



OKLAHOMA CITY
COMMUNITY COLLEGE



OKLAHOMA CITY COMMUNITY COLLEGE

You're welcome here.

Executive Search Profile: **PRESIDENT**

We have a mantra here, one that's expressed in multiple languages across our College, on our website, and in our materials:

Whoever you are and
whomever you love,
wherever you've been and
wherever you're going,
you're welcome here.



50 and Fabulous

Oklahoma City Community College was founded in 1972 as an affordable, accessible college experience, and hub for culture, community, and learning for the southside of Oklahoma City. Every year, OCCC (“O Triple C”) serves more than 17,000 students through in-person, online and hybrid class offerings. Each student brings their own unique situation, struggle, or story with them to our College: Our students come from nearly 50 countries, many are first-generation college students, and many have jobs or children.

With its main campus in the heart of southwest Oklahoma City, OCCC is positioned to be prominent in the flourishing Hispanic community, while still being just a few miles South of the densely-populated downtown and northwest part of the city, and a few miles West of the state’s largest employer, Tinker Air Force Base. OCCC was built to serve the southside community, but it has become a beacon of opportunity and access to higher education for communities and families across the OKC metro area.

The College’s mission, established by the Board of Regents in 2019, is simple:

Student success. Community enrichment.



With your help,
we’ll build the next 50 years atop a solid and secure foundation, one that was laid with intention and purpose by the faculty, staff, students, elected officials, and community leaders who have worked so hard for our College in its first 50 years.

Want to Be OCCC's Next President?

Here's the job description:

Classification Title:	Exempt (Professional)
Annual Hours:	12-month
Work Week:	Monday – Friday, 8 a.m. – 5 p.m. Occasional weekends and evenings, office and remote work.
Compensation:	Salary and benefits commensurate with qualifications and experience, negotiable with the Board of Regents.
Funding:	E&G

General:

The President is the public-facing position and Chief Executive Officer for the College. This position is responsible to the OCCC Board of Regents for the overall direction of OCCC, while providing leadership and teamwork to the Executive Vice President (EVP, a.k.a. Chief Operations Officer) and Provost (a.k.a. Chief Academic Officer). Additionally, the President will lead oversight, structure, and development for the following areas:

- Fundraising and donor relations; oversight of the OCCC Foundation
- Business and community engagement, workforce development
- Legislative and other political relationship-building and interaction
- Bold vision and innovative solutions that drive OCCC's core mission
- Coalesce diverse groups and opinions to enhance OCCC's core mission

Reports to: Board of Regents

Job Policy and Procedural Duties:

- Abide by the Governance Policies and Procedures as published in the Board of Regents Policies, as well as all additional College policies and procedures.
- Ensure a safe educational and working environment.
- Cultivate and lead the culture of OCCC by promoting a work environment that encourages open communication without fear of reprisal or oppression.
- Adhere to established safety and health procedures and practices, for the purpose of providing injury- and illness-prevention for self and others.
- Complete quarterly health and safety training pursuant to OCCC's established safety and health procedures and practices.
- Participate in all applicable OCCC emergency, evacuation, and shelter-in-place drills, and be prepared to take action, and assist others in taking appropriate action, should a health or safety emergency occur.

Minimum Education and Experience:

- A Doctorate degree from a nationally or regionally accredited college or university with demonstrated management experience is preferred.
- A minimum of a Master's degree from a nationally- or regionally-accredited college or university, with demonstrated management experience, with substantial experience in a senior management position in or out of higher education where such experience is deemed relevant to, and provides a basis of expertise in serving as, the President of a community college is required.
- Demonstrated fundraising expertise.
- An understanding of the impact of federal, state, and local politics and governance, and a history of influencing policy development at those levels.
- Demonstrated success in strategic planning, fiscal management, resource allocation, and personnel supervision.



