

April 22, 2024, 12:00 pm, ZOOM only
Presidential Search Committee Meeting
<https://clatsopcc.zoom.us/j/85948811656>



*** AGENDA ***

- ❖ Confidentiality Agreements: *Everyone should have received one from HR by the time of this meeting. Please sign and return.*
- ❖ List of Qualifications: *goes to the Board today, this is a chance to discuss any final changes.*
- ❖ Updated Timeline / Calendar
 - Do we need to meet again before the applications arrive?
 - As we begin to go over applications, how should we meet? Zoom, in person, hybrid?
 - Doodle Poll Results
 - Scheduling Interview Meetings
- ❖ Presidential Search Committee Webpage
 - What would you like to include?
- ❖ Candidate Information: *What is the best way for the committee to receive applications?*
- ❖ And finally, just for fun, how many applications do you think we will receive?

Presidential Search and Recruitment 2024

Clatsop Community College, Astoria, OR

Clatsop Community College (CCC) is a public, two-year educational institution serving northwest Oregon and southwest Washington since 1958. CCC is located at the mouth of the Columbia River in Astoria, Oregon and serves all of Clatsop County as well as many communities in Columbia County, Oregon. CCC extends services to Pacific and Wahkiakum Counties in Washington State.

The College district covers all of Clatsop County, bordered on the north by the Columbia River, on the west by the Pacific Ocean, and the mountains of the Coast Range on the east. This magnificent natural landscape provides inspiration for the College's art students and a living laboratory for its science students. The area's colorful history of exploration, fishing, and maritime trading is also evident in the College's regionally unique Maritime Science and Historic Preservation and Restoration programs. Astoria, the county seat, is said to be the oldest American settlement west of the Rocky Mountains. Many Victorian-era homes and commercial buildings constructed before the turn of the 20th century have inspired the College's degree program in Historic Preservation.

Opportunities and Challenges

- The President will be a servant leader and serves as the Chief Executive Officer for Clatsop Community College and reports directly to the Board of Education.
- The President will provide leadership and oversight for all aspects of the college including academics, finance, planning, student affairs, enrollment, advancement, and other key areas and operates in accordance with policies and procedures established by the Board.
- The President will build upon and enhance a history of academic, career, technical and professional education programs with dedication and commitment to a diverse, equitable, and inclusive community.
- The President will advance the vision, mission and goals of Clatsop Community College by working in strong collaboration and foster rapport, a positive morale and cohesive culture with faculty, staff, administrators, students and the extended community.
- The President will be dedicated to, and invested in the students of Clatsop Community College by advancing and providing quality education, life skills and opportunities in the extended community.
- The President will be a leader of impeccable integrity, vision, enthusiasm, and energy with outstanding communication, relationship-building, and change-management skills while treating all with compassion, fairness and respect.
- The President will possess a transparent management and communication style and be a positive catalyst to embrace bold new opportunities for the future, while building upon Clatsop Community College's tradition of innovation.
- The President will focus on teaching and learning with an emphasis on enrollment management and student retention and completion including advocate for the specific needs of non-traditional students.

- The President will participate in community activities and grow educational partnerships with K-12, four-year colleges and universities and business and industry to define workforce needs in line with service area needs.
- The President will ensure the proper balance between academic transfer, occupational and continuing education programs and will develop course delivery structures that respond to changing technological innovation.

Required Characteristics

- The successful candidate for President will be a visionary and ethical leader with integrity who is compassionate and intelligent with a proven track record in a time of change while respecting institutional traditions and culture.
- The successful candidate will have demonstrated ability to work with a governing Board of Education, including the ability to assist the Board with its fiscal and policy making responsibilities.
- The successful candidate will have an understanding of the history, traditions and culture of Northwest Oregon or a similar size rural institution and community and is expected to live in the Clatsop Community College service area.
- The successful candidate will have strong and demonstrated written and oral communication and listening skills and an understanding of strategic and campus master planning, accreditation, economic development, crisis management and data analysis.
- The successful candidate will have the ability to inspire optimism and enthusiasm and personal courage and collaborative but decisiveness decision making skills.
- The successful candidate will have an understanding and the ability to develop legislative, community and donor relations.
- The ideal candidate will ultimately be dedicated to serving the long-term needs and success of Clatsop Community College with integral and absolute commitment as a true advocate and champion of the school.
- It will be critical that the President understand current and emerging topics in higher education, related to assessment, retention and completion with a penchant for life-long learning and personal for themselves and all employees.

