



Invites Applications and Nominations for
the Position of:

Southeast College

President



Greenwood/Asher
& ASSOCIATES, LLC

Position Overview

Houston Community College (HCC) --- a unified system of academic college education, career and technical education, adult education, distance learning, customized business / industry instruction with on-site workforce training to advance the business community, and international educational partnerships --- is seeking a President for the Southeast College campus for this expansive college system. Reporting to the Chancellor, the president is the administrative leader of the college and works collegially with the Chancellor's Executive Council, and the Presidents' Council in implementing policies, procedures, budgets, and ensuring that the District's strategic plan is achieved through the college's programs, services, and activities.

About HCC

Houston Community College is one of the largest institutions of higher education in the country with 23 operating locations and more than 110,000 students each year, including more international students than any community college in the country. HCC provides academic courses for transfer to four-year institutions, terminal degrees and certificates in more than 70 fields of work, continuing education, corporate training, lifelong learning and enrichment programs, the largest adult education program in Texas, and a diversity of Distance Education offerings (18,000 online students and growing). Since opening in 1971, more than 2 million students have obtained education and training from Houston Community College. HCC's international profile was recently featured in a New York



Times article: "Few campuses illustrate globalization better than Houston Community College, which tops the institute's list of colleges that grant associate degrees. HCC has 5,208 international students from 200-plus countries, more foreign students than any other two-year college. And among all institutions of higher education, four- or two-year, it ranks 29th, ahead of prestigious destinations like Stanford, the Massachusetts Institute of Technology, George Washington University and the University of California, Davis.

Houston Community College's Vision "to be a leader in providing high quality, innovative education leading to student success and completion of workforce academic programs – and to be responsive to community needs and drive economic development in the communities they serve," continues to be realized daily, as more students get placed into jobs and with more exemplary workforce



programs than any college in Texas (twenty-six have been rated exemplary by the Texas Higher Education Coordinating Board), first in the nation in producing minority graduates in the country among 2-year public community colleges, more classes taught by PhD's, and innovative financial aid programs. HCC's ROI to the community is \$5 for every \$1 invested; past students have contributed \$4 billion to the community. One of HCC's campuses - Coleman College for Health Sciences - has a stated vision to be the preeminent health sciences community college in the nation, providing its students unsurpassed access to world-renowned health science resources as a member institution of the Texas Medical Center – the world's largest medical district with one of the highest densities of clinical facilities for patient care, basic science, and translational research of any location on the planet.



Location

Select candidate will discover an environment where professional satisfaction and career achievement are paired with optimal quality of life in an economically thriving and highly desirable metropolitan area in vibrant, diverse Houston, allowing students, faculty, and staff to draw on a wealth of resources. The city is rich in the arts and culture, thanks to its world-class performing arts organizations and renowned museum exhibitions, and is also a major economic and business hub. Twenty-one Fortune 500 companies are headquartered in Houston - second only to New York City. Family members of all ages will find the elements that contribute to a safe and enjoyable lifestyle. It is all here for the academic executive professionally prepared to grasp this superb opportunity.



Job Specifications

Leadership/Management

- › Serve as the College's chief executive responsible for strategic planning, budgeting, and all aspects of College administration, provide leadership in conjunction with the appropriate VC and other college Presidents and administration.
- › Accountable for the management, development, implementation, evaluation, and improvement of system/college, and ensures student success in the areas of learning, completion, transfer, and success in the labor markets.
- › Work with other college Presidents, Academic and Center of Excellence (COE) Dean/Director to promote the program in the community, meet with industry partners, and grow the program. Collaborate with VC on the continuous process improvement of the COE.
- › Collaborate with Chancellor or designee on the continuous improvement of services provided to support student learning (i.e., library, computer labs, writing centers).
- › Build and support an effective leadership team while creating a climate of open and effective communication.
- › Organize staff and resources for success in goal accomplishment; Provides leadership in ensuring that academic and business processes focus on enhancement of the learning environment.
- › Convene relevant COE high-level industry and community leaders to seek community and employers' input on college services and increased value to the community.
- › Oversee instructional shared services of relevant COE's in delivery of credit, continuing education, and customized training throughout the district in collaboration with College Presidents and other district-wide shared services.
- › Oversee and administer of all aspects of their respective Center of Excellence(s), including student service, finances, and instruction.

Talent Engagement

- › Ensure system Talent Engagement (TE) policies and procedures are effectively and uniformly implemented at the college in conjunction with the TE Department. Provide direction in achieving system TE goals.
- › Hire, supervise and guide relevant COE Instructional leadership and ensure matrix instructional services provided throughout the district.

Finance/Fundraising

- › Develop and is accountable for effective management of the college budget as a component of the system budget. In conjunction with the system foundation and development office, create and implement strategies to acquire alternative resources and achieve budget targets.
- › Assist with the development of external funds to support the COE as well as college-wide programs and projects, in cooperation with the Foundation.
- › Active participation in fundraising efforts in support of annual campaigns and district fundraising campaign priorities.

