



West Virginia Council for Community and Technical College Education

AGENDA

March 27, 2015

Members

Clarence Pennington, Chair
Robert Brown, Vice Chair
William Baker
Bruce Berry
Keith Burdette
Christina Cameron

Kathy D'Antoni
John Panza
Steve Roberts
John Sorrenti
John Walker

James L. Skidmore, Chancellor



WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

March 27, 2015

10:00 AM

9th Floor Conference Room
1018 Kanawha Boulevard East, Charleston, WV

Teleconference Number: 1-888-786-7361, pass code: 568558

AGENDA

- I. Call to Order**
- II. Search and Screening Process for Position of Chancellor for the West Virginia Community and Technical College Systempg 3**
- III. Possible Executive Session Under the Authority of WV Code §6-9A-4 for the Following:**
 - A. Chancellor Emeritus Contract
- IV. Additional Board Action and Comments**
- V. Next Meeting**
 - Location: New River Community and Technical College
 - Date: Thursday, April 16, 2015
 - Time: 9:00 a.m.
- VI. Adjournment**

**West Virginia Council for Community and Technical College Education
Meeting of March 27, 2015**

ITEM: Search and Screening Process for Position of Chancellor of the West Virginia Community and Technical College System

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves the Search Procedure for the position of Chancellor of the West Virginia Community and Technical College System.

Further Resolved, That the West Virginia Council for Community and Technical College Education delegates authority to Chairman Butch Pennington to appoint members of the Council to serve on the Search Committee.

STAFF MEMBER: Patricia Clay

BACKGROUND:

No specific Council rule exists to address the employment process for the position of Chancellor of the West Virginia Community and Technical College System. As such, Council staff recommends a best practice approach for recruiting and selecting major administrators.

The attached search procedure contains a timeline and recommends the make-up of the Search Committee. The recommended Search Committee allows for broad-based involvement of constituents, yet limits the number of participants to ensure effective and timely progress is made. The procedure addresses the need for complete confidentiality and discretion during the search process, publication of the position announcement and provides process direction to the Search Committee. Selection of the successful candidate will be made by the full Council after meeting with and interviewing position finalists.

**Search Procedure
Position of Chancellor
West Virginia Community and Technical College System**

Chronology:

March 2015	Position announcement and position description finalized
March 2015	Council Chair appoints a Chancellor Search Committee and reviews search procedure with other Council members
March 2015	Position announcement nationally publicized
April 24, 2015	Review Begins Date - Application process remains open to afford full consideration for receipt of nominations and applications
April 30, 2015	Search Committee meets to review applications and select candidates for interviews and develops list of Interview Questions
Week of May 11	Search Committee meets to conduct interviews with preliminary finalists Background releases signed by candidates
May 18, 2015	Search Committee recommends finalists to be interviewed by the full Council
May 25, 2015	Background investigations completed
May 25 – June 5	On-site interviews with finalists – Constituent group meetings with candidates
June 10, 2015	Council selects and announces new Chancellor
July 1, 2015	Anticipated starting date during the first week of July

Search Committee Membership Recommendation:

The Search Committee will be appointed by the Council and constituted as follows:

- Three to Four members of the Council (Chair of Council will appoint Chairperson of the Search Committee)
- Governor of West Virginia Designee
- The Chancellor of the West Virginia Higher Education Policy Commission or designee
- Representative from the Committee of Presidents
- Community and technical college representative appointed by the Chair of the Advisory Council of Classified Employees

- Community and technical college representative appointed by the Chair of the Advisory Council of Faculty
- Community and technical college representative appointed by the Chair of the Advisory Council of Students

Administrative Staff for Search:

Council staff will provide assistance and support for the search process.

Confidentiality Oath:

Section 2.4 of the Council's rule, Series 5, *Employing and Evaluating Presidents*, states, "Members of the governing board, or any search committee appointed, may not provide information about the names or backgrounds of any candidates without their consent to anyone who is not a member of the governing board or search committee or authorized agents or staff. When candidates are invited to a preliminary interview with the search committee, they shall be notified of the conditions under which confidentiality may be waived as to background checks and that in the event they are invited for a campus interview, their names and backgrounds shall be publicly released at the time they accept an invitation for a formal campus visit."

To emphasize the need for complete confidentiality and discretion during the chancellor search process, all members of the Council and the Search Committee, as well as any administrative staff assisting with the search, will be asked to sign a confidentiality statement confirming their commitment to abide by this rule.