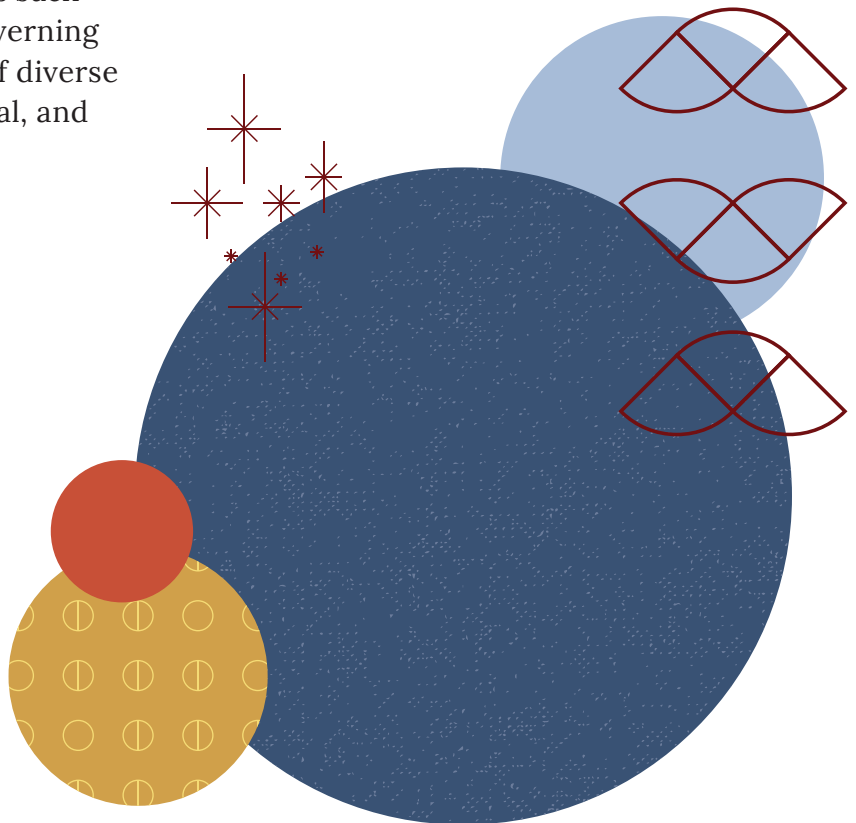
Job Duties:

(The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide vision to the EVP and Provost by developing a strong working relationship and delegation of duties that ensures the outward leadership focus of the President and the internal management focus of the EVP and Provost.
- Serve as the public face of OCCC with the responsibility for the coordination and accomplishment of the mission of the College.
- Lead fundraising efforts to bring non-traditional resources to campus to solve challenges and empower opportunities.
- Foster a climate of innovation across the campus to ensure excellence in the College's administration, teaching and learning.
- Passionately serve as the ambassador for OCCC among the communities we serve.
- Support and promote community partnerships within our territorial structures, utilizing chamber memberships and events whenever appropriate.
- Model leadership standards of conduct for the faculty, staff, and students of the College through explicit demonstration of OCCC's Operational Values: *Safety, Students, Accountability, Stewardship, Integrity, Innovation, Diversity, Transparency, and Humility*.
- Facilitate strategic visionary direction of the College in short- and long-term goal development, execution, and accomplishment.
- Continuously strengthen the commitment to equity, inclusion, diversity, and quality of the campus culture.
- Support, collaborate on, and uphold the policies and procedures for the efficient operations of the College.
- Actively participate in community and civic activities that enhance and promote the positive image and mission of the College.
- Advise, coach, inform, and ensure transparency of information with the Board of Regents on significant matters and insights relevant to the continued health and stability of the college, both within its walls out in the communities served.
- Ensure economic and workforce development training, and educational offerings, that facilitate the growth of business and industry in Oklahoma.
- Communicate and consult with the Oklahoma State Regents for Higher Education regarding material items of management and operations of the College.
- Membership/service to Higher Education Boards as appropriate.
- Promote an organizational culture of professional excellence, customer service, innovation, quality services, and continuous improvement.
- Serve on College-wide committees where appropriate.
- Perform other duties wherever necessary to ensure the success of students, faculty, and staff at the College.
- Perform other duties and assume additional responsibilities as assigned by the Board of Regents.

