

Position Description:



For the Position of:

President

Date: October 21, 2016

Title: President
Tompkins Cortland Community College

Reports to: Board of Trustees

Location: Dryden, NY

Website: www.TompkinsCortland.edu

Overview of the Opportunity

Tompkins Cortland Community College (hereafter referred to as “the College” and also known colloquially as TC3) is a comprehensive, public community college supported by Cortland and Tompkins Counties, New York. The main college campus is located in the town of Dryden. Extension sites are located in Cortland, New York and Ithaca, New York. The College is one of 64-member institutions of the State University of New York (SUNY) system.

The College was founded in 1967 and opened in 1968 in Groton, New York. The College moved to its current Dryden, New York campus in 1974. Multimillion-dollar construction projects completed in 2007 and 2015 added a new athletics facility, a student center, classroom space, an enrollment center, and an expanded and enhanced library. Most recently the college launched a capital campaign to construct an 80 person infant and childcare center with teaching classrooms.

The College has an enrollment of more than 3,800 students. The student body typically includes students from all parts of New York, a dozen other states, and more than 50 foreign countries.

CollegeNow is the College’s nationally accredited concurrent enrollment program. The College works with school districts in Central New York allowing high school students to earn college credits while taking classes in high school. The CollegeNow program is a significant component of the College’s enrollment strategy. CollegeNow accounts for approximately one-third of the College’s total FTE enrollment.

Academic excellence is highlighted by more than 50 degree and certificate programs, including biotechnology, business administration, communication and media arts, computer sciences,

construction technology, creative writing, criminal justice, culinary arts, engineering science, hotel and restaurant management, liberal arts and sciences, nursing, paralegal, photography, sport management, sustainable farming and food systems, and wine marketing. Many of these programs are offered at the College's Extension Centers. The College is a leader in E-Learning. Many courses and degree programs are offered through Open SUNY, one of world's leading providers of online learning.

The College also features a successful farm to bistro program which includes an organic farm and a restaurant, banquet, and teaching facility known as Coltivare.

Approximately half of the College's degree seeking students transfer to a four-year college, with Cornell University, Binghamton University, SUNY Cortland, Ithaca College, Niagara University, and Rochester Institute of Technology being some of the more popular transfer options.

The College defines **sustainability** as the ability to meet the needs of the present without compromising the ability of future generations to meet their own needs. The College strives to make decisions that preserve the values of environmental, economic, and social responsibility. This philosophy is evident in our design of curriculum, in our planning and maintenance of facilities, and in our collaborative efforts with the community in the counties we serve. As one example, with the completion of our most recent project, the College meets 80% of its electricity demand by solar generation and we have reduced our CO2 emissions by 900 metric tons over the last decade.

BIZ is the College's business development and training program. BIZ works with regional businesses and organizations to design, develop, and fund training programs. In addition to customized training, a complete schedule of dozens of non-credit professional development programs is offered to individuals both on-campus and online.

Through the **Global Connections** program, the College partners with several academic institutions in other countries, primarily in Latin America, to provide educational opportunities on the College campus to their students. The agreements provide international students the opportunity to study at their home institution during the regular academic year, and in the United States at the College for two semesters, primarily during the summer. Through a combination of transfer credits and study in the United States, students receive complementary degrees from their home university and the College. The College also offers a vibrant study abroad program for its students.

The College sponsors ten **intercollegiate athletic teams** including women's soccer, volleyball, basketball, golf and softball and men's soccer, basketball, baseball, lacrosse, and golf. The Panthers compete as a Division III member of the National Junior College Athletic Association (NJCAA) and as part of the Mid-State Athletic Conference. The College offers a lighted turf

soccer/lacrosse field, a 1,500-seat gymnasium, an 18,000 square-foot (1,700 m²) field house, and on-campus baseball and softball parks. Student-athletes perform well academically, some have won national championships, and many have earned athletic scholarships to four-year institutions.

The **residential life** program has grown to now include seven buildings with apartment style living and more than 800 bedrooms. The College was one of the first community colleges in New York to offer on-campus housing, beginning its residential life program in 1999 with two buildings. The residential life program includes meal plans and a variety of social and co-curricular programs vital to life on the campus.

Tompkins Cortland Community College is a college on the move. From its innovative past to its comprehensive and responsive present, the College remains committed to providing its students with life-changing experiences.

The College seeks a visionary leader to continue a strong tradition of a culture that is consistently described as: student-centered; friendly; entrepreneurial; autonomously collaborative; committed to serving the community; results driven; willing to take measured risk; continuously innovative; and open to difference.

The College Board of Trustees seeks a leader who possesses the background, skills, attitudes, philosophies, political savvy, confidence and grace to lead the College into its next phase of development and service.

The Position:

Role and Responsibilities of the President

The President serves as the chief executive and administrative head of the college, exercising overall authority, subject to the direction of the Board of Trustees. In this regard, the President will perform the following duties:

- a. Implement, execute and administer all policies of the college trustees and the State University trustees;
- b. Formulate and present to the college trustees, for their action, recommendations on:
 1. Curriculum;
 2. Budgets;
 3. Salary and employee benefits schedules for all professional and non-professional employees;
 4. Personnel appointments, promotions, tenure, retention and retrenchment unless this authority has been delegated to the President;
 5. Organizational structure;
 6. Planning and management of facilities; and
 7. Granting of degrees or certificates;
- c. Administration of collective bargaining agreements; and
- d. Submission of annual report on the operation of the college to the college trustees, and preparation of such other reports as the college trustees or State University of New York may require.

