



Foothill-De Anza
Community College District

CHANCELLOR SEARCH

Position Description and Candidate Qualifications

12345 El Monte Road, Los Altos Hills, CA 94022

Board of Trustees • Paul Fong • Edward A. Hay • Andrea Leiderman • Mary Mason • Judith Moss

The Board of Trustees Invites Nominations and Applications for the Position of Chancellor Foothill-De Anza Community College District

The Board of Trustees of the Foothill-De Anza Community College District invites nominations and applications for the position of Chancellor of the District. The Chancellor is the chief executive officer of the District and reports to a five-member, publicly elected Board of Trustees. The Board seeks a leader with a bold vision who, through inspired leadership, will build on the tradition of excellence of this nationally acclaimed community college District.

THE COMMUNITY

The Foothill-De Anza Community College District, consisting of two colleges, is in the greater Silicon Valley, serving primarily the Santa Clara County communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Stanford, Sunnyvale, and West San Jose, with a total population of almost half a million.

The District, responding to expressed needs of these communities, exists to provide high-quality educational opportunities that promote development of individual abilities and competencies and enhance the quality of life within the communities it serves. The District is part of the California Community Colleges system, which is the largest system of higher education in the world. Its mission is to provide transfer, vocational, and basic skills education. The District is publicly supported and locally oriented. It offers a variety of programs and services, including programs for transfer to four-year colleges and universities; career education programs; programs and services for students who lack a strong educational background; and continuing education courses and programs that foster cultural growth, life enrichment, and skills improvement. A mission of the District is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement, a particular concern in the high-tech communities served by the District.

The District serves a wide range of students from diverse ethnic, cultural, educational, and professional backgrounds. For the Fall 2002 quarter, the District's enrollment of

almost 45,000 included 3.2% African American, 26.3% Asian, 3.3% Filipino, 10.7% Hispanic, and 29.9% Caucasian students.

OPPORTUNITIES AND CHALLENGES

The Chancellor of the Foothill-De Anza Community College District must provide strong, consistent, and visionary leadership in the following major areas:

Educational Leadership

Foothill-De Anza provides high-quality educational opportunities promoting the development of individual abilities; responding to the workforce, citizenship, and cultural needs of the service area; and enhancing the quality of community life.

At the direction of the Board of Trustees, the Chancellor provides leadership to fulfill this mission, responding to the changing demographics and needs of Silicon Valley by:

- guiding an effective long-range planning process that is inclusive, and ensures the highest quality of instruction, student services, community services, and overall management and administration within available resources. This includes the facilities master plan, which is supported by a \$248 million bond approved by the voters in 1999;
- working with the Presidents of Foothill and De Anza Colleges in focusing on the Colleges' primary roles of teaching and learning, improving academic programs, and providing for optimum student access and success consistent with resources;
- providing leadership for the role of technology in higher education, including resource allocation;
- advancing the District's commitment to diversity and cultural pluralism through appropriate hiring policies, curriculum development, extracurricular activities, and affiliation with community organizations;
- developing and implementing innovative programs and opportunities that allow all staff to acquire knowledge and skills for professional growth.

Management Leadership

As chief executive officer of the District the Chancellor will:

- manage the District's resources, strengthen the District's financial systems, anticipate fiscal uncertainties, and effectively guide the District during times of fiscal uncertainty;
- develop new sources of external funding, promote income-generating ventures and partnerships with business and industry, and serve as an effective spokesperson for increased funding at the local, state, and national levels;
- supervise and evaluate the two College Presidents and Vice Chancellors, and oversee Central Services;
- strengthen management systems for sound decision-making and effective policy implementation, with emphasis on flexibility, accountability, and continuous improvement;

- oversee District and College budgets while including input from representatives of all staff;
- ensure the recruitment, hiring, and retention of highly qualified and culturally diverse faculty and staff in accordance with Board policies;
- evaluate potential cost-saving measures where appropriate;
- provide leadership related to District-led initiatives and campus priorities.