Required Knowledge, Skills, and Abilities:

- An understanding of, and commitment to, the mission of OCCC.
- Demonstrate active commitment to the values of diverse communities.
- Strong interpersonal, problem-solving, and consensus building skills.
- A demonstrated ability to provide creative internal and external leadership for the continued development of OCCC.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to develop and administer a community college budget, and establish and monitor fiscal accountability within the areas of responsibility.
- Ability to work with diverse groups such as faculty, staff, students, and governing boards, and community groups of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Ability to project a positive public image.
- Ability to prepare and analyze administrative and statistical reports, statements, and correspondence.
- Strong managerial, creative leadership, interpersonal relationships, problem-solving, and mediation skills.
- Proven ability to lead in a crisis, communicate clearly, and maintain a focused and temperate response to the problem at hand.
- Knowledge of the mission and role of public two-year institutions, particularly their important role in community, economic, and workforce development.
- Excellent written and oral communication skills.



Physical Demands and Working Conditions:

Physical Activities:

- This position requires the person to frequently communicate with and listen to administration, staff, faculty, students, and others to perform the essential functions of the position. Must be able to exchange accurate information in various situations.
- This position requires the person to frequently move about the office, OCCC campuses, and various community and governmental locations, to perform the essential functions of the position.
- This position requires the person to frequently remain in a stationary position.
- This position frequently requires the person to operate a computer, other office equipment, and mobile devices to perform the essential functions of the position.
- This position requires the person to frequently operate equipment that involves repetitive motions of the wrists, hands, and/or fingers.

Sedentary Work:

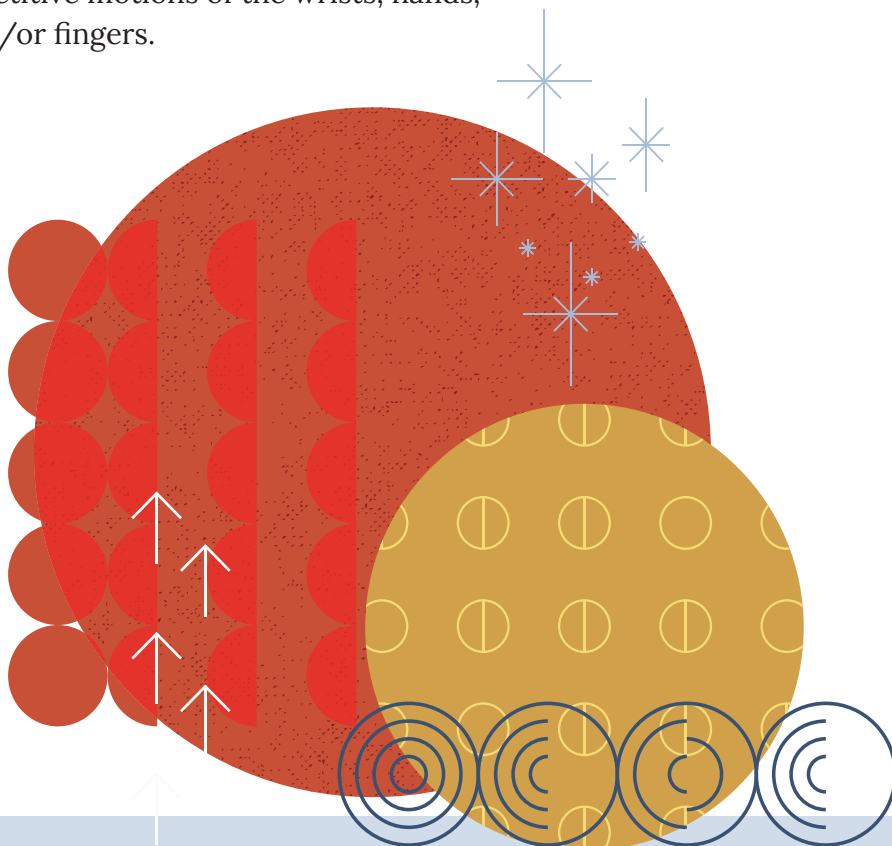
- The person in this position may occasionally exert up to 10 pounds of force to grasp, lift, carry, push, pull, or otherwise move objects.