Strategic Planning/Assessment

- › Provide leadership in creation and implementation of the college's strategic plan in alignment with the system plan and budget. Carry out institutional effectiveness assessments and develop and implement strategies to achieve strategic objectives. Carry out program and employee evaluations as a component of the continuous improvement management process.
- › Provide leadership in the development of designated shared service centers of excellence (COE'S) to meet the instructional needs throughout the district service area as needed.

Economic Development

- › Provide leadership in creation and implementation of strategies to engage the college community in programs and activities that provide meaningful improvements in economic standards. The president is accountable for working effectively with community, business, educational, and other organizations to improve the educational and financial wellbeing of the community.

Community Development

- › Develop and implement strategies and partnerships to engage the community in programs and activities that support the college. Ensure that the college is meeting the educational, social, and cultural needs of the communities it serves. Engage community representatives through program advisory and other committees in achieving the strategic plan and budget.

Marketing

- › Engage the entire college community in image development. Collaborate with system communications and government relations' staff and is accountable to effectively communicate the system's strategic plan, market college programs and services, and obtain local, state, and federal resources.

- › Serve as College representative to the local community, including civic, governmental and business organizations.

Student Achievement

- › The president's primary objective is to effectively increase and document student access and success. Collaborate closely with the system, community and especially college faculty, staff, and students to achieve the system/college's Learning Corridor, Student Success, and Learning College programs.



- › Work with College and District personnel for continual improvements to processes in Admissions, Registration, Financial Assistance and all other campus-based student services areas.
- › Commitment to creating College environment that fosters student engagement and leadership development.

Facilities

- › Work with College and District personnel to effectively address Facilities and Security-related campus concerns, and all other support services.

Teamwork

- › Demonstrate commitment to collaborative decision-making, results-based management, continuous improvement and student/customer service in an environment conducive to teamwork and mutual support.
- › Commitment to College environment that encourages and enables faculty and staff to create positive and innovative learning experiences.
- › Work collaboratively with faculty, staff and students on mutually created goals and initiatives in support of student learning; and
- › Work collaboratively with other College Presidents and VCs to ensure a college-wide perspective while considering and advocating for the individual needs of the college.

Performs other duties, tasks and assignments as required.

Qualifications

- › Master's degree in a related field of study required.
- › Doctorate degree preferred.
- › 10 years senior-level administrative experience required.
- › Previous experience in a higher education setting preferred.
- › Experience in planning, budgeting, assessment, financial management, resource development, staff and program evaluation and continuous improvement management is required.
- › Experience with student support, achievement programs and as an academic leader is required.

Key Attractors

- › Career-making opportunity to serve as Southeast College President within one of the largest multi-campus/college systems in the nation. Serve in a key-to-the-mission role that is responsible for providing safety, strategic leadership, and direction within a premier college system that serves more than 60,000 students each semester - an institution that is the country's largest producer of associate degrees earned by traditionally underrepresented graduates among two-year public community colleges, and fourth largest producer of associate degree graduates in the country.
- › An opportunity to play a key role in helping advance Houston Community College to the next level in being an institution of choice locally, nationally, internationally. Serve as a key catalyst in determining the future course and culture of a college and system whose employees and students have a decisive impact locally – as well as nationally and internationally.
- › A visible leadership role where pivotal, well-made decisions will impact an institution prepared to recognize and reward success. Enjoy the opportunity to bring your best ideas and create the ideal model within an environment where you will be listened to heard and affirmed.



› Perform as a key, strategic leader on behalf of a system with a documented tradition of commitment to excellence in education, involvement and integration into the community, and an ongoing commitment to having superior facilities and material resources.



› Grasp the opportunity to work in a collaborative, collegial environment with strong support at the highest levels and influence within the institution and the community. Enjoy an open work environment with no hidden agendas and where success is measured by your efforts in advancing the system's assets to the next level of excellence.

› Geography, climate, demographics, and ambiance combine to offer you a truly excellent place to live. Houston is the largest multi-cultural city in Texas and the 4th largest city in the U.S. With a broad industrial base in the aeronautics, medical, technology and energy industries and home of the energy capital of the world, the Houston economy is one of the most vibrant in the nation and home to the country's largest medical complex- the Texas Medical Center. Family members will discover a warm, open community that offers an attractive array of activities, amenities, services, and opportunities whether they are looking for top-notch education, meaningful employment, or simply a safe and comfortable place to live.

How to apply

Greenwood/Asher & Associates, LLC is assisting Houston Community College in this search. Applications and nominations are now being accepted. Initial screening of applications will begin immediately and will continue until an appointment is made. Additionally, confidential inquiries, nominations and application materials should be directed to Greenwood/Asher & Associates, LLC. Submission of application materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected.

Inquiries, nominations, and application materials should be directed to:

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Houston Community College does not discriminate on the bases of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran's status. The following person has been designated to handle inquiries regarding the non-discrimination policies: David Cross, Director EEO/Compliance, Title IX Coordinator 713 718.8271 or Institutional.Equity@hccs.edu . HCC values its employees and their contributions, promotes opportunities for their professional growth and development, and provides a positive working and learning environment that encourages diversity, innovation and creativity, and inclusion. Individuals with disabilities, who require special accommodations to interview, should contact (713) 718-8565.