Statement of Characteristics and Position Announcement:

During a special conference call, the Council will discuss and finalize the job description and the proposed job announcement for the Chancellor position. Elements to be considered by the Council during this discussion include: required and preferred qualifications and credentials; leadership experience; and commitment to the Council's mission and fundamental principles.

Advertising the Position:

The Vice Chancellor for Human Resources will ensure that the Position Announcement is adequately distributed nationally in order to attract the deepest and most diverse pool possible. A date will be advertised as a "Review begins". Applications will be accepted after the "Review begins" date. However, after the meeting to select final candidates for preliminary interviews, no further applications will be forwarded to the Search Committee. If the initially selected candidates prove unacceptable or withdraw from the process, applications received after the "Review begins" date will be screened and provided to the Committee.

Screening Process:

- The Council staff will facilitate, in cooperation with the Search Committee, preliminary screening of applicants. The Search Committee will be responsible for selecting the top five to seven applications.
- The Search Committee will interview semi-finalists and recommend final candidates for consideration by the full Council.

- The finalists will come to Charleston for interviews, which will include open forums and opportunities for the candidates to interact with a diversity of constituent groups.
- The Vice Chancellor for Human Resources will be responsible for conducting thorough background checks on the finalists.
- Upon conclusion of the interview phase, the Council will meet to make the final selection.



Confidentiality Agreement

As a member of the West Virginia Council for Community and Technical College Education Chancellor Search Committee, I understand that the ultimate success of the search and the integrity of the Council depend on the search being conducted in an impartial, ethical and respectful manner. Therefore, I hereby agree as follows:

I certify that I am personally not a candidate for Chancellor, nor shall I become a candidate.

I pledge to respect the absolute confidentiality of all applicants for the position and those persons who might inquire about the position. I will not reveal the name, position or any information about such persons. This pledge of confidentiality does not end with the search.

I pledge to maintain absolute confidentiality about all discussions of the Search Committee both during the search process and after its completion.

I pledge to be fair, accurate and responsible in my management of information related to the search.

I pledge to come to this search willing to listen to the opinions and comments of the other members of the committee with respect and an open mind.

I acknowledge that the deliberations of the Search Committee and any and all related information, including verbal, electronic and in written form, are confidential.

I acknowledge that only the Chair of the Search Committee is authorized to speak to the news media or other third parties on behalf of the Search Committee.

I have read, understand, and agree to abide by all of the terms and conditions of this Confidentiality Agreement as a condition of my service to or as a Search Committee member.

Printed Name: _____

Date: _____

Agreed: _____



Position Profile Chancellor

The West Virginia Community and Technical College System (System) is the state's two-year college system offering comprehensive community and technical college education in all regions of the State. The System is comprised of nine community and technical colleges occupying twenty-seven campuses and enrolling 31,700 for-credit students annually. Annual business and industry workforce training hours exceed 909,500. Our mission is to promote and provide high-quality, accessible, affordable, and responsive comprehensive community and technical college education and training opportunities that maximize student learning, improve the standard of living for West Virginians, and contribute to the economic vitality and competitiveness of our State. The System strives to meet the education needs of the State's citizens and the workforce demands of our employers. For more about the System, visit our [web page](http://www.wvctcs.org/) at <http://www.wvctcs.org/>.

The West Virginia Council for Community and Technical College Education is responsible for developing, gaining consensus around, and overseeing the public policy agenda for the State of West Virginia for the public two year community and technical college organizations. The Council works collaboratively with the West Virginia Higher Education Policy Commission who has this responsibility for the baccalaureate and graduate institutions. The Council has general supervision over the actions of the governing boards of the nine public community and technical college organizations under its jurisdiction.

The West Virginia Council for Community and Technical College Education (Council) invites applications and nominations for the position of **Chancellor**. The Chancellor functions as the Chief Executive Officer and is responsible for the overall operation of the system. The Chancellor is appointed by, reports to and serves at the will and pleasure of the Council. The offices of the Chancellor are located in Charleston, WV.

Duties and Responsibilities:

- Assume principal responsibility for directing and assisting the work of the Council;
- Assume responsibility for day-to-day operations of the Council;
- Work closely with the Legislative Oversight Commission on Education Accountability and with the elected leadership of the state to ensure that they are fully informed about community and technical college education issues and that the Council fully understands the goals for higher education that the Legislature has established by law.
- Design and develop for consideration by the Council new statewide or regional initiatives directly related to community and technical college education and in accordance with the goals of the Legislature and the public policy agenda.
- Exercise policy oversight for fiscal, academic, administrative, developmental education and business/industry workforce training for Council organizations.
- Aggressively advocate for Council organizations with all relevant governmental bodies and agencies, including the State legislature.
- Be committed to student access, success, empowerment, equity and diversity.
- Strengthen management systems for sound decision making, effective policy implementation, equitable resource allocation and long-range planning among the Council's programs and services.
- Implement leadership and management practices that reflect strategic thinking/planning and rigorous accountability.

Skills/Characteristics:

The Council seeks a leader with the following qualities, skills and characteristics:

- Ability to demonstrate successful leadership experience in developing and implementing strategic planning, direction and vision for a large entity with multiple organizations
- Proven experience working collaboratively and innovatively with business, industry, legislature, government, community organizations and public and private education institutions
- Understanding of the role of the System in creating an educated, skilled and adaptable labor force that is responsive to the changing needs of the economy of the State and in promoting local, regional and statewide economic development
- Ability to set and articulate a vision which is relevant to the needs of the State of West Virginia
- Ability to inspire and lead a complex organization
- Willingness to embrace and be able to demonstrate an in-depth understanding of the community and technical college philosophy
- Awareness to connect, support and understand the importance of k-12 education, dual enrollment and developing, maintaining and publicly demonstrating strong relationships and partnerships with secondary education leaders



Position Profile (continued) Chancellor

- Ability to work collaboratively as part of a system-wide team, to build consensus and to advocate on behalf of the Council and its organizations
- Ability to solve problems creatively, make decisions in a fair and consistent manner and to work in environments that are organizationally complex with differing points of view
- Ability to connect effectively with legislators, elected and government officials and community leaders on behalf of the Council and its organizations
- Commitment to equity and diversity to promote success by providing a supportive educational and work environment that is free from discrimination
- Commitment to excellence and innovation
- Demonstrated skill in both strategic and operational planning and financial management through collaborative budgeting process

Minimum requirements:

- Master's degree required
- Minimum of ten years of demonstrated successful senior executive experience
- Experience in business and industry or in post-secondary education preferred
- Strong successful business background along with extensive experience in workforce development is desirable

Application Process:

The CTCS offers a competitive salary and benefit package. A full job description is available on our [Career Opportunities](#) web page. In order to be considered for the first screening, application materials must be received no later than 5:00 p.m. EST on Friday, April 24, 2015. Nominations and applications will be accepted until the position is filled.

Application materials must include:

- A letter of application that succinctly addresses the minimum qualifications, characteristics and abilities, and how your experience and professional qualifications prepare you for the position (limit to 3 pages)
- A current resume including an email address and phone number
- A reference list with names, home and business telephone numbers and email addresses of eight references, including current or former employers, a member of a board, a public official, two community or business leaders, and a subordinate employee.
- A statement of your educational and management philosophies, and
- A position paper (limit to 5 pages) in response to the question: "How would you address improving student success as measured by greater retention and graduation?"

Finalists are subject to employment and credential verification, reference and background checks. Submit all information electronically via e-mail with "**Chancellor**" in the subject line to: hepc.hr@hepc.wvnet.edu. Hard copy nominations and applications may be mailed to:

Ms. Patricia Clay
Vice Chancellor for Human Resources
West Virginia Higher Education Policy Commission
West Virginia Council for Community and Technical College Education
1018 Kanawha Blvd. East, Suite 700
Charleston, WV 25301

Equal Opportunity/Affirmative Action Employer

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. To that end, we endeavor to provide equal treatment in employment and provision of services to applicants, employees and those we serve without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability or veteran status. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.



NON-CLASSIFIED JOB DESCRIPTION

DATE: March 1, 2015

JOB TITLE: Chancellor

WORK LOCATION: 1018 Kanawha Blvd. E., Charleston, WV

REPORTS TO: WV Council for Community and Technical College Education

FLSA: Exempt

GENERAL JOB SUMMARY:

The Chancellor of the West Virginia Community and Technical College System functions as the Chief Executive Officer and is responsible for the overall operation of the System. The Chancellor is appointed by, reports to and serves at the will and pleasure of the Council. The offices of the Chancellor are located in Charleston, WV.

JOB DUTIES AND RESPONSIBILITIES:

- Serve as the principal accountability point for the Council for implementation of the public policy agenda as it relates to community and technical colleges;
- Assume principal responsibility for directing and assisting the work of the Council;
- Supervise and direct staff of the Council as necessary and appropriate to carry out the duties and responsibilities of the position;
- Enter into agreements with any state agency or political subdivision of the state, any state higher education institution or any other person or entity to enlist staff assistance to implement the powers and duties assigned to the Council by state law.
- Assume responsibility for day-to-day operations of the Council;
 - Carry out policy and program directives of the Council;
 - Develop and submit annual reports the institutional compacts;
 - Prepare and submit to the Council for its approval the proposed budget of the Council including the office of the chancellor and necessary staff;
 - Assist the governing boards in developing rules
 - Ensure that any required policy be uniform across the institutions under the jurisdiction of the Council and applied in a uniform manner; and
- The chancellor shall work closely with the Legislative Oversight Commission on Education Accountability and with the elected leadership of the state to ensure that they are fully informed about community and technical college education issues and that the Council fully understands the goals for higher education that the Legislature has established by law.
- Design and develops for consideration by the Council new statewide or regional initiatives directly related to community and technical college education and in accordance with the goals of the Legislature and the public policy agenda.

- Work closely with members of the state Board of Education and the State Superintendent of Schools to assure that the following goals are met:
 - Development and implementation of a seamless kindergarten-through-college system of education; and
 - Appropriate coordination of missions and programs.
 - Further the goals of cooperation and coordination between the Council and the state Board of Education, the chancellor serves as an ex officio, nonvoting member of the state Board of Education.
- Serve as chair of the Community and Technical College Advisory Committee (community and technical college presidents).
- Under the direction of the Council, reviews and approves the expenditure of all grant funds, including development of application criteria, the review and selection of applicants for funding and the annual review and justification of applicants for grant renewal.
- Perform all other duties and responsibilities assigned by the Council or by state law.

Jointly with the West Virginia Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education is responsible for developing and adopting rules and policies which:

- Exercise policy oversight for fiscal, academic, administrative, developmental education and business/industry workforce training.
- Implement and operate a uniform and equitable job classification and compensation system for all institutional classified employees;
- Advance a financing policy for higher education;
- Establish a tuition and fee policy;
- Implement a uniform standard for placement of students in remedial or developmental courses;
- Ensure the maximum transferability of credit among institutions;
- Expand distance learning and technology networks;
- Standardize administration of personnel matters among the institutions;
- Establish standards for accreditation of public and private institutions within the state and minimum standards for conferring degrees; and
- Establish purchasing practices and procedures.
- Increase reliance on data-driven information in making informed decisions.
- Identify opportunities for advancing the use of innovative technology in the areas of teaching, learning, assessment, student services, and administration.
- Aggressively advocate for Council organizations with all relevant governmental bodies and agencies, including the State Legislature.
- Be responsible for ensuring that all policies and state and federal education statutes are consistently adhered to by holding accountable those responsible for their implementation.
- Be committed to student access, success, empowerment, equity and diversity.
- Strengthen management systems for sound decision making, effective policy implementation, equitable resource allocation and long-range planning among the Council's programs and services.
- Implement leadership and management practices that reflect strategic thinking/planning and rigorous accountability.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to demonstrate successful leadership experience in developing and implementing strategic planning, direction and vision for a large entity with multiple organizations
- Proven experience working collaboratively and innovatively with business, industry, legislature, government, community organizations and public and private education institutions
- Understanding of the role of the System in creating an educated, skilled and adaptable labor force that is responsive to the changing needs of the economy of the State and in promoting local, regional and statewide economic development

- Ability to set and articulate a vision which is relevant to the needs of the State of West Virginia
- Ability to inspire and lead a complex organization
- Willingness to embrace and be able to demonstrate an in-depth understanding of the community and technical College philosophy
- Awareness to connect, support and understand the importance of k-12 education, dual enrollment and developing, maintaining and publicly demonstrating strong relationships and partnerships with secondary education leaders
- Ability to work collaboratively as part of a system-wide team, to build consensus and to advocate on behalf of the Council and it's organizations
- Ability to solve problems creatively, make decisions in a fair and consistent manner and to work in environments that are organizationally complex with differing points of view
- Ability to connect effectively with legislators, elected and government officials and community leaders on behalf of the Council and it's organizations
- Commitment to equity and diversity to promote success by providing a supportive educational and work environment that is free from discrimination
- Commitment to excellence and innovation
- Demonstrated skill in both strategic and operational planning and financial management through collaborative budgeting process

MINIMUM EDUCATION AND EXPERIENCE:

- Master's degree required
- Minimum of ten years of demonstrated successful senior executive experience
- Experience in business and industry or in post-secondary education preferred
- Strong successful business background along with extensive experience in workforce development is desirable