

October 2, 2003

04-043

Approve Purpose and Appoint Members - PCC Presidential Search Advisory Committee

PREPARED BY: Neal Naigus, Special Assistant to the President

APPROVED BY: Jan Coulton, Director, Public Affairs
Randy McEwen, Vice President, Administrative Services
Gerard "Jerry" Berger, President

REPORT: The Board desires to appoint a Presidential Search Advisory Committee to provide input to the Board concerning the search for PCC's next President. The purpose of the Advisory Committee will be:

1. to review and provide input to the Board on the Presidential Profile, which describes the characteristics sought in the candidates for President;
2. to review candidate applications to determine semi-finalists to be interviewed; to participate in interviews of the selected semi-finalists; and to make recommendations for finalists to be considered by the Board.

The Board solicited volunteers for this committee by a college-wide e-mail on September 15, 2003. The desired membership is: 2 Faculty members, 2 Classified employees, 2 Administrators, 2 PCC Students, 1 PCC Foundation Board member, and 1 community leader.

RECOMMENDATION: That the Board approve the purpose of the Presidential Search Advisory Committee, and approve the appointment of the members of the Committee as follows:

- | | |
|------------------|----------|
| Faculty | 1. _____ |
| | 2. _____ |
| Classified | 1. _____ |
| | 2. _____ |
| Administrators | 1. _____ |
| | 2. _____ |
| PCC Students | 1. _____ |
| | 2. _____ |
| Foundation Board | 1. _____ |
| Community Leader | 1. _____ |

Suggestions for Search Committee members

<u>Name</u>	<u>Classification</u>	<u>Campus</u>	<u>Position</u>
Michael Dembrow	Faculty	Cascade	English Inst., Faculty Fed. Pres.
Karen Jolly	Faculty	Sylvania	Computer App. Inst.
Lucia Barnett	Classified	Cascade	Public Safety Officer, Class. Fed. Pres.
Kelly Marks	Classified	Rock Creek	Ed. Prog. Coord., CAPITAL Center Credit Programs
Marilyn Davis	Administrator	Rock Creek	Dean of Instruction
Peter Maphumulo	Administrator	Extended Learning Campus @ SE	Manager, Alternative Programs
Adrienne Donovan-Boyd	Student	Sylvania	President, ASPCC @ Sylvania
Tricia Rojas	Student	Cascade	President, ASPCC @ Cascade
Tom Fahey	PCC Foundation		HR Manager, Wacker Siltronic
Jamie Lim	Community Leader		Chief Engineer, First United Engineering, Philippine American Chamber of Commerce of Oregon
Dana Anderson	Ex Officio		PCC Board of Directors
Harold Williams	Ex Officio		PCC Board of Directors
Sylvia Welch	Staff		Director, Affirmative Action, PCC
Neal Naigus	Staff		Assistant to the President, PCC

Presidential Search Advisory Committee Charge

The Presidential Search Advisory Committee is charged with the responsibility of advising the Board of Directors on the development of a leadership profile and the characteristics sought in the candidates for president.

In addition, the Search Advisory Committee will review the applications, conduct interviews of the semi-finalists, and make recommendations of finalists to be considered by the Board.

The Advisory Committee will be assisted by Dr. Bob Barringer, president of Gold Hill Associates, Community College Presidential Search Services. Neal Naigus will serve as the liaison for the search.

District Presidential Search

PORTLAND COMMUNITY COLLEGE PORTLAND, OREGON

The Board of Directors of Portland Community College seeks nominations and applications for the position of District President, with a starting date of July 1, 2004.

MINIMUM QUALIFICATIONS

Candidates should have a pattern of progressively responsible educational leadership and accomplishment in administration and an understanding of and commitment to the educational philosophy of the comprehensive community college. A Master's degree is required; an earned doctorate from an accredited institution is preferred. Individuals with outstanding comparable background and experience may be considered.

CHALLENGES AND OPPORTUNITIES

The successful candidate will be expected to address the following challenges and opportunities:

- ◆ Provide leadership to the college in a period of gradual economic recovery, changing demographics, and increasing demand in a climate of limited state budget resources.
- ◆ Ensure that the college will fulfill its mission through offering high quality programs and services in a planned and consistent manner to its various constituencies in a multi-campus setting.
- ◆ Support outreach activities to connect with and provide appropriate levels of service to students in outlying areas of the district.
- ◆ Further the expansion of partnerships between the college, other levels of education, business and industry, hospitals and other medical organizations, governmental agencies and other community organizations.
- ◆ Lead the college through its next phase of institutional expansion; assist in promotion and passage of a bond measure for capital improvements in the next four to six years.
- ◆ Develop strategic approaches to determining the appropriate mix of high quality programs and services and ensure their accessibility to students.
- ◆ Expand the financial, human, programmatic and facilities base of the college through political leadership and involvement, sound fiscal management, fundraising, grants and collaborative ventures.
- ◆ Address the academic and support needs of a rapidly growing number of non-English-speaking and other students with unique needs to ensure their success.
- ◆ Engage the college, the general public and community leaders in meeting the needs of an increasingly diverse population.
- ◆ Reflect and involve the community in all aspects of the college including the curriculum, college activities and employment.
- ◆ Implement a comprehensive plan to attract and maintain a diverse faculty and staff. Ensure the availability of systematic and staff development programs to develop and maintain high-

level technological skill levels among faculty and staff in the service of students and the community.

- ◆ Ensure that instructional programs, support services, and administrative services of the college keep pace with rapid technological change.

