



SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT INTERIM CHANCELLOR SEARCH

The Position

The Interim Chancellor works in collaboration/partnership with the college presidents and faculty, staff and student governance groups to meet the ever-changing educational needs of an extremely diverse community and its student population. Under policies and priorities established by the Governing Board, the Interim Chancellor, in collaboration with the college presidents and with support from District administration, is responsible for assessing, planning, organizing and evaluating the resources, programs and services of the District to meet the educational needs of the students and the community. As the administrative leader of the District, the Interim Chancellor along with the college presidents, the Vice Chancellors, Associate Vice Chancellors, and the Board of Trustees represent the District to numerous community, business and industry, labor, educational and governmental groups.

The ideal candidate is an accomplished leader with experience that demonstrates an ability to administer and to serve as spokesperson for large, complex and diverse district. The individual must possess the following educational background, professional experience, and personal characteristics.

Priorities

- Take first two weeks for orientation of SJCC and EVC campuses and District Office with expansive visits.
- Assess and report to BOT on all important issues and strengths and weakness of the District. Create a vision for Interim Chancellor position tenure.
- Bond measure for November 2022.
- Oversight on all SJCC and EVC construction projects.
- Leadership for all COVID-related initiatives including staff and student onsite safety.
- Review and provide oversight to all fiscal matters and budgets.
- Provide assistance, support and supervision to all executive managers and direct reports.
- Become current on all pending legal issues and discuss with Board of Trustees in closed session.

- Plan and facilitate a community meeting for community leaders, executive staff, and the Board of Trustees to create a community vision for the time of Interim Chancellor's tenure.

In concert with the Governing Board's direction, the Interim Chancellor, working collaboratively, is expected to provide strong leadership in the areas of education, community, shared governance, and management in the following.

Education

- Ensures accountability for excellence in student access, success and retention with measurable outcomes.
- Ensures that educational and facilities master plans are current and implemented.
- Understands and respects the autonomy and unique identity of each college.
- Facilitates the policy development process.
- Ensures that college outreach and recruiting efforts provide open access to the District's diverse student populations.
- Evaluates the District's organizational structure to ensure effective and efficient operations that support the educational missions of each college and that emphasize a student-focused orientation at all levels.
- Advocates for the needs of a very diverse student population and community, including a large number of immigrants.

Community

- Increases resources for the District's colleges, undertaking initiatives such as revitalizing the District foundation and increasing student recruitment and retention.
- Vigorously pursues relationships and partnerships with local governments, business and industry, and community-based organizations with the goal of meeting emerging and future community needs.
- Enhances the District's image in the K-college educational community and increases the District's visibility in the city, county and state.
- Represents the District in the local community and particularly at the state level, in order to increase financial resources and promote the District's interests.

Shared Governance

- Defines and supports the process of consultative and participatory/shared governance with all constituent groups, with the goal of effective and efficient operations that fulfill the District's mission.

Management

- Holds District/executive management accountable through measurable outcomes for implementing annual priorities that are consistent with Board of Trustees Ends Policies.
- Ensures that District office operations serve and support the educational functions of the colleges and result in fiscal and administrative efficiency, stability and effectiveness.
- Promotes District-wide cultural proficiency.
- Encourages hiring to better reflect the diversity of the student population.
- Administers the District budget as approved by the Governing Board and promotes prudent and effective fiscal stability through the use of sound management practices.
- Supports and respects campus processes and the CEO Role and authority of each of the college presidents.
- Ensures that the colleges carry out integrated strategic planning, and budget and program review, consistent with accreditation standards.
- Ensures that planning processes and college plans are consistent with Governing Board Ends Policies.
- Ensures that District policies are reviewed regularly brought up-to-date, maintained and widely distributed to persons they affect.
- Ensures fiscal accountability in the fiscal/budget processes of the District and ensures that they are open, transparent and guided by collaborative planning processes.

Governing Board

- Works collaboratively with the Board of Trustees to develop Board strategic priorities.
- Assists in the development of measurable goals for Board priorities, and implements these goals with evaluation of, and accountability from, those responsible for reaching these goals.
- Responds efficiently to requests for information from the Governing Board.
- Develops an effective and trusting relationship with the Governing Board.

Required Qualifications

- Master's degree from an accredited institution; earned doctorate highly preferred.
- Significant and successful administrative experience in higher education, including at least three years as a chief executive officer who has experience reporting to a Governing Board in a community college district.
- Demonstrated competence, knowledge and ability to provide leadership in a complex educational environment with students from diverse academic, socioeconomic, cultural and ethnic backgrounds.
- Effective leadership experience working with historically underrepresented groups.

Demonstrated Experience

Successful candidates will need to demonstrate their experience in the following areas:

- College-level classroom instruction (highly desired).
- Knowledge of key contemporary educational issues and effective academic, occupational and continuing education programs.
- Ability to be creative, futuristic and energetic.
- Ability to lead and motivate and be an advocate for student success.
- Technical knowledge and leadership experience in fiscal management, enrollment management, strategic planning, human resources development, collective bargaining, curriculum and instruction, facilities planning, community relations and legislative relations.
- Successful, collaborative work history with union organizations and faculty groups such as faculty and classified senates.
- Ability to form partnerships with business, government, educational institutions, community organizations and diverse ethnic communities.
- Openness to evaluative feedback from the campuses and community.

Salary Benefits

Salary, benefits, length of contract and other terms and conditions of employment will be competitive. The Board of Trustees and the selected candidate will agree mutually on the terms of employment. District-paid benefits include a comprehensive health plan, dental and vision coverage for the employee and dependents and life and disability insurance for the employee.

Application Process

Applicants must submit the following materials to the email address InterimChancellorSearch@sjeccd.edu.

- A letter of interest not to exceed two pages
- A current resume or CV including educational background, professional experience, achievements and professional activities
- A list of five professional references to include: 1 faculty member, 1 administrator direct report, 1 board member, 1 community member, 1 support staff member

First Review Date

Application materials must be received by 12 noon on Monday, December 13, 2021, for initial consideration. Position is open until filled.

Start Date

January 2022 (date tbd)

Assignment Length

Assignment to end upon completion of the successful search for the permanent Chancellor, assignment length not to exceed one year.

Direct all inquiries and nominations to:

Will Lewallen, Ph.D., Consultant
Community College Search Services
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831.682.3541