Working Conditions:

- This position performs the essential functions in an indoor, office setting.
- This position performs occasional outdoor functions, mostly associated with community activities.

Required Training:

- Annual Campus Security Authority (CSA) Training.
- All other applicable training requirements established now and ongoing.



Ready to Apply?

Here's the process:

This search is being facilitated by Dr. Dennis Michaelis of Gold Hill Associates. Candidates should send their materials directly to Dr. Michaelis at **dennis@goldhillassociates.com**.

The following items are required to be submitted directly and only to the search consultant via e-mail attachments:

- **Cover Letter:** Limited to no more than four typed pages, detailing how your education, experiences, and background align with this Position Profile.
- **Resume:** Limited to no more than six typed pages.

Important Notes:

- All **attachments** should be in Microsoft Word or PDF format.
- **File names** must begin with applicant's initials (e.g. ABCcover, ABCres, ABCref).
- The **subject line** in the email should reference the position being applied for (e.g. President OCCC).

Review of materials will begin immediately and continue until the appointment is made.

For application materials to receive full consideration, candidates should submit all materials by **December 10, 2021**.

Finalists will interview with the OCCC Board of Regents **January 19-28, 2022**.

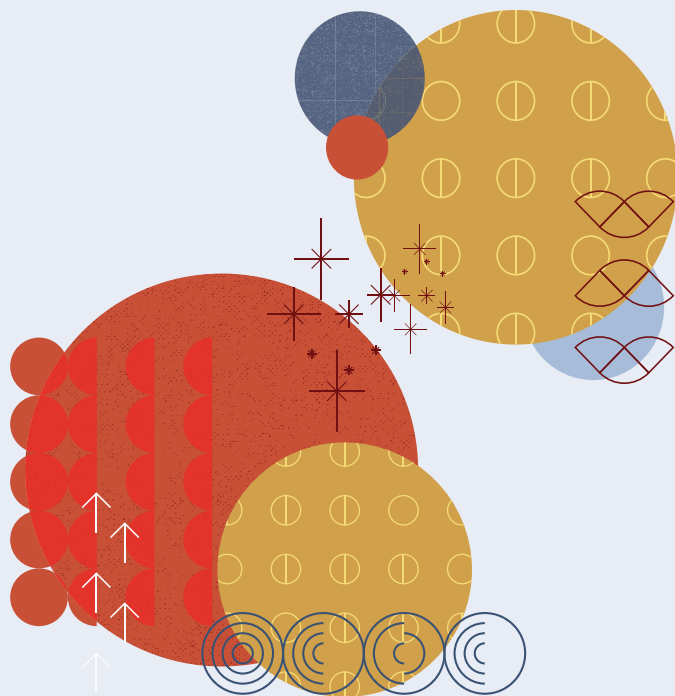
The new OCCC President will report to the college no later than **July 1, 2022**.

References will be requested only of finalists, should be limited to one typed page, and should include two supervisors, two direct reports, two full-time faculty members, and one community reference. The references must include names, titles, business and personal phone numbers, and e-mail addresses. References will not be contacted without the consultant's prior notification to the applicant.

Transcripts will be required of all finalists. Official transcripts must be provided to Oklahoma City Community College as a condition of hire.

For questions *related to the search process, calendar, and Position Profile*, email Search Liaison Dr. Regina Switzer at **regina.a.switzer@occc.edu**.

For other questions, email the Search Consultant, Dr. Dennis Michaelis of Gold Hill Associates, at **dennis@goldhillassociates.com**. If you wish to visit by phone, please include availability and contact information in your initial email.



OKLAHOMA CITY
COMMUNITY COLLEGE

7777 SOUTH MAY AVENUE, OKLAHOMA CITY, OK 73159
405.682.1611 | OCCC.EDU