Qualifications

- A minimum of a master's degree with an earned doctorate or other terminal degree preferred from a regionally accredited university is required.
- At least three years of higher education senior level experience including experience in managing financial and budgeting operations.
- Possess entrepreneurial and analytical skills necessary to identify and implement new revenue opportunities. Community college experience preferred.

- Similar experience in business, government or other public sector backgrounds may be considered.
- Higher education teaching experience preferred but not required.

Application Process

Applicants will submit the following for review:

1. A current resume/vita.
2. A detailed cover letter addressing opportunities, challenges, characteristics and qualifications (limit five pages.)
3. A list of five professional references, including names, email addresses, and telephone numbers.

The target date for applications is May 17, 2024. For additional information about the search, please visit clatsopcc.edu or collegePresidentsearch.com.

Application materials should be submitted electronically to:

preston@goldhillassociates.com

Gold Hill Associates is assisting with this search.

For additional information, nominations or confidential inquiries, contact:

Dr. Preston Pulliams, President/CEO, Gold Hill Associates.

Email: preston@goldhillassociates.com,

Phone: (503-704-3425) or

Dr. Walter Nolte, Assisting Consultant

Email: walter@goldhillassociates.com,

Phone: (307-262-2576).

PROJECT PLAN AND SCHEDULE CLATSOP COMMUNITY COLLEGE PRESIDENTIAL SEARCH DRAFT

March/April, 2024 (Via video meeting.)

- Gold Hill consultant meets with the Board of Education to discuss the search process, offer guidance on the selection of a search liaison and search committee, and to answer any questions the Board of Education may have.
- Search liaison appointed.

April 1, 2024

- Search committee appointed by this date.

April 15 and April 22, 2024 (Via video conference)

- Consultant reviews community survey to discuss the institution and leadership needs.
- Consultant meets with a board representative and search committee to develop a presidential search profile, job description, and timeline to be approved by the Board of Education.
- Consultant meets with HR and PR to discuss preparation for the upcoming process and to begin preparation for job announcement and development of electronic and print advertising.

April 26, 2024

- The job announcement is posted on the college and Gold Hill website and on *The Chronicle of Higher Education* electronic site and other electronic sites.
- Consultant begins one-on-one recruitment and broad, qualification focused, personal email recruitment.

May 1, 2024

- Gold Hill email recruitment.

May 24, 2024

- Applications are due for guaranteed consideration.

May 28, 29 and 30, 2024

- The consultant and search committee review applications.

May 31, 2024 (Via video meeting.)

- The consultant meets with search committee to discuss the selection of semi-finalists and to discuss preparations for the first round of interviews. Consultant will help schedule interviews and notify the semi-finalists to prepare for their interview.

June 3,4 and 5, 2024

- Semi-finalists video interviews (Via Video).

June 6, 2024 (Via video or on campus.)

- The consultant meets with the search committee and board representative to discuss the interviews and select finalist for Board of Education approval.

June 6, 2024

- Board of Education approves finalists
 - The consultant begins gathering finalist's references. In-depth reference checking begins.
 - The consultant, search committee, and search liaison schedule the interviews with the finalists.
- Finalists announced

June 10-13, 2024

- On-campus interviews with finalist

June 14, 2021

- The Board of Education approves the new president

June 14, 2024

- Contract negotiations begin with the selected candidate. Gold Hill consultant will assist with this process if requested.

June 20, 2024

- The Board of Education makes an announcement of the new president.