Related responsibilities include setting a strategic direction for the institution, maintaining fiscal integrity, marketing the institution, building strong and lasting relationships with institutional constituents, business and community leaders, state and local political entities, SUNY, alumni and friends, and raising funds to meet the needs of the institution.

The President is expected to be a leader within the community, working cooperatively and collaboratively to achieve the broad objectives of public education in the context of the College. A key role of the President is to promote and represent the College to all internal and external audiences, including elected and appointed government officials, professional and educational associations, state, local, federal, SUNY and international agencies, and the public at large. A significant portion of the College's non-tuition revenue is provided by Tompkins and Cortland counties and the President must advocate and negotiate approval of the counties' support of the College's budget.

The President must be committed to diversity and inclusion and will lead the effort to maintain a campus climate that: encourages the development and retention of exceptional talent; embraces student involvement, access, interaction and success; fosters high levels of morale and engagement; promotes effective working relationships; prioritizes a high quality service culture; and cultivates an environment that encourages academic excellence and success.

Key Characteristics and Selection Criteria

The College seeks a leader who is creative, innovative and visionary. The next President will possess the drive, energy, and commitment to move the College to higher levels of academic achievement and operational excellence consistent with the vision, mission, and values of the College.

The President will be an effective and politically astute communicator who will recognize the importance of building consensus and providing leadership on the basis of influence, credibility, respect, and transparency. As a leader and a team player, the President will recognize that results are accomplished through and with others. The President will value staff and faculty and the critical role they play in the lives of students.

Specifically, the new President must demonstrate the following characteristics:

- ***Commitment to public education*** – The President, with a focus on continuing to strengthen the academic culture at the College, will demonstrate a deep commitment to access and to the value and importance of post-secondary education and training. Student Success is the College’s most important goal.
- ***Integrity*** – The President will be an individual of unwavering integrity, exhibiting the courage and tenacity to always stand for and do what is right.
- ***Experienced and competent senior leadership*** – The President should possess: strong conceptual, strategic, communication, financial, business, analytical, and synthesizing skills; and first-hand experience leading and managing a complex organization.
- ***Outreach and engagement*** – Vital to the President’s effectiveness is the ability to build constructive leadership relationships with boards, faculty, staff, students, alumni, supporters, and the external community through mutual respect of key constituencies. The President will value the greater College community and have a visible presence in community affairs. The President will continue focusing on the vital role that the College plays in the region's economy and will collaborate with leaders of the county and state.

- ***Student-centered*** – The President will make student success a priority for the continued improvement of retention and graduation rates. The President will engage with students, welcome their input, and embrace all aspects of the student experience.
- ***Commitment to academic quality*** – The President should have an appreciation for scholarly attributes, quality teaching, academic achievement, and a commitment to excellence in higher education.
- ***Success in fundraising*** – The President should be a proven fund-raiser with the ability to build relationships that lead to significant tangible and financial support for the College. The President should have experience in, and demonstrate an appreciation for, the importance of institutional advancement, fundraising, and other strategies for growth of non-tuition revenue that will enable the College to achieve its goals. The President must be able to tell the College’s story and create enthusiasm for the College among a wide range of constituencies.
- ***Collaborative and interpersonal skills*** – The President will be a person with strong interpersonal skills, who will be accessible to students, faculty and staff, alumni, parents, the College Foundation, and the community. The candidate must display confidence, a positive attitude and common sense. The President will understand the importance of collaboration and value creative thought in his/her approach to problem solving.

Required Qualifications and Experience:

- Integrity, intellectual agility, creativity and vision, a high level of energy, passion and enthusiasm.
- Ten years executive management background with experience in a leadership role in an organization comparable to the College.
- Evidence of a distinguished record of senior leadership experience and professional achievement in higher education, or equivalent level of functional responsibility in a related setting such as business, government, philanthropy or nonprofit enterprises, is essential.
- A strong academic background including doctoral or professional degree is preferred.
- Experienced in building and mentoring a supportive staff; good judgment in recognizing talent; a successful track record of recruiting and retaining a talented team committed to excellence.

- Goal-oriented management style that is also flexible and collaborative with a proven ability to influence others.
- Demonstrated commitment to and appreciation of shared governance and collective bargaining experience as fundamental parts of the culture of academic institutions and necessary for upholding academic values.
- Exceptional communications skills, including experience in mass media and public speaking.
- Ability to relate well to leaders in an academic environment as well as with business, community and political leaders, and to work effectively with a variety of internal and external stakeholders.
- Demonstrated fundraising success preferred.

Search Team and Contact Information

The Tompkins Cortland Community College Board of Trustees has retained the services of Diversified Search as consultants to the Board and Search Committee. Potential candidate screening will begin immediately and will continue until an appointment is made. Interested parties are encouraged to submit materials (including a cover letter, resumé or curriculum vitae, and the names and contact information of at least five professional references) by January 31, 2017. All communications will be treated confidentially.

All nominations, applications and inquiries should be directed electronically to:

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