: [Candidate Cover Sheet Template](#).

These four (4) documents will be the only application information presented to the President Search Advisory Committee.

To send electronic copies of the four-document application package, go to:

[www.acctsearches.org](http://www.acctsearches.org)

In addition, please send a paper copy of the application to:

Willow International Campus President Search  
Attention: Dr. Narcisa Polonio  
Association of Community College Trustees  
1233 20th Street, NW, Suite 301  
Washington, DC 20036

For confidential inquiries or to make a nomination, please contact:

Dr. Pamila Fisher, ACCT Search Consultant  
(406) 570-0516  
[pamfisher@bresnan.net](mailto:pamfisher@bresnan.net)

- or -

Dr. Narcisa Polonio, Vice President  
Board Leadership Services, ACCT  
(202) 775-4670  
(202) 276-1983 (cell)  
[npolonio@acct.org](mailto:npolonio@acct.org)

### **SELECTION PROCESS**

All completed application packets will be screened by the President Search Advisory Committee, which includes faculty, staff, administrators, students and community members, to ensure that the minimum required qualifications stated in the job announcement are met.

Those candidates who meet the minimum required qualifications and most closely reflect the desired job-related priorities and ideal characteristics will be invited to an interview with the President Search Advisory Committee as semi-finalists. Finalists will participate in campus public forums and will be interviewed by the chancellor and board of trustees.

The new campus president will be expected to assume duties on or about July 1, 2012.

## **SALARY AND BENEFITS**

State Center Community College District offers a comprehensive fringe benefit package including medical, dental, vision, life insurance, sick leave, vacation benefits and the California State Teachers' Retirement System (CalSTRS). Salary and other benefits are highly competitive and negotiable, and depend upon experience and qualifications.

State Center Community College District is an equal opportunity employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion, or other factors as defined by law. The district is a Title 5 employer.