QUALIFICATIONS AND CHARACTERISTICS

In addition, the ideal candidate will be:

- ◆ An energetic and highly visible community leader who can articulate and communicate an institutional vision to both internal and external constituents, motivate and support employees in implementing that vision, and move the institution forward in achieving related goals and objectives.
- ◆ A leader with demonstrated skill in building connections and linking the institution closely with its community and stimulating appreciation of its value within the community.
- ◆ A politically savvy individual with experience in working with policy makers at local, state and national levels.
- ◆ A visible, warm and accessible individual, a responsive listener and caring administrator who delegates effectively, supports consistently, encourages and allocates resources systematically, and invests in the development of all employees.
- ◆ A strong, student-focused educational leader, skilled at balancing the interests and needs of the various constituencies, a consensus builder who values and respects unique differences; a motivator with a track record of participative decision-making in a collective bargaining environment.
- ◆ An administrator experienced in successful strategic planning, setting priorities and integrating planning and budgeting processes.
- ◆ A proven institutional leader with successful experience working at the Board level, and committed to supporting and developing trustees' leadership roles.
- ◆ An administrator who is willing to make a long-term commitment as president of Portland Community College.

APPLICATION PROCESS

In a letter of application of five pages or less, candidates should briefly state how they would address the identified challenges and opportunities and how they meet the minimum and preferred qualifications and characteristics. In addition, applicants must submit a current resume that includes the names, business and home telephone numbers of eight references (two supervisors, two subordinates including one support staff member, two faculty members and two community members), or comparable references. References should be from both current and former institutions or organizations. Nominations and applications will be accepted until the position is filled. To receive maximum consideration, applications should be submitted by January 1, 2004 as the Search Committee will select those who will be invited for interview shortly after that date.

Mail applications to: Presidential Search Chair, c/o Neal Naigus, Search Liaison, PO Box 6119
Beaverton Oregon 97007-9911.

For additional information, contact Bob Barringer, President, Gold Hill Associates at 828-252-7153 (email: goldhill@main.nc.us) or the college's web site at www.pcc.edu.

Portland Community College is an Equal Opportunity /Affirmative Action Employer.

THE COLLEGE DISTRICT

Portland Community College is a comprehensive, multi-campus district and the largest institution of higher learning in the State of Oregon. The population of the district is 1,051,000. In 2002-03, PCC enrolled 101,000 students (headcount) and 26,000 full-time equivalent students.

The college serves a five-county area in northwest Oregon, and includes the City of Portland and Washington County, home of Intel and other high technology firms. The district comprises urban, suburban and rural areas, with rapidly growing minority populations.

The district is governed by a seven-member, elected Board of Directors. The Board is committed to the college mission of providing "quality education in an atmosphere that encourages the full realization of each individual's potential."

DISTRICT ORGANIZATION

The district has three comprehensive campuses, which provide lower-division college transfer courses, two-year associate degree programs and professional-technical career training. A fourth comprehensive campus is being developed. The Extended Learning Campus operates five workforce training centers and provides job training, contracted training for business and industry, adult education, community education, welfare-to-work and alternative high school programs. Each campus is led by a campus CEO who oversees enrollment management, budget, staffing and student development for the campus. The college also provides services to small businesses through its Small Business Development Center and Small Business International Trade Program. Plant services, bookstores, libraries, food services, financial aid, academic programs and the district budget and financial services are managed centrally.

THE BUDGET

College revenue comes from three primary sources: state general funds (55%), student tuition (25%), and local property taxes (20%). The general fund budget for 2003-04 is \$130 million. Oregon has experienced a recession in the past two years, and recovery is expected to begin by the end of 2004. The Legislature has reduced budgets for community colleges, higher education institutions, public schools and other public agencies to make up for the reductions in income tax revenue to the State.

Portland Community College has effectively managed the budget fluctuations and has a healthy financial base, contingency fund and reserve. The college has managed the budget reductions and tuition increases with minimal disruption to staff or programs.

The voters of the college district passed a \$144 million bond measure for capital improvements in 2000. New classroom and labs are under construction, and some new facilities will open during this academic year.

The college was recently awarded a Title III grant which will be used to enhance technology to improve student access to college programs and services.

EDUCATIONAL AND BUSINESS PARTNERS

The Portland area has excellent public elementary and secondary schools and a number of outstanding public and private four-year colleges and universities. Portland Community College has close ties with our elementary and secondary schools and the four-year institutions. Dual enrollment opportunities with Portland State University, Oregon State University and Oregon Institute of Technology are offered to PCC students.

The college has strong ties with local business and industry, particularly with several high technology companies, including Intel, Oregon's largest private employer.

THE BEAUTIFUL PACIFIC NORTHWEST

Yes, it rains a lot in Portland in the winter, but the summers are sunny, dry and free of humidity and bugs. The Pacific Ocean is 80 miles from Portland. Mt. Hood, where year-round skiing is available, is an hour's drive. The Columbia Gorge, with a myriad of hiking trails, breathtaking vistas and windsurfing locales, is a short drive away as well. Portland is known as one of the nation's most livable cities, with hundreds of parks and trails, bike paths, and clean air and water.

CULTURE, SPORTS AND GREAT FOOD

Portland has a local theater, opera, dance and symphony scene that rivals much bigger cities and an art gallery that attracts major exhibits. Local art galleries hold free openings on the 'First Thursday' of each month. Portland has more bookstores per capita than any other US city. The famous Powell's Bookstore occupies an entire city block. Portland is known for its outstanding restaurants and accessible downtown shopping. Portland is also home to the NBA Trail Blazers and expects to be home to a major baseball franchise in the next two years.