Governance Leadership

- strengthen cooperative relationships between and among the Colleges and Central Services;
- support the District's commitment to participatory governance and the role of all constituents, including faculty, administrators, staff, and students. These constituents participate in the decision-making process and in the development of recommendations to the Board of Trustees.

Community Leadership

Through effective communication with the community the Chancellor will:

- articulate and promote a strong, innovative vision of the District to the educational, political, business, and civic leaders of the community, the state, and the nation;
- advocate for the educational and financial needs of the District to local, state, and federal governments;
- work with the Foothill-De Anza Community Colleges Foundation to raise funds from the private sector, and inspire and motivate members of the community to assist in these efforts;
- encourage Foothill-De Anza District leaders to engage with the community, respond to the diverse interests in the community, and represent community needs to the District and the Colleges.

MINIMUM QUALIFICATIONS

- Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background, and sexual orientation of community college students, faculty, and staff.
- Master's degree required; earned doctorate preferred.
- Experience working with Boards of Trustees or comparable governance structures.
- Five to ten years experience in progressively responsible positions in educational administration. Comparable experience in business or non-profit entities will be considered.

CHANCELLOR PROFILE

Candidates for the chancellor position should exemplify the following characteristics:

- visionary, passionate, and thoughtful leadership with an understanding of the mission of a multi-college district in a diverse and educationally sophisticated community;
- demonstrated commitment to quality instruction, student success, and academic excellence;
- ability to work with the Board of Trustees and assist Board members in their roles as policy-makers, District spokespersons, and representatives of the community;
- ability to inspire and motivate faculty, staff, and administrators;
- evidence of a commitment to, and appreciation of, diversity in faculty, staff, students, and the community;
- excellent communication skills that encourage mutual respect for individuals and differing opinions in a climate of accessibility, trust, and collegiality;
- demonstrated skill in planning and financial management through collaborative budgeting processes;
- successful experience in fund-raising and resource development;
- interpersonal skills that support productive working relationships between and among various constituents;
- understanding of the educational and administrative uses of technology, and willingness to pursue technological opportunities available for education in the Silicon Valley;
- understanding of, and commitment to, participatory governance as practiced in the California Community Colleges;
- experience in collective bargaining, with a commitment to mutual gains bargaining;
- ability to champion the District to local, state, and federal legislators;
- ability to solve problems creatively, and make decisions in a fair and consistent manner;
- an honest and ethical leader who respects individuals, their opinions and accomplishments, and institutional traditions;
- self-assurance and the ability to work in environments that are organizationally complex and highly political;
- enthusiasm, confidence, integrity, vitality, and a sense of humor.

APPLICATION PROCESS

Please submit the following: (1) a letter of application (not to exceed five pages) that summarizes how you might respond to the opportunities and challenges identified in the profile, and how you meet the personal and professional qualifications; (2) a current resume including an e-mail address and mobile telephone number if applicable; (3) a reference list with the names, telephone numbers, and e-mail addresses of eight references: two supervisors; one board member; two individuals who report (or have

reported) directly to you; and three faculty members from your current or former institutions. Applicants from the private sector may submit comparable references from their organizations. Applicants should describe qualifications and experience and how they have prepared you to serve the needs of the District. It is this information on which the initial review of materials will be based.

Nominations and applications will be accepted until the position is filled; however, to ensure full consideration, applications should be submitted for receipt no later than **March 15, 2003**.

Please submit application materials to:
Mary Mason, President, Board of Trustees and Chair, Chancellor Search Committee
c/o Marisa Spatafore, Search Liaison
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022

An electronic version of the application materials must also be submitted to spataforemarisa@fhda.edu and ssmee@acct.org.

For additional information, nominations or inquiries please contact:

Dr. Narcisa A. Polonio, Director, ACCT - Board Leadership Services at 202.775.4667 x118, or 202.276.1983, or by email at npolonio@acct.org. Also assisting in the search is Del M. Anderson, ACCT Search Consultant, at 510.638.5288 and delanderson@att.net.

Information is also available on the Foothill-De Anza web site at www.fhda.edu and the ACCT website at www.acct.org.

An